



REQUEST FOR PROPOSAL (RFP)

CONSULTANCY FIRM TO CONSULTANCY FIRM TO CONDUCT A MAPPING OF THE KENYA INNOVATION ECOSYSTEM

To All Interested and Qualified Firms	Date: September 16, 2021
	REFERENCE: RFP/UNDPKEN/021/2021

Dear Sir / Madam,

We kindly request you to submit your Proposal to conduct a mapping of the Kenya Innovation Ecosystem. Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

In the course of preparing and submitting your proposal, it shall remain your responsibility to ensure that it is submitted into the system before the deadline. The system will automatically block and not accept any bid after the deadline. Kindly ensure that supporting documents required are signed and in the .pdf format, and free from any virus or corrupted files.

It shall remain your responsibility to ensure that your quotation is submitted on or before the deadline indicated by UNDP in the E-Tendering system. Bids must be submitted in the online E-Tendering system in the following link: <https://etendering.partneragencies.org> using your username and password. If you have not registered in the system before, you can register now by logging in using

username: event.guest

password: why2change

and follow the registration steps as specified in the system user guide. Your proposal must be expressed in English, and valid for a minimum period of 120 days from the bid closing date. You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on "Accept Invitation".

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

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected. Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

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

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

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

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

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

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP. UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Please be advised that, if selected, you will be required to sign a UNDP contract and work under UNDP contract terms and agreement. UNDP will not sign any external contracts or agreements other than the UNDP contract.

Thank you and we look forward to receiving your Proposal.

Yours sincerely,
Taye Amssalu
Deputy Resident Representative (Operations)
Date: 16/09/2021

Annex 1

Description of Requirements

Context of the Requirement	<p>The objective of this assignment is to contract a consultancy firm to conduct a mapping of the Kenya Innovation Ecosystem. This research will inter alia seek to attain the following objectives.</p> <ul style="list-style-type: none"> i. Establish the status of the Kenyan Innovation Ecosystem; characteristics, organization (players and actors), challenges, and opportunities. Findings should be disaggregated per region, sector and demographics. ii. Identify key levers and approaches on how to stimulate the sector for more economic growth towards achieving key development agenda items (SDGs, <u>Vision 2030</u>), including requisite skill sets, partnerships, and resources. iii. Highlight emerging themes and opportunities for collaboration, partnership and cross learning.
Implementing Partner of UNDP	N/A
Brief Description of the Required Services ¹	<ul style="list-style-type: none"> i. The research will include a review of global trends innovations, including key innovation hubs in the Innovation Ecosystem development and support as a background to the Kenyan context. ii. The research will cover the innovation system across the country. Data may be collected remotely. Travel will be limited to 10 counties only. iii. The research will compile data on existing innovation hubs and accelerators disaggregated by location, focus and years of existence. iv. The research will also identify existing or prevailing challenges within the ecosystem for vulnerable and marginalized communities. v. The study will focus on sector players as outlined below <ul style="list-style-type: none"> a. Innovators: (startups, SME and a select large innovators). b. Innovation Ecosystems: Academia, hubs, labs, accelerators, corporate sponsors, development organizations and regulators. vi. The successful consultant will support the development of an enhanced scope to ensure the output is representative and rich in its depth.
List and Description of Expected Outputs to be Delivered	<p>Key milestones/deliverables in the project will include.</p> <ul style="list-style-type: none"> i. A research design and work plan. ii. Data Processing and analysis. All data should be provided in an accessible, open-source format which can be made available to others. iii. A report containing findings and recommendations for ways to support innovation ecosystem facilitation, addressing gaps, challenges and

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

	<p>blockages building on existing strengths, together with a presentation to aid communication of the results.</p> <p>iv. A blog which will be published on a UNDP blog platform (e.g. Medium).</p>
Person to Supervise the Work/Performance of the Service Provider	The team will report to the UNDP Head of Exploration.
Frequency of Reporting	Weekly
Progress Reporting Requirements	Regularly (frequency and format to be agreed upon at the start of services)
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> <input checked="" type="checkbox"/> At the Contractors Location with scheduled virtual or physical meetings where necessary
Expected duration of work	Three (3) months
Target start date	14 October 2021
Latest completion date	11 January 2022
Travels Expected	<p>The research will cover the innovation system across the country. Data may be collected remotely.</p> <p>Travel will be limited to 10 counties namely, Eldoret, Nyeri, Mombasa, Tana River, Isiolo, Kakamega, Makueni, Nakuru, Kisumu and Nairobi.</p> <p>All costs travel and related costs should be factored in the financial proposal. UNDP will not cover any costs on behalf of the contracted firm.</p>
Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input checked="" type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	None
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (Kenya Shillings)
Value Added Tax on Price Proposal ²	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes. A breakdown of all costs should be provided <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
	<input type="checkbox"/> 60 days

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

Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.												
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted												
Payment Terms ³	<table border="1"> <thead> <tr> <th>Milestones:</th><th>Percentage</th></tr> </thead> <tbody> <tr> <td>Phase 1: Initial Payment upon signing of contract and presentation of work plan to facilitate commencement of the contract;</td><td>20%</td></tr> <tr> <td>Phase 2: Payment upon completion and presentation of data collection and findings</td><td>30%</td></tr> <tr> <td>Phase 3: Payment upon presentation of a report containing findings and recommendations for ways to support innovation ecosystem facilitation, addressing gaps, challenges and blockages building on existing strengths, together with a presentation to aid communication of the results.</td><td>20%</td></tr> <tr> <td>Phase 4: Final payment upon submission of a blog which will be published on a UNDP blog platform (e.g. Medium).</td><td>30%</td></tr> <tr> <td>Total</td><td>100%</td></tr> </tbody> </table>	Milestones:	Percentage	Phase 1: Initial Payment upon signing of contract and presentation of work plan to facilitate commencement of the contract;	20%	Phase 2: Payment upon completion and presentation of data collection and findings	30%	Phase 3: Payment upon presentation of a report containing findings and recommendations for ways to support innovation ecosystem facilitation, addressing gaps, challenges and blockages building on existing strengths, together with a presentation to aid communication of the results.	20%	Phase 4: Final payment upon submission of a blog which will be published on a UNDP blog platform (e.g. Medium).	30%	Total	100%
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Total	100%												
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Head of Exploration												
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <input type="checkbox"/> Other Type of Contract												
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services												

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

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

	required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm 20%</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40%</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 40%</p> <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<p><input checked="" type="checkbox"/> One and only one Service Provider</p> <p><input type="checkbox"/> One or more Service Providers, depending on the following factors:</p>
Contract General Terms and Conditions ⁵	<p><input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts</p> <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Annexes to this RFP ⁶	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> Detailed TOR</p> <p><input type="checkbox"/> Others⁷ [pls. specify]</p>
Contact Person for Inquiries (Written inquiries only) ⁸	<p>undp.kenya.procurement@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Electronic submission of Bid
Conditions and Procedures for electronic submission and opening	<p><input checked="" type="checkbox"/> Free from virus and corrupted files</p> <p><input checked="" type="checkbox"/> Format: PDF files only</p> <p>Technical and Financial proposals <u>should be separated.</u></p> <p>Financial evaluation will only be for firms that meet the 70% score in the technical evaluation. (700/1000) points.</p> <p><input checked="" type="checkbox"/> Digital Certification/Signature: Required</p>
Deadline of Submission	Wednesday, 29th September 2021 at 5.00 P.M (GMT +3.00)

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

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

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

⁸ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

Nairobi
September 16, 2021

To: The Deputy Resident Representative (Operations)
UNDP Kenya UN Complex Gigiri, Block N, Level 3
P.O. Box 30218-00100, Nairobi,
Kenya:

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP to conduct a mapping of the Kenya Innovation Ecosystem. in conformity with the requirements defined in the RFP dated 9/16/2021 , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

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

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

B. Proposed Methodology for the Completion of Services

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

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

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

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

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price <i>(Lump Sum, All Inclusive)</i>
1	Phase 1: Initial Payment upon signing of contract and presentation of work plan to facilitate commencement of the contract;	20%	
2	Phase 2: Payment upon completion and presentation of data collection and findings	30%	
3	Phase 3: Payment upon presentation of a report containing findings and recommendations for ways to support innovation ecosystem facilitation, addressing gaps, challenges and blockages building on existing strengths, together with a presentation to aid communication of the results.	20%	
4	Phase 4: Final payment upon submission of a blog which will be published on a UNDP blog platform (e.g. Medium).	30%	
	Total	100%	

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

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a . Expertise 1				
b. Expertise 2				

3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

[Designation]

[Date]

TERMS OF REFERENCE (TOR)

CONSULTANCY FIRM TO UNDERTAKE MAPPING OF THE KENYA INNOVATION ECOSYSTEM

A) Background

UNDP is the UN's global development network, advocating for change and connecting countries to knowledge, experience, and resources to help build a better life. UNDP aims to address poverty, inequality, and exclusion by supporting communities and government, through innovative sustainable interventions for inclusive human development and economic growth. The overall focus of UNDP in Kenya is to support the Government of Kenya to eradicate poverty in all its forms and dimensions, accelerate structural transformation, and to build resilience to shocks and crises all of which are detailed in the Country Programme Document (CPD) as outlined in the United Nations Development Assistance Framework (UNDAF) for Kenya.

The UNDP Country programmes are delivered in consultation and partnership with a broad range of stakeholders including the Government of Kenya, civil society organizations, independent bodies, development partners and other UN agencies. UNDP does this through three main portfolios; Governance Peace and Security, Inclusive Growth and Structural Transformation, Environmental Sustainability, Climate Change and Resilience. It also features an Accelerator Lab which is part of a Global Accelerator Lab Network comprising of 90 labs across the world.

The Accelerator Labs is a new service offering within UNDP created to re-imagine development for the 21st century by working together with national and global partners, people, civil society, and business to find radically new approaches that fit the complexity of current development needs. The initiative is a recognition that increasingly interrelated development challenges and opportunities require going beyond business as usual and single point, linear and silver bullet. Instead, they call for interdisciplinary approaches and non-linear solutions that crowd in the collective efforts of variety of partners and tap into local insights and the knowledge of people closest to the problems and the solutions. The goal of these Labs is to strengthen country level development ecosystems to leverage and combine global, cutting-edge thinking in development to build on and invest in local solutions and partners, thereby accelerating SDG implementation at the country level.

The UNDP Accelerator Lab have partned with Konza Technopolis to support and scale up local innovation in the country. In 2020, UNDP and Konza Technopolis partnered together to support the Great COVID-19 Innovation Challenge and Acceleration Program.

Konza Technopolis is celebrated as a key flagship project of the Country's vision 2030 envisioning the creation of a world-class city fueled by thriving information, communications, and technology sector, superior reliable infrastructure, and business friendly reliable governance system. Konza City adopts the colloquial standard development goals established by the United Nations for the ultimate purpose of achieving a better and more sustainable future.

As a technology hub, Konza Technopolis seeks to attract business process outsourcing, software development data centers, and light assembly manufacturing industries and the building of a university campus focused on research and technology as well as hotels, residential houses, schools, and hospitals.

Konza Technopolis and the UNDP Accelerator Lab form part of the SDG Accelerator Lab. The SDG Accelerator Lab is a multi-sectoral platform that brings together Government, the development sector, academia, civil society, private sector and communities to accelerate and stimulate the innovation ecosystem towards growth and development.

The Lab seeks to provide a vehicle for partnerships, investments, and business linkages to accelerate local innovations and ideas, apply research and drive growth of the entrepreneurship ecosystem to address youth unemployment through capacity building and investment matching.

B) Problem Statement

The innovation ecosystem in Kenya is multi-faceted with different players undertaking and implementing innovative solutions. It has experienced tremendous growth the last decade supported by the improvement of key development indicators such as increased number of innovation hubs across the country (standing at 48 according to a GSMA 2019 report), increased broadband connectivity, increased funding and investments and government and private sector efforts towards decentralization and local capacity building. Furthermore, the innovation ecosystem has seen support from several government, private sector, civil society and development partner initiatives.

The potential impact of technology innovation in supporting social and economic development in developing countries is very dependent on the level of maturity of National Innovation Ecosystems (including policy environment, infrastructure and socio-economic diversification). Innovation ecosystems not only increase the number of technology startups in cities but also result in new employment and economic growth by creation of new businesses and employment categories. The positive correlation between growth in the ICT industry of a city and job creation is being observed across the world in major cities like Bangkok and Barcelona. However, technology innovation ecosystems are not growing equally in all cities. Some cities are experiencing higher, faster, and more sustainable growth of these ecosystems than others, resulting in a higher number of startups, investment, employment, and economic growth. It is important to understand what factors cause different growth rates and how this growth can be supported and sustained.

In Kenya, Innovation Ecosystems are predominantly concentrated in urban areas, with many of the initiatives being run independently. There is therefore a risk of duplication and saturation of focus on the efforts being applied. There is also limited distribution of hubs and resources in locations outside Nairobi, especially as you move towards more rural areas.

Innovation Spaces are insufficiently differentiated and have sustainability challenges with their business models, limited funding and entrepreneurship support imitations as well as insufficient collaboration and coordination between stakeholders.

This necessitates a mapping exercise of the innovation ecosystem with a view of identifying opportunities for collaboration, learning and investment and to support the growth and development of local innovators across the country.

C) Research Aims and Objectives

The purpose of this procurement exercise is to contract a consultancy firm to conduct a mapping of the Kenya Innovation Ecosystem. This research will inter alia seek to attain the following objectives.

- iv. Establish the status of the Kenyan Innovation Ecosystem; characteristics, organization (players and actors), challenges, and opportunities. Findings should be disaggregated per region, sector and demographics.
- v. Identify key levers and approaches on how to stimulate the sector for more economic growth towards achieving key development agenda items (SDGs, Vision 2030), including requisite skill sets, partnerships, and resources.
- vi. Highlight emerging themes and opportunities for collaboration, partnership and cross learning.

D) Scope of Work

- vii. The research will include a review of global trends innovations, including key innovation hubs in the Innovation Ecosystem development and support as a background to the Kenyan context.
- viii. The research will cover the innovation system across the country. Data may be collected remotely. Travel will be limited to 10 counties namely, Eldoret, Nyeri, Mombasa, Tana River, Isiolo, Kakamega, Makueni, Nakuru, Kisumu and Nairobi.
- ix. The research will compile data on existing innovation hubs and accelerators disaggregated by location, focus and years of existence.
- x. The research will also identify existing or prevailing challenges within the ecosystem for vulnerable and marginalized communities.
- xi. The study will focus on sector players as outlined below
 - a. Innovators: (startups, SME and a select large innovators).
 - b. Innovation Ecosystems: Academia, hubs, labs, accelerators, corporate sponsors, development organizations and regulators.
- xii. The successful consultant will support the development of an enhanced scope to ensure the output is representative and rich in its depth.

E) Responsibilities and Description of The Proposed Analytical Work

Under the overall guidance of Head of Exploration, Accelerator Lab, and Konza Technopolis, the firm will carry out the following responsibilities: -

- i. Prepare the research design and workplan and present it to the technical group for validation. This should consist of a research plan, methodology to be used, framework of the sample to be used, data collection tools;
- ii. Review official documents on the subject, investigation and review of the relevant literature (articles, news, legislation, reports and studies);
- iii. Develop the elements of research and investigation, including questionnaires, interviews, meetings and focus groups, in dialogue with UNDP;
- iv. Preparation of the final study report and presentation to the technical group.

F) Deliverables

Key milestones/deliverables in the project will include.

- v. A research design and work plan.
- vi. Data Processing and analysis. All data should be provided in an accessible, open-source format which can be made available to others.
- vii. A report containing findings and recommendations for ways to support innovation ecosystem facilitation, addressing gaps, challenges and blockages building on existing strengths, together with a presentation to aid communication of the results.
- viii. A blog which will be published on a UNDP blog platform (e.g. Medium).

G) Contract Duration

The Consultant is expected to complete the assignment in 3 months and will be paid on deliverable basis, upon timely certification and acceptance of deliverables.

SECTION 2:

A) Required Skills and Experience

Team Composition

The research team will comprise

- a. Team leader, a research specialist, with at least 7 years' experience conducting research in technology related sectors. Should have a Master's degree in Technology, Development, Economics, Engineering or Any Other Related Field. Should have experience and competencies in data collection and data analysis. In depth and proven knowledge of the Kenyan Innovation Ecosystem is required.
- b. 2 Research Assistants; with at least 1 years' experience in conducting technology or development related research. Should have a Bachelors' degree in Sociology, Social Sciences, Research, Engineering, Economics, Computer Science or any related field. A Diploma is acceptable with a minimum of 3+ years' experience in research work.
- c. Field assistants. As may be required.

Qualifications of key personnel proposed	
	Team Leader/Supervisor
	General Experience <ul style="list-style-type: none">• A research specialist, with at least 7 years' experience conducting research in technology related sectors.• Should have a Master's degree in Technology, Development, Economics, Engineering or Any Other Related Field.
	Specific experience relevant to the assignment: research, technology development, ecosystem mapping <ul style="list-style-type: none">• Demonstrated track record of researching and preparing countrywide reports on development related subjects• Experience in using various research qualitative and quantitative methodologies• In depth of the context and major challenges in Kenyan Innovation Ecosystem• Familiarity with Geographic Information System an added advantage
	Language Qualifications: English and Kiswahili is required
	Technical Team Members- At least 2
	General Qualification

	<ul style="list-style-type: none"> Bachelors' degree in Sociology, Social Sciences, Research, Economics, Computer Science or any related field. Diploma acceptable with a minimum of 3+ years' experience in research work.
	Relevant experience <ul style="list-style-type: none"> Proven experience in conducting broad scale research in development related fields Proven understanding and experience of the innovation space in Kenya Experience in using various research qualitative and quantitative methodologies;
	Language Qualifications: English and Kiswahili is required

The research team may be drawn from a research organization, or professional research consortium with its lead team based in Kenya.

B) CONTRACTOR REQUIREMENTS:

- The lead contact should be research specialist, with at least 7 years' experience conducting research in technology and innovation related sectors. They will be supported by at least 2 core technical team members.
- The contracted firm will use their own equipment, accessories and software that may be required for the task;
- No part of the draft or final products may be transferred to a third party without the written permission of UNDP.
- The contracted firm will not put their own name or logo/emblem in or on the final products. The only organization branding will be UNDP, the Accelerator Lab and Konza Technopolis; UNDP may choose to add the name, or a logo of any other organization as deemed fit;
- The contracted firm should provide a clear timeline for execution of the task.
- The contracted firm should provide evidence and at least two samples of previous and similar work.
- This exercise is remote base, and the consultant will be responsible for their working arrangements and facilities.

C) PAYMENT

Milestones:	Percentage
Phase 1: Initial Payment upon signing of contract and presentation of work plan to facilitate commencement of the contract;	20%
Phase 2: Payment upon completion and presentation of data collection and findings	30%
Phase 3: Payment upon presentation of a report containing findings and recommendations for ways to support innovation ecosystem facilitation, addressing gaps, challenges and blockages building on existing strengths, together with a presentation to aid communication of the results.	20%
Phase 4: Final payment upon submission of a blog which will be published on a UNDP blog platform (e.g. Medium).	30%
Total	100%

Financial proposals should include both consultancy fees and other incidental requirements to cover the research objectives. All costs must be included in the financial proposal. UNDP will not make any payments on behalf of the contracted firm.

Submissions will be reviewed and rated based on both technical and financial evaluations, providing a weight of 70% to the technical component and 30% to the financial component. Only contractor(s) achieving at least 70% from the technical evaluation shall be considered for financial evaluation.

Offerors are required to submit a detailed expression of interest demonstrating understanding of the assignment and its requirements in response to the provided brief.

Offerors are required to clearly indicate all third-party costs (such as hiring of additional equipment) associated with the delivery of the proposed methodology.

Offerors are required to attach business registration documents and VAT compliance.

Reporting:

The team will report to the UNDP Head of Exploration. Frequency of reporting will be weekly.

D) Technical Evaluation Criteria

Summary

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Company / Other Entity				
				A	B	C	D	E
1	Technical Responsiveness of the Proposal	30%	300					
2	Proposed methodology, Approach, and Implementation Plan	40%	400					
3	Management Structure and Key Personnel	30%	300					
Total			1000					

Technical Proposal Evaluation Form 1		Points obtainable	Company / Other Entity				
			A	B	C	D	E
Technical Responsiveness of the Proposal							
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	100					
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	100					

1.3	Relevance of specialized knowledge and experience on similar engagements done in the region0/country. Evidence of previous work (data sets, reports etc.)	100					
Total Section 1		300					

Form 2			Points Obtainable	A	B	C	D	E	
Proposed Work Plan and Approach									
2.1	Understanding of the requirements: Have the important aspects of the task been addressed in sufficient detail? Has the offeror understood the exercise and the work expected from them?	100							
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference. Has the offeror clearly described the method to be undertaken?	100							
2.3	Is the scope of task well defined and does it correspond to the TOR?	100							
2.4	Has the offeror developed a clear timeline for delivery of services? Is the timeline logical and feasible?	100							
2.5	Evidence of and assessment of previous work. How is the previous work and experience rated?	200							
Total section 2		400							
Technical Proposal Evaluation Form 3			Points Obtainable	Company / Other Entity					
				A	B	C	D	E	
Personnel									
3.0	Team Leader suitability for the assignment		160						
	Lead Consultant	Sub-Score							
3.1	Is the team leader a research specialist, with at least 7 years' experience conducting research in technology related sectors?	60							

3.2	Does the team leader have a Master's degree in Technology, Development, Economics, Engineering or Any Other Related	40						
3.3	Does the team leader have experience and competencies in data collection and data analysis?	30						
3.4	Does the team leader have in depth and proven knowledge of the Kenyan Innovation Ecosystem is	30						
Total Lead Consultant total		160						

		Points Obtainabl	Company / Other Entity				
	Technical Team: Research assistant 1	80	A	B	C	D	E
3.5	Bachelors' degree in Sociology, Social Sciences, Research, Economics, Computer Science or any related field. Diploma acceptable with a minimum of 3+ years' experience in research work in lieu of the bachelors	30					
3.6	Proven experience in conducting broad scale research in development related fields	40					
3.7	Experience in using various research qualitative and quantitative methodologies	30					
	Technical Team: Research Assistant 2	80					
3.8	Bachelors' degree in Sociology, Social Sciences, Research, Economics, Computer Science or any related field. Diploma acceptable with a minimum of 3+ years' experience in research work in lieu of the bachelors	30					
3.9	Proven experience in conducting broad scale research in development related fields	40					
3.10	Experience in using various research qualitative and quantitative methodologies	30					
	Research Assistants Total	160					
Total section 3		300					