DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

*United Nations Development Programme*

*Empowered lives.*
*Resilient nations.*

# REQUEST FOR PROPOSAL

**Conduct a short-term interdisciplinary distance training for women-managed agri-food sector MSMEs**

RFP No.: 512RE-2021-UNDP-UKR-RFP-BMO-Bootcamp

Project: UNDP Country Office

Country: Ukraine

Issued on: 9 September 2021

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

# Contents

**SECTION 1. LETTER OF INVITATION** ..... 4

**SECTION 2. INSTRUCTION TO BIDDERS** ..... 5

A. GENERAL PROVISIONS ..... 5
1. Introduction ..... 5
2. Fraud & Corruption, Gifts and Hospitality ..... 5
3. Eligibility ..... 5
4. Conflict of Interests ..... 6

B. PREPARATION OF PROPOSALS ..... 6
5. General Considerations ..... 6
6. Cost of Preparation of Proposal ..... 6
7. Language ..... 6
8. Documents Comprising the Proposal ..... 6
9. Documents Establishing the Eligibility and Qualifications of the Bidder ..... 7
10. Technical Proposal Format and Content ..... 7
11. Financial Proposals ..... 7
12. Proposal Security ..... 7
13. Currencies ..... 8
14. Joint Venture, Consortium or Association ..... 8
15. Only One Proposal ..... 9
16. Proposal Validity Period ..... 9
17. Extension of Proposal Validity Period ..... 9
18. Clarification of Proposal ..... 9
19. Amendment of Proposals ..... 9
20. Alternative Proposals ..... 10
21. Pre-Bid Conference ..... 10

C. SUBMISSION AND OPENING OF PROPOSALS ..... 10
22. Submission ..... 10
23. Deadline for Submission of Proposals and Late Proposals ..... 11
24. Withdrawal, Substitution, and Modification of Proposals ..... 11
25. Proposal Opening ..... 12

D. EVALUATION OF PROPOSALS ..... 12
26. Confidentiality ..... 12
27. Evaluation of Proposals ..... 12
28. Preliminary Examination ..... 12
29. Evaluation of Eligibility and Qualification ..... 12
30. Evaluation of Technical and Financial Proposals ..... 13
31. Due Diligence ..... 13
32. Clarification of Proposals ..... 14
33. Responsiveness of Proposal ..... 14
34. Nonconformities, Reparable Errors and Omissions ..... 14

E. AWARD OF CONTRACT ..... 15
35. Right to Accept, Reject, Any or All Proposals ..... 15
36. Award Criteria ..... 15
37. Debriefing ..... 15
38. Right to Vary Requirements at the Time of Award ..... 15
39. Contract Signature ..... 15
40. Contract Type and General Terms and Conditions ..... 15
41. Performance Security ..... 15
42. Bank Guarantee for Advanced Payment ..... 15
43. Liquidated Damages ..... 16
44. Payment Provisions ..... 16
45. Vendor Protest ..... 16
46. Other Provisions ..... 16

**SECTION 3. BID DATA SHEET** ..... 17

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

**SECTION 4. EVALUATION CRITERIA** ..... **21**

**SECTION 5. TERMS OF REFERENCE** ..... **23**

**SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST** ..... **39**

FORM A: TECHNICAL PROPOSAL SUBMISSION FORM ..... 40
FORM B: BIDDER INFORMATION FORM ..... 42
FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM ..... 42
FORM D: QUALIFICATION FORM ..... 44
FORM E: FORMAT OF TECHNICAL PROPOSAL ..... 47
FORM F: FINANCIAL PROPOSAL SUBMISSION FORM ..... 49
FORM G: FINANCIAL PROPOSAL FORM ..... 50
FORM H: FORM OF PROPOSAL SECURITY ..... **ERROR! BOOKMARK NOT DEFINED.**

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

# **Section 1.** Letter of Invitation

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

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

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

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

Please acknowledge receipt of this RFP by sending an email to procurement.ua@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in e-Tendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

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

Issued by:

Yuliia Radchenko

Name: Yuliia Radchenko
Title: Procurement Associate

Date: **September 9, 2021**

Approved by:

Name: Agnes Kochan
Title: Operations Manager
UNDP in Ukraine
Date: **September 9, 2021**

DS

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

# **Section 2.** Instruction to Bidders

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

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

| | | |
|---|---|---|
| **4. Conflict of Interests** | 4.1 | Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:<br>a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;<br>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or<br>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. |
| | 4.2 | In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists. |
| | 4.3 | Similarly, the Bidders must disclose in their proposal their knowledge of the following:<br>a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and<br>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.<br>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure. |
| | 4.4 | The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal. |
| **B. PREPARATION OF PROPOSALS** | | |
| **5. General Considerations** | 5.1 | In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal. |
| | 5.2 | The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP |
| **6. Cost of Preparation of Proposal** | 6.1 | The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process. |
| **7. Language** | 7.1 | The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS. |
| **8. Documents** | 8.1 | The Proposal shall comprise of the following documents: |

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

| | |
|---|---|
| Comprising the Proposal | a) Documents Establishing the Eligibility and Qualifications of the Bidder;<br>b) Technical Proposal;<br>c) Financial Proposal;<br>d) Proposal Security, if required by BDS;<br>e) Any attachments and/or appendices to the Proposal. |
| 9. Documents Establishing the Eligibility and Qualifications of the Bidder | 9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction. |
| 10. Technical Proposal Format and Content | 10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.<br>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.<br>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP<br>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS. |
| 11. Financial Proposals | 11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.<br>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.<br>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal. |
| 12. Proposal Security | 12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.<br>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.<br>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.<br>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.<br>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:<br>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;<br>b) In the event that the successful Bidder fails: |

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

| | |
|---|---|
| | i. to sign the Contract after UNDP has issued an award; or<br>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder. |
| 13. Currencies | 13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:<br>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and<br>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above. |
| 14. Joint Venture, Consortium or Association | 14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.<br>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.<br>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.<br>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.<br>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:<br>a) Those that were undertaken together by the JV, Consortium or Association; and<br>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.<br>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.<br>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm. |

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

| | |
|---|---|
| **15. Only One Proposal** | 15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.<br>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:<br>a) they have at least one controlling partner, director or shareholder in common; or<br>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or<br>c) they have the same legal representative for purposes of this RFP; or<br>d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process;<br>e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or<br>f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal. |
| **16. Proposal Validity Period** | 16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.<br>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price. |
| **17. Extension of Proposal Validity Period** | 17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.<br>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.<br>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated. |
| **18. Clarification of Proposal** | 18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.<br>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.<br>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary. |
| **19. Amendment of Proposals** | 19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders. |

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

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

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

| | |
|---|---|
| | iii. Bear a warning that states "*Not to be opened before the time and date for proposal opening*" as specified in the BDS.<br><br>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal. |
| **Email Submission** | 22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:<br>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;<br>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.<br>c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected. |
| **eTendering submission** | 22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:<br>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;<br>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.<br>d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.<br>c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.<br>d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/ |
| **23. Deadline for Submission of Proposals and Late Proposals** | 23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP<br>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals. |
| **24. Withdrawal, Substitution, and Modification of Proposals** | 24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.<br>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of |

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

| | |
|---|---|
| | Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"<br>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.<br>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened |
| **25. Proposal Opening** | 25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened. |
| **D. EVALUATION OF PROPOSALS** | |
| **26. Confidentiality** | 26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.<br>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures. |
| **27. Evaluation of Proposals** | 27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.<br>27.2 Evaluation of proposals is made of the following steps:<br>a) Preliminary Examination<br>b) Minimum Eligibility and Qualification (if pre-qualification is not done)<br>c) Evaluation of Technical Proposals<br>d) Evaluation of Financial Proposals |
| **28. Preliminary Examination** | 28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage. |
| **29. Evaluation of Eligibility and Qualification** | 29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).<br>29.2 In general terms, vendors that meet the following criteria may be considered qualified:<br>a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;<br>b) They have a good financial standing and have access to adequate financial |

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

| | |
|---|---|
| | resources to perform the contract and all existing commercial commitments,<br>c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;<br>d) They are able to comply fully with UNDP General Terms and Conditions of Contract;<br>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and<br>f) They have a record of timely and satisfactory performance with their clients. |
| 30. Evaluation of Technical and Financial Proposals | 30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.<br>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.<br>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.<br>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:<br>Rating the Technical Proposal (TP):<br>**TP Rating** = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100<br>Rating the Financial Proposal (FP):<br>**FP Rating** = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100<br>Total Combined Score:<br>**Combined Score =** (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%) |
| 31. Due Diligence | 31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the |

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

| | |
|---|---|
| | following:<br>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;<br>b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;<br>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;<br>d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;<br>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;<br>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract. |
| 32. Clarification of Proposals | 32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.<br>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.<br>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals. |
| 33. Responsiveness of Proposal | 33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.<br>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission. |
| 34. Nonconformities, Reparable Errors and Omissions | 34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.<br>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.<br>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:<br>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;<br>b) if there is an error in a total corresponding to the addition or subtraction |

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

| | | |
|---|---|---|
| | | of subtotals, the subtotals shall prevail and the total shall be corrected; and<br>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.<br>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected. |
| **E. AWARD OF CONTRACT** | | |
| **35. Right to Accept, Reject, Any or All Proposals** | 35.1 | UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer. |
| **36. Award Criteria** | 36.1 | Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS. |
| **37. Debriefing** | 37.1 | In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed. |
| **38. Right to Vary Requirements at the Time of Award** | 38.1 | At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions. |
| **39. Contract Signature** | 39.1 | Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals. |
| **40. Contract Type and General Terms and Conditions** | 40.1 | The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html |
| **41. Performance Security** | 41.1 | 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at<br>https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective. |
| **42. Bank Guarantee for Advanced Payment** | 42.1 | Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at |

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

| | | |
|---|---|---|
| | | https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default |
| **43. Liquidated Damages** | 43.1 | If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract. |
| **44. Payment Provisions** | 44.1 | Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract. |
| **45. Vendor Protest** | 45.1 | UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html |
| **46. Other Provisions** | 46.1 | In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence. |
| | 46.2 | UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence. |
| | 46.3 | The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer |

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

# **Section 3.** Bid Data Sheet

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

| BDS No. | Ref. to Section.2 | Data | Specific Instructions / Requirements |
|---|---|---|---|
| 1 | 7 | Language of the Proposal | Application forms to be filled in English or Ukrainian; supporting documents such as local registration/licenses/certificates issued in local language may be provided without translation |
| 2 | | Submitting Proposals for Parts or sub-parts of the TOR (partial bids) | Not Allowed |
| 3 | 20 | Alternative Proposals | Shall not be considered |
| 4 | 21 | Pre-proposal conference | Will be Conducted<br>14.09.2021, 12:00<br>Via zoom-conference<br>To express your interest to take part please send notification to e-mail procurement.ua@undp.org **point out tender reference 512RE-2021-UNDP-UKR-RFP-BMO-Bootcamp in subject**, the title of the company, names and positions of the representatives including contact details in the body of e-mail. Link to skype conference will be provided upon processing your inquiry. |
| 5 | 10 | Proposal Validity Period | 90 days |
| 6 | 14 | Bid Security | Not Required |
| 7 | 41 | Advanced Payment upon signing of contract | Not Allowed |
| 8 | 42 | Liquidated Damages | Will not be imposed |

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

| | | | |
|---|---|---|---|
| 9 | 40 | Performance Security | Not Required |
| 10 | 18 | Currency of Proposal | United States Dollar<br><br>Local currency (UAH) is also acceptable. The proposal will be fixed in the currency proposed. In case of proposal in local currency, the amount will be converted to USD based on actual UNORE currency rate for comparison.<br><br>https://treasury.un.org/operationalrates/OperationalRates.php<br><br>Financial proposals must include VAT and other applicable indirect taxes. |
| 11 | 31 | Deadline for submitting requests for clarifications/ questions | 5 days before the submission deadline |
| 12 | 31 | Contact Details for submitting clarifications/questions | E-mail address dedicated for this purpose: procurement.ua@undp.org<br><br>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 bidders. |
| 13 | 18, 19 and 21 | Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries | Direct communication to prospective Proposers by email and Posting on the website http://procurement-notices.undp.org |
| 14 | 23 | Deadline for Submission | **Till 24.09.2021, Friday, 10:00 AM (GMT +3:00) Kyiv time / 03:00 AM (GMT -4:00) New York time** |
| 14 | 22 | Allowable Manner of Submitting Proposals | **Submission through e-tendering system**<br>Proposals must be submitted in the online eTendering system in the following link: https://etendering.partneragencies.org using your username and password.<br><br>How to find the event and tender documentation:<br><br>Do not hesitate to contact procurement.ua@undp.org if you find any issues using the e-tendering system.<br><br>Bidders are also strongly advised to go through additional materials |

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

| | | | |
|---|---|---|---|
| | | | on using eTendering (i.e. videos, manual) posted here: https://www.undp.org/procurement/business/resources-for-bidders<br><br>Please **do not duplicate your submission** to procurement.ua@undp.org. This address is used only for questions and answers. |
| 15 | 22 | Proposal Submission Address | Proposals must be submitted in the online eTendering system by the following link: https://etendering.partneragencies.org using your username and password.<br><br>**Please note that bids received through any means will not be considered.** |
| 16 | 22 | Electronic submission (email or eTendering) requirements | ▪ Format: PDF files, **ZIP archives** only<br>▪ All files must be free of viruses and not corrupted.<br>▪ The Technical Proposal and the Financial Proposal files **MUST BE COMPLETELY SEPARATE** and each of them must be uploaded individually and clearly labelled.<br>▪ The **Financial Proposal file must be encrypted with a password** so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. **DO NOT DISCLOSE YOUR PRICE IN THE LINE ITEMS. YOU MUST PUT PRICE AS 1 IN THE SYSTEM AND PROVIDE THE FINANCIAL PROPOSAL AS ENCRYPTED FILE AS EXPLAINED ABOVE.**<br>▪ Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/<br>▪ Time Zone to be Recognized: [Kyiv +3]<br>▪ *Other conditions: Proposers are solely responsible for ensuring that any and all files sent to UNDP are readable, that is, uncorrupted, in the indicated electronic format, and free from viruses and malware. Failure to provide readable files will result in the proposal being rejected.* |
| 17 | 27<br><br>36 | Evaluation Method for the Award of Contract | Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively<br><br>The minimum technical score required to pass is 70% of the obtainable score of 700 points, which is 490 points. |

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

| | | | |
|---|---|---|---|
| 18 | | Expected date for commencement of Contract | *September 30, 2021* |
| 19 | | Maximum expected duration of contract | 5 months |
| 20 | 35 | UNDP will award the contract to: | One Proposer Only |
| 21 | 39 | Type of Contract | Purchase Order and Contract for Goods and Services for UNDP |
| 22 | 39 | UNDP Contract Terms and Conditions that will apply | UNDP General Terms and Conditions for Professional Services<br><br>https://www.undp.org/sites/g/files/zskgke326/files/procurement/pdf/3.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017_0.pdf |
| 23 | | Other Information Related to the RFP | |

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

# **Section 4.** Evaluation Criteria

## Required documents

- Company Profile, which should not exceed ten (10) pages, including printed brochures and product catalogues relevant to the goods/services being procured.
- Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder.
- Certificate of Registration of the business.
- Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country.
- Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any; Quality Assurance procedures information to be provided in details.
- Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 2 years.
- A detailed description of approach to the assignment: 1) concepts to be used in the training plan for the short-term remote training with focus on practical application of knowledge and skills in daily work, particular courses in each module, and a summary of each course; 2) concepts for coaching to be provided by the Contractor's consultants in drafting of sustainability assurance plans by each participant (up to 10 pages);
- A work plan with the proposed work schedule identifying persons responsible for each area of activities;
- A training program evaluation procedure, including reporting facility and quality assurance efforts;
- A description of communication means for contacts with applicants at the registration stage and at the project implementation stage;
- A brief description of the registration process of and selection of participants;
- A communication strategy and plan for spread of information on the training program through various media channels;
- References to, or summaries of previous successfully completed projects (at least 2 references to clearly demonstrate relevancy, scope of work and Contractor's results);
- At least two recommendations from previous clients clearly indicating services provided and their relevancy to the current tender;
- CVs of the project team members with clear demonstration of how the relevant qualification requirements are met, and functions of each member in the proposed team structure.

## Preliminary Examination Criteria

Submitted offers will be reviewed on "Pass" or "Fail" basis to determine compliance with the below formal criteria/ requirements:

Offers must be submitted within the stipulated deadline

Offers must meet required Offer Validity

Offers have been signed by the proper authority

Offers include requested company documentation, including proposal security and documentation regarding the company's legal status and registration

Offers must comply with general administrative requirements:

a) properly registered and licensed company

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

b) At least 5 years of experience in provision of educational services assuming issue of an official and recognized diploma/certificate;

d) at least 2 reference letters provided

Other information is available on http://www.undp.org.ua/en/tenders; For the information, please contact procurement@undp.org.ua

## Minimum Eligibility and Qualification Criteria

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

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

| Subject | Criteria | Document Submission requirement |
|---|---|---|
| **ELIGIBILITY** | | |
| **Legal Status** | Vendor is a legally registered entity. | Form B: Bidder Information Form |
| **Eligibility** | Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3. | Form A: Technical Proposal Submission Form |
| **Conflict of Interest** | No conflicts of interest in accordance with ITB clause 4. | Form A: Technical Proposal Submission Form |
| **Bankruptcy** | Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future. | Form A: Technical Proposal Submission Form |
| **QUALIFICATION** | | |
| **History of Non-Performing Contracts**[1] | Non-performance of a contract did not occur as a result of contractor default for the last 3 years. | Form D: Qualification Form |
| **Litigation History** | No consistent history of court/arbitral award decisions against the Bidder for the last 3 years. | Form D: Qualification Form |
| **Previous Experience** | At least 7 years of experience in provision of educational services assuming issue of an official and recognized diploma/certificate | Form D: Qualification Form |
| **Financial Standing** | Financial stability demonstrated by copies of balance sheets or audit reports past 2 years<br>*(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Form D: Qualification Form |

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

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

**Evaluation and comparison of proposals**

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposals will be opened only for submissions that passed the **minimum technical score of 70% (or 490 points)** of the obtainable score of **700 points** in the evaluation of the technical proposals.

In the First Stage, the technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR) and as per below Evaluation Criteria.

In the Second Stage, the price proposals of all offerors, who have attained minimum 70% score in the technical evaluation, will be reviewed.

Overall evaluation will be completed in accordance with cumulative analysis scheme, under which the technical and financial aspects will have pre-assigned weights on 70% and 30% of the overall score respectively. The lowest cost financial proposal (out of technically compliant) will be selected as a baseline and allocated the **maximum number of points obtainable for financial part (i.e. 300).** All other financial proposals will receive a number of points inversely proportional to their quoted price; e.g. 300 points x lowest price / quoted price.

The winning proposal will be the one with the highest number of points after the points obtained in both technical and financial evaluations, respectively, are added up. The contract will be awarded to the bidder that submitted the winning proposal.

**Technical evaluation criteria**

| **Summary of Technical Proposal Evaluation Forms** | | **Points Obtainable** |
|---|---|---|
| 1. | The expertise of the company/organization submitting the Proposal | 210 |
| 2. | Proposed Approach, Methodology and Work Plan | 315 |
| 3. | Personnel and external experts / consultants | 175 |
| | **Total** | **700** |

Evaluation forms for technical proposals follow. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process.

The Technical Evaluation Forms are:
Form 1. Bidder's experience and reputation on the market
Form 2. Bidder's capability and expertise
Form 3. Key Personnel

| **Section 1. Bidder's experience and reputation on the market** | | **Points obtainable** |
|---|---|---|
| 1.1 | An officially registered educational establishment (university, business school, and other educational organization): 5-8 years – 35 points, more than 8 years – 40 points. | 40 |

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

| | | |
|---|---|---|
| 1.2 | At least 5 years of experience in development and provision of specifically tailored short-term training programs for entrepreneurs: 5-6 years – 40 points, 7-8 years – 45 points, 9 years and more – 50 points, available experience specifically for the agro-industrial entrepreneurs – additionally up to 10 points. | 60 |
| 1.3 | Experience in consulting projects for organizational development of MSMEs (at least 2 successfully completed projects): 2 projects – 45 points, 3 projects and more – 50 points, available experience specifically for the agro-industrial sector – additionally up to 10 points. | 60 |
| 1.4 | Relevant experience with international organization over the past 5 years:<br>- at least one assignment completed: 35 points;<br>- 2-3 assignment completed: 40 points;<br>- 4 or more assignments completed: 50 points | 50 |
| | **Total Section 1** | **210** |

| **Section 2. Bidder's capability and expertise** | | **Points obtainable** |
|---|---|---|
| 2.1 | The quality of the proposed methodology to be used in preparation of the training plan for the distant short-term training, and its compliance with the stated goals of the TOR:<br>- The training plan is based on an internationally-recognized methodology and complies with the principals of training for adults – 30 points;<br>- The proposed courses, trainings, meetings with experts are in line with the goals and objectives of the training, and are described in details in the proposal – 30 points;<br>- The methodology is based on elements enabling the participants to quickly implement the knowledge and skills in daily operations – 20 points;<br>The methodology assumes approaches and tools for evaluation of whether the training and application of skills in practice is efficient – 10 points; | 90 |
| 2.2 | The quality of the proposed approach and methodology to be used by the Contractor's consultants in coaching on drafting of sustainability assurance plans by each participant:<br>- The concept is appropriately tailored to the needs of the target audience - 30 points;<br>- The proposed methodology and approach are focused on drafting of practically sustainability assurance plans - 20 points;<br>The coaching methodology includes elements enabling innovative approaches to the use of modern digital innovative business tools – up to 10 points; | 60 |
| 2.3 | Work plan and timelines:<br>- A work plan is well elaborated and feasible and includes visualized work schedule – 30 points;<br>- Work plan envisages all the activities and deliverables outlined in ToR – 20 points;<br>- Key activities in the work plan developed in the optimal sequence – up to 20 points;<br>The webinars are logically placed in line with the objectives of this ToR addressing the specifics of training for groups with different basic competence – up to 15 points; | 85 |
| 2.4 | The communication strategy for spread of information about the training program:<br>Active advertising of public webinars on social networks and sites, the target audience of which are representatives of agri-food MMSEs, was suggested – 20 points | 20 |

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

| | | |
|---|---|---|
| 2.5 | A system of feedback and communication with applicants:<br>- The proposed approach includes a telephone hotline, and describes its methodology, schedule and specifics in details – 10 points;<br>The tool for registration of participants assumes an online format as well as fast registration, identification of repeated applications, assigning of status to each application, possibility of automatic replies to participants, and buildup of a database and mailing lists – 10 points; | 20 |
| 2.6 | An approach to selection of participants:<br>- The proposed approach to selection of participants is clear and transparent, sufficiently details its methodology – 10 points;<br>The participant selection method is justifiable and realistic, complies with the objectives of the program, and allows an assessment of a participant's potential – 10 points; | 20 |
| 2.7 | A procedure for evaluation of the training program by participants:<br>- The proposed evaluation procedure contains a detailed description of how to assess the level of knowledge and skills of students before and after the trainings and the ability of the Contractor to analyze in detail and establish the results of the training – 10 points;<br>The proposed reporting schedule is realistic and in line with the established timeline – 10 points; | 20 |
| | **Total Section 2** | **315** |

| **Section 3. Key Personnel** | | **Points obtainable** |
|---|---|---|
| **Team leader / Project manager** | | |
| 3.1 | Experience in project management and/or leading of teams that provided regular or special training for leaders of commercial organizations (5 years – 5 points, 6 years and more – 10 points); | 10 |
| 3.2 | Experience in consultancy on drafting of strategic plans for development of commercial organizations (5 years – 5 points, 6 years and more – 10 points); | 10 |
| 3.3 | At least Master's/Specialist's degree in marketing, communications, economics, finance, law, management, business administration, public administration, social sciences, or another related field (Master's/Specialist's degree – 5 points, PhD or above – 10 points); | 10 |
| 3.4 | Fluency in Ukrainian/Russian, knowledge of English (English upper intermediate – 3 points, fluent English – 5 points); | 5 |
| **Interim score by criteria 3.1-3.4** | | **35** |
| **Teaching methods specialist** | | |
| 3.5 | Experience in drafting of training plans for business-oriented training (3 years – 10 points, 4-5 years – 15 points, 6 years and more – 20 points); | 20 |
| 3.6 | At least Master's/Specialist's degree in marketing, economics, finance, law, management, business administration, organizational management, social sciences, public administration, or another related field (Master's/Specialist's degree – 5 points, PhD or above – 10 points); | 10 |
| 3.7 | Fluency in Ukrainian/Russian, knowledge of English (English upper intermediate – 3 points, fluent English – 5 points); | 5 |

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

| | | |
|---|---|---|
| **Interim score by criteria 3.5-3.7** | | **35** |
| **Start group coordinator** | | |
| 3.8 | Experience in drafting of training plans for business-oriented training (5 years – 5 points, 6 years and more –15 points); | 15 |
| 3.9 | Experience in consultancy for commercial organizations: none – 0 points, general – 5 points, consultancy experience in the agro-industrial sector – 10 points; | 10 |
| 3.10 | At least Master's/Specialist's degree in marketing, communications, economics, finance, law, management, business administration, public administration, social sciences, or another related field (Master's/Specialist's degree – 3 points, PhD or above – 5 points); | 5 |
| 3.11 | Fluency in Ukrainian/Russian | 5 |
| **Interim score by criteria 3.8-3.11** | | **35** |
| **Expansion group coordinator** | | |
| 3.12 | Experience in drafting of training plans for business-oriented training (5 years – 5 points, 6 years and more –15 points); | 15 |
| 3.13 | Experience in consultancy for commercial organizations: none – 0 points, general – 5 points, consultancy experience in the agro-industrial sector – 10 points; | 10 |
| 3.14 | At least Master's/Specialist's degree in marketing, communications, economics, finance, law, management, business administration, public administration, social sciences, or another related field (Master's/Specialist's degree – 3 points, PhD or above – 5 points); | 5 |
| 3.15 | Fluency in Ukrainian/Russian | 5 |
| **Interim score by criteria 3.12-3.15** | | **35** |
| **Leadership group coordinator** | | |
| 3.16 | Experience in drafting of training plans for business-oriented training (5 years – 5 points, 6 years and more –15 points); | 15 |
| 3.17 | Experience in consultancy for commercial organizations: none – 0 points, general – 5 points, consultancy experience in the agro-industrial sector – 10 points; | 10 |
| 3.18 | At least Master's/Specialist's degree in marketing, communications, economics, finance, law, management, business administration, public administration, social sciences, or another related field (Master's/Specialist's degree – 3 points, PhD or above – 5 points); | 5 |
| 3.19 | Fluency in Ukrainian/Russian | 5 |
| **Interim score by criteria 3.16-3.19** | | **35** |
| | **Total Section 3** | **175** |

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

# **Section 5.** Terms of Reference

**Project title: Building Forward Better: Post-COVID Recovery of Ukraine's MSMEs towards Resilience and Sustainability**

**Description of the assignment: Conduct a short-term interdisciplinary distance training for women-managed agri-food sector MSMEs with component of individual consulting/coaching support for the selected training program graduates in integrating SDGs to their business models and practices.**

**Country / Place of implementation:** Kyiv, Ukraine

**Possible travels (if applicable):** n/a

**Starting date of assignment:** September, 2021

**The term of the assignment/or end date (if applicable):** 5 months

**Supervisor's name and functional post:** Maksym Boroda, Project Manager

## I. PREAMBLE

The socio-economic impact of the COVID-19 pandemic has deepened the challenges faced by SMEs. Necessary measures to contain the virus through quarantines, travel restrictions, and cities' lockdown have resulted in a significant reduction in demand and supply. SMEs provide work for more than 4 million people in Ukraine and generate about 20% of GDP. Nevertheless, since the lockdown, the Ukrainian Chamber of Commerce and Industry estimated that 700,000 SMEs have closed. One-third of business owners (mainly micro-entrepreneurs) have claimed a 90-100% drop in revenue since quarantine and have laid off up to 50% of staff.

According to UNDP's socio-economic impact assessment (SEIA) in Ukraine, women who are the owners of a business were more likely to indicate that they had experienced "significant changes" in their business during the pandemic than men owners (64% vs 53%). The pandemic severely impacted women and entrepreneurs who are younger than 40 years old: 79% of women entrepreneurs reported negative effects of the crisis vs 68% of men, and 80% of young entrepreneurs vs 68% of older ones. In 2019, women-owned enterprises had a lower annual financial turnover than men-owned ones: 66% of enterprises owned by women had an annual turnover of less than UAH 1 million compared to 48% of men owners. During the pandemic, women owners indicated a decrease in their enterprise's monthly turnover more often than men owners (84% vs 78% male). The smaller the enterprise, the more likely it was owned by a woman. Micro and small enterprises were most affected as they depended on self-financing to mitigate the crisis.

In order to address the challenges mentioned above, the Project builds on the results of situation analysis and UNDP's experience and applies its efforts to the following areas:

- Support to small and medium entrepreneurship as one of the core economic lynchpins of Ukraine's economy, with particular attention to gender equality, empowerment and digital transformation.
- Search for tipping points in the application of digital transformation instruments to expedite business recovery.
- Commitment to furthering SDGs to address COVID-related threats.

The Project will target MSMEs in the agri-food and adjacent sectors with a focus towards women-owned or women-managed businesses: both family-operated and larger producers that have potential for development and guide their business towards better resilience and sustainability.

The Project intends to achieve the following outputs:

1. Women-driven MSMEs in agri-food and adjacent sectors have better capacity to apply resilient and sustainable business-models.

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

2. Ukraine's MSMEs, particularly those owned/led by women and representing agri-food and adjacent sectors, enjoy better access to business-development services, local and global markets and finances.

**OVERALL OBJECTIVES AND TASKS**

The overall objective is to raise the awareness of women - MSME leaders in the agri-food sector about the best innovative management practices in the sector through several interrelated processes: short-term distance learning, consulting support to each of the Project's participants in accelerating their own businesses with implementation of innovative sustainable business models (120 participants), administration of a competitive program among the participants to receive individual consulting support for the practical implementation of the developed project (40 participants).

This will require the following:

- conduct a selection campaign to attract 120 participants to the training program. This will require development of selection criteria, and their concurrence by UNDP, reaching out to the target group, and a selection of best participants among at least 200 candidates;
- study typical challenges faced by MSMEs of selected participants, and develop a training plan aimed at developing leadership skills and professional competence of women - leaders of MSMEs in the agri-food sector for overcoming the challenges with the help of innovative business tools;
- Streamline the training process such as to be of the most practical and applied nature, and build it around the development of a realistic Project ensuring sustainability of their own business with the help of modern business tools. This will require arrangements for a coaching process by the Contractor for the training participants;
- administer an internal competition among participants for the best 40 projects to accelerate their own businesses with implementation of innovative sustainable business models, the winners of which will receive consulting / coaching support for the implementation of developed projects.

The training program should only assume distant learning.

## II. SCOPE OF WORK AND EXPECTED OUTCOMES

GENERAL PRINCIPLES FOR THE DEVELOPMENT AND IMPLEMENTATION OF THE TRAINING PROGRAM

- The training program should be based on the principles of adult learning, and be aimed at developing practical skills of the participants, who will further use them in development of their own businesses.
- The program should be based on a competency-based approach to learning. The program should particularly address development of skills and competencies that will help participants function as leaders, members of supervisory boards, executive directors, etc.
- The training should combine theories and methodologies based on relevant processes and skills, and highlight specific cases and practices.
- The program should include possibilities and specific facilities / events to help learn and implement best Ukrainian and international practices of operation and development of agri-food MSMEs: lectures, meeting with Ukrainian and international experts, representatives of leading Ukrainian and international companies in the agri-food sector.
- The program should allow for, and encourage practices of mutual learning through the exchange of experiences between participants of the program (peer learning).
- Training modalities to be used by the Contractor may include distant leaning, coaching, mentoring, etc., as long as it ensures the use of knowledge in practice.

Under the UNDP Project Manager's supervision and in coordination with the Project Team, the Contractor will accomplish the following activities:

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

**1. The initial stage. Announcement of the training program, registration and selection of participants.**

The Contractor shall develop and agree with UNDP a description of the training concept, draft training plans and announcements of the training program.

The Contractor shall announce a training program for three groups of the target audience, women - managers of agri-food enterprises, forming the groups according to the duration of business experience:

- Women with up to 3 years of experience in managing small businesses in the agro-industrial sector – a Start Group.
- Women with 3 to 5 years of experience in managing small and medium-sized businesses in the agro-industrial sector - an Expansion group.
- Women with 5 years of experience in managing medium-sized enterprises in the agro-industrial sector – a Leadership Group

For the purpose of this Project, the following enterprises are deemed relevant to the agro-industrial sector: farming, food processing, and public catering.

The requirements for the participants of the selection process are the following:

- applicants should demonstrate their readiness to develop and implement a model of accelerating their own business with implementation of innovative sustainable business models;
- applicants can submit only one application and participate in only one training;
- it is desirable to have equal participation of women from different regions.

The Contractor shall develop and agree with UNDP the system of selection criteria for participants. The Contractor shall select participants in strict accordance with the system approved by UNDP.

Outcome:

- Announcements in Ukrainian developed and agreed upon with UNDP, with general details about the training, its objectives, business school, and other relevant information;
- An electronic resume of the raining program (up to 1 page) with details about the program, schedule trainers, and registration process;
- An online registration form developed based on open platforms and agreed upon with UNDP;
- The training registration was conducted during at least 20 calendar days, information was widely spread using Internet resources aimed at the target audience of entrepreneurs in the agri-food sector (at least 5 websites, the list of which is pre-agreed with UNDP), targeted advertising on Facebook (at least 7 days and 1500 views). UNDP will place advertisements and links to the online registration form on official UNDP resources;
- A selection system for participants of the training developed. The system should envisage a transparent facility/system of evaluation for the selection of participants (120 finalists with at least 200 applications) and an optional waiting list (at least 50 people) who are motivated to develop their own businesses using modern business tools (through questionnaires or other effective tools as offered by the Contractor). The selection approach should be approved by UNDP. A list of 120 participants, together with a waiting list of at least 50 additional candidates, should be submitted to UNDP for approval:
  - The Start group - 60 participants.
  - The Expansion group - 35 participants.
  - The Leadership group - 25 participants.
- The selection of participants was done strictly in accordance with the system approved by UNDP. The Contractor received approval from UNDP at each stage of selection. Regret letters sent to all applicants

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

not selected for participation in the trainings. The wording of the letter should be agreed upon with UNDP;

- Lists of selected and rejected participants should be handed over to UNDP;
- Equal access to the training for people with disabilities duly ensured, and a regional balance of participants taken into consideration.

**2. Development of an intensive distance learning program for business development, taking into account the goals and expected outcomes**

The Contractor shall accomplish the following:

- Conduct a survey of selected participants to better understand both the individual needs in training, and the priority needs of each of the three training groups. For this purpose, develop and agree with UNDP a survey questionnaire, analyze the results obtained from the survey, and provide a brief summary report (up to 3 pages A4 in Ukrainian);
- Based on the survey, develop and agree with UNDP the final training methodology, revise the draft training plan and detailed project implementation plan as appropriate, including an outline of the tools that will be used for this task;
- Develop a program and detailed schedules for training of each of the training groups;
- Develop pre- and post-training tools to assess learning outcomes, achievement levels and participant satisfaction.

The training program should cover, but not limited to the following subjects:

- Business development strategy;
- Marketing and development of an in-house brand;
- Finances and access to funding;
- Development of cooperative forms of coworking;
- Legal bases of protection and development of business;
- Innovative agricultural technologies;
- Innovative food processing and food production technologies;
- Sustainable development.

The Contractor should incorporate the following cross-cutting issues in all trainings: sustainable business models, the benefits of sustainable development, and the prominent role of business in achieving the Sustainable Development Goals.

The training plan for each of the three raining groups should be based on different levels of management competencies and personal experience in management positions:

- for the Start group, trainings should ensure a basic level on proposed educational subjects with a dominating focus not on theory, but on simple and effective tools for business optimization: cost reduction and sales expansion;
- for the Expansion group, trainings should strengthen existing entrepreneurial skills and business success. The focus is on strategic business development, innovation in products, services or processes, and access to new markets;
- for the Leadership group, trainings are aimed at the development of leadership and management focus, understanding of the best world practices of agro-industrial enterprise development, cluster models, value chains, and principles of sustainable development

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

The minimum training outcomes should be as follows:

- Strengthen the organizational, managerial and marketing skills of women entrepreneurs;
- Assist in acquiring the skills needed to access grants and loans provided by various financial institutions and technical assistance programs for women-led agri-food enterprises;
- Help in understanding advantages of cooperative forms of coworking between enterprises in the agro-industrial sector.
- Help in understanding benefits of sustainable development.
- Provide an understanding of the benefits of using modern digital and innovative tools to increase the efficiency of agri-food enterprises.
- Participants who completed the entire training and passed the assessment provided by the contractor, received a certificate of advanced training.

Outcomes:

- A finalized report, explaining the final approach to the assignment, the methodology of its implementation, including a training plan, competencies and experience of trainers, detailed training schedules and expected dates of trainings for each group
- A list of evaluation indicators developed on the basis of training modules for the self-assessment study before / after training, and agreed upon with UNDP;
- A list of questions prepared further to the evaluation indicators for self-assessment study before / after training, and agreed upon with UNDP for further implementation;
- Finalized detailed plans for each training agreed upon with UNDP;
- Information and handouts for training contain the following elements: multimedia presentations in MS PowerPoint (at least 15 slides to every webinar), materials for practical tasks in MS Word (at least 3 A4 pages to every webinar), other multimedia materials, information materials and graphics that will be used in the course of the training. The format and the content of handouts are designed by the Contractor in accordance with requirements, which are provided by UNDP, and agreed upon with UNDP. All materials contained the logos of the United Nations Development Program and donors are provided by UNDP.

## 3. Conduct of an intensive distance learning program on business development

### 3.1 Distance learning in groups

Distance learning of each of the three groups will take place over three-month period with the total of 18 webinars for each group (one webinar is at least 1.5 hours of learning content and half an hour of moderated discussion / Q&A session).

UNDP approves the distance learning platform proposed by the Contractor. Contractor provides initial and ongoing technical support to participants for its use.

After each webinar, participants should receive presentation materials and access to the webinar record.

The information materials and presentations should be developed such as to meet the needs of the target audience and contain quality visualization, graphics, and be clear and easy to understand. All materials should include the relevant logos of UNDP and donors to be provided by UNDP.

Handouts should be developed for each of the training subjects, and should include short step-by-step instructions on use of the knowledge to be obtained from the training, and templates of documents that

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

participants should be able to finalize themselves (e.g. templates of regulations, financial and marketing plans, etc.).

Requirements for the team of trainers and training modalities:

- For coordination of all activities under the Project, a Project manager should be appointed to function as a focal point on all Project-related issues with the contact person from UNDP.
- Teaching methods specialist should be appointed to coordinate all administrative aspects of the Project, manage the trainers, and communicate with the participants.
- A dedicated coordinator should be appointed for each of the three training groups.
- The information materials and presentations should be developed such as to meet the needs of the target audience and contain quality visualization, graphics, and be clear and easy to understand. All materials should include the relevant logos of UNDP and donors to be provided by UNDP.

Participants who manage to complete all assignments from the training plan, and actively participate in training practice should be able to obtain a certificate of advanced training.

Outcome:

- A total of 18 online trainings delivered to the participants from each of the three groups (1.5 hour webinar and half an hour of moderated discussion or Q&A session);
- A video of at least one complete training course of one group recorded. The recorded materials should be edited and should be compiled in separate training videos (one for each session), all having the same format, containing the relevant logos of the United Nations Development Program and donors, and having quality clear sound. The full rights for further use of the training videos should be transferred to UNDP. Written permissions for the video recording and further use of the video content should be obtained from each trainer and handed over to UNDP. During the training no video records should be made of the participants, training in groups, and presentation of individual plans;
- The lists of participants with the screenshots from the learning platform to confirm the actual number of participants from each webinar should be sent to UNDP within 2 days after the end of each training.
- Information and handouts distributed among the participants;

**3.2 Open webcasts with leading speakers.**

There will be open webcasts with participation of leading speakers, where the participants from each group of the Project will have a possibility to communicate with them on-line, while a wider audience of entrepreneurs from the agro-industrial sector will be able to follow them. Such meetings should be moderated by the Contractor, and the speakers participating in them should represent stakeholders of particular value for the agro-industrial MMSEs: managers (owners) of large businesses, leaders of agro-industrial business associations, representatives of innovative startups, representatives of large chain retailers working with small producers. At least 2 such meetings are expected each month of the training scheduled such as to not overlap with the days of the distant learning. The Contractor should seek agreement with UNDP on each speaker to be proposed for these meetings

Outcome:

- at least 6 open webcasts with leading speakers delivered to the participants, where the participants from all groups of the Project had a possibility to communicate with them on-line, while a wider audience of entrepreneurs from the agro-industrial sector were able to follow them.

**4. Coaching on preparation of a personal business acceleration project with implementation of innovative sustainable business models, and conduct of an internal competition among the projects**

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

The coaching process is interlinked with the learning process and runs in parallel with distant trainings. It is important that the training and coaching be scheduled such that the teams participating in design of development strategies could have answers to their common questions during the remote trainings.

Starting from the second month of training, in parallel with theoretical and practical classes, each participant start developing/improving a personal sustainable business development project. The Contractor will make sure that each participant will have a coach-consultant in design of the personal project. One coach will support no more than 20 participants. The coach will conduct personal remote meetings with each participant on development of their personal projects at least 2 times a month (each meeting lasting 1 hour in distant format).

The Contractor will develop criteria for quality assessment of participants' personal projects and agree them with UNDP.

At the end of the tenth week, the participants should be able to present and defend their personal project before an expert council. The Contractor should form the expert council from trainers, and speakers to be involved in the training process, and UNDP representatives. Based on the agreed project assessment criteria and results of the expert council the Contractor will rate and identify the 40 best projects while ensuring that participants from all 3 training groups are duly represented in proportion to the total number of participants among the 40 best projects.

Outcomes:

- Each project participant supported by a personal couch in preparation of a personal business acceleration project with implementation of innovative sustainable business models and use of modern business tools for at least 6 hours;
- Each participant given an opportunity to present their project to the audience, received feedback and participated in a group discussion on her project;
- The Contractor developed criteria for the evaluation of participants' projects by an Expert Council, formed the Expert Council and agreed its composition with UNDP;
- Each participant given an opportunity to present their project to the expert council for selection. The Contractor conducting the rating in line with the developed criteria and identified 40 winners, who were proportionally represented by participants from all training groups.

**5. Individual consulting on the implementation of a personal project to accelerate own business with integration of innovative sustainable business models**

The Project aims to achieve the realization in practice of projects to accelerate own businesses with implementation of innovative sustainable business models developed by 40 winners of the internal competition. For this purpose, the Contractor will provide practical individual counseling by educators, coaches and experts to each of the participants - winners of the competition for two months.

To implement the counseling component, the Contractor should develop an individual consultation plan with each of the 40 winners which will include at least the following:

- Identified areas of counseling;
- Schedule and timing of consultations, the duration of each consultation;
- Educator or expert responsible for the specific consultation direction.

Individual counseling plans are approved by UNDP. The total amount of practical individual counseling for each of the 40 winners of the competition is 5 days (40 hours) of counseling.

The coordination of consulting work is carried out by the coordinators of the groups which during the training included the winners of the competition.

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

The Contractor determines a minimum of 5 leading experts in the provision of consulting services, who should have at least 3 years of practical experience in the following areas of providing consulting services:

- Marketing and expansion of sales channels;
- Efficient / Lean manufacturing (e.g. the lean production model)
- HR management;
- Internal and external communication;
- Sustainable development based on digital transformation.

Prior to the consultation process, the Contractor agrees upon with UNDP on a form of weekly reporting on the consultations provided and a format for confirming the fact of the consultation conducted (e.g. recording of online consultation, a copy of written consultation, etc.).

Outcomes:

- Each Project participant was provided with individual consulting support for the practical realization of the project to accelerate their own businesses with implementation of innovative sustainable business models by educators and experts, provided by the Contractor, in the amount of 5 days (40 hours) of consulting;
- The Contractor has developed and agreed upon with UNDP an individual consultation plan for each participant;
- The Contractor agreed upon with UNDP a form of weekly reporting on the consultations provided, a format for confirming the fact of consultation conducted and provided weekly reports during the implementation of the counseling support component.

**6. Information support by the Contractor of the training program for BO leaders.**

The information events should draw attention of a range of stakeholders to the challenges in development of leadership skills and professional competence among women – owners and leaders in the agri-food sector. The planning for the information events should be agreed upon with UNDP. A range of activities should include the following as a minimum:

6.1 Two online conferences for the interested audience: at the beginning of the recruitment of participants, and upon completion of the training program. The online conferences will be conducted in cooperation with UNDP Project communication specialist;

6.2 Promoting public webinars on social networks and sites, the target audience of which are representatives of agri-food MMSEs: at least 5 websites (the list of which is pre-agreed with UNDP), targeted advertising on Facebook (at least 7 days and 1,500 views).

**7. Final stage.**

The Contractor should analyze all stages of the project. The Contractor should also identify best practices that UNDP can use further. The Contractor should describe risks that were not identified at the start, and describe how their negative impact was mitigated.

Outcome:

- A Final narrative report which includes a short summary of activities and results, lessons learned, recommendations for further development of the programme and conclusions (up to 50 pages, single spacing, Myriad Pro font, size 11) submitted in Ukrainian language with a summary (up to 20 pages, single spacing, Myriad Pro or Arial font, size 11) in English language. A final report submitted to, and accepted by UNDP. The report should contain, but not limited to, the following; final report submitted to, and accepted by UNDP. The report should contain, but not limited to, the following;

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

- Details of participants, broken down by age and territory, summarized for all trainings;
- Results of pre- and post-training evaluation, their synthesis and analysis. Evaluation forms and initial data should be provided by UNDP;
- Records with feedback from the participants about the training;
- Recommendations for further action in improving the professional competence of women - owners of the agri-food MSMEs.

**FINAL DELIVERABLES AND TENTATIVE TIMELINE:**

The Contractor shall provide the following:

Deliverable 1) A schedule reflecting key areas and milestones as expected from the Contractor -- 5 days after signing of the contract;

Deliverable 2) A training plan with a detailed description of courses, specifying teachers, speakers and experts, a schedule of distant trainings, and coaching (Gant chart) – 20 days after signing of the contract. Prepare self-assessment questionnaires allowing every participant to assess the level of their competence before and after each series of training sessions, and have the questionnaires approved by the UNDP project -- 14 days after signing of the contract;

Deliverable 3) Announce the program among the relevant target audience. Hold the first online conference with a presentation of the Project. The system for selection of participants developed and approved by UNDP. Participants recruited;

Deliverable 4) The first interim work progress report – within 30 days after signing of the contract;

Deliverable 5) The participants surveyed for individual needs in training. The final training methodology, training plan and project implementation plan agreed with UNDP based on the survey results. Pre- and post-training tools to assess learning outcomes, achievement levels and participants' satisfaction developed.

Deliverable 6) The distant group training conducted for three groups of participants;

Deliverable 7) Open webcasts with participation of leading speakers, allowing participants from each group of the Project to communicate with them on-line, while being followed by a wider audience of agro-industrial entrepreneurs conducted. Arrangements made for the expert council for evaluation of projects, projects rated, and 40 best projects identified;

Deliverable 8) The couching in preparation of personal business acceleration projects with implementation of innovative sustainable business models and internal competition among projects;

Deliverable 9) Educators and experts, provided by the Contractor, developed and agreed upon with UNDP an individual plan of consulting support of each of the 40 winners of the competition on the practical implementation of the project to accelerate their own businesses with implementation of innovative sustainable business models;

Deliverable 10) The second interim work progress report – within 75 days after signing of the contract;

Deliverable 11) Administration of consulting support of 40 winners of the competition by educators and experts provided by the Contractor;

Deliverable 12) The final online conference with presentation of results of the Project conducted;

Deliverable 13) The final report— by the end of 5 months after signing of the contract;

The assignment shall be completed by **the end of 5 months after signing of the contract.**

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

## IV. MONITORING AND REPORTING REQUIREMENTS

The Contractor shall submit the following reports in line with the format and recommendations by UNDP, The format of the reports should be agreed upon at the first stage of the contract implementation, though UNDP reserves the right to make further amendments to, and clarifications on the format of the report.

The Contractor shall submit the reports to the Project Manager.

The Contractor shall comply with the monitoring, evaluation, and quality control implemented by the UNDP. All necessary information, reports, statistics, electronic and paper version of the reports should be prepared and submitted for clearance by UNDP according to a preliminary determined schedule or as quickly as possible (within the agreed period).

Upon completion of deliverables 1-4, the Contractor will submit to UNDP the first Interim report containing a summary of works performed, and results achieved thus far, particularly, expected interim results.

Upon completion of deliverables 5-10, the Contractor will submit to UNDP the second Interim report containing a summary of works performed, and results achieved thus far, particularly, expected interim results.

Upon completion of all deliverables, the Contractor will submit to UNDP the final report containing a summary of works performed, and final results.

All reports and results are to be submitted to UNDP in electronic form (*.docx, *.xlsx, *.pptx, and *.pdf or other formats accepted by UNDP). The language of reports is Ukrainian.

## V. EXPERIENCE AND QUALIFICATION REQUIREMENTS

- An officially registered educational establishment (university; business school and other educational organizations);
- At least 5 years of experience in provision of educational services assuming issue of an official and recognized diploma/certificate;
- At least 5 years of experience in development and provision of specifically tailored short-term training programs for entrepreneurs. Experience in training programs for the agro-industrial sector will be an asset;
- Experience in consulting projects for organizational development of MSMEs (at least 2 successfully completed projects). Experience in a consulting project for the agro-industrial sector will be an asset;
- Availability of references to experience in development of training plans for short-term and medium-term training of target groups, arrangements for distant training, consultancy and coaching with focus on practical results (at least 2 reference letters from previous customers/clients/partners reflecting the nature of projects implemented, their results and the role of the Contractor).
- Relevant experience in working with the international organizations (at least one project);
- Requirements for the project team members:

**Team leader / Project manager**

1. Master's/Specialist's degree in marketing, communications, economics, finance, law, management, business administration, public administration, social sciences, or another related field;
2. At least 5 years of experience in project management and / or leading of teams that provided regular or special training for managers of commercial organizations;
3. At least 5 years of experience in consultancy on drafting of strategic plans for development of commercial organizations;
4. Proven experience in consultancy or development of training programs for the agri-food sector will be an asset;
5. Fluency in Ukrainian / Russian, upper intermediate English;

**Teaching methods specialist**

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

1. Master's/Specialist's degree in marketing, economics, finance, law, management, business administration, organizational management, social sciences, public administration, or another related field;
2. At least 5 years of experience in drafting of training plans for business-oriented training;
3. Fluency in Ukrainian / Russian, upper intermediate English.

**Group coordinator (3 persons):**

1. Master's/Specialist's degree in marketing, communications, economics, finance, law, management, business administration, public administration, social sciences, or another related field;
2. At least 5 years of experience in drafting of training plans for business-oriented training;
3. Proven personal experience in consultancy for commercial organizations. Experience in consultancy the agri-food sector will be an asset.
4. Fluency in Ukrainian / Russian.

## VI. DOCUMENTS TO BE SUBMITTED WITH THE TECHNICAL APPLICATION:

- A letter of proposal, specifying previous experience in implementing similar programs and competitive advantages of the applicant company;
- A work plan with the proposed work schedule identifying persons responsible for each area of activities;
- A communication strategy and plan for spread of information on the training program through various media channels;
- A description of communication means for contacts with applicants at the registration stage and at the project implementation stage;
- A brief description of the registration process of and selection of participants;
- A training program evaluation procedure, including reporting facility and quality assurance efforts;
- A resume of 5 members of the project team, including information on past experience in similar projects / assignments;
- A resume of 5 leading experts in the provision of consulting services, who should have at least 3 years of practical experience in providing consulting services in the following areas:
    - Marketing and expansion of sales channels;
    - Efficient / Lean manufacturing (e.g. the lean production model);
    - HR management;
    - Internal and external communication;
    - Sustainable development based on digital transformation.
- At least 3 recommendation letters from previous clients / partners, demonstrating the nature of completed projects, their results and the role of the company;
- **DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION**

☒ Technical proposal (see more details below)

☒ Financial proposal, as a separate password-protected file (see more details below)

**TECHNICAL PROPOSAL**

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

**Required**

- ☒ Submission forms, dully filled in and signed as per the template provided in attachments to the application;
- ☒ A detailed description of approach to the assignment: 1) concepts to be used in the training plan for the short-term remote training with focus on practical application of knowledge and skills in daily work, particular courses in each module, and a summary of each course; 2) concepts for coaching to be provided by the Contractor's consultants in drafting of sustainability assurance plans by each participant (up to 10 pages);
- ☒ A work plan with the proposed work schedule identifying persons responsible for each area of activities;
- ☒ A training program evaluation procedure, including reporting facility and quality assurance efforts;
- ☒ A description of communication means for contacts with applicants at the registration stage and at the project implementation stage;
- ☒ A brief description of the registration process of and selection of participants;
- ☒ A communication strategy and plan for spread of information on the training program through various media channels;
- ☒ References to, or summaries of previous successfully completed projects (at least 2 references to clearly demonstrate relevancy, scope of work and Contractor's results);
- ☒ At least two recommendations from previous clients clearly indicating services provided and their relevancy to the current tender;
- ☒ CVs of the project team members with clear demonstration of how the relevant qualification requirements are met, and functions of each member in the proposed team structure.

**VII. PROPOSED PAYMENT SCHEDULE:**

Payments for the Contractor's services will be made in 4 instalments upon completion of the following tasks

- 20% of the total contract amount to be paid upon completion of Deliverables 1-4, and approval of the first interim report by UNDP.
- 70% of the total contract amount to be paid upon completion of Deliverables 5-10, and approval of the second interim report by UNDP.
- 10% of the total contract amount to be paid upon completion of Deliverables 11-13, and approval of the final interim report by UNDP.

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

# **Section 6:** Returnable Bidding Forms / Checklist

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

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

**Technical Proposal Envelope:**

| | |
|---|---|
| **Have you duly completed all the Returnable Bidding Forms?** | |
| ▪ Form A: Technical Proposal Submission Form | ☐ |
| ▪ Form B: Bidder Information Form | ☐ |
| ▪ Form C: Joint Venture/Consortium/ Association Information Form | ☐ |
| ▪ Form D: Qualification Form | ☐ |
| ▪ Form E: Format of Technical Proposal | ☐ |
| **Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?** | ☐ |

**Financial Proposal Envelope**
**(Must be submitted in password protected file via email. Electronic format of submission only)**

| | |
|---|---|
| ▪ Form F: Financial Proposal Submission Form | ☐ |
| ▪ Form G: Financial Proposal Form | ☐ |

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

## **Form A:** Technical Proposal Submission Form

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

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;

b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;

c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;

d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);

e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;

f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

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

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

Date: _____

Signature: _____

[*Stamp with official stamp of the Bidder*]

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

## **Form B:** Bidder Information Form

| | |
|---|---|
| **Legal name of Bidder** | [Complete] |
| **Legal address** | [Complete] |
| **Year of registration** | [Complete] |
| **Bidder's Authorized Representative Information** | Name and Title: [Complete]<br>Telephone numbers: [Complete]<br>Email: [Complete] |
| **Are you a UNGM registered vendor?** | ☐ Yes ☐ No If yes, [insert UGNM vendor number] |
| **Are you a UNDP vendor?** | ☐ Yes ☐ No If yes, [insert UNDP vendor number] |
| **Countries of operation** | [Complete] |
| **No. of full-time employees** | [Complete] |
| **Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (***If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company hold any accreditation such as ISO 14001 related to the environment?** *(If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company have a written Statement of its Environmental Policy?** *(If yes, provide a Copy)* | [Complete] |
| **Contact person UNDP may contact for requests for clarification during Proposal evaluation** | Name and Title: [Complete]<br>Telephone numbers: [Complete]<br>Email: [Complete] |
| **Please attach the following documents:** | ▪ as per Section 4, required documents |

## **Form C:** Joint Venture/Consortium/Association Information Form

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

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

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

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

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

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

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

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

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

## **Form D:** Qualification Form

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

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

## Historical Contract Non-Performance

☐ Contract non-performance did not occur for the last 3 years

☐ Contract(s) not performed for the last 3 years

| **Year** | **Non- performed portion of contract** | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|---|---|---|---|
| | | Name of Client:<br>Address of Client:<br>Reason(s) for non-performance: | |

## Litigation History (including pending litigation)

☐ No litigation history for the last 3 years

☐ Litigation History as indicated below

| **Year of dispute** | **Amount in dispute** (in US$) | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|---|---|---|---|
| | | Name of Client:<br>Address of Client:<br>Matter in dispute:<br>Party who initiated the dispute:<br>Status of dispute:<br>Party awarded if resolved: | |

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

## Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

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

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

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

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

## Financial Standing

| | | |
|---|---|---|
| **Annual Turnover for the last 3 years** | Year<br>Year<br>Year | USD<br>USD<br>USD |
| **Latest Credit Rating (if any), indicate the source** | | |

| **Financial information** (in US$ equivalent) | **Historic information for the last 3 years** | | |
|---|---|---|---|
| | Year 1 | Year 2 | Year 3 |
| | *Information from Balance Sheet* | | |
| Total Assets (TA) | | | |
| Total Liabilities (TL) | | | |
| Current Assets (CA) | | | |
| Current Liabilities (CL) | | | |
| | *Information from Income Statement* | | |
| Total / Gross Revenue (TR) | | | |

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

| | | | |
|---|---|---|---|
| Profits Before Taxes (PBT) | | | |
| Net Profit | | | |
| Current Ratio | | | |

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

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

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

# **Form E:** Format of Technical Proposal

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

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

**SECTION 1: Bidder's experience and reputation on the market**

1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.

1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).

1.3 Quality assurance procedures and risk mitigation measures.

1.4 Organization's commitment to sustainability.

**SECTION 2: Bidder's capability and expertise**

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

2.1 Detailed organizational structure of the Company, including quantity of qualified personal available.

2.2 Information about financial state past 3 years.

2.3 Quality assurance.

2.4 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.

2.5 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.

2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

2.7 A detailed description of approach to the assignment: 1) concepts to be used in the training plan for the short-term remote training with focus on practical application of knowledge and skills in daily work, particular courses in each module, and a summary of each course; 2) concepts for coaching to be provided by the Contractor's consultants in drafting of sustainability assurance plans by each participant (up to 10 pages);

2.8 A work plan with the proposed work schedule identifying persons responsible for each area of activities;

2.9 A training program evaluation procedure, including reporting facility and quality assurance efforts;

2.10 A description of communication means for contacts with applicants at the registration stage and at the project implementation stage;

2.11 A brief description of the registration process of and selection of participants;

- A communication strategy and plan for spread of information on the training program through various media channels;.

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

**SECTION 3: Management Structure and Key Personnel**

3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.

3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

## Format for CV of Proposed Key Personnel

| | |
|---|---|
| **Name of Personnel** | [Insert] |
| **Position for this assignment** | [Insert] |
| **Nationality** | [Insert] |
| **Language proficiency** | [Insert] |
| **Education/ Qualifications** | *[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]* |
| | [Insert] |
| **Professional certifications** | *[Provide details of professional certifications relevant to the scope of services]* |
| | ▪ Name of institution: [Insert]<br>▪ Date of certification: [Insert] |
| **Employment Record/ Experience** | *[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]* |
| | [Insert] |
| **References** | *[Provide names, addresses, phone and email contact information for two (2) references]* |
| | Reference 1:<br>[Insert]<br><br>Reference 2:<br>[Insert] |

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

_____ _____

Signature of Personnel Date (Day/Month/Year)

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

# **Form F:** Financial Proposal Submission Form

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

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

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

Name: _____

Title: _____

Date: _____

Signature: _____

[*Stamp with official stamp of the Bidder*]

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

# **Form G:** Financial Proposal Form

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

The Proposer must prepare the **Financial Proposal in a password protected file, separated from the rest of the RFP** as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

In the case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

**A. Cost Breakdown per Deliverables***

| № | Deliverables as referred to in the TOR | Percentage of Total Price (Weight for payment) | Amount excl. VAT, currency | VAT, currency (if applicable) | Amount including VAT, currency |
|---|---|---|---|---|---|
| 1. | The schedule reflecting key areas and milestones as expected from the Contractor | | | | |
| 2. | The training plan with a detailed description of courses | | | | |
| 3. | The announcement of the program among the relevant target audience. Conduct of the first online conference. The recruitment of participants | | | | |
| 4. | The survey of the participants for individual needs in training | | | | |
| 5. | The first interim work progress report | | | | |
| 6. | The distant group training for three groups of participants | | | | |
| 7. | The open webcasts with participation of leading speakers | | | | |
| 8. | The couching in preparation of personal business acceleration projects with implementation of innovative sustainable business models and internal competition among projects | | | | |
| 9. | An Individual plan of consulting support of each of the 40 winners of the competition by educators and experts provided by the Contractor | | | | |

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

| | | | | | |
|---|---|---|---|---|---|
| 10. | The second interim work progress report | | | | |
| 11. | Administration of consulting support of 40 winners of the competition by educators and experts provided by the Contractor | | | | |
| 12. | The final online conference with presentation of results of the Project | | | | |
| 13. | The final report | | | | |
| | Total, currency | 100% | | | |

**Basis for payment tranches*

**B. Cost Breakdown by Cost Component:**

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services

| № | Activity/Costs | Unit | Number | Cost per unit, currency | Amount, currency excl. VAT | VAT, currency (if applicable) | Amount including VAT, currency |
|---|---|---|---|---|---|---|---|
| 1 | **Personnel** | | | | | | |
| 1.1 | *Team leader* | month | 5 | | | | |
| 1.2 | *Specialist* | month | | | | | |
| 1.3 | *Coordinator 1* | month | | | | | |
| 1.4 | *Coordinator 2* | month | | | | | |
| 1.5 | *Coordinator 3* | month | | | | | |
| 1.6 | *Others (specify as necessary)* | | | | | | |
| 2 | **Training process** | | | | | | |
| 2.1 | *A conduct of distant group training for 120 women-entrepreneurs (3 groups, 18 webinars 1,5 hour long for each group)* | 1 webinar | 54 | | | | |
| 2.3 | *Direct variable costs per 1 participant (personal training materials, stationary, etc.)* | per 1 person | 120 | | | | |
| 2.5 | *Distant meetings with speakers (group webinars at least two times per month 1.5 hour long with* | 1 meeting | 6 | | | | |

DocuSign Envelope ID: DFA6157F-8E85-4955-8654-D2CFE4DBA0FF

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | *open broadcasting on social networks)* | | | | | | |
| **3** | **Coaching on drafting of business sustainability assurance plans by participants** | | | | | | |
| 3.1 | *Constant consulting support to each of the Project's participants in drafting of business sustainability assurance programs (120 participants, 6 hours per participant)* | 1 hour | 720 | | | | |
| **4** | **Consulting support of the winners of the internal competition** | | | | | | |
| 4.1 | *Individual consulting support of 40 winners of the competition in the amount of 5 days (1 day - 8 hours, a total of 40 hours for each participant)* | 1 day | 200 | | | | |
| **5** | **Other expenses (to be specified)** | | | | | | |
| | Total, currency | | | | | | |

"Duly authorized to sign the proposal for and on behalf of" _____

(Name of Organisation): _____

Signature/Stamp of Entity/Date: _____

Name of representative: _____

Address: _____

Telephone/Fax: _____

Email: _____