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REQUEST FOR PROPOSAL

Provision of Small Business Grants to Businesses in Mosul-Nineveh (Re-advertised)

RFP No.: **RFP- 003-22**

Project: Funding Facility for Stabilization (FFS)Country: Iraq

Issued on: 11 January 2022

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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:

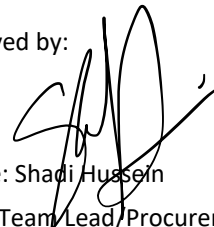


Name: Dolores Maitim

Title: Procurement Analyst

Date: **January 11, 2022**

Approved by:



Name: Shadi Hussein

Title: Team Lead/Procurement Specialist

Date: **January 11, 2022**

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>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.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>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.</p> <p>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.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachme nt/page/pdf/unsc/conduct_english.pdf</p>
3. Eligibility	<p>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.</p> <p>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.</p>

<p>4. Conflict of Interests</p>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> 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; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <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"> 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 b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <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>
<p>B. PREPARATION OF PROPOSALS</p>	
<p>5. General Considerations</p>	<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>
<p>6. Cost of Preparation of Proposal</p>	<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>
<p>7. Language</p>	<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>

<p>8. Documents Comprising the Proposal</p>	<p>8.1 The Proposal shall comprise of the following documents:</p> <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
<p>9. Documents Establishing the Eligibility and Qualifications of the Bidder</p>	<p>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.</p>
<p>10. Technical Proposal Format and Content</p>	<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>
<p>11. Financial Proposals</p>	<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>
<p>12. Proposal Security</p>	<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>

	<p>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</p> <p>b) In the event that the successful Bidder fails:</p> <p>i. to sign the Contract after UNDP has issued an award; or</p> <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>
<p>13. Currencies</p>	<p>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> <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>
<p>14. Joint Venture, Consortium or Association</p>	<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</p>

	<p>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>
15. Only One Proposal	<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> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or 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; 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 f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	<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>
17. Extension of Proposal Validity Period	<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>
18. Clarification of Proposal	<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</p>

	of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.
19. Amendment of Proposals	<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>
20. Alternative Proposals	<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 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>
21. Pre-Bid Conference	<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>
C. SUBMISSION AND OPENING OF PROPOSALS	
22. Submission	<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>

Hard copy (manual) submission

- 22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:
- 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.
 - 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:
 - i. Bear the name and address of the bidder;
 - ii. Be addressed to UNDP as specified in the BDS
 - iii. Bear a warning that states “*Not to be opened before the time and date for proposal opening*” as specified in the BDS.
- 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.

- 22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:
- a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;
 - b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.
 - 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.

- 22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:
- a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;
 - b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.
 - 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.
 - 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.

Email Submission

eTendering submission	<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: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
23. Deadline for Submission of Proposals and Late Proposals	<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>
24. Withdrawal, Substitution, and Modification of Proposals	<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>
25. Proposal Opening	<p>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.</p>
D. EVALUATION OF PROPOSALS	
26. Confidentiality	<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>
27. Evaluation of Proposals	<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>

	<ul style="list-style-type: none"> a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals
28. Preliminary Examination	<p>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.</p>
29. Evaluation of Eligibility and Qualification	<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> <ul style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical and Financial Proposals	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</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: 5px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<p>31. Due Diligence</p>	<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"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; 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; 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; 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; e) Physical inspection of the Bidder’s offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
<p>32. Clarification of Proposals</p>	<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, 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</p>

	and evaluation of the Proposals.
33. Responsiveness of Proposal	<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>
34. Nonconformities, Repairable Errors and Omissions	<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"> 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; 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 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. <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	<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>
36. Award Criteria	<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>
37. Debriefing	<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 and how they compare to the Bidder's submission shall not be discussed.</p>

38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. Liquidated Damages	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. Payment Provisions	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45. Vendor Protest	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html
46. Other Provisions	46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence. 46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in

	<p>contracts with the United Nations and/or its Agencies. The UNDP General Terms 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 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</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: Iraq local time</p> <p>Date: Wednesday, 19 January 2022, 14:00 PM</p> <p>Venue: Skype Meeting</p> <p>All interested proposers are encouraged to participate in the preproposal conference.</p> <p>The UNDP focal point for the arrangement is: Dolores Maitim E-mail: dolores.maitim@undp.org</p> <p>Bidders interested to attend the Pre-Proposal Conference must send the following information to the above-mentioned E-mail address Before 12:00 PM on 18 January 2022 including Participant's Name, Company name and skype i.d.</p> <p>The Subject of E-mail Should be RFP-003-22 - Pre Bid-Conference</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	Will not be imposed
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: dolores.maitim@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers</p>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering
14	22	Allowable Manner of Submitting Proposals	<p><input checked="" type="checkbox"/> Online bidding in E-Tendering module.</p> <p>Date and Time: As specified in the system (note that the time zone indicated in the system in New York Time zone).</p> <p>PLEASE NOTE: -</p> <p>Date and time visible on the main screen of the event (on the E-Tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the E-Tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly to the system.</p> <p>Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.</p> <p>Note: for registration please refer to E-tendering instruction manual and FAQ.</p>
15	22	Proposal Submission Address	<p>https://etendering.partneragencies.org Event Number: IRQ-RFP-003-22</p>

16	22	Electronic submission (email or eTendering) requirements	<p>Proposals must be submitted as follows:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> E-tendering <ul style="list-style-type: none"> ▪ File Format: PDF and BOQ in PDF and EXCEL ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 20MB <p>[For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information]</p> <ul style="list-style-type: none"> • Insert BU Code and Event ID number ▪ The Technical Proposal should be submitted separately from the Financial Proposal and must not contain any pricing information whatsoever on the services offered. <p>Financial Proposal Password:</p> <p>Password for financial proposal must not be provided to UNDP until requested by UNDP if the proposal is deemed technically qualified. Proposers will have 48 hours to respond to the request for password from UNDP. Proposers are advised to note their passwords in a secure place. Should UNDP be unable to open the file due to forgotten password(s), the Proposal shall be rejected.</p> <p>The bids submitted by email/post mail/hand shall not be accepted.</p> <p>While entering financial proposal in the e-tendering system, always mention your price as USD 1. Please do not mention the value of your financial proposal in e-tendering system. It should only be mentioned in the password protected file/attachment of financial submission form (form F and G). The proposal of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.</p> <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</p>
17	27 36	Evaluation Method for the Award of Contract	<p><u>Technical Proposal (70%)</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Expertise of the Firm 30% <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 30% <p>The minimum technical score required to pass the technical evaluation is 70% (700 points out of a total 1000 obtainable points).</p> <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>

			The detailed evaluation criteria is mentioned in Section 6 of the TOR.
18		Expected date for commencement of Contract	March 15, 2022
19		Maximum expected duration of contract	Five (5) months
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Contract for Goods and Services for UNDP
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Fraud, Corruption, Collusion, Unethical	UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities.
24		Joint Venture, Consortium or Association	<p>a. 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>b. 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>c. 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>d. 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>e. A JV, Consortium or Association in presenting its track record and</p>

			<p>experience should clearly differentiate between:</p> <ul style="list-style-type: none"> c) Those that were undertaken together by the JV, Consortium or Association; and d) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>f. 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>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>
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Section 4. Evaluation Criteria

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity
- RFP required documents

Minimum Eligibility and Qualification Criteria

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

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

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
Certificates and Licenses	- Certificate of Registration of the business; including Articles of Incorporation, or equivalent document if Bidder is not a corporation. - Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country.	Form B: Bidder Information Form

QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	As per TOR's EXPERIENCE AND QUALIFICATION REQUIREMENTS	Form D: Qualification Form
Financial Standing	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p> <p>Minimum Annual Turnover should be US\$500,000 in any single year for the last 3 years (2018-2019-2020) 2021 will be considered if the audit report is available.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p> <p>UNDP shall verify the financial capacity of the Proposer and has the authority to seek references from concerned parties & banks on the Proposer' financial standing.</p> <p>UNDP has the right to reject any proposal if submitted by an offeror whom investigation leads to a result that he is not Financially capable and/ or had serious financial problems.</p>	Form D: Qualification Form

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

Provision of Small Business Grants to Businesses in Mosul - Nineveh

1. Background

The situation in Iraq is still unstable and people are experiencing difficulties in their sustainable livelihoods especially in former conflict areas. The country is still suffering from the serious consequences of ISIS coupled with political instability manifested by demonstrations demanding for employment and basic services among other demands. Poverty is increasing, unemployment is soaring especially among youth, social cohesion is fragile, and the agricultural products are less competitive opening the markets through weak border control with surrounding countries.

The designated areas of the project, Nineveh and Sinjar were the most affected areas in the military conflict with ISIS. The total death toll in Nineveh governorate hits approximately 30,000 people from the year 2003 till March 2017². The number of damaged dwellings reached 14,035 houses in addition to damages to the public service infrastructure such as schools and hospitals.

The Nineveh Governorate hosts the highest number of IDPs and returnees out of all Governorates in Iraq. The families and individuals returning to their towns often face a lack of livelihoods, social cohesion and security. Rural Nineveh poverty head count comes the second after rural Babel with almost 360,000 poor individuals. However, the number of people vulnerable to poverty are much higher. There are 300,865 IDPs and 1,805,640 returnees³. The diminishing incomes, food and water insecurity, put pressure on remaining scarce resources, risking increased tensions within and between communities.

This intervention is developed under the framework of UNDP Funding Facility for Stabilization (FFS) project that aim of deterring the re-occurrence of violent conflict in Iraq. It was determined that the most effective and efficient way to do so was to expedite the return of the displaced people of Iraq to their homes immediately following liberation, and to support them in moving towards having different facets of their lives return to normal. This intervention will focus on livelihood support to business owners through skills development, asset replacement and provision of small business grants. The interventions will mainstream conflict-sensitive approaches to all programming in order to address the underlying challenges of exclusion, marginalization and societal divisions to contribute to addressing key drivers of conflict, particularly regarding strengthening the peace-dividends. The introduction of innovative approaches to use social media and social local networks to engage youth and women to address social and development challenges is welcomed.

2. Project Description:

This project aims to provide small business grant to support businesses, MSMEs, entrepreneurs and others that will allow them to restart or expand their business in Mosul with a focus on West Mosul – Nineveh Governorate.

In addition to the individual support, the project should aim to encourage market recovery in return areas that can in turn enable more returns.

² <https://www.iragbodycount.org/database/>
³ <http://iraqdtm.iom.int/>

The project will mainstream conflict-sensitive approaches in order to address the underlying challenges of exclusion, marginalization and societal divisions to contribute addressing key drivers of conflict, particularly strengthening the peace-dividends.

The training activities should take into consideration the COVID-19: Emergency Livelihoods Cluster Response⁴ (Technical Guidance, Key Messages, Tools & Resources) when it comes to recommendations around vocational training, assets replacement and business grants.

3. Scope

- A. Geographical coverage: **Mosul with a focus on West Mosul- Nineveh.**
- B. Timeline: The project activities should not exceed **5 months equivalent to 20 weeks.**
- C. Beneficiary definition:
 - Business owner who already established their own business;
 - Business owner aged between 18 and 45.
 - Women (at least 30% of beneficiaries for each output should be women)
 - Youth (at least 40% of the beneficiaries for each output should be youth aged between 18 and 29.
 - Respond to Socio-Economic vulnerability such as: Level of Income, type of income (permanent, seasonal, based on availability or daily worker), persons on charge/dependents (children/parents), household size, people with special needs, women headed household, if indebted and others.
 - Did not benefit or not benefiting from similar assistance
 - Living in the targeted areas (Mosul with a focus on West Mosul, Nineveh).
 - Returnees and Host Community (non-displaced).
 - Committed to the project objectives and conditions
 - Priority will be given to one member in the family.

Based on the above information, a targeting system need to put in place to define the beneficiary selection in close collaboration with UNDP.

The provision of small business grant to support business output and key activities are:

Output 1: Provision of small business grant

400 entrepreneurs (minimum 120 women) will benefit from small business grants; securing additional/supplementary financial capital to invest in increased competitiveness of their business that will in turn increase profit margin

Activity 1.1: In collaboration with the Chamber of Commerce, municipality and UNDP identify several economic areas or districts where shops and craftsmanship workshop exist in Mosul. A special attention will be provided to areas that were renovated and that existing business are ready to restart their operations. This exercise should also provide an estimation of the size of the business population in each area and district.

Activity 1.2: Selection criteria for beneficiaries targeting must be developed and presented to UNDP for approval taking into consideration the Emergency Livelihoods Cluster guidelines, the project beneficiary definition and the project priorities, such:

- Proof that the owner of the business is living in the same area.
- Proof that the owner of the business is managing the business.

⁴ <https://www.humanitarianresponse.info/en/operations/iraq/document/covid-19-emergency-livelihoods-cluster-response>

- The grant provision should be linked to the past experience of the entrepreneurs.

These selection criteria need to be translated into the application form developed that will allow all stakeholders understanding the targeting process and the selection of business in a transparent way, where each information will be given a weight. At the end of each application, the beneficiary can clearly have the score of the application.

Activity 1.3: Based on the selected area, a reach out campaign will be launched to identify the shops to which their tenants returned and started operating and selling goods; and needs support to expand their business. This campaign can be coordinated with local Chamber of Commerce, community leaders, mukhtars, municipalities, local state and non-state actors. The campaign can be undertaken through online and offline tools, mainly social media, local community groups and the municipalities to inform business owners, entrepreneurs about the small business grant support and invite interested people to apply. Community meetings will be held in each targeted community to give a detailed overview of the project, its objectives and timeline as well as to identify the needs of targeted local communities.

Activity 1.4: Based on selection and the targeting criteria the **400 small businesses** will be prioritized and results will be communicated to all stakeholders in a transparent way based on a scoring result.

Activity 1.5: The selected beneficiaries will benefit from a tailored business skills development training to support existing entrepreneurs to better shape their business idea. The 400 beneficiaries will be split over 16 groups of 25 individuals over 5 days of training, which will lead to 80 training sessions. The training will cover all the aspects of a business plan for market definition, costing, marketing, supply and others. The training will be over a period of 5 days that will allow entrepreneurs develop a simplified implementation business plan. Organization should share the curriculum of business plan development with UNDP for approval. The business plan will show gap of funding and the value of assets or requirements needed to upgrade the shops. Entrepreneurs will also benefit from business coaching during the project period implementation. **The organization has to present the resume of the business trainers and coach for UNDP approvals prior to training and coaching implementation.**

Activity 1.6: Based on the simplified business plan, and after benchmarking the value of the asset in the market based on a documented market price, the organization will disburse the assets to the entrepreneurs' shop owners as contribution to business upgrade in the presence of UNDP representatives. The maximum value of the asset is **\$700 USD**. A clear proof of delivery needs to be provided for each asset disbursed.

Activity 1.7: Four weeks after assets disbursement, the organization should reach out to the businesses owners and collect the impact of this intervention on the business itself and on their families. Collect the data and share it back with UNDP.

4. Deliverables and payment schedule:

The methodology of provision of the business grants will be decided by the organization, who can propose and suggest in the Technical Proposal their own methodology on the mechanism of training of candidates, distribution of the grants and provision of mentoring and coaching, while nursing the below major steps and milestones:

Milestone activities	Deliverable	Target due date	Payment terms
Phase 1: Inception Report & Community outreach & beneficiary identification and selection	Submission and approval of the inception report that will include: <ul style="list-style-type: none"> • Updated methodology of project implementation. (Activities:1.1 / 1.2) • Detailed work plan Submission and approval of the report (including supporting documents) confirming the outreach campaign and beneficiary's identification and selection that include: Activities: 1.3 / 1.4	Six (6) weeks from the contract signature	First tranche (10%)

Phase 2: Training roll-out and grants disbursement	Submission and approval of the report (including supporting documents) confirming training roll-out and grants disbursement that include: <ul style="list-style-type: none"> • Training activities: at least 70% accomplishment of training activities Activity: 1.5 • Initiating the procurement, at least 30% of the assets are procured and distributed Activity: 1.6 	Twelve (12) weeks from the contract signature	Third tranche (30%)
Phase 3: Completion of Training and grants disbursement	Submission and approval of the report (including supporting documents) confirming completion of training and grant disbursement that include: <ul style="list-style-type: none"> • Completion of training activities Activity: 1.5 • Completion of grant disbursement Activity: 1.6 	Fourteen (14) weeks from the contract signature	Fourth tranche (50%)
Phase 4: Closure/final reporting	Submission and approval of the final report (including supporting documents) confirming completion of all activities and including: <ul style="list-style-type: none"> • The impact reports. Activity 1.7 	Twenty (20) weeks from the contract signature	Fifth tranche (10%)

4. Governance and accountability

(1) Institutional arrangement

This Project will be implemented under the Window 2 of the UNDP Funding Facility for Stabilization (FFS); the selected organization should assign a focal point for overall coordination with, and regular reporting and coordination with UNDP FFS Livelihood Specialist based in Erbil.

As part of the agreement:

UNDP will provide:

- Technical advisory support to the selected organization
- Provide quality assurance and work with the selected organization to find solutions to possible challenges/issues
- Undertake monitoring visits to target locations to assess the progress of implementation, attendance of beneficiaries, ensure quality implementation of planned activities, etc.
- Provide Reporting Templates, Visibility Guidelines and other necessary documents upon signing of agreement.
- Approve templates/ forms and reports developed by the organization upon signing the contract.
- Participate in the evaluation committee and approve the selected beneficiaries.

The selected organization will ensure:

- Availability of required technical and management expertise to implement the project, and ensure quality control systems
- Timely completion of activities and reporting requirements as per the deliverables and payment schedule

- Timely communication of issues potentially affecting project implementation, and consultation with UNDP (among others, it is noted that the selected organization has duty to notify UNDP in advance and seek the approval, for budget variance exceeding 20% of the original amount allocated per budget item)
- Project-relevant data and documentation, such as beneficiary information, payment requests, receipts, vouchers, invoices, attendance sheets, monitoring reports, pictures, video clips, and progress and final reports are properly managed, to protect privacy and in compliance with data protection principles
- Close coordination with stakeholders in target locations, working on livelihood programming to ensure synergies are developed, while avoiding overlaps
- Equipment and assets procured under this project with the UNDP funds are properly maintained and administered in line with the UNDP Rules and Regulations
- Ensure properly the safety and security of staff working for the organization under this project
- Ensure properly the safety and security of the beneficiaries participating in planned activities
- The organization undertakes sole responsibility for taxes and any other charges of public nature, which are or may be assessed in future.
- UNDP will not be responsible for the loss of any money during the process of providing same, and the organization shall be solely responsible in respect of any insurance coverage, which may be required to protect against such loss. The organization will honor all payment obligations regardless of the loss circumstances, provided such obligations are in the custody of the organization, at the time of the loss.
- Personnel acting on behalf of the organization shall not be entitled for any benefit, payment, compensation or entitlement.
- Promoting environmentally friendly practices in the implementation of the Project.
- Ensure projects activities take into consideration the COVID-19: Emergency Livelihoods Cluster Response (Technical Guidance, Key Messages, Tools & Resources).

(2) Monitoring and Evaluation

The selected organization will be required to have a stringent result monitoring system and process to keep track of project progress and results, maintain risks log with mitigation measures, and document challenges and lessons learnt. UNDP will also undertake periodic programmatic monitoring and financial spot-checks, as part of its quality assurance process.

Progress review meetings will take place between the selected organization and UNDP, as per payment schedule but also on occasion when both parties agree that there is a need for an ad hoc review.

(3) Reporting and Visibility

The selected organization will be required to submit:

- An inception report, including an updated Detailed Work Plan to be approved periodically by UNDP
- Eligibility and Beneficiary Selection Criteria for each output
- Complete lists of beneficiaries with information to verify their identity, such as names, ID numbers, address and/or telephone contacts
- A Monthly Progress Report, which comprises of a Narrative and Financial Report on the 5th day of each next month, during the period of the Agreement. The report to include activities, achievements, challenges, results and lessons learnt along with success stories about beneficiaries. Upon submission of this Report, a Progress Review meeting will also be held between UNDP and the organization.
- A Final Project Completion Report and Final Financial Report upon completion of activities.
- Report on assets delivery update that successfully performed by the organization, within 2 days of the delivery date for each round. The notification should contain the following information:
 - i. Name of beneficiary,
 - ii. Status of Delivery (delivery is successful or failed, advise reasons if failed).
 - iii. Original Grant Receipt Certificate signed and acknowledged along with the list of assets received by the beneficiary and signed by project manager.

UNDP's visibility guidelines will apply to all relevant materials developed and published under this project, including:

- Pictures, videos, press releases
- Publication of assessments, studies, reports, success stories and case studies
- Any newsletters prepared by the organization capturing progress of the project activities
- Project signboard, banners, t-shirts, posters, wall stickers and any other relevant visibility items such as training manuals and other training materials.
- Reporting Templates will be provided at the point of signing the Agreement, by UNDP

(4) Partners

The selected organization may be required to coordinate with the relevant government authorities and other partners as per UNDP's partnership and programme strategy under the overarching programme/pillar. Such partners may include the local Chamber of Commerce, community leaders, mukhtars, municipalities, local state and non-state actors, of the Republic of Iraq.

6. Qualifications and selection criteria

(1) Technical proposal

The Technical Proposal must be submitted using the provided template and following minimum guidelines. The submission package should include the following minimum supporting documents.

- A cover letter explaining why the applicant organization considers itself the most suitable candidate for the work.
- Be a legally registered organization (inside or outside Iraq) with the ability to work in Iraq.
- Organizational Profile, including description of management, operational and financial capacities.
- Description of past experience in similar projects and at least 3 references from organization's project implementation history. Include a sample list of relevant past projects.
- Minimum 4 years' experience working in Iraq, current operational presence in Iraq and capacity to network extensively with the Government, with a specific focus on Ninewa Governorate and local stakeholders.
- CVs for the proposed Key Staff Positions, including references
- Profile of any additional partners to be engaged in the project.
- Detailed Technical and Financial Proposal, covering Context Analysis (evidence-based), Project Methodology, Results Framework, Risk Management Plan, Monitoring Plan, Visibility Plan and Budget etc.
- Audit Reports for the past 3 years (2018, 2019,2020 and if 2021 is available).

(2) Financial proposal

The Financial Proposal must provide a detailed cost breakdown per each output-activity. **Project Management costs should not exceed 18% of the total activities' costs. Including indirect cost.**

The cost breakdown will be used to determine the value-for-money, as well as the calculation of price in order to add any new mutually agreed deliverables to the scope of services.

And shall include the followings:

- The value of the business grant / asset.
- The cost of training per beneficiary.
- The cost of direct staffing.
- Management fees to not exceed 18% including indirect cost.

(3) Eligibility

UNDP seeks to recruit a national or an international non-profit, non-governmental organization (NGO) or private firm, which meets the following criteria:

- Valid registration with the Federal Government of Iraq and the Kurdistan Regional Government of Iraq. Without these Registrations, the submission will not be deemed eligible
- Physical presence in Iraq for at least 4 years.

Minimum Annual Turnover of US\$500,000 in any single year for the last 3 years (2018-2019-2020) If there is a staff member of UNDP, who has any relationship with the organization, as an owner or relative of the owner or member of the Board of Directors or part of their management team etc., this should be officially notified to UNDP prior to the start of the selection process.

Selection Criteria:

The applicant organizations must have the following minimum expertise and experience:

- Operational presence in Ninewa, especially in Mosul
- Proven knowledge and understanding of the humanitarian and recovery context and livelihoods issues in Iraq.
- Proven expertise and experience working on livelihoods in an emergency and recovery context, small business grants and any type of income generation activities
- Proven technical expertise and experience in the design, implementation, and management of evidence and needs-based small business development and skills development projects.
- Proven overall organizational capability which has a direct impact upon implementation of the Project (includes Management structure, Management arrangement including quality assurance processes for the scope of work in the ToR, Operational Capacity to arrange logistics, human resources, administration, and financial management capacities)
- Proven experience of monitoring and evaluating livelihoods projects
- A minimum of 4 years of active experience of undertaking similar work in Iraq, including a specific focus in Ninewa Governorate and Mosul.
- A minimum 2 similar: Provision of small business grant projects implemented by the applicant.
- Demonstrable experience coordinating with other livelihoods actors in Iraq as well as local authorities and relevant directorates to facilitate the project implementation.
- Proven, strong social capital and partnerships with local grassroots organizations, networks and movements (particularly those working on issues relevant to this TOR) in the target locations specified in this TOR, and the proven ability to create formal working relationships to collaboratively implement this project
- Previous experience of managing projects funded by UN or international organizations.

If there is a staff member of UNDP, who has any relationship with the organization, as an owner or relative of the owner or member of the Board of Directors or part of their management team etc., this should be officially notified to UNDP prior to the start of the selection process.

(4) Key personnel

- a. Project Manager – Team Leader (1 position)
- b. Business Support Experts (1 position)
- c. Field Coordinator (1 position)
- d. Finance and Procurement officer (1 position)

All key staff positions are required to have the following competencies, in addition to the qualification detailed in the Annex—Technical Evaluation criteria:

- Display cultural, gender, religion, race, nationality, and age sensitivity and adaptability
- Treats all people fairly and with impartiality.
- Good communication skills including the ability to write concise and analytical reports in English;

- Ability to work under pressure and meet deadlines.
- Flexible and responsive to changes and unexpected demands;
- Ability to work with people from different backgrounds to deliver quality products within a short timeframe; and
- Client-oriented and open to feedback.

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise of the Organization	30%	300
2	Proposed Methodology, Approach and Implementation Plan	40%	400
3	Management Structure and Key Personnel	30%	300
Total			1000

1. Expertise of the Organization		Points Obtainable
1.1	General Organizational Capability which is likely to affect implementation	80
	<p>The organization has appropriate policies on:</p> <p>Finance 10 points</p> <p>Procurement 10 points, and</p> <p>Human resources management 10 points.</p> <p>Yearly budget of the organization is Above 500,000 USD the last three (3) years. Above 500,000 \$= 35 points; above 700,000\$= 50 points</p>	30
1.2	<p>Quality assurance procedures: The organization has systems and tools in place to systematically collect, analyze and use Programme monitoring data</p> <p>Monitoring and Evaluation system in place 30 points.</p> <p>Risk log and mitigation measures 20 points.</p> <p>Protection procedures including prevention of sexual harassment 10 points.</p>	60
1.3	Relevance of:	160
	- Physical presence in Iraq for at least 4 years and operational presence in Iraq. <i>4 years = 28 points; above 4 years = 40 points</i>	40
	- Proven experience in implementing projects related to provision of small business grants. <i>Minimum 2 projects = 28 points; above 2 projects = 40 points</i>	40
	- Community presence and ability to reach the target audience, especially youth and women in Mosul <i>Minimum 2 projects targeting youth and women as direct beneficiaries = 28 points, above 2 projects = 40 points</i>	40
	The organization has established partnerships / collaboration / engagement with other local, national / international organizations, and governmental institutions.	40
Total Part 1		300

1. Proposed Methodology and Approach			Points Obtainable
2.1	Context		50
	To what degree does the Proposer understand the overall tasks and objectives of skills development, assets replacement and small business grants as livelihood interventions for the proposed area and its impact on youth and women?	50	
2.2	Methodology		200
	To what degree does the Proposer's approach to delivery of the project meet the suggested activities and the requirements per activity?	50	
	To what degree does the Proposer Organization understand different methodologies for delivery of relevant project activities?	50	
	To what degree the proposed activities are demonstrating evidence base approaches for change and proposing a solid M&E plan	50	
	How much the activities align with human rights-based approach? Taking into consideration gender and people with special needs?	50	
2.3	Planning		100
	Is the scope of the task well defined and does it correspond to the TOR?	50	
	Is the sequence of activities and the planning logical, realistic and promise efficient implementation of the project?	50	
2.4	Sustainability		50
	Sustainability: has the proposal sufficiently explained how it will contribute to lasting change?	50	
Total Part 2			400

2. Management Structure and Key Personnel (s)			Points Obtainable
3.1	Project Manager – Team Leader		100
	- At least Bachelor's degree in business administration, economics, social work, development studies or other related field <i>Bachelor = 21 points; Master and above = 30 points</i>	30	
	- At least 5 years' experience in planning, management, and coordination of national level projects <i>5 years of experience = 28 points; above 5 years of experience = 40 points</i>	40	
	- Proven experience in implementing projects related to support SMEs. <i>Minimum 3 projects = 21 points; above 3 projects = 30 points</i>	30	
3.2	Technical Expertise – Business Support Expert		100
	- At least Bachelor's degree in business administration, finance, economic or other related field <i>Bachelor = 21 points; Master and above = 30 points</i>	30	

	- 5 years' experience in delivering entrepreneurship support, coaching, and mentoring <i>5 years of experience = 28 points; above 5 years of experience = 40 points</i>	40	
	- Proven experience in implementing projects related to small grants to SMEs. <i>Minimum 3 projects = 21 points; above 3 projects = 30 points</i>	30	
3.3	Field Coordinator		50
	- At least Bachelor's degree in social and or community work, business administration, economics, development studies, social sciences, other related field <i>Bachelor = 18 points; Master and above = 25 points</i>	25	
	- 5 years' experience in engaging with small businesses, entrepreneurs, and facilitating of conducting training activities. <i>5 years of experience = 18 points; above 5 years of experience = 25 points</i>	25	
3.4	Finance and Procurement officer		50
	- At least Bachelor's degree in business administration, finance, economic or others related field <i>Bachelor = 18 points; Master and above = 25 points</i>	25	
	- Proven experience in ensuring appropriate financial and procurement procedures for projects with a minimum value of \$300,000 - <i>Minimum 3 projects = 18 points; above 3 projects = 25 points</i>	25	
Total Part 3			300

Section 6: Returnable Bidding Forms / Checklist

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

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

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<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"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<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"/>

UNDP RESERVES THE RIGHT TO REJECTS PROPOSALS WHICH DO NOT CONTAIN THE ABOVE LISTED REQUIRED FORMS.

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-003-22 - Provision of Small Business Grants to Businesses in Mosul-Nineveh		

We, the undersigned, offer to provide the services for Supporting recovery a Consultancy to conduct a Public Perception Survey on Security and Justice Service Delivery in Iraq in accordance with your Request for Proposal No. RFP-003-21 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

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ 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 ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country ▪ Power of Attorney ▪ A detailed description of the approach to the assignment. ▪ A proposed working plan (included in schedule) with a list of key events ▪ References to, or summaries of previous successfully completed projects (at least 3 references to clearly demonstrate relevancy, scope of work and Contractor's results) ▪ At least three recommendations from previous clients with clear indication of the service provided, relevant to the nature of the current requirement. ▪ CVs of proposed personnel – must indicate the name(s) of the personnel assigned to each position ▪ Audited financial statement for the last 3 years

Other Documents:

- **Organization's/Offeror's policies on:**
 - **Finance Policy**
 - **Procurement Policy**
 - **Human Resources Policy**
- **Monitoring and Evaluation System in place**
- **Risk Log and Mitigation Measures**
- **Protection procedures including prevention of sexual harassment**

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-003-22 - Provision of Small Business Grants to Businesses in Mosul-Nineveh		

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

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

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

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

Name of partner:

Name of partner:

Signature: _____

Signature: _____

Date: _____

Date: _____

Name of partner:

Name of partner:

Signature: _____

Signature: _____

Date: _____

Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-003-22 - Provision of Small Business Grants to Businesses in Mosul-Nineveh		

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 5 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 (please provide copy of audited financial statements for the last 5 years)

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years				
	Year 1	Year 2	Year 3		
	<i>Information from Balance Sheet</i>				
Total Assets (TA)					
Total Liabilities (TL)					
Current Assets (CA)					
Current Liabilities (CL)					

	<i>Information from Income Statement</i>				
Total / Gross Revenue (TR)					
Profits Before Taxes (PBT)					
Net Profit					
Current Ratio					

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

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

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-003-22 - Provision of Small Business Grants to Businesses in Mosul-Nineveh		

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: organization policies on finance, procurement, human resources management
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country, physical presence in Iraq, experience in implementing projects related to the provision of small business grants, community presence and ability to reach the target audience specially youth and women in Mosul, established partnerships/collaboration/engagement with other local, national/international organizations and governmental institutions
- 1.4 Quality assurance procedures and risk mitigation measures.

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 overall tasks and objectives of skills development, assets replacement and business grants as livelihood interventions for the proposed area and impact on youth and women
- 2.2 The methodology shall also include details of the Proposer’s approach on how to deliver the project meeting the suggested activities and the requirements per activity
- 2.3 A detailed description of the proposed activities demonstrating evidence-based approaches for change
- 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 much the activities are aligned with human-rights-based approach taking into consideration gender and people with specific needs.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted. Including sufficient explanation how the proposed activities will contribute to lasting change

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

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i>
	<ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<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]
References	<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:	RFP-003-22 - Provision of Small Business Grants to Businesses in Mosul-Nineveh		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. **RFP-003-22** 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:	RFP-003-22 - Provision of Small Business Grants to Businesses in Mosul-Nineveh		

- 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 Financial Proposal must provide a detailed output and activity-wise cost breakdown. The cost breakdown will be used to determine the value for money, as well as the calculation of price to add any new mutually agreed deliverables to the scope of services.
- The Financial Proposal Template provided is to guide the applicant, and not to restrict the applicant. The service provider shall have the right to add necessary row(s) to the budget. **Please also submit an excel budget separately.**

Budget Item Description	Type of Cost	Unit	# of Units	Unit Cost (USD)	Total in USD	Justification (how it relates to the project, and how is calculated)
1) Human Resources						
1.1 Project Staff (Core Staff)						
Project Manager – Team Leader 100%	Activity Cost	One Person/Month	5 Months			
Business Support Expert - 100%	Activity Cost	One Person/Month	5 Months			
Field Coordinator 100%	Activity Cost	One Person/Month	5 Months			

Procurement and Finance Assistant - 40%	Activity Cost	One Person/Month	5 Months			
1.2 Support Staff e.g.*						
1.2 Country Management Staff (e.g. country director, deputy country director, head of programmes, head of finance etc.)*	Management Cost					
Human Resources Total						
2) Travel Expenses						
1.2 Local transportation (Fuel)	Activity Cost					
Travel Total						
3) Equipment and Supplies* (e.g:						
3.1 IT equipment (e.g. laptops, printers, photocopier etc.)	Management Cost					
3.2 Consumables - office supplies	Management Cost					
3.3 Other services (telecommunication fees, mobile fees, maintenance fees etc.)	Management Cost					
Equipment and Supplies Total						

4) Cost of Project Activities						
4.1 Outreach & Beneficiaries Selection						
4.1.1 Outreach & Beneficiaries Selection	Activity Cost	Per Beneficiary	400			
4.2 Business Skills- Training						
4.2.1 Training Materials and Stationery	Activity Cost	Per Beneficiary	400			
4.2.2 Trainers Fees (400 split in 16 groups of 25 max) over 5 days of training	Activity Cost	Per Trainer/Session	80			
4.2.3 Training Venue	Activity Cost	Per session	80			
4.3.1 Small Business Grant Provision						
4.3.1 Small Business Grant	Activity Cost	Per Beneficiary	400	\$ 700	\$ 280,000	
Total Cost of Project Activities						
5) Other Costs						
5.1 Communication and Visibility	Activity Cost					
Total Other expenses						
Total Programmable Expenses						
Indirect cost (maximum 7%)**	Management Cost		7%			
Grand Total						

* Management cost should not exceed 18% of the total proposed cost and includes the following budget categories: Support and Country Office Staff, Social Security for Support and Country Office Staff, Office Equipment & Supplies, Bank Fees, and the Indirect Cost .

** Indirect Cost represent a maximum of 7% of the Total Programmable expenses

The applicant can add the necessary budget lines (rows) under the respective sub-budget categories.

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.**

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]