



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

Developing Innovation-driven and Sustainable Civil Society in Azerbaijan	DATE: November 8, 2021
	REFERENCE: SP0000140109 - Designing, planning and managing Social Enterprise Platform to support development of social entrepreneurship in Azerbaijan

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Designing, planning and managing Social Enterprise Platform to support development of social entrepreneurship in Azerbaijan**. Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before Friday, November 26, 2021 18:00 Baku local time via email to the address below:

Procurement.aze@undp.org

Your email shall bear the following information in the subject: **“Proposal for Project 000123786. Social Enterprise Platform in Azerbaijan”**.

The Company is required to prepare and submit separately a Technical and Financial Proposals.

The Financial proposal to be submitted in a password-protected file separate from the Technical Proposal. The password to financial proposal shall not be provided if not officially requested by UNDP.

The proposals should be duly signed and stamped.

The Technical proposal shall include:

- a) Business Licenses – Registration Papers, Tax Certification etc.
- b) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;

- c) The company's portfolio of previous projects for similar services as those required by UNDP, indicating description of the contract scope, contract duration, contract value, contact references/contact details;
- d) At least two reference letters from previous customers/clients/partners reflecting the nature of projects implemented, their results, and the role of the applicant company;
- e) 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.
- f) A methodology for carrying out the assignment; (please see details in with Annex 2, Clause B)
- g) A work plan with a proposed work schedule indicating the persons responsible for each area of activity (please see details in with Annex 2, Clause B).
- h) Personal CVs of the Project Team, including information about experience in similar projects / assignments (please see details in Annex 2, Clause C);

The Financial proposal shall include:

- a) Cost breakdown per Deliverable (Annex 2, Clause D)
- b) Cost breakdown by Cost component (Annex 2, Clause E)
- c) Written statement confirming that VAT is excluded from financial offer.

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/unscclconduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Subhan Ahmadov
OM, UNDP
08.11.2021

Description of Requirements

Context of the Requirement	National context In the context of Azerbaijan, social enterprise (SE) is a new concept and has not been well researched. The country has relevant legislation regulating entrepreneurial and not-for-profit activities, but the existing legislation doesn't recognize social enterprises as a separate category. Hence, public policies and institutions tend to support business and social development taken separately and not together as in the spirit of social enterprise. The examples of the SEs in Azerbaijan are often commercial entities set-up by local CSOs or their leaders in response to the shrinking flow of the donor assistance as a way to strengthen financial sustainability. Available research suggests that the number of SE initiatives in Azerbaijan is limited, but the efforts to explain and promote understanding of the SE concept have been increasing. A number of organizations have conducted awareness raising events to kick-off discussions on the ways to promote social entrepreneurship in Azerbaijan, which, in turn, have led to growing interest on the part of the CSOs to transform into SEs. While there is lack of consensus on the definition of the social enterprise, there is a general understanding that development of SEs should further be encouraged and set of measures recommended to promote SEs include introduction of legal changes, special tax regime, setting efficiency standards for SEs, inclusion of SEs development as an objective into national programmes and roadmaps, raising awareness on SEs, capacity building programmes, access to finance and support to networking. The COVID-19 pandemic has significantly amplified the risks for vulnerable people and communities that are supported by CSOs and social enterprises. With strict regulations put in place to curb the spread of COVID-19 pandemic, hundreds of thousands of people in Azerbaijan face social and economic challenges. While necessary for reducing the speed of transmission of the disease, these measures risk having negative impacts on all sectors of the economy. Against this background, it is important to find new ways for supporting the people, businesses and governments, and the social entrepreneurship culture and unique and innovative solutions of social enterprise are needed more than ever. Project background The consultancy is part of the EU-funded 'Developing innovation-driven and sustainable civil society in Azerbaijan' Project implemented by UNDP. Over the past years, CSOs in Azerbaijan have reportedly faced certain legal and political limitations that resulted in scarce opportunities for financial and technical support for the CSOs and reduced civic space. Recent developments point that there are visible improvements in the CSOs operating environment that open up a possibility to revive donors' efforts in support of the CSO sector and expand
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	avenues for CSOs cooperation with the Government around social issues. Against this background, the project is designed as a multi-dimensional response to accelerate the development and growth of the civil society sector in Azerbaijan through, inter alia, promoting social entrepreneurship culture and innovative solutions. The project's overall development objective is to contribute to building conducive environment for a vibrant, sustainable and innovation-driven civil society in Azerbaijan. The project is built around two Components: Component 1. Increasing CSOs capacities to engage in policy-making and foster local development; Component 2: Building an enabling ecosystem and capacities for social entrepreneurship and social innovation.
Implementing Partner of UNDP	UNDP
Brief Description of the Required Services ¹	The Service Provider is expected to provide support to the implementation of activities envisaged under <i>Component 2</i>. Specifically, the Service Provider is expected to support design, planning and running a Social Entrepreneurship Platform (SEP) in Azerbaijan. The aim of the SEP will be to instill entrepreneurial spirit and thinking among business minded CSOs and social enterprises using a realistic hands-on experience based on the internationally tested methodologies and approaches used by start-up accelerators and mentorship programmes. The SEP will serve as a technical facility for social enterprise development to cater for all phases of the business from early startup to scaling up and will involve ideation, incubation and acceleration stages. Enterprises which already have functioning SE models will be helped to accelerate through customized trainings, mentorship, demo days with investors, peer learning. At the end, CSOs and SEs with best social business proposals will be awarded with small grants to start up or grow/accelerate their innovative social business ideas (estimated number of awards – 30). In addition, the Service Provider will also support building a pool of local master trainers/mentors who will be paired with international experts throughout the implementation of the assignment. SPECIFIC DUTIES AND RESPONSIBILITIES The scope of work of the Service Provider will be around the following essential functions: - Develop an overall methodology to establish and maintain Social Enterprise Platform catering for all stages of the business, from early startup to scaling up; - Develop a master training programme and resource toolkit, and deliver Training of Trainers to create a pool of core capacity on social entrepreneurship that will be involved in all stages of SE platform

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.

	development and functioning; - Devise a training programme and deliver 3 to 4 training workshops on social impact business skills to the CSOs interested in shifting towards SE model and socially oriented SMEs. The training programme should include but not limited to social impact management, business planning, business models, procurements, sales and marketing, cooperation. Trainings should be delivered by international trainers paired with local master trainers; Identification and selection of master trainers is not a responsibility of the Service Provider. Service Provider may be only consulted by UNDP in the course of selection of the master trainers. - Develop a toolkit/handbook for social entrepreneurs to support them at all stages of social enterprise development; - Contribute to preparation of an overall framework, terms and conditions for the organizing a competitive process for grant awards to establish new or expand existing social enterprises; - Design and facilitate an ideation bootcamp where CSOs/SE (approximately 60 organizations) will work on social gaps and potential solutions including social innovations (Introduction to Start up World); - Participate in the assessment of the initial ideas and select social business ideas for the incubation or acceleration stage; - At the incubation stage, deliver advanced customized trainings and mentorship services for the selected CSOs and social enterprises (approximately 40 organizations) to further elaborate and develop their ideas; - Directly provide <i>ad hoc</i> business development support to selected social enterprises, with the aim to help them grow their business and access new markets; - Create a platform to engage and coordinate with partners in the ecosystem for the effective follow-up, coaching and mentorship; - Develop Digital Knowledge Platform (fully developed platform, including software and content) for social entrepreneurs; - Participate in the planning and organization of at least 1 Demo Day with investors, accelerators and other potential partners; - Develop a training programme and deliver training for local organisations with a potential to assist social entrepreneurs to access finance, markets, partners and networks, talents and competences. - Develop an evaluation grid and guidance for evaluator to evaluate established social enterprises in terms of sustainability and social impact after 1 year Ideation bootcamp, trainings and Demo Days are to be conducted onsite / physically in Azerbaijan. The Service Provider is responsible for provision of
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	trainers, facilitators and support staff for the trainings and bootcamp, including their travel, accommodation and meal. Venue, coffee-breaks, meal and accommodation for training and ideation bootcamp participants will be organized by UNDP - these costs shall not be considered by the Service Provider in its proposal. The Service Provider is responsible for communicating the number of days and dates for the training 1 month before of the event, to ensure that all arrangements are timely made.		
List and Description of Expected Outputs to be Delivered	• Methodology to establish and maintain Social Enterprise Platform • Delivery of three types of trainings: ○ ToT for local master trainers (1 training for 5-7 persons) ○ Training for social entrepreneurs (3-4 trainings for 20 participants each) • Advanced customized trainings and individual mentorship services for the selected CSOs and social enterprises Development of resource kits: ○ Resource kits for master trainers ○ Toolkits for social entrepreneurs • Other: ○ Inputs to overall framework, terms and conditions for the organizing a competitive process for grant awards to establish new or expand existing social enterprises; ○ Ideation bootcamp ○ Evaluation and selection of social businesses for incubation or acceleration stage ○ Digital Knowledge Platform (fully developed platform, including software and content) ○ At least 1 Demo Day ○ Evaluation grid and guidance for evaluator ○ Ad hoc business development support to selected social enterprises		
Person to Supervise the Work/Performance of the Service Provider	Project Manager		
Frequency of Reporting	Report	Deadline for submission	
	Methodology to establish and maintain Social Enterprise Platform	Within 30 days from the commencement of the assignment	
	ToT for local master trainers (1 training for 5-7 persons)	Within 70 days from the commencement of the assignment	
	Training for social entrepreneurs (3-4 trainings for 20 participants each)	Within 130 days from the commencement of the assignment	

	Training for local organizations with a potential to provide services to social entrepreneurs (up to 20 participants)	Within 300 days from the commencement of the assignment
	Ideation bootcamp and selection of social businesses for incubation or acceleration stage (approximately 60 organizations)	Within 150 days from the commencement of the assignment
	Advanced customized trainings and individual mentorship services for the selected CSOs and social enterprises	Within 180 days from the commencement of the assignment
	Development of resource kits for master trainers	Within 20 days after the completion of the ToT for local master trainers
	Development of toolkits for social entrepreneurs	Within 20 days after the completion of the trainings for social entrepreneurs
	Inputs for overall framework, terms and conditions for the organizing a competitive process for grant awards	Within 130 days from the commencement of the assignment
	Digital Knowledge Platform (fully developed platform, including software and content)	Within 240 days from the commencement of the assignment
	Demo Day – 1 day	Within 60 days after completion of the ideation bootcamp
	Evaluation grid and guidance for evaluator	Within 240 days from the commencement of the assignment
	Ad hoc business development support to selected social enterprises	Within 360 days from the selection of social enterprises
	Final report	After completion of assignment
Progress Reporting Requirements	The reports shall be submitted in a written form and shall be well structured. Deliverables will require review and approval by the Project team before raising an invoice for payment.	
Location of work	☐ Exact Address/es <i>[pls. specify]</i> ☒ Hybrid: contractor's country; Azerbaijan Ideation bootcamp, trainings and Demo Days are to be conducted onsite / physically in Azerbaijan. Other activities can be conducted in contractor's home country, if justified in the proposal	

Expected duration of work	Up to 520 days
Target start date	15 December 2021
Latest completion date	May, 2023
Travels Expected	Travel to Azerbaijan is expected. Timing will depend on the company's proposed schedule.
Special Security Requirements	☐ Security Clearance from UN prior to travelling ☐ Completion of UN's Basic and Advanced Security Training ☐ Comprehensive Travel Insurance ☒ Others: It is Service Provider's responsibility to undertake all security measures for carrying out the assignment
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	☐ Office space and facilities ☐ Land Transportation ☒ Others: The Service Provider will use own facilities and transport, as well as own corporate Zoom account. Venue, coffee-breaks, meal and accomodation for training and ideation camp participants will be organized by UNDP - these costs shall not be considered by the Service Provider in his proposal. The Service Provider is responsible for provision of trainers, facilitators and support staff for the trainings and bootcamp, including their travel, accomodation and meal. The Service Provider is responsible for communicating the number of days and dates for the training 1 month before of the event, to ensure that all arrangements are timely made.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	☒ Required ☐ Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	☒ Required ☐ Not Required
Currency of Proposal	☒ United States Dollars ☐ Euro ☐ Local Currency (AZN)

	If the local organization quotes in USD, payments will be made in AZN according to UN treasury exchange rate at the date of transaction: https://treasury.un.org/operationalrates/OperationalRates.php																	
Value Added Tax on Price Proposal ²	☐ must be inclusive of VAT and other applicable indirect taxes ☒ must be exclusive of VAT and other applicable indirect taxes																	
Validity Period of Proposals (Counting for the last day of submission of quotes)	☐ 60 days ☒ 90 days ☐ 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																	
Partial Quotes	☒ Not permitted ☐ Permitted																	
Payment Terms ³	<table border="1"> <thead> <tr> <th>Outputs</th><th>Percentage</th><th>Timing for completion of the output</th><th>Condition for Payment Release</th></tr> </thead> <tbody> <tr> <td>Methodology to establish and maintain Social Enterprise Platform</td><td>20%</td><td>Within 30 days from the commencement of the assignment</td><td rowspan="3"> a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider. </td></tr> <tr> <td>ToT for local master trainers (1 training for 5-7 persons) + Development of resource kits for master trainers</td><td>10%</td><td>Within 70 days from the commencement of the assignment</td></tr> <tr> <td>Training for social entrepreneurs (3-4 trainings for</td><td>15%</td><td>Within 130 days from the commencement of the assignment</td></tr> </tbody> </table>				Outputs	Percentage	Timing for completion of the output	Condition for Payment Release	Methodology to establish and maintain Social Enterprise Platform	20%	Within 30 days from the commencement of the assignment	a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	ToT for local master trainers (1 training for 5-7 persons) + Development of resource kits for master trainers	10%	Within 70 days from the commencement of the assignment	Training for social entrepreneurs (3-4 trainings for	15%	Within 130 days from the commencement of the assignment
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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.

	20 participants each) + Development of toolkits for social entrepreneurs + Inputs for overall framework, terms and conditions for the organizing a competitive process for grant awards			
	Training for local organizations with a potential to provide services to social entrepreneurs (up to 20 participants)	10%	Within 300 days from the commencement of the assignment	
	Organization of Ideation bootcamp and selection of social businesses for incubation or acceleration stage (approximately 60 organizations) + Advanced customized trainings and mentorship services for the selected CSOs and social enterprises (up to 20 participants)	15%	Within 180 days from the commencement of the assignment	
	At least one Demo Day +	18%	Within 240 days from	

	Digital Knowledge Platform (fully developed platform, including software and content) + Evaluation grid and guidance for evaluator		commencement of the assignment	
	Ad hoc business development support to selected social enterprises	7%	Within 360 days from the selection of social enterprises	
	Final report	5%	After completion of assignment	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Project team / Programme Advisor			
Type of Contract to be Signed	☒ Purchase Order ☒ Other Type of Contract: Face Sheet with General Terms and Conditions			
Criteria for Contract Award	☐ Lowest Price Quote among technically responsive offers ☒ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) ☒ 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 (T=70%)</u> ☒ Expertise of the Firm 20% - At least 5 years of proven experience in idea incubation and acceleration in local market – 10 points - At least 10 years of proven experience at international level in idea incubation and acceleration of social enterprises – 10 points Note: the Service Provider may enter into a coalition/partnership to meet the requirements to the firm. In this case, a letter of intent			

	shall be submitted by both partners, and a lead partner shall be assigned to submit a proposal and enter into the contract. ☒ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30%. The methodology, inter alia, must include training content and learning methods. • Methodology – 20 points The methodology shall show detailed approach to work proposed by the company and specific areas / roles where the international experience will be applied. • Implementation plan – 10 points The plan shall be in line with the applied methodology and shall show the key personnel involved for each activity/action, in addition to the implementation schedule. ☒ Team composition and Qualification of Key Personnel 50% • Adequacy of the team composition to the complexity of the assignment – 15 points. Note: The Service Provider shall include CVs of all key personnel and clearly show their roles in the project. • Qualification of the project manager – 20 points • Qualification of other key professional personnel – 15 points Project manager must meet the following requirements: • University degree in one of the disciplines relevant to the following areas: Economics, Business Administration, Enterprise Development, Humanitarian, or other related fields relevant to economic and social development (2 points) • Minimum 5 years of relevant work experience in the field of social entrepreneurship, with previous work experience in downstream (new venture creation, startups, social enterprises) and midstream (coworking spaces, incubators and accelerators); (6 points) • Expertise and knowledge of social innovation trends and technologies innovation (specifically social impact driven and SDGs focused initiatives); (4 points) • Minimum 5 years of project management experience (6 points) • Ability to communicate effectively across different audiences • Excellent organizational skills with a successful track record of working with different stakeholders for programme designing, planning, coordination and implementation; (2 points) • Fluency in written and oral English is must Other key professional personnel assigned for the tasks should possess the following expertise and qualifications: • University degree in one of the disciplines relevant to the following areas: Economics, Business Administration, Enterprise Development, Humanitarian, or other related fields relevant to economic and social
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	development (2 points) • Minimum 5 years of relevant work experience in the field of social entrepreneurship, innovation (specifically social impact driven and SDGs focused initiatives) with previous work experience in downstream (new venture creation, startups, social enterprises) and midstream (coworking spaces, incubators and accelerators); (5 points) • Minimum 5 years of experience and knowledge of curriculum and training content development, facilitation and teaching methodologies; (4 points) • Excellent organizational skills with a successful track record of working with different stakeholders for programme designing, planning, coordination and implementation; (4 points) • Fluency in written and oral English or Azerbaijani is must <u>Financial Proposal (P=30%)</u> Financial scores to be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP: $Sf = \frac{\text{Lowest Proposal}}{\text{Proposed Proposal}} \times 100$ Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; $T + P = 100$; $S = St \times T\% + Sf \times P\%$. The contract will be awarded to the firm whose proposal will obtain the highest aggregate score based on the technical and financial evaluation. If a company passes 70% minimum threshold as a result of technical evaluation, then UNDP will officially request the companies passing 70% to provide their passwords for financial proposal. The companies not gaining 70% for technical evaluation will not pass to the next stage of evaluation and their passwords will not be requested.
UNDP will award the contract to:	☒ One and only one Service Provider
Contract General Terms and Conditions ⁴	☒ General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at:

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.

	http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁵	☒ Form for Submission of Proposal (Annex 2) ☒ Detailed TOR
Contact Person for Inquiries (Written inquiries only) ⁶	Procurement.aze@undp.org <i>All questions must bear the following information in subject field:</i> “INQUIRY. Proposal for Project 000123786. Delivering a training on communication, advocacy and networking to CSOs” Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information <i>[pls. specify]</i>	

⁵ 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.

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: Subhan Ahmadov, OM, UNDP

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) Business Licenses – Registration Papers, Tax Certification etc.*
- b) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- c) The company's portfolio of previous projects for similar services as those required by UNDP, indicating description of the contract scope, contract duration, contract value, contact references/contact details;*
- d) At least two reference letters from previous customers/clients/partners reflecting the nature of projects implemented, their results, and the role of the applicant company;*
- e) 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

The Service Provider shall also submit a detailed work plan aligned with the proposed methodology and proposed staffing.

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 if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3	Deliverable 3		
	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]