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Resilient nations.*

# REQUEST FOR PROPOSAL

## Technical Assistance to MoLSA on Support to SMEs and Labour Market

RFP No.: **IRQ-RFP-325-21**

Project: Iraq Crisis Response and Resilience Programme (ICRRP)

Country: Iraq

Issued on: 9 September 2021

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## 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
  - Form H: Form of Proposal Security **(NOT APPLICABLE)**

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.

In case your company is not registered in the E-Tendering Module, please use the following temporary username and password to register your company/firm:

Username: event.guest

Password: why2change

Bidders, who registered on the e-tendering, will be able to download the complete bidding documents from the e-tendering website at: <https://etendering.partneragencies.org>

You may acknowledge receipt of this RFP by utilizing the "Accept Invitation" function in eTendering 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.

**IMPORTANT NOTE: The amount of the Financial Offer MUST NOT be mentioned anywhere in the submitted documents or eTendering system. Financial proposal should be password protected and password should be provided only when requested by UNDP. Failure in compliance with the mentioned condition shall result in rejection of the offer.**

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

Issued by:

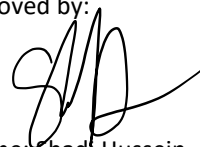


Name: Dolores Maitim

Title: Procurement Analyst

Date: **September 9, 2021**

Approved by:



Name: Shadi Hussein

Title: Team Leader/Procurement Specialist

Date: **September 9, 2021**

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 <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a>
	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.
	1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website ( <a href="http://www.ungm.org">www.ungm.org</a> ). 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 <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a>
	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.
	2.3 In pursuance of this policy, UNDP (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; (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.
	2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <a href="https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachme nt/page/pdf/unsc c/conduct_english.pdf">https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachme nt/page/pdf/unsc c/conduct_english.pdf</a>
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.
	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.
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

	<p>with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> <li>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;</li> <li>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</li> <li>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</li> </ul> <p>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.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> <li>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</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>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.</p>
<b>B. PREPARATION OF PROPOSALS</b>	
<b>5. General Considerations</b>	<p>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.</p> <p>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</p>
<b>6. Cost of Preparation of Proposal</b>	<p>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.</p>
<b>7. Language</b>	<p>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.</p>
<b>8. Documents Comprising the Proposal</b>	<p>8.1 The Proposal shall comprise of the following documents:</p> <ul style="list-style-type: none"> <li>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</li> <li>b) Technical Proposal;</li> <li>c) Financial Proposal;</li> <li>d) Proposal Security, if required by BDS;</li> <li>e) Any attachments and/or appendices to the Proposal.</li> </ul>

<b>9. Documents Establishing the Eligibility and Qualifications of the Bidder</b>	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.
<b>10. Technical Proposal Format and Content</b>	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>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.</p> <p>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</p> <p>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.</p>
<b>11. Financial Proposals</b>	<p>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.</p> <p>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.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<b>12. Proposal Security</b>	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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:</p> <ul style="list-style-type: none"> <li>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</li> <li>b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> <li>i. to sign the Contract after UNDP has issued an award; or</li> </ul> </li> </ul> <p>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.</p>
<b>13. Currencies</b>	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:

	<p>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</p> <p>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.</p>
<b>14. Joint Venture, Consortium or Association</b>	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>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.</p> <p>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.</p>
<b>15. Only One Proposal</b>	<p>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.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or</p>



	<ul style="list-style-type: none"> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this RFP; or</li> <li>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;</li> <li>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</li> <li>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.</li> </ul>
<b>16. Proposal Validity Period</b>	<p>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.</p> <p>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.</p>
<b>17. Extension of Proposal Validity Period</b>	<p>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.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>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.</p>
<b>18. Clarification of Proposal</b>	<p>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.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>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.</p>
<b>19. Amendment of Proposals</b>	<p>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.</p> <p>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.</p>
<b>20. Alternative Proposals</b>	<p>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</p>

	<p>justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as “Main Proposal” and “Alternative Proposal”</p>
<b>21. Pre-Bid Conference</b>	<p>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.</p>
<b>C. SUBMISSION AND OPENING OF PROPOSALS</b>	
<b>22. Submission</b>	<p>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.</p> <p>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.</p> <p>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.</p>
<b>Hard copy (manual) submission</b>	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> <li>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.</li> <li>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: <ul style="list-style-type: none"> <li>i. Bear the name and address of the bidder;</li> <li>ii. Be addressed to UNDP as specified in the BDS</li> <li>iii. Bear a warning that states “<i>Not to be opened before the time and date for proposal opening</i>” as specified in the BDS.</li> </ul> <p>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.</p> </li> </ul>
<b>Email Submission</b>	<p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</li> <li>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords</li> </ul>

<b>eTendering submission</b>	<p>and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.</p> <p>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.</p> <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</p> <p>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.</p> <p>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.</p> <p>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:  <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a></p>
<b>23. Deadline for Submission of Proposals and Late Proposals</b>	<p>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</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<b>24. Withdrawal, Substitution, and Modification of Proposals</b>	<p>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.</p> <p>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 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"</p> <p>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.</p> <p>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</p>

<b>25. Proposal Opening</b>	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.
<b>D. EVALUATION OF PROPOSALS</b>	
<b>26. Confidentiality</b>	<p>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.</p> <p>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.</p>
<b>27. Evaluation of Proposals</b>	<p>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.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> <li>Preliminary Examination</li> <li>Minimum Eligibility and Qualification (if pre-qualification is not done)</li> <li>Evaluation of Technical Proposals</li> <li>Evaluation of Financial Proposals</li> </ol>
<b>28. Preliminary Examination</b>	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.
<b>29. Evaluation of Eligibility and Qualification</b>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> <li>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;</li> <li>They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>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;</li> <li>They are able to comply fully with UNDP General Terms and Conditions of Contract;</li> <li>They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>They have a record of timely and satisfactory performance with their clients.</li> </ol>
<b>30. Evaluation of Technical and Financial Proposals</b>	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

	<p>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.</p> <p>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.</p> <p>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.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p><b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p><b>Combined Score</b> = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<b>31. Due Diligence</b>	<p>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 following:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>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;</li> <li>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;</li> <li>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;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
<b>32. Clarification of Proposals</b>	<p>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.</p> <p>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,</p>

	<p>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.</p> <p>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.</p>
<b>33. Responsiveness of Proposal</b>	<p>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.</p> <p>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.</p>
<b>34. Nonconformities, Repairable Errors and Omissions</b>	<p>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.</p> <p>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.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>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;</li> <li>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</li> <li>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.</li> </ul> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
<b>E. AWARD OF CONTRACT</b>	
<b>35. Right to Accept, Reject, Any or All Proposals</b>	<p>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.</p>
<b>36. Award Criteria</b>	<p>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.</p>
<b>37. Debriefing</b>	<p>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</p>

	and how they compare to the Bidder's submission shall not be discussed.
<b>38. Right to Vary Requirements at the Time of Award</b>	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.
<b>39. Contract Signature</b>	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.
<b>40. Contract Type and General Terms and Conditions</b>	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 <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
<b>41. Performance Security</b>	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a> 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.
<b>42. Bank Guarantee for Advanced Payment</b>	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 <a href="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&amp;action=default">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&amp;action=default</a>
<b>43. Liquidated Damages</b>	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.
<b>44. Payment Provisions</b>	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.
<b>45. Vendor Protest</b>	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: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</a>
<b>46. Other Provisions</b>	<p>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.</p> <p>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</p>

	<p>and Conditions shall have precedence.</p> <p>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  <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></p>
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### 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	English
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	<p>Will be Conducted</p> <p>Time: 12:00 noon, Iraq time</p> <p>Date: 23 September 2021</p> <p>Venue: Over Skype</p> <p>Note: Please send the following details to the UNDP focal points in order to include your firm/company in the skype call latest by 22 September 2021.</p> <p>- Name of company:</p> <p>- Skype Address:</p> <p><b>The UNDP focal point for the arrangement is:</b>  <b>Dolores Maitim, email: dolores.maitim@undp.org</b></p>
5	10	Proposal Validity Period	120 days
6	14	Bid Security	<input checked="" type="checkbox"/> Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	<p>Will be imposed as follows:</p> <p>Percentage of contract price per day of delay: 0.05%</p> <p>Max. number of days of delay 10 working days, after which UNDP may terminate the contract</p>
9	40	Performance Security	<input checked="" type="checkbox"/> Not Required

10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/questions	5 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	<p>Focal Person in UNDP: Dolores Maitim, Procurement Analyst Address: UNDP, Iraq E-mail address: <a href="mailto:dolores.maitim@undp.org">dolores.maitim@undp.org</a></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>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering
14	23	Deadline for Submission	For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	<p><a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a></p> <p>Event Number: <b>IRQ-RFP-325-21</b></p>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> <li>▪ Format: PDF files only</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP</li> <li>▪ Max. File Size per transmission: 50MB</li> </ul> <p><i>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.</i></p>
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p>

			<p>The minimum technical score required to pass is 70%.</p> <p><b>IMPORTANT NOTE: The amount of the Financial Offer <u>MUST NOT</u> be mentioned anywhere in the submitted documents or eTendering system. Financial proposal should be password protected and password should be provided only when requested by UNDP. Failure in compliance with the mentioned condition shall result in rejection of the offer.</b></p>
18		Expected date for commencement of Contract	<b>December 1, 2021</b>
19		Maximum expected duration of contract	Six months
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	<p>UNDP Contract for Goods and Services for UNDP</p> <p><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>
22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services</p> <p><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>
23		Other Information Related to the RFP	N/A

## Section 4. Evaluation Criteria

### Required Documents

1	Submission forms duly filled and signed, as per templates provided in annexes to the solicitation document
2	A detailed description of approach to the assignment
3	A proposed working plan (Inc. Schedule) with a list of key events
4	References to, or summaries of previous successfully completed projects (at least 2 references to clearly demonstrate relevancy, scope of work and Contractor's results)
5	At least two recommendations from previous clients with clear indication of the service provided, relevant to the nature of the current tender
6	CVs of the project team members with clear demonstration of how the relevant qualification requirements are met and clear indication of each member's role in the proposed team structure.
7	Duly Signed Technical Proposal as per Forms A, B, and E,

### Duly signed Technical Proposal as per Forms A, B, and E, including information as follows:

- Be a legally registered organization (inside or outside Iraq) with the ability to work in Iraq.
- A minimum of 7 years of demonstrated professional experience in providing management and technical consultancy and training services.
- Experience in improving the capacities of enterprise support and development service providers is highly preferable.
- Experience in conducting institutional capacity assessments and development of policies, methodologies, and SOP's manuals is highly preferable.
- Experience in organizing and holding specialized training programmes.
- Have technically and managerially sound composition of staff to perform the assignment.
- Capacity to arrange all logistical arrangements independently for successful implementation and completion of the assignment, including arrangements for organizing and holding training programmes.
- Have the ability to concurrently conduct multiple assignments and to demonstrate a stand-by capacity to enable satisfactory completion of requested work within the requested timeframe.
- **Requirements for the project team members:**

#### i) Training and Capacity Building Expert (Team Leader)

- At least a bachelor's degree in any area of knowledge, preferably in Business Administration, Economics, Social Sciences, or a relevant field.
- At least 7 years of professional experience in training and capacity building programmes and management consultancy services.
- Experience in managing similar projects and teams.
- Experience in organizing work and efforts of technical experts.
- Skills in facilitation of engagement and consultations with stakeholders.
- Excellent communication skills, including writing and editing, in both Arabic and English languages.

#### ii) Institutional Capacity Assessment Expert: At least a bachelor's degree in any area of knowledge, preferably in Business Administration, Economics, Social Sciences, or a relevant field.

- Minimum 5 years of professional experience in conducting institutional capacity assessments, preferably for governmental units.
- Record of at least two capacity assessments conducted.
- Proven ability and experience in leading and facilitating validation workshops.
- Excellent communication skills, including writing and editing, in both Arabic and English languages.

#### iii) SOPs Manuals Development Expert:

- At least a bachelor's degree in any area of knowledge, preferably in Business Administration, Economics, Social Sciences, or a relevant field.
- Minimum 5 years of professional experience in developing policies, methodologies and standard operating procedures, preferably some of these years of experience should be in developing SOPs manuals for monitoring and follow up of small enterprises.

- Record of at least two similar assignments.
- Proven ability and experience in leading and facilitating validation workshops.
- Excellent communication skills, including writing and editing, in both Arabic and English languages.

**iv) Admin & Logistics Assistant:**

- At least a bachelor's degree in finance, economics, business administration or a relevant field.
- Minimum 2 years of professional experience in admin, finance, and logistics functions.
- Excellent communication skills, including writing and editing, in both Arabic and English languages.
- Fluency in the Arabic language is a must.

**Financial proposals as per forms F and G. Financial proposal must be in a separate file and password protected.**

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 documentation regarding the company's legal status and registration

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
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Form B: Bidder Information Form
<b>Eligibility</b>	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
<b>Conflict of Interest</b>	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
<b>Bankruptcy</b>	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
<b>Certificates and Licenses</b>	<ul style="list-style-type: none"> <li>- Certificate of Registration of the business; including Articles of Incorporation, or equivalent document if Bidder is not a corporation.</li> <li>- Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country.</li> </ul> <p><b>Note: The companies/firms outside Iraq are required to take permission from the Government Authorities prior start of work, in case they are awarded the contract.</b></p>	Form B: Bidder Information Form

QUALIFICATION		
<b>History of Non-Performing Contracts<sup>1</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
<b>Previous Experience</b>	<b>As per TOR's EXPERIENCE AND QUALIFICATION REQUIREMENTS</b>	Form D: Qualification Form
<b>Financial Standing</b>	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	UNDP shall verify the financial capacity of the bidder and has the authority to seek references from concerned parties & banks on the bidder's financial standing. UNDP had the right to reject any bid if submitted by a contractor whom investigation leads to a result that he is not Financially capable and/ or had serious financial problems.	Form D: Qualification Form

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<sup>1</sup> 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.

## TECHNICAL EVALUATION CRITERIA

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	The expertise and management structure of the firm/service provider.	30%	300
2.	Proposed Methodology and Work Plan.	30%	300
3.	Qualifications and experience of the project team and experts	40%	400
Total			1000

Technical Proposal Evaluation - Form (1)			Points Obtainable
<b>The expertise of the Firm/Service Provider</b>			
	<b>General contractor capability which is likely to affect implementation:</b>		<b>150</b>
	Relevant past projects. 1 – 2 projects: 20 points 3 projects and more: 30 points	30	
	Years of the organizational experience 7 - 10 years: 15 points 11 - 14 years: 25 points 15 years and above: 45 points	45	
	Experience in providing management and technical consultancy services, including in providing training programmes, conducting institutional assessments and development of SOPs manuals. 2 projects: 20 points. 3 – 4 projects: 35 points. 5 projects and more: 45 points	45	
	Experience in providing similar assignments to UN, governmental, or non-governmental organizations. 1-2 projects: 15 points 3 projects and more: 30 points	30	
<b>1.2</b>	<b>Quality assurance procedures are in place for the contractor</b>		<b>75</b>
<b>1.3</b>	<b>Management Structure of the Contractor. Please submit the Organogram of the Organization</b> Availability of training unit (10 points). Availability of management and technical consultancy unit (10 points). Availability of business support unit (10 points). Availability of operations, finance, HR, and other support units (45 points) Total points: 75 points		<b>75</b>
<b>Sub-Total</b>			<b>300</b>
Technical Proposal Evaluation - Form (2)			Points Obtainable
<b>Proposed Methodology and Work Plan.</b>			
2.1	Has the proposed methodology corresponded to the TORs?		100
2.2	Has the proposed methodology been addressed with sufficient details?		80
2.3	Is the presentation clear and are the sequence of activities, schedules, and the planning logic, realistic, promise efficient implementation to the assignment?		90
2.4	Innovation and creativity in the proposed approach		30
<b>Sub-total</b>			<b>300</b>

Technical Proposal Evaluation - Form (3)			Points Obtainable
Qualifications and experience of the project team and experts			
<b>3.1</b>	<b>Training and Capacity Building Expert (Team Leader)</b>		<b>145</b>
3.1.1	At least a bachelor's degree in any area of knowledge, preferably in Business Administration, Economics, Social Sciences, or a related field.  Bachelor's Degree in business administration, Economics, Social Sciences, or a related field: 40 points Bachelor's degree in other areas of specialty: 20 points	40	
3.1.2	At least 7 years of professional experience in training and capacity building programmes and management consultancy services.  1 – 4 years: 15 points 5 – 7 years: 40 points 7 years and above: 60 points	60	
3.1.3	Experience in managing projects and teams.  1 – 2 years: 10 points 3 – 4 years: 20 points 5 years and above: 35 points	35	
3.1.4	Fluency in both Arabic and English  Only English or Only Arabic: 0.00 points Arabic and English: 10 points	10	
<b>3.2</b>	<b>Institutional Capacity Assessment Expert</b>		<b>130</b>
3.2.1	At least a bachelor's degree in any area of knowledge, preferably in Business Administration, Economics, Social Sciences, or a related field.  Bachelor's Degree in business administration, Economics, Social Sciences, or a related field: 40 points Bachelor's degree in other areas of specialty: 20 points	40	
3.2.2	Minimum 5 years of professional experience in conducting institutional capacity assessments, preferably for governmental units.  1 – 2 years: 0.00 points 3 – 4 years: 35 points 5 years and above: 50 points	50	
3.2.3	Record of at least two capacity assessments conducted.  Less than 2 projects: 0.00 points 2 projects and more: 30 points	30	
3.2.4	Fluency in both Arabic and English  Only English or Only Arabic: 0.00 points Arabic and English: 10 points	10	
<b>3.3</b>	<b>SOPs Manuals Development Expert</b>		<b>125</b>
3.3.1	At least a bachelor's degree in any area of knowledge, preferably in Business Administration, Economics, Social Sciences, or a related field.  Bachelor's Degree in business administration, Economics, Social Sciences, or a related field: 40 points Bachelor's degree in other areas of specialty: 20 points	40	



3.3.2	Minimum 5 years of professional experience in developing policies, methodologies, and standard operating procedures. 1 – 2 years: 0.00 points 3 – 4 years: 35 points 5 years and above: 50 points	50	
3.3.3	Record of at least two similar assignments. Less than 2 assignments: 0.00 points 2 assignments and more: 25 points	25	
3.3.4	Fluency in both Arabic and English Only English or Only Arabic: 0.00 points Arabic and English: 10 points	10	
<b>Sub-total</b>			<b>400</b>

## Technical Assistance to MoLSA on Support to SMEs and Labour Market

### 2. BACKGROUND

Iraq has been dealing with conflict, insecurity, and instability for decades. It is currently confronting a difficult fiscal environment because of years of political and social turmoil and the recent drop in oil prices. This has all been exacerbated by the COVID-19 pandemic, which is straining the country's healthcare system and further depleting the state's limited financial reserves and public services.

The protracted conflict and ISIL crisis have resulted in the internal displacement of large numbers of Iraqis. In 2018 it was estimated that around 2 million Iraqis were Internally Displaced Persons (IDPs). IDPs have suffered multiple adverse shocks, including the loss of most of their assets, wealth and jobs or businesses. The impact of the rise in IDPs on the labour market has resulted in increased competition for a limited number of jobs in most urban centres. Iraq also hosts around 250,000 refugees from Syria where the country has already been hosted 250,000 refugees from Syria.

The total labour force of Iraq is estimated to be around 9 million workers.<sup>2</sup> Although there are no accurate indicators of the size and composition of the informal economy, it was estimated in 2012 that the workers in the informal economy were estimated 2012 to be around 66.9% of all workers<sup>3</sup>. Since then, Iraq has suffered an economic crisis and greater instability and insecurity, as well as mass displacements and, more recently, the socio-economic effects of the COVID-19 pandemic. In 2016, it was estimated that 2.5 million persons in Iraq were unemployed and youth unemployment was estimated to exceed 40 per cent<sup>4</sup>. Employment to population ratio (% ages 15 and older) is only 37.5 per cent, among labour force (ages 15 and older that is not in paid employment or self-employed but is available for work and has taken steps to seek paid employment or self-employment) the unemployment rate is 12.8 per cent, and among youth (age between 15-24) the unemployment rate is 25.1 per cent in 2020<sup>5</sup>.

Iraq's private sector provides jobs for more than 53 per cent of the country's labour force, about 5.4 million workers<sup>6</sup>. In recent years, it showed inefficiency to absorb the increasing number of youths entering the labour market and unemployed persons. At the same time, the public sector tends to employ few young persons. Jobs in the public sector equate to approximately 39 per cent of the total economically active population.

Women continue to experience inequality in access to employment, promotions, credit and pay equity. Iraq has an incredibly low female labour force participation rate. In 2017, it was estimated that around 16 per cent of women of working age participated in the labour force, compared to 74 per cent of Iraqi men of working age.<sup>7</sup> The gender pay gap in Iraq also impacts the quality of employment for women. Women in both the public and private sectors earn less than men with similar education, skills, and experience levels.

Iraq passed Labour Law No. 37 for 2015, which extends a broad range of labour rights to all workers in Iraq, except for workers in family enterprises (which accounts for many women workers and workers in the informal economy). A high degree of informality in the economy makes it difficult to enforce and monitor the application of the law, reducing its effect. The government also continues to face significant coordination and implementation challenges, including in the formulation of implementing regulations for the new Labour Law.

The Ministry of Labour and Social Affairs (MoLSA) provides small enterprise support and development services through its two main sections: Micro-Credit Fund for Small Enterprises and Business Incubators Sections. The portfolio of support that these sections provide is diversified; it includes capacity building on entrepreneurship and business management skills, development and review of feasibility studies for enterprises, loans based on already established procedures and requirements, business support services through MoLSA's incubators available in different governorates and monitoring and following up MoLSA-supported enterprises. On another hand, MoLSA has a unit that is mandated with employment and survey functions to support monitoring of labour market dynamics and the decision-making process.

2 European Asylum Support Office, Country of Origin Information Report Iraq: Key Socio-Economic Indicators, 2019.

3 Assessment of the Labour Market and Skills Analysis Iraq and Kurdistan Region Iraq, 2019, UNESCO

4 World Bank, Iraq Economic Monitor, From War to Reconstruction and Economic Recovery, 2018.

5 UNDP, Human Development Index (2020) retrieved at <http://hdr.undp.org/en/countries/profiles/IRQ>

6 the number of private workers insured by Iraq's Ministry of Labour and Social Affairs is taken from the ministry's website: <https://bit.ly/2C9H4vT>.

7 World Bank, Iraq Economic Monitor, From War to Reconstruction and Economic Recovery, 2018., UNDP HDI (2020)

UNDP Iraq implements Iraq Crisis Response and Resilience Programme (ICRRP) that was conceived as a holistic stabilization programme. It would address short-term needs and evolve into the medium term with a focus on resilience-building of national institutions as well as main target populations including the IDPs, returnees and host communities. It is thus aligned to the national Private Sector Development Strategy (2014-2030) and the national Strategy for the Reduction of Poverty in Iraq (2018-2022), in addition to UN Sustainable Development Cooperation Framework (2020-2024) and the UNDP Country Programme Document (2020-2024).

### 3. OBJECTIVES AND EXPECTED OUTCOMES

UNDP Iraq aims to solicit the services of a contractor/firm to provide technical assistance to the Ministry of Labour and Social Affairs (MoLSA) to improve corporate and staff capacity to effectively support and monitor small enterprises that receive loans, incubation services from the ministry, and labour market indicators. Under the overall supervision of UNDP and MoLSA Teams, the objectives of this assignment are to:

- i) Conduct institutional capacity assessment for each of the two relevant MoLSA's sections (Micro-Credit Fund for Small Enterprises and Business Incubators) and assess strengths, gaps, opportunities of improvement and capacity needs and response.
- ii) Develop Standard Operating Procedures (SOP) Manuals along with the necessary templates and annexes for the monitoring and follow up of small enterprises that received support from each of the two targeted sections.
- iii) Provide capacity building and training programmes on specialized technical areas to improve professional skills and increase knowledge in; i) supporting and monitoring small enterprises, and ii) understanding labour market indicators and basics of labour market supply and demand projection.

#### Key considerations for the assignment:

- Ensure a participatory and inclusive approach.
- Ensure gender mainstreaming throughout the assignment, while also focusing on developing gender-sensitive monitoring and follow up SOPs manuals.

### 4. EXPECTED SCOPE OF WORK AND METHODOLOGY

The assignment methodology is expected to include the following indicative scope of work and tasks to satisfy the achievement of the above-mentioned objectives and corresponding outcomes:

#### Output (I): Institutional Capacity Assessment for MoLSA's Relevant Sections

- Develop and apply a suitable methodology to conduct institutional capacity assessments for the two sections: Micro-Credit Fund for Small Enterprises Section and Business Incubators Section. The methodology is expected to elaborate on the tools that will be used for data collection, review and document mandates, organizational structures, management structures, collaboration and coordination between these two sections and with other relevant sections in the ministry as well as with other key relevant external partner organizations etc.

*(N.B. the methodology should be well-elaborated in the technical proposal that will be submitted by the bidder).*

- Undertake capacity assessment gap and propose capacity assessment response with specific recommendations for each of the two sections.
- Produce and submit a comprehensive capacity assessment and gap response report in both Arabic and English.

#### Output II: Capacity Building and Development of Monitoring and Follow Up SOPs Manuals on MoLSA-Supported Small Businesses

- Review and assess the available rules, regulations, plans, units job descriptions among other relevant documents that govern the work and functions of the two sections: Micro-Credit Fund for Small Enterprises Section and Business Incubators Section.
- Develop SOPs Manual, including necessary templates annexed to the SOP, on Monitoring and Follow up of the small enterprises that receive support from MoLSA.

*(N.B. the methodology of developing Monitoring and Follow up SOPs manual should be well-elaborated in the technical proposal, including its structure and outline<sup>8</sup>, that will be submitted by the bidder).*

- Organize and conduct capacity building and training programmes for the relevant staff in each section to improve; i) follow up and monitoring capacities and skills and ii) effective implementation of the developed SOPs manual. The below table summarizes the training profiles and number of staff to receive each training per each section:

MoLSA's Section	Training Title	Minimum Requirements <sup>9</sup>	Training Level	# of Trainees	Duration
<b>Micro-Credit Fund for Small Enterprises Section</b>	Monitoring and Follow up on MoLSA-supported Small Enterprises.	Improve skills and capacity in how to monitor and follow up the small enterprises that received loans from MoLSA effectively and efficiently. The training should bring examples of innovative and best practices from the regional and internal arena for follow up and monitoring on businesses.	Intermediate to Advanced	60	8 hours per day * 4 days = 32 hours
	Improve Capacity on the Implementation of Developed SOPs Manual.	Improve effective implementation and utilization of the developed monitoring and follow up SOPs manual and templates.	As required Based on Developed SOPs	60	8 hours per day * 4 days = 32 hours
<b>Business Incubators Section</b>	Monitoring and Follow up on MoLSA-Supported Small Enterprises.	Improve skills and capacity in how to monitor and follow up the small businesses that received business incubation services from MoLSA effectively and efficiently. The training should bring examples of innovative and best practices from the regional and internal arena for follow up and monitoring on businesses.	Intermediate to Advanced	22	8 hours per day * 4 days = 32 hours
	Improve Capacity on the Implementation of Developed SOPs Manual.	Improve effective implementation and utilization of the developed monitoring and follow up SOPs manual and templates.	As required Based on Developed SOPs	22	8 hours per day * 4 days = 32 hours

#### Output III: Capacity Building on Specialized Technical Areas of Focus

- The contractor will provide a comprehensive certified-training programme for a group of staff of the targeted MoLSA's sections to equip them with the necessary skills and knowledge to improve operations and service delivery as per each respective targeted MoLSA's section as follows:

MoLSA's Section	Training Title	Minimum Requirements <sup>10</sup>	Training Level	# of Trainees	Duration
<b>Micro-Credit Fund for Small Enterprises Section</b>	Prepare, Review, and Evaluate Feasibility Studies	Improve capacity and skills in reviewing and evaluating the feasibility studies submitted by entrepreneurs for making the appropriate decision regarding the approval on the loan and	Intermediate to Advanced	30	8 hours per day * 5 days = 40 hours

<sup>8</sup> UNDP & MoLSA teams will discuss with the contractor the proposed outlines of the SOPs manual to reflect necessary updates and changes, if any.

<sup>9</sup> The technical proposal should include the outline of training topics for each training course. UNDP and MoLSA technical team will discuss with the contractor the proposed outlines and topics and reflect the necessary changes and improvements, if any.

<sup>10</sup> The technical proposal should include the outline of training topics for each training course. UNDP and MoLSA technical teams will discuss with the contractor the proposed outlines and topics and reflect the necessary changes and improvements, if any.

MoLSA's Section	Training Title	Minimum Requirements <sup>10</sup>	Training Level	# of Trainees	Duration
		provide recommendations for improvement to the feasibility study and more.			
<b>Business Incubators Section</b>	Business Incubators Management	<p>Improve capacity and skills in managing and increasing understanding of business incubator models, how to finance an incubator, monitoring and evaluation, mentoring programs, and more.</p> <p>The training should bring examples of innovative and best practices from the regional and internal arena about business incubators management and services delivered.</p>	Intermediate to Advanced	25	8 hours per day * 5 days = 40 hours
	Prepare, Review, and Evaluate Feasibility Studies	Improve capacity and skills in reviewing and evaluating the feasibility studies submitted by entrepreneurs to assess the required mentorship and coaching support and customized business support services to be provided by the business incubators and more.	Intermediate to Advanced	25 <sup>11</sup>	8 hours per day * 7 days = 56 hours
	Training of Trainers (ToT): Preparation of Feasibility Studies for Small Businesses	<p>Improve training capacity and skills of the relevant staff to become <b>certified</b> trainers in designing and delivering training programmes on preparing feasibility studies for small enterprises.</p> <p>The programme should include the topic(s) to improve the skills of trainees in designing and delivering both online and in-class training programmes.</p>			
<b>Employment &amp; Survey Section</b>	Labour Market Indicators and Basics of Supply & Demand Projection	Improve the capacity of relevant staff on; i) basics of labour market supply and demand projections, ii) labour market indicators (definition of indicator, how to read and interpret indicators, elaborate the formula of calculation of each indicator; for example, labour force participation rate, employment to population ratio, status in employment, part-time workers, employment in informal economy,	Basics to Intermediate	25	8 hours per day * 5 days = 40 hours

11 The same 25 trainees will receive two training topics; i) Prepare, Review, and Evaluate Feasibility Studies, ii) Training of Trainers: Preparation of Feasibility Studies for Small Businesses

MoLSA's Section	Training Title	Minimum Requirements <sup>10</sup>	Training Level	# of Trainees	Duration
		unemployment, inactivity rate, wage indices, among others), and how to develop a periodic report on these indicators.			
	Occupational Classification	Conduct training for relevant staff on; i) concepts and basics of occupational classification, and ii) how to prepare occupational classification.	Basics to Intermediate	6	8 hours per day * 5 days = 40 hours

- The contractor should conduct a pre-and post-training assessment for all trainees to better enhance the training outline and capture improvement in knowledge and skills acquired.
- The training programme should include group works and case studies.
- Successful trainees should receive a certification of training completion.
- All the training programmes should be provided by **certified** trainers with a satisfactory record of providing training programmes in the required technical areas of focus.
- Each training programme should accommodate not more than 15 trainees at a time and adhere to COVID-19 prevention measures and provided PPE.
- All the training programmes should be delivered in Arabic.
- Each trainee should receive the training material in both hard copy and soft copy (in the Arabic Language).

## 5. GENERAL NOTES:

- The contractor should submit detailed technical and financial proposals, including detailed methodology, time-bounded work plan, CVs of the project team and experts required to fulfil the general requirements set out in these Terms of Reference.
- The CVs of trainers for each training programme should be shared by the contractor with UNDP for review and approval in advance. This should be done after signing the contract with the successful bidder.
- The contractor is responsible for printing and circulating the training materials and related documents.

### UNDP Responsibilities:

- UNDP will be responsible for providing all logistic requirements, including venues, for the training and sessions necessary for the implementation of this assignment and all outputs. The contractor is expected to submit a detailed logistic note for any training, session, event at least two weeks ahead to enable UNDP to finalize the logistic requirements on time. The cost of logistics should not be part of the financial proposal.
- UNDP will be responsible for paying the transportation and Daily Subsistence Allowance (DSA) for each beneficiary based on UNDP rules and regulations. The contractor will be responsible for sharing with UNDP the attendance sheets using the template that will be shared by UNDP. The cost of transportation allowance for the trainees should not be part of the financial proposal.
- The UNDP Accelerator Lab Team will provide advice and recommendations for the contractor on how to incorporate innovative methodologies and applying a learning cycle throughout the assignment with special attention to the development of SOPs manual and implementing ToT for Preparation of Feasibility Studies for Small Businesses.

## 6. DURATION OF ASSIGNMENT

The contractor is expected to complete all outputs and deliverables during a period of **six months** (December 1<sup>st</sup> 2021 - May 3<sup>1st</sup>, 2022).

Any deviations or changes observed or anticipated should be consulted with UNDP and the designated MoLSA's Technical Team.

The contractor is expected to consider the parallel implementation of activities and tasks under the three outputs, where possible, to optimize the timeline and completion of the assignment within six months.

## 7. KEY DELIVERABLES AND TERMS OF PAYMENT

Payments are proposed to be made according to the following schedule, upon the completion of defined deliverables, and the certification of the deliverables by UNDP:

Deliverables	Timeline	% of Payment
Upon satisfactory submission of the inception report, including the updated work plan for the assignment (if required).	One Month from signing the contract	15%
Upon satisfactory completion of Output (I) and submission of two comprehensive capacity assessment and gap response reports (Arabic and English) for the two targeted MoLSA's sections and other necessary supporting documents.	Three Months from signing the contract	25%
Upon satisfactory completion of Output (II) and submission of the SOPs manual; one for each targeted section and a detailed report on completion of training programmes on "Monitoring and Follow up on MoLSA-Supported Businesses" and "Improve Capacity on the Implementation of Developed SOPs Manuals".	Four Months from signing the contract	35%
Upon submission of satisfactory technical and financial narrative reports on the implementation of Output (III).		
Upon satisfactory completion of Output (III) and submission of detailed report on the delivery of each training programme.	Six months from signing the contract	25%
Upon satisfactory closure of the assignment and submission of closure technical and financial reports and assignment-related supporting documents required by UNDP.		

## 8. QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR

The contractor, the project team, experts, and trainers should show a strong record of qualifications and experience relevant to the assignment. The CVs of; **i)** Training and Capacity Building Expert (Team Leader), **ii)** Institutional Capacity Assessment Expert, **iii)** SOPs Development Expert, and **iv)** Admin and Logistics Assistant must be provided as part of the technical proposal using the pre-identified CVs templates. The below section demonstrates the minimum required qualifications and experience of both the contractor and project team and experts:

### a) Qualifications of the Contractor:

- Be a legally registered organization (inside or outside Iraq) with the ability to work in Iraq.
- A minimum of 7 years of demonstrated professional experience in providing management and technical consultancy and training services.
- Experience in improving the capacities of enterprise support and development service providers is highly preferable.
- Experience in conducting institutional capacity assessments and development of policies, methodologies, and SOPs manuals is highly preferable.
- Experience in organizing and holding specialized training programmes.
- Have technically and managerially sound composition of staff to perform the assignment.
- Capacity to arrange all logistical arrangements independently for successful implementation and completion of the assignment, including arrangements for organizing and holding training programmes.
- Have the ability to concurrently conduct multiple assignments and to demonstrate a stand-by capacity to enable satisfactory completion of requested work within the requested timeframe.

**b) Qualifications of the Required Team of Experts:**

**i) Training and Capacity Building Expert (Team Leader):** will be responsible for a team of three members (Institutional Capacity Assessment Expert, SOPs Development Expert, and Admin & Logistics Assistant). He/she will be also responsible for all outputs and ensuring the completion of the assignment in a quality and timely manner. He/she will have overall responsibility for the quality content of training programmes, deliverables, coordinating inputs from the team members and experts, and coordinating with the UNDP team and MoLSA team. The minimum requirements of the Project Manager are as follows:

- At least a bachelor's degree in any area of knowledge, preferably in Business Administration, Economics, Social Sciences, or a relevant field.
- At least 7 years of professional experience in training and capacity building programmes and management consultancy services.
- Experience in managing similar projects and teams.
- Experience in organizing work and efforts of technical experts.
- Skills in facilitation of engagement and consultations with stakeholders.
- Excellent communication skills, including writing and editing, in both Arabic and English languages.

**ii) Institutional Capacity Assessment Expert:** will be responsible for developing quality and comprehensive capacity assessment and response reports for the two MoLSA sections. The minimum requirements of the Institutional Capacity Assessment Expert are as follows:

At least a bachelor's degree in any area of knowledge, preferably in Business Administration, Economics, Social Sciences, or a relevant field.

- Minimum 5 years of professional experience in conducting institutional capacity assessments, preferably for governmental units.
- Record of at least two capacity assessments conducted.
- Proven ability and experience in leading and facilitating validation workshops.
- Excellent communication skills, including writing and editing, in both Arabic and English languages.

**iii) SOPs Manuals Development Expert:** will be responsible for developing the SOPs manual on the Monitoring and Follow up of small enterprises supported by MoLSA. The minimum requirements of the SOPs Manuals Development Expert are as follows:

- At least a bachelor's degree in any area of knowledge, preferably in Business Administration, Economics, Social Sciences, or a relevant field.
- Minimum 5 years of professional experience in developing policies, methodologies and standard operating procedures, preferably some of these years of experience should be in developing SOPs manuals for monitoring and follow up of small enterprises.
- Record of at least two similar assignments.
- Proven ability and experience in leading and facilitating validation workshops.
- Excellent communication skills, including writing and editing, in both Arabic and English languages.

**iv) Admin & Logistics Assistant:** will be responsible for providing administrative, financial, and logistic support throughout all outputs. He/she will be also responsible for taking attendance of the trainees, prepare payments sheets and other tasks that will be required to facilitate the implementation of the assignment. The minimum requirements of the Project Coordinator are as follows:

- At least a bachelor's degree in finance, economics, business administration or a relevant field.
- Minimum 2 years of professional experience in admin, finance, and logistics functions.
- Excellent communication skills, including writing and editing, in both Arabic and English languages.
- Fluency in the Arabic language is a must.



## 9. INSTITUTIONAL AND IMPLEMENTATION ARRANGEMENTS:

- The contractor and team of experts will be under the supervision and closely coordinate with the UNDP teams of; Iraq Crisis Response and Resilience Programme (ICRRP) and Accelerator Lab and MoLSA's Technical Team.
- The training programmes will be held in Erbil.
- The contractor will be responsible for covering all costs related to the assignment.
- Regular meetings (in person or online) between the UNDP and MoLSA's Technical Team with the contractor, project team and experts will be conducted to follow up progression and discuss challenges.
- All communication with UNDP and MoLSA and reporting will be done in both English and Arabic languages.

### Annex (I): Technical Evaluation Criteria:

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	The expertise and management structure of the firm/service provider.	30%	300
2.	Proposed Methodology and Work Plan.	30%	300
3.	Qualifications and experience of the project team and experts	40%	400
Total			1000

Technical Proposal Evaluation - Form (1)			Points Obtainable
<b>The expertise of the Firm/Service Provider</b>			
<b>1.1</b>	<b>General contractor capability which is likely to affect implementation:</b>		<b>150</b>
	Relevant past projects. 1 – 2 projects: 20 points 3 projects and more: 30 points	30	
	Years of the organizational experience 7 - 10 years: 15 points 11 - 14 years: 25 points 15 years and above: 45 points	45	
	Experience in providing management and technical consultancy services, including in providing training programmes, conducting institutional assessments and development of SOPs manuals. 2 projects: 20 points. 3 – 4 projects: 35 points. 5 projects and more: 45 points	45	
	Experience in providing similar assignments to UN, governmental, or non-governmental organizations. 1-2 projects: 15 points 3 projects and more: 30 points	30	
<b>1.2</b>	<b>Quality assurance procedures are in place for the contractor</b>		<b>75</b>
<b>1.3</b>	<b>Management Structure of the Contractor. Please submit the Organogram of the Organization</b> Availability of training unit (10 points). Availability of management and technical consultancy unit (10 points). Availability of business support unit (10 points). Availability of operations, finance, HR, and other support units (45 points) Total points: 75 points		<b>75</b>
<b>Sub-Total</b>			<b>300</b>

Technical Proposal Evaluation - Form (2)		Points Obtainable
Proposed Methodology and Work Plan.		
2.1	Has the proposed methodology corresponded to the TORs?	100
2.2	Has the proposed methodology been addressed with sufficient details?	80
2.3	Is the presentation clear and are the sequence of activities, schedules, and the planning logic, realistic, promise efficient implementation to the assignment?	90
2.4	Innovation and creativity in the proposed approach	30
<b>Sub-total</b>		<b>300</b>

Technical Proposal Evaluation - Form (3)		Points Obtainable
Qualifications and experience of the project team and experts		
<b>3.1</b>	<b>Training and Capacity Building Expert (Team Leader)</b>	<b>145</b>
3.1.1	At least a bachelor's degree in any area of knowledge, preferably in Business Administration, Economics, Social Sciences, or a related field.  <small>Bachelor's Degree in business administration, Economics, Social Sciences, or a related field: 40 points Bachelor's degree in other areas of specialty: 20 points</small>	40
3.1.2	At least 7 years of professional experience in training and capacity building programmes and management consultancy services.  <small>1 – 4 years: 15 points 5 – 7 years: 40 points 7 years and above: 60 points</small>	60
3.1.3	Experience in managing projects and teams.  <small>1 – 2 years: 10 points 3 – 4 years: 20 points 5 years and above: 35 points</small>	35
3.1.4	Fluency in both Arabic and English  <small>Only English or Only Arabic: 0.00 points Arabic and English: 10 points</small>	10
<b>3.2</b>	<b>Institutional Capacity Assessment Expert</b>	<b>130</b>
3.2.1	At least a bachelor's degree in any area of knowledge, preferably in Business Administration, Economics, Social Sciences, or a related field.  <small>Bachelor's Degree in business administration, Economics, Social Sciences, or a related field: 40 points Bachelor's degree in other areas of specialty: 20 points</small>	40
3.2.2	Minimum 5 years of professional experience in conducting institutional capacity assessments, preferably for governmental units.  <small>1 – 2 years: 0.00 points 3 – 4 years: 35 points 5 years and above: 50 points</small>	50
3.2.3	Record of at least two capacity assessments conducted.  <small>Less than 2 projects: 0.00 points 2 projects and more: 30 points</small>	30

3.2.4	<b>Fluency in both Arabic and English</b>  <small>Only English or Only Arabic: 0.00 points Arabic and English: 10 points</small>	10	
<b>3.3</b>	<b>SOPs Manuals Development Expert</b>		<b>125</b>
3.3.1	At least a bachelor's degree in any area of knowledge, preferably in Business Administration, Economics, Social Sciences, or a related field.  <small>Bachelor's Degree in business administration, Economics, Social Sciences, or a related field: 40 points Bachelor's degree in other areas of speciality: 20 points</small>	40	
3.3.2	Minimum 5 years of professional experience in developing policies, methodologies, and standard operating procedures.  <small>1 – 2 years: 0.00 points 3 – 4 years: 35 points 5 years and above: 50 points</small>	50	
3.3.3	Record of at least two similar assignments.  <small>Less than 2 assignments: 0.00 points 2 assignments and more: 25 points</small>	25	
3.3.4	<b>Fluency in both Arabic and English</b>  <small>Only English or Only Arabic: 0.00 points Arabic and English: 10 points</small>	10	
<b>Sub-total</b>			<b>400</b>

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## Section 6: Returnable Bidding Forms / Checklist

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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:

<b>Have you duly completed all the Returnable Bidding Forms?</b>	
▪ Form A: Technical Proposal Submission Form	<input checked="" type="checkbox"/>
▪ Form B: Bidder Information Form	<input checked="" type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input checked="" type="checkbox"/>
▪ Form D: Qualification Form	<input checked="" type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input checked="" type="checkbox"/>
▪ Form H: Proposal Security Form	<input type="checkbox"/>
▪ Form G.1: Bid Security Confirmation	<input type="checkbox"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>

### Financial Proposal Envelope

**(Must be submitted in a separately/password protected email)**

▪ Form F: Financial Proposal Submission Form	<input checked="" type="checkbox"/>
▪ Form G: Financial Proposal Form	<input checked="" type="checkbox"/>

**Form A: Technical Proposal Submission Form**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	<b>IRQ-RFP-325-21 - Technical Assistance to MoLSA on Support to SMEs and Labour Market</b>		

We, the undersigned, offer to provide the services for **-Technical Assistance to MoLSA on Support to SMEs and Labour Market** in accordance with your Request for Proposal No. **IRQ-RFP-325-21** 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: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*[Stamp with official stamp of the Bidder]*

**Form B: Bidder Information Form**

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, [insert UGNM vendor number]
<b>Are you a UNDP vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, [insert UNDP vendor number]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</b>	[Complete]
<b>Contact person UNDP may contact for requests for clarification during Proposal evaluation</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Please attach the following documents:</b>	<ul style="list-style-type: none"> <li>▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</li> <li>▪ Certificate of Incorporation/ Business Registration</li> <li>▪ 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</li> <li>▪ Trade name registration papers, if applicable</li> <li>▪ Local Government permit to locate and operate in assignment location, if applicable</li> <li>▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country</li> <li>▪ Power of Attorney</li> <li>▪ A detailed description of the approach to the assignment.</li> <li>▪ A proposed working plan (included in schedule) with a list of key events</li> <li>▪ References to, or summaries of previous successfully completed projects (at least 2 references to clearly demonstrate relevancy, scope of work and Contractor's results)</li> </ul>

- At least two recommendations from previous clients with clear indication of the service provided, relevant to the nature of the current requirement.

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

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	IRQ-RFP-325-21 - Technical Assistance to MoLSA on Support to SMEs and Labour Market		

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

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]

<b>Name of leading partner</b>  (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
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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:  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner:  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner:  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner:  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Form D: Qualification Form**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	IRQ-RFP-325-21 - Technical Assistance to MoLSA on Support to SMEs and Labour Market		

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: Address of Client: 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: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

## 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 5 years	Year	USD
	Year	USD
	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 5 years				
	Year 1	Year 2	Year 3	Year 4	Year 5
	Information from Balance Sheet				
Total Assets (TA)					
Total Liabilities (TL)					
Current Assets (CA)					
Current Liabilities (CL)					
	Information from Income Statement				
Total / Gross Revenue (TR)					
Profits Before Taxes (PBT)					
Net Profit					

Current Ratio					
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☐ 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.

## Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	IRQ-RFP-325-21 - Technical Assistance to MoLSA on Support to SMEs and Labour Market		

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 qualification, capacity and expertise

- 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 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

### SECTION 2: Proposed Methodology, Approach and Implementation Plan

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 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 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.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

### SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

### 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

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/ Qualifications</b>	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of services]</i> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
<b>Employment Record/ Experience</b>	<i>[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.]</i> [Insert]
<b>References</b>	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert]  Reference 2: [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)

**Form F: Financial Proposal Submission Form**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	<b>IRQ-RFP-325-21 - Technical Assistance to MoLSA on Support to SMEs and Labour Market</b>		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. **IRQ-RFP-325-21** 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]*

**Form G: Financial Proposal Form**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	<b>IRQ-RFP-325-21 - Technical Assistance to MoLSA on Support to SMEs and Labour Market</b>		

- The Contractor is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.
- The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.
- The Contractor is asked to prepare the Price Schedule/financial proposal and submit it in a separate envelope from the rest of the RFP response as indicated in Section D paragraph 15 (b) of the Instruction to Offerors.
- All prices/rates quoted must be exclusive of all taxes, since the UNDP is exempt from taxes as detailed in Annex II, Clause 18. '
- The Price Schedule/financial proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.
- Estimates for cost-reimbursable items, if any, such as travel, and out of pocket expenses should be listed separately.
- The format shown on the following pages should be used in preparing the price schedule. 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	Timeline	% of Payment	Amount
Upon satisfactory submission of the inception report, including the updated work plan for the assignment (if required).	One Month from signing the contract	15%	
Upon satisfactory completion of Output (I) and submission of two comprehensive capacity assessment and gap response reports (Arabic and English) for the two targeted MoLSA's sections and other necessary supporting documents.	Three Months from signing the contract	25%	
Upon satisfactory completion of Output (II) and submission of the SOPs manual; one for each targeted section and a detailed report on completion of training programmes on "Monitoring and Follow up on MoLSA-Supported Businesses" and "Improve Capacity on the Implementation of Developed SOPs Manuals".	Four Months from signing the contract	35%	

Deliverables	Timeline	% of Payment	Amount
Upon submission of satisfactory technical and financial narrative reports on the implementation of Output (III).			
<p>Upon satisfactory completion of Output (III) and submission of detailed report on the delivery of each training programme.</p> <p>Upon satisfactory closure of the assignment and submission of closure technical and financial reports and assignment-related supporting documents required by UNDP.</p>	Six months from signing the contract	25%	
		100%	

\*Required for payment



## B. Cost breakdown per cost component

The Proposers shall submit a cost breakdown for the expenses specified above for each subtotal using the form provided below. UNDP will use the cost breakdown to assess the credibility of prices and for price estimates should both parties agree on adding extra deliverables for the original scope of services.

Activity Cost	Unit	# of Units	Unit Price (USD)	Total in USD	Remarks
<b>Output (1): Institutional Capacity Assessment for MoLSA's Relevant Sections</b>					
Institutional Capacity Building Specialist	Person/Month				
Carry Out Institutional Capacity Assessment	Lump Sum				
<b>Sub-Total (1)</b>				-	
<b>Output II: Capacity Building and Development of Monitoring and Follow Up SOPs Manuals on MoLSA-Supported Small Businesses</b>					
SOPs Manual Development Expert	Person/Month				
Develop SOP Manual	Lump Sum				
<b>Training Courses for Micro-Credit Fund for Small Enterprises Section</b>					
Monitoring and Follow up on MoLSA-supported Small Enterprises (8 hours per day * 4 days – 32 hours (60 trainees))					15 trainees per training course to adhere with COVID-19 prevention measures (4 training groups)
Trainers Fees	Training Day				
Printing Training Materials	Lump Sum				

Activity Cost	Unit	# of Units	Unit Price (USD)	Total in USD	Remarks
COVID-19 PPE (1 facemask per day and 1 sanitizer of 500 ml per student)	Lump Sum				
Capacity on the Implementation of Developed SOPs Manual (8 hours per day * 4 days = 32 hours (60 trainees)					15 trainees per training course to adhere with COVID-19 prevention measures (4 training groups)
Trainers Fees	Training Day				
Printing Training Materials	Lump Sum				
COVID-19 PPE (1 facemask per day and 1 sanitizer of 500 ml per student)	Lump Sum				
<b>Training Courses for Business Incubators Section</b>					
Monitoring and Follow up on MoLSA-supported Small Enterprises (8 hours per day * 4 days – 32 hours (22 trainees)					15 trainees per training course to adhere with COVID-19 prevention measures (2 training groups)
Trainers Fees	Training Day				
Printing Training Materials	Lump Sum				
COVID-19 PPE (1 facemask per day and 1 sanitizer of 500 ml per student)	Lump Sum				
Capacity on the Implementation of Developed SOPs Manual (8 hours per day * 4 days = 32 hours (22 trainees)					15 trainees per training course to adhere with COVID-19 prevention measures (2 training groups)
Trainers Fees	Training Day				
Printing Training Materials	Lump Sum				

Activity Cost	Unit	# of Units	Unit Price (USD)	Total in USD	Remarks
COVID-19 PPE (1 facemask per day and 1 sanitizer of 500 ml per student)	Lump Sum				
<b>Sub-Total (2)</b>					
<b>Output III: Capacity Building on Specialized Technical Areas of Focus</b>					
<b>Training Courses for Micro-Credit Fund for Small Enterprises Section</b>					
Prepare, Review, and Evaluate Feasibility Studies (8 hours per day * 5 days = 40 hours (30 trainees))					15 trainees per training course to adhere with COVID-19 prevention measures (2 training groups)
Trainers Fees	Training Day				
Printing Training Materials	Lump Sum				
COVID-19 PPE (1 facemask per day and 1 sanitizer of 500 ml per student)	Lump Sum				
<b>Training Courses for Business Incubators Section</b>					
Business Incubators Management (8 hours per day * 5 days = 40 hours (25 trainees))					15 trainees per training course to adhere with COVID-19 prevention measures (2 training groups)
Trainers Fees	Training Day				
Printing Training Materials	Lump Sum				
COVID-19 PPE (1 facemask per day and 1 sanitizer of 500 ml per student)	Lump Sum				

Activity Cost	Unit	# of Units	Unit Price (USD)	Total in USD	Remarks
Prepare, Review, and Evaluate Feasibility Studies & Training of Trainers (ToT): Preparation of Feasibility Studies for Small Businesses (8 hours per day * 7 days = 56 hours (25 trainees))					15 trainees per training course to adhere with COVID-19 prevention measures (2 training groups)
Trainers Fees	Training Day				
Printing Training Materials	Lump Sum				
COVID-19 PPE (1 facemask per day and 1 sanitizer of 500 ml per student)	Lump Sum				
<b>Training Courses for Employment &amp; Survey Section</b>					
Labour Market Indicators and Basics of Supply & Demand Projection (8 hours per day * 5 days = 40 hours (25 trainees))					15 trainees per training course to adhere with COVID-19 prevention measures (2 training group)
Trainers Fees	Training Day				
Printing Training Materials	Lump Sum				
COVID-19 PPE (1 facemask per day and 1 sanitizer of 500 ml per student)	Lump Sum				
Occupational Classification (8 hours per day * 5 days = 40 hours (6 trainees))					15 trainees per training course to adhere with COVID-19 prevention measures (1 training group)
Trainers Fees	Training Day				
Printing Training Materials	Lump Sum				
COVID-19 PPE (1 facemask per day and 1 sanitizer of 500 ml per student)	Lump Sum				

Activity Cost	Unit	# of Units	Unit Price (USD)	Total in USD	Remarks
Pre-and Post Training Assessments					
<b>Sub-Total (3)</b>					
<b>Total Cost of Project Activities</b>				-	
<b>Project Management</b>					
Training and Capacity Building Expert (Team Leader)	Person/Month				
Admin & Logistics Assistant	Person/Month				
Communication & Visibility Materials	Lump Sum				
Other Expenses (please specify and provide breakdown)	Lump Sum				
<b>Total Cost of Project Management</b>					
<b>Grand Total</b>					

**Form H: Form of Proposal Security (Not Applicable)**

**Proposal Security must be issued using the official letterhead of the Issuing Bank.  
Except for indicated fields, no changes may be made on this template.**

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To: UNDP

*[Insert contact information as provided in Data Sheet]*

WHEREAS [Name and address of Bidder] (hereinafter called “the Bidder”) has submitted a Proposal to UNDP dated [Click here to enter a date](#) to execute Services [Insert Title of Services] (hereinafter called “the Proposal”):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Proposal after the date of the opening of the Proposals;
- c) Fails to comply with UNDP’s variation of requirement, as per RFP instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

**SIGNATURE AND SEAL OF THE GUARANTOR BANK**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

*[Stamp with official stamp of the Bank]*