



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: September 22, 2021
	REFERENCE: MyRFP2021_025

Dear Sir / Madam:

We kindly request you to submit your Proposal for the implementation of the Youth Co:Lab Malaysia project.

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

Proposals may be submitted on or before Wednesday, September 29, 2021, 11:59 (Malaysia time) and via email to the address below:

United Nations Development Programme
Procurement Team
procurement.my@undp.org

Your Proposal must be expressed in English, and valid for a minimum period of 90 days.

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

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

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

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

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

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

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

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

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

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

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

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Patrick Pee
Assistant Resident Representative (O)
9/22/2021

Description of Requirements

Context of the Requirement	<p>Implementation of Youth Co:Lab Malaysia 2021</p> <p>UNDP and UNICEF are partnering to empower Asia-Pacific's next generation with 21st century skills, engagement, and entrepreneurship. Together UNDP and UNICEF will promote systemic entrepreneurial skill-development, flexible financing and blended mentoring to enable the most vulnerable to lead community initiatives and social enterprises.</p> <p>This includes scaling up successful youth social entrepreneurship development initiatives, such as UNDP's Youth Co:Lab initiative within the national system. Co-created in 2017 by the United Nations Development Programme (UNDP) and Citi Foundation, Youth Co:Lab aims to establish a common agenda for Asia-Pacific countries to invest in and empower youth to accelerate implementation of the Sustainable Development Goals (SDGs) through leadership, social innovation, and entrepreneurship.</p> <p>By targeting youth-led social enterprises residing in Malaysia, between the age of 15-35, the programme aims to achieve these objectives;</p> <ol style="list-style-type: none"> 1. To incite, catalyse and sustain youth innovation that is aimed at creating positive impact on some of the nation's most pressing issues. 2. To empower and give youth the platform to create solutions that will address the sustainable development goals through leadership, social innovation, and entrepreneurship. 3. To make youth-led social enterprises investment ready. 						
Partners of UNDP	Citi Malaysia, UNICEF Malaysia						
Brief Description of the Required Services ¹	<p>Youth Co:Lab is running for the fourth year in 2021. This year the online programme consists of A: three sets of 1-day ideation bootcamps, B: a 3 week incubation programme, and C: a 2-day national dialogue.</p> <p>Please refer to the following programme details:</p> <table border="1"> <thead> <tr> <th>Item</th><th>Details</th></tr> </thead> <tbody> <tr> <td>Duration</td><td>October to December 2021</td></tr> <tr> <td>Target groups</td><td> <ol style="list-style-type: none"> 1. Youth 18-35 2. Adolescents 15-17 <p>Youth Co:Lab has an emphasis on recruiting youth and adolescents from marginalized communities such as young women and girls, indigenous groups, and young</p> </td></tr> </tbody> </table>	Item	Details	Duration	October to December 2021	Target groups	<ol style="list-style-type: none"> 1. Youth 18-35 2. Adolescents 15-17 <p>Youth Co:Lab has an emphasis on recruiting youth and adolescents from marginalized communities such as young women and girls, indigenous groups, and young</p>
Item	Details						
Duration	October to December 2021						
Target groups	<ol style="list-style-type: none"> 1. Youth 18-35 2. Adolescents 15-17 <p>Youth Co:Lab has an emphasis on recruiting youth and adolescents from marginalized communities such as young women and girls, indigenous groups, and young</p>						

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

		people with disabilities. Please include a targeted outreach approach and how these youth and adolescents from low-resource settings will be supported to participate e.g. through data vouchers, access to learning resources online, and involvement of sign-language interpreters.
	Programme elements and target number of participants	<p>Youth Co: Lab track 1: Youth 18-35 years old</p> <ol style="list-style-type: none"> 1. Two 1-day ideation bootcamps for 200 pax (66 teams of 2 to 3 pax). 2. Incubation programme consisting of three 2-day workshops; Define, Prototype, Strategise for 35 start-ups of 2 to 3 pax. 3. One 2-day National Dialogue for 35 start-ups of 2 to 3 pax and open to the public for 10 more advanced youth-led start-ups. <p>Youth Co: Lab track 2: Adolescent 15-17 years old</p> <ol style="list-style-type: none"> 1. One 1-day ideation bootcamp 100 pax (33 teams of 2 to 3 pax). 2. Incubation programme consisting of three 2-day workshops; Define, Prototype, Strategise for 15 teams of 2 to 3 pax. 3. One 2-day National Dialogue for 15 teams of 2 to 3 pax and open to the public for 5 more advanced adolescent-led start-ups.
	Thematic focus	<p>Green recovery and gender equality;</p> <p>SDG 5: Gender Equality SDG 8: Decent Jobs SDG 13: Climate Action</p>
	SEED funding per target group	<p>Youth 18-35 years old</p> <ol style="list-style-type: none"> 1. First prize: 2,500 (USD) 2. Second prize: 1,500 (USD) 3. Third prize: 1,000 (USD) <p>Adolescent 15-17 years old</p> <ol style="list-style-type: none"> 1. First prize: 2,500 (USD) 2. Second prize: 1,500 (USD) 3. Third prize: 1,000 (USD) <p>The appointed vendor will also be responsible to disburse the prizes to winners on behalf of UNDP and UNICEF Malaysia based on specific requirements as directed by UNDP and UNICEF Malaysia.</p>
<p>Following this, UNDP and UNICEF are seeking to procure the services of a firm to assist in the management and implementation of the virtual sessions of Youth Co:Lab Malaysia 2021 for youth entrepreneurs and adolescents. The firm's scope of work will include:</p>		

	<p>Content Development:</p> <ul style="list-style-type: none"> • Develop the Youth Co:Lab programme for youth and adapt it for adolescent audiences with technical support and advice from UNDP and UNICEF Malaysia. • Execution and implementation of the three 1-day virtual ideation bootcamps, mini-incubation programme, and 2-day national dialogue; Youth Co:Lab Malaysia throughout October to December 2021 for youth and adolescents. • Deliver the content of and focus of Youth Co:Lab Malaysia 2021 in collaboration with UNDP and UNICEF Malaysia. • Design the promotional items required for the call to action including the dissemination and the outreach of the bootcamp with UNDP and UNICEF Malaysia. <p>Event Implementation and Logistical Coordination:</p> <ul style="list-style-type: none"> • Coordinate the inputs of UNDP, UNICEF, Citi Foundation, MaGIC and other implementing partners into the agenda, and coordinate the event management for Youth Co:Lab Malaysia 2021. • Manage all logistics related matters in organising the programme: <ul style="list-style-type: none"> ○ Participant registration and selection process ○ Technical support for the programme ○ Participant materials kit for workshops ○ Human resources required i.e. trainers, facilitators, coaches, judges ○ Documentation of the programme through reporting, videography and photography ○ Creation and dissemination of feedback form to collect data post YCL on the programme <p>Design Work:</p> <ul style="list-style-type: none"> • Lead in design-related work which includes backdrop, slides, digital marketing assets, t-shirts, photography and videography. • Assist in copywriting and thematics of the bootcamp. <p>Partnership Management Communications and Marketing:</p> <ul style="list-style-type: none"> • Support UNDP and UNICEF Malaysia in developing partnerships and facilitating knowledge sharing, technology exchange, and access to finances with partners. • Assist in communication aspects of the programme, including the development of social media posts, radio messages, newspaper articles, press releases, and videos and photographs of event.
List and Description of Expected Outputs to be Delivered	The firm is expected to submit their proposed deliverables towards the output completion of Youth Co:Lab Malaysia 2021:

	Deliverables	Breakdown with details	Expected Timeline
	Deliverable 1:	Upon satisfactory completion and acceptance of a workplan and methodology to execute the Youth Co:Lab 2021 and Pre-Bootcamp support.	October 2021
	Deliverable 2:	Upon satisfactory completion and acceptance of organizing and execution of three 1-day Virtual Ideation Bootcamps for Youth Co:Lab Malaysia 2021 including a 3-minute multimedia output showcasing the highlights of the workshops.	October 2021
	Deliverable 3:	Upon satisfactory completion and acceptance of the mini-incubation programme consisting of three workshops; Define, Prototype, Strategise including a 3-minute multimedia output showcasing the highlights of the workshops.	November 2021
	Deliverable 4:	Upon satisfactory completion and acceptance of A: the 2-day virtual national dialogue, B: allocation of SEED funding to top 3 winners and their plan for the funds, and C: final report detailing the full Youth Co:Lab 2021 journey, its achievements and lessons learned including a 3-minute multimedia output showcasing the highlights of the project.	December 2021
Person to Supervise the Work/Performance of the Service Provider	The firm will report to the UNDP Youth Engagement and Innovation Consultant as part of the Accelerator Labs at UNDP Malaysia, Singapore, and Brunei Darussalam and to the Generation Unlimited Consultant from UNICEF Malaysia.		
Frequency of Reporting	As needed, please refer to deliverable 1 and 4		
Progress Reporting Requirements	As needed, please refer to deliverable 1 and 4		
Location of work	<input checked="" type="checkbox"/> At Contractor's Location/ home based		
Expected duration of work	3 months		
Target start date	04 October 2021		
Latest completion date	31 December 2021		

Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required			
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required			
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency (MYR)			
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.			
Payment Terms ³	Deliverables	Description	Percentage	Condition for Payment Release
	Deliverable 1:	Upon satisfactory completion and acceptance of a workplan and methodology to execute the Youth Co:Lab 2021 and Pre-Bootcamp support.	20%	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from
	Deliverable 2:	Upon satisfactory completion and acceptance of organizing and execution of three 1-day Virtual Ideation Bootcamps for Youth Co:Lab Malaysia 2021 including a 3-minute multimedia output showcasing the highlights of the workshops.	30%	

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

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

	Deliverable 3:	Upon satisfactory completion and acceptance of the mini-incubation programme consisting of three workshops; Define, Prototype, Strategise including a 3-minute multimedia output showcasing the highlights of the workshops.	40%	the Service Provider.
	Deliverable 4:	Upon satisfactory completion and acceptance of A: the 2-day virtual national dialogue, B: allocation of SEED funding to top 3 winners and their plan for the funds, and C: final report detailing the full Youth Co:Lab 2021 journey, its achievements and lessons learned including a 3-minute multimedia output showcasing the highlights of the project.	10%	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Deputy Resident Representative, UNDP Malaysia, Singapore, Brunei Darussalam and Deputy Representative, UNICEF Malaysia			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services			
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.			
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm 20% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 10%			

	Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions ⁴	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR
Contact Person for Inquiries (Written inquiries only) ⁶	Procurement Team procurement.my@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

⁴ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.



TERMS OF REFERENCE (TOR)

Title:	Consultancy Firm to Execute the Youth Co:Lab Programme in Malaysia
Project:	UNDP Malaysia Youth Co:Lab 2021
Location:	Virtual platform
Additional Category:	Social Development / Innovation / Youth Leadership
Indicative starting Date:	04 October 2021
Duration of Initial Contract:	3 months
Expected Duration of Assignment:	3 months

INTRODUCTION

UNDP and UNICEF are partnering to empower Asia-Pacific's next generation with 21st century skills, engagement, and entrepreneurship. Together UNDP and UNICEF will promote systemic entrepreneurial skill-development, flexible financing and blended mentoring to enable the most vulnerable to lead community initiatives and social enterprises.

This includes scaling up successful youth social entrepreneurship development initiatives, such as UNDP's Youth Co:Lab initiative within the national system. Co-created in 2017 by the United Nations Development Programme (UNDP) and the Citi Foundation, Youth Co:Lab aims to establish a common agenda for Asia-Pacific countries to invest in and empower youth to accelerate implementation of the Sustainable Development Goals (SDGs) through leadership, social innovation, and entrepreneurship.

By developing 21st century skills, catalysing and sustaining youth-led startups and social enterprises across the region, Youth Co:Lab is positioning adolescents and young people front and centre in order to solve the region's most pressing challenges. In addition to supporting youth entrepreneurship, Youth Co:Lab also works closely with multiple stakeholders across the region, including governments, civil society and the private sector, to strengthen the entrepreneurship ecosystem and policy support to better enable young people to take the lead on new solutions that will help meet the SDGs. Youth Co:Lab is also positioned to provide opportunities for adolescents and young people from marginalized communities with ideas and solutions for challenges raised in their communities.

Youth Co:Lab is running for the fourth year in 2021. This year the online programme consists of A: three sets of 1-day ideation bootcamps, B: a 3 week incubation programme, and C: a 2-day national dialogue.

We are calling all youth-led social enterprises based in Malaysia to amplify their growth through developing minimum viable products (MVPs), finding product market fit, and at the same time making them investment ready. The programme will help social entrepreneurs to answer these questions:

- What's next after the ideation and concept stage?
- How do I develop a MVP for my solution?
- How do I create more traction and look for clear market validation?
- What do I need to do before I launch my product?

Hence, by targeting youth-led social enterprises residing in Malaysia, between the age of 15-35, which are at the ideation stage and are looking to get ready to develop MVPs, and pitch to potential investors, the programme aims to achieve these objectives;

- To incite, catalyse and sustain youth innovation that is aimed at creating positive impact on some of the nation's most pressing issues.
- To empower and give youth the platform to create solutions that will address the sustainable development goals through social entrepreneurship.
- To make youth-led social enterprises investment ready.

At the end of Youth Co:Lab Malaysia 2021, 3 winning solutions each from three individuals/teams, will qualify to represent Malaysia at the Asia-Pacific Regional Dialogue Youth Co:Lab Summit 2022 to compete in the regional Social Innovation Challenge. Meanwhile in between, they will receive guidance and mentorship through the Springboard Programme organized by the Youth team from Bangkok Regional Hub.

Please refer to the following programme details:

Item	Details
Duration	October to December 2021
Target groups	<ol style="list-style-type: none"> 1. Youth 18-35 2. Adolescents 15-17 <p>Youth Co:Lab has an emphasis on recruiting youth and adolescents from marginalized communities such as young women and girls, indigenous groups, and young people with disabilities. Please include a targeted outreach approach and how these youth and adolescents from low-resource settings will be supported to participate e.g. through data vouchers, access to learning resources online, and involvement of sign-language interpreters.</p>
Programme elements and target number of participants	<p>Youth Co: Lab track 1: Youth 18-35 years old</p> <ol style="list-style-type: none"> 1. Two 1-day ideation bootcamps for 200 pax (66 teams of 2 to 3 pax). 2. Incubation programme consisting of three 2-day workshops; Define, Prototype, Strategise for 35 start-ups of 2 to 3 pax. 3. One 2-day National Dialogue for 35 start-ups of 2 to 3 pax and open to the public for 10 more advanced youth-led start-ups.

	Youth Co: Lab track 2: Adolescent 15-17 years old <ol style="list-style-type: none"> 1. One 1-day ideation bootcamp 100 pax (33 teams of 2 to 3 pax). 2. Incubation programme consisting of three 2-day workshops; Define, Prototype, Strategise for 15 teams of 2 to 3 pax. 3. One 2-day National Dialogue for 15 teams of 2 to 3 pax and open to the public for 5 more advanced adolescent-led start-ups.
Thematic focus	Green recovery and gender equality; SDG 5: Gender Equality SDG 8: Decent Jobs SDG 13: Climate Action
SEED funding per target group	Youth 18-35 years old <ol style="list-style-type: none"> 1. First prize: 2,500 (USD) 2. Second prize: 1,500 (USD) 3. Third prize: 1,000 (USD) Adolescent 15-17 years old <ol style="list-style-type: none"> 1. First prize: 2,500 (USD) 2. Second prize: 1,500 (USD) 3. Third prize: 1,000 (USD) <p>The appointed vendor will also be responsible to disburse the prizes to winners on behalf of UNDP and UNICEF Malaysia based on specific requirements as directed by UNDP and UNICEF Malaysia.</p>

Following this, UNDP and UNICEF are seeking to procure the services of a firm to assist in the management and implementation of the virtual sessions of Youth Co:Lab Malaysia 2021 for youth entrepreneurs and adolescents.

SCOPE OF WORK

The firm's scope of work will include:

Content Development:

- Develop the Youth Co:Lab programme for youth and adapt it for adolescent audiences with technical support and advice from UNDP and UNICEF Malaysia.
- Execution and implementation of the three 1-day virtual ideation bootcamps, mini-incubation programme, and 2-day national dialogue; Youth Co:Lab Malaysia throughout October to December 2021 for youth and adolescents.
- Deliver the content of and focus of Youth Co:Lab Malaysia 2021 in collaboration with UNDP and UNICEF Malaysia.
- Design the promotional items required for the call to action including the dissemination and the outreach of the bootcamp with UNDP and UNICEF Malaysia.

Event Implementation and Logistical Coordination:

- Coordinate the inputs of UNDP, UNICEF, Citi Foundation, MaGIC and other implementing partners into the agenda, and coordinate the event management for Youth Co:Lab Malaysia 2021.
- Manage all logistics related matters in organising the programme:
 - Participant registration and selection process

- Technical support for the programme
- Participant materials kit for workshops
- Human resources required i.e. trainers, facilitators, coaches, judges
- Documentation of the programme through reporting, videography and photography
- Creation and dissemination of feedback form to collect data post YCL on the programme

Design Work:

- Lead in design-related work which includes backdrop, slides, digital marketing assets, t-shirts, photography and videography.
- Assist in copywriting and thematics of the bootcamp.

Partnership Management Communications and Marketing:

- Support UNDP and UNICEF Malaysia in developing partnerships and facilitating knowledge sharing, technology exchange, and access to finances with partners.
- Assist in communication aspects of the programme, including the development of social media posts, radio messages, newspaper articles, press releases, and videos and photographs of event.

INSTITUTIONAL ARRANGEMENT

The firm will report to the UNDP Youth Engagement and Innovation Consultant as part of the Accelerator Labs at UNDP Malaysia and the Generation Unlimited Consultant at UNICEF Malaysia, and works in close collaboration with the UNDP and UNICEF Country Offices and other associated parties. The success of the project depends on the timely delivery of each component.

UNDP and UNICEF Malaysia will have the following responsibilities: (i) Provide relevant documents; (ii) Discuss and agree on the methodologies of the assignment; and (iii) Monitor and evaluate the progress of the assignment. The contract and payments will be performance-based and regularly assessed by UNDP Malaysia. All travel expenses to and from the target area should be included in the financial proposal.

The present ToR may be subject to modification, without changing the overall objective and the scope of work, on the basis of mutual consultations. UNDP will hold the copyright of the assignment deliverables.

EXPECTED OUTPUTS & DELIVERABLES

The firm is expected to submit their proposed deliverables towards the output completion of Youth Co:Lab Malaysia 2021:

Deliverables with timeline	Breakdown with details	Payment	Expected Timeline
Deliverable 1:	Upon satisfactory completion and acceptance of a workplan and methodology to execute the Youth Co:Lab 2021 and Pre-Bootcamp support.	20%	October 2021

Deliverable 2:	Upon satisfactory completion and acceptance of organizing and execution of the three 1-day Virtual Ideation Bootcamps for Youth Co:Lab Malaysia 2021 including a 3-minute multimedia output showcasing the highlights of the workshops.	30%	November 2021
Deliverable 3:	Upon satisfactory completion and acceptance of the mini-incubation programme consisting of three workshops; Define, Prototype, Strategise including a 3-minute multimedia output showcasing the highlights of the workshops.	40%	November 2021
Deliverable 4:	Upon satisfactory completion and acceptance of A: the 2-day virtual national dialogue, B: allocation of SEED funding to top 3 winners and their plan for the funds, and C: final report detailing the full Youth Co:Lab 2021 journey, its achievements and lessons learned including a 3-minute multimedia output showcasing the highlights of the project.	10%	December 2021

DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACE OF TRAVEL

Contract duration: 3 months (October 2021 to December 2021).

The assignment will be conducted virtually, however the team may be required to travel to project sites or attend the events relevant to the project within Malaysia. Travels will be authorized by the Deputy Resident Representative if required.

QUALIFICATIONS OF THE SERVICE PROVIDER

The entity shall have the following qualifications:

- Excellent track record of training and facilitation of innovation labs, incubation programmes and the successful creation of start-ups and social entrepreneurs in Malaysia.
- Excellent organizational skills with a successful track record of planning and implementing innovation events.
- Experience with adolescent and youth engagement from marginalized groups (young women, B40 youth, youth with disabilities, and Orang Asli) in Malaysia is an added advantage.

- Have a strong internal quality assurance procedure for timely preparation and implementation of events, videos, and report writing.
- Show evidence of having successfully completed at least two similar assignments on capacity building of youth entrepreneurs.
- Focuses on effective and innovative results and responds positively to critical feedback.

The team shall have a minimum number of four key personnel who can demonstrate successful completion of a similar project to this assignment. The minimum professional qualifications of key personnel are described below:

Team Lead (1) Programme Management

Education	<ul style="list-style-type: none"> • Bachelor's Degree in Entrepreneurship, Economics, Social Sciences, Education, Development or Business Administration with relevant work experience.
Experience	<ul style="list-style-type: none"> • Minimum of 5 years working experience within the start-up ecosystem in Malaysia, social entrepreneurship, as well as the Youth, Adolescent, and Innovation field. • Demonstrated experience in designing, planning and leading entrepreneurship programmes or related activities; • Experience in managing project activities or coordinating entrepreneurship programs, events, communications, and building partnerships with stakeholders is a must
Competencies	<ul style="list-style-type: none"> • Knowledge of young peoples situation in Malaysia, including young peoples roles in realizing SDGs, skills development, employment, and youth entrepreneurship. • A highly organized person, sets priorities, produces quality outputs, meets deadlines and manages time efficiently; • Ability to present complex issues in a simple and clear manner; • Ability to facilitate workshops/meetings with diverse groups of participants; • Ability to think out-of-the-box and works toward creative solutions by analyzing problems carefully; • Projects a positive image and is ready to take on a wide range of tasks; • Shares knowledge and is willing to provide support to others who request advice or help; • Works well in a team to advance the priorities of this project and UNDP as a whole; • Displays cultural, gender, religion, race, nationality, age sensitivity and adaptability, and is committed to UNDP gender equality strategy; and • Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.
Language requirements	<ul style="list-style-type: none"> • Excellent written and verbal English and Bahasa language skills are essential;

Team Members (2) Social Entrepreneurship Specialists

Education	<ul style="list-style-type: none"> • Diploma or degree in a related field, e.g., social sciences, education, arts and humanities, management.
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	<ul style="list-style-type: none"> • Extensive work experience with adolescents, youth, and the start-up ecosystem may be considered in lieu of diploma or degree in the specific fields listed above.
Experience	<ul style="list-style-type: none"> • Minimum 3 years' working experience within the start-up ecosystem in Malaysia, social entrepreneurship, as well as the Youth, Adolescent, and Innovation field; • Demonstrated experience in delivering social entrepreneurship programmes and providing training and coaching sessions to build capacity of young entrepreneurs and startups; • Demonstrated experience of working on multidisciplinary and multicultural projects; • Experience in coordinating different stakeholders--private sector, universities, students, NGOs, International Organizations, startups, community builders, and startups support ecosystem.
Competencies	<ul style="list-style-type: none"> • Knowledge of young peoples situation in Malaysia, including young peoples roles in realizing SDGs, skills development, employment, and youth entrepreneurship; • A highly organized person, sets priorities, produces quality outputs, meets deadlines and manages time efficiently; • Ability to present complex issues in a simple and clear manner; • Ability to think out-of-the-box and works toward creative solutions by analyzing problems carefully; • Projects a positive image and is ready to take on a wide range of tasks; • Knowledge of climate change, environmental issues, gender and women economic empowerment; • Shares knowledge and is willing to provide support to others who request advice or help; • Works well in a team to advance the priorities of this project and UNDP as a whole; • Displays cultural, gender, religion, race, nationality, age sensitivity and adaptability, and is committed to UNDP gender equality strategy; and • Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.
Language requirements	<ul style="list-style-type: none"> • Excellent written and verbal English and Bahasa language skills are essential;

Team Member (1) Marketing and Event Management Expert

Education	<ul style="list-style-type: none"> • Diploma or degree in a related field, e.g., marketing, education, event management, communication; • Extensive work experience with adolescents, youth, and the start-up ecosystem may be considered in lieu of diploma or degree in the specific fields listed above.
Experience	<ul style="list-style-type: none"> • A minimum of 2 years' experience in marketing, social media, branding, event management; • Proven experience in managing media campaigns, communications, marketing and branding of similar events; • Proven experience in public relations or stakeholder engagement; • Proven experience in video editing, photography, and multimedia production.
Competencies	<ul style="list-style-type: none"> • Knowledge of young peoples situation in Malaysia, including young peoples roles in realizing SDGs, skills development, employment, and youth entrepreneurship; • Knowledge of entrepreneurship programs and startup ecosystem in Malaysia

	<ul style="list-style-type: none"> • Ability to develop and manage media content and relevant tools; • Knowledge of climate change, gender and women economic empowerment; • Excellent organizational skills and teamwork.
Language requirements	<ul style="list-style-type: none"> • Excellent written and verbal English and Bahasa language skills are essential;

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

[insert: Location]

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

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

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

B. Proposed Methodology for the Completion of Services

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

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

The Service Provider must provide :

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

D. Cost Breakdown per Deliverable*

	Deliverables [list them as referred to in the RFP]	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Upon satisfactory completion and acceptance of a workplan and methodology to execute the Youth Co:Lab 2021 and Pre-Bootcamp support.	20%	
2	Upon satisfactory completion and acceptance of organizing and execution of three 1-day Virtual Ideation Bootcamps for Youth Co:Lab Malaysia 2021 including a 3-minute multimedia output showcasing the highlights of the workshops.	30%	
3	Upon satisfactory completion and acceptance of the mini-incubation programme consisting of three workshops; Define, Prototype, Strategise including a 3-minute multimedia output showcasing the highlights of the workshops.	40%	
4	Upon satisfactory completion and acceptance of A: the 2-day virtual national dialogue, B: allocation of SEED funding to top 3 winners and their plan for the funds, and C: final report detailing the full Youth Co:Lab 2021 journey, its achievements and lessons learned including a 3-minute multimedia output showcasing the highlights of the project.	10%	
	Total	100%	

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

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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