



# REQUEST FOR PROPOSAL

**“Facilitating collectivization and market access for farmers, and setting-up local micro-enterprises in districts of Jamnagar and Devbhumi Dwarka, Gujarat”**

**RFP No.:** RFP/007/IND-2022

**Project:** Project Excel

**Country:** INDIA

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## SECTION 1. LETTER OF INVITATION

**Subject: “Facilitating collectivization and market access for farmers, and setting-up local micro-enterprises in Devbhumi Dwarka and Jamnagar, Gujarat”**

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
  - o Form A: Technical Proposal Submission Form
  - o Form B: Bidder Information Form
  - o Form C: Joint Venture/Consortium/ Association Information Form
  - o Form D: Qualification Form
  - o Form E: Format of Technical Proposal
  - o Form F: Financial Proposal Submission Form
  - o Form G: Financial Proposal Form

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.

Please acknowledge receipt of this RFP by sending an email to [manikandan.srinivasan@undp.org](mailto:manikandan.srinivasan@undp.org), indicating whether you intend to submit a Proposal or otherwise. You may also utilize 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.

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

Issued by:

Approved by:

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Name: Manikandan Srinivasan  
Title: Procurement Assistant  
Date: **January 14, 2022**

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Name: Arun Arumughan  
Title: Procurement Analyst  
Date: **January 14, 2022**

## SECTION 2. INSTRUCTION TO BIDDERS

<b>A. GENERAL PROVISIONS</b>	
<b>1. Introduction</b>	<p><b>1.1</b> Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a></p> <p><b>1.2</b> 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><b>1.3</b> As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (<a href="http://www.ungm.org">www.ungm.org</a>). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
<b>2. Fraud &amp; Corruption, Gifts and Hospitality</b>	<p><b>2.1</b> UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p> <p><b>2.2</b> 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><b>2.3</b> 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><b>2.4</b> All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p>
<b>3. Eligibility</b>	<p><b>3.1</b> 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><b>3.2</b> 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. <i>Conflict of Interests</i></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"> <li>a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;</li> <li>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</li> <li>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</li> </ul> <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> <li>a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
<p><b>B. PREPARATION OF PROPOSALS</b></p>	
<p>5. <i>General Considerations</i></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. <i>Cost of Preparation of Proposal</i></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. <i>Language</i></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>

8. <i>Documents Comprising the Proposal</i>	8.1 The Proposal shall comprise of the following documents: 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.
9. <i>Documents Establishing the Eligibility and Qualifications of the Bidder</i>	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.
10. <i>Technical Proposal Format and Content</i>	10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP. 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. 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 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.
11. <i>Financial Proposals</i>	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. 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. 11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.
12. <i>Proposal Security</i>	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. 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. 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. 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. 12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in

	<p>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>
13. <i>Currencies</i>	<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>
14. <i>Joint Venture, Consortium or Association</i>	<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</p>



	<p>those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
15. <i>Only One Proposal</i>	<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"> <li>f) they have at least one controlling partner, director or shareholder in common; or</li> <li>g) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>h) they have the same legal representative for purposes of this RFP; or</li> <li>i) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process;</li> <li>j) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or</li> <li>k) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.</li> </ul>
16. <i>Proposal Validity Period</i>	<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. <i>Extension of Proposal Validity Period</i>	<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. <i>Clarification of Proposal</i>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems</p>

	that such an extension is justified and necessary.
19. <i>Amendment of Proposals</i>	<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. <i>Alternative Proposals</i>	<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. <i>Pre-Bid Conference</i>	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>
<b>C. SUBMISSION AND OPENING OF PROPOSALS</b>	
22. <i>Submission</i>	<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	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>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.</p> <p>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</p>



<i>Proposals</i>	the submission of Proposals.
24. <i>Withdrawal, Substitution, and Modification of Proposals</i>	<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. <i>Proposal Opening</i>	25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.
<b>D. EVALUATION OF PROPOSALS</b>	
26. <i>Confidentiality</i>	<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. <i>Evaluation of Proposals</i>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> <li>Preliminary Examination</li> <li>Minimum Eligibility and Qualification (if pre-qualification is not done)</li> <li>Evaluation of Technical Proposals</li> <li>Evaluation of Financial Proposals</li> </ol>
28. <i>Preliminary Examination</i>	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.
29. <i>Evaluation of Eligibility and Qualification</i>	<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"> <li>e) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;</li> <li>f) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>g) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;</li> <li>h) They are able to comply fully with UNDP General Terms and Conditions of Contract;</li> <li>i) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>j) They have a record of timely and satisfactory performance with their clients.</li> </ul>

<p>30. <i>Evaluation of Technical and Financial Proposals</i></p>	<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: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p><b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p><b>Combined Score</b> = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<p>31. <i>Due Diligence</i></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"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;</li> </ul>

	<ul style="list-style-type: none"> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
32. <i>Clarification of Proposals</i>	<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 and evaluation of the Proposals.</p>
33. <i>Responsiveness of Proposal</i>	<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. <i>Nonconformities, Reparable Errors and Omissions</i>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;</li> <li>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</li> <li>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</li> </ul> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>



<b>E. AWARD OF CONTRACT</b>	
35. <i>Right to Accept, Reject, Any or All Proposals</i>	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.
36. <i>Award Criteria</i>	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.
37. <i>Debriefing</i>	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.
38. <i>Right to Vary Requirements at the Time of Award</i>	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. <i>Contract Signature</i>	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. <i>Contract Type and General Terms and Conditions</i>	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
41. <i>Performance Security</i>	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a> within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. <i>Bank Guarantee for Advanced Payment</i>	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default</a>
43. <i>Liquidated</i>	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.



<i>Damages</i>	
<i>44. Payment Provisions</i>	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.
<i>45. Vendor Protest</i>	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</a>
<i>46. Other Provisions</i>	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></p>

### 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	<b>Pre-proposal conference</b>	<p>Will be Conducted  <b>Date and Time : January 25, 2022 11:00 AM</b>            Venue : ZOOM Meeting.</p> <p>The UNDP focal point for the arrangement is:            [Manikandan Srinivasan]            E-mail: [manikandan.srinivasan@undp.org]</p> <p>NOTE: Interested bidders are advised to share the details of meeting participants to focal point <b>by 24 January, 2022</b> so that meeting link can be shared with them.</p>
5	10	Proposal Validity Period	120 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed

8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Not Required
10	18	Currency of Proposal	Preferred Currency of Bid : Indian Rupees (INR)  <b>Bids in other currency also allowed.</b>  <i>Reference date for determining UN Operational Exchange Rate : Date of bid submission</i>
11	31	Deadline for submitting requests for clarifications/ questions	05 (Five) days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: [Manikandan Srinivasan] Address: [55, Lodhi Estate, New Delhi-110003] E-mail address: [manikandan.srinivasan@undp.org]
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering Once uploaded, Prospective Proposers (i.e. Proposers those have accepted the bid invitation in the system) will be notified via email that changes have occurred. It is the responsibility of the Proposers to view the respective changes and clarifications in the system.
14	23	Deadline for Submission	<b>Date and Time: As indicated in eTendering system. Note that system time zone indicated in the system is EST/EDT (New York) Time zone.</b>  <b>PLEASE NOTE:</b> 1. Date and time visible on the main screen of event (on 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.

			<p>UNDP will not accept any bid that is not submitted directly in the system.</p> <p><u>2. 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.</u></p>
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	<a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a>
16	22	Electronic submission (eTendering ONLY) requirements	<p>Format: PDF files only</p> <p>File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</p> <p>All files must be free of viruses and not corrupted.</p> <p>Password for financial proposal must not be provided until requested by UNDP</p>
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70%.</p>
18		Expected date for commencement of Contract	Click here to enter a date.
19		Maximum expected duration of contract	18 months (February 2022 to July 2023)
20	35	UNDP will award the contract to:	<p>One Proposer Only</p> <p>Contract will be awarded to highest ranked bidder according to the combined scores (Technical 70% + Financial 30%).</p>
21	39	Type of Contract	<p>Purchase Order and Contract for Goods and Services for UNDP</p> <p><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>

22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services  <a href="http://www.undp.org/content/dam/undp/library/corporate/Procurement/english/3.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf">http://www.undp.org/content/dam/undp/library/corporate/Procurement/english/3.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf</a>
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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:

1. Technical proposal is submitted separate to financial proposal.
2. Financial proposal is password encrypted; **further do not disclose price on the technical proposal/ on eTendering portal, otherwise proposal will get disqualified.**
3. Submission of CVs of proposed key personnel to be engaged.
4. Submission of latest Business Registration Certificate.
5. Submission of latest Audited Financial Statements for 3 years, including profit & loss account.

### Minimum Eligibility and Qualification Criteria

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

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

Subject	Criteria	Document Submission requirement
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Form B: Bidder Information Form
<b>Eligibility</b>	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with RFP clause 3.	Form A: Technical Proposal Submission Form
<b>Conflict of Interest</b>	No conflicts of interest in accordance with RFP clause 4.	Form A: Technical Proposal Submission Form
<b>Bankruptcy</b>	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
<b>QUALIFICATION</b>		
<b>History of Non-Performing Contracts<sup>1</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form

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

Previous Experience	<ul style="list-style-type: none"> <li>• At least five years of experience in working on farm and non-farm livelihoods.</li> <li>• Worked with at least 20,000 farmers and set up at least 1,000 micro enterprises in India or any other Asian / middle income countries.</li> <li>• Should have executed minimum of two similar contracts, <b>each</b> for a value of at least INR 80 lakhs (\$110,000) or more in the last five years.</li> </ul> <p><u>Please attach –</u>  Company Profile which should not exceed ten (10) pages including copy of incorporation/ registration.  A Table demonstrating past contracts executed by the bidder indicating client name, contract value, planned and actual delivery date.</p> <p>Cumulative value to be considered for JVs/Consortiums for the total number of farmers and micro enterprises. However, every member should meet the requirement of experience in years in livelihoods.</p>	Form D: Qualification Form
	<ul style="list-style-type: none"> <li>• At least 3 years of experience in market linkages and setting up FPCs and aggregation/ procurement centers. (For JV/Consortium/ Association, all Parties cumulatively should meet requirement).</li> </ul>	Form D: Qualification Form
Financial Standing	<ul style="list-style-type: none"> <li>• The bidder should have average annual turnover of at least INR 2 crores (~USD 265,000) over the past three years to be supported with audited balance sheets. (For JV/Consortium/ Association, all Parties cumulatively should meet requirement).</li> </ul>	Form D: Qualification Form

**Note:** Bidders are required to submit evidences (details / documents) in support of compliance to above criteria – otherwise proposal may be disqualified.

## Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and relevant experience.	200
2.	Appropriateness of the proposed methodology, timelines, Implementation plan and quality assurance systems.	300
3.	Qualification and experience of Proposed Team Leader and other key personnel as specified in the Terms of Reference.	180
4.	Organizational commitment to Sustainability	20
<b>Total</b>		<b>700</b>

Section 1. Expertise & experience of the bidder		Points obtainable
1.1	<p>Contracts implemented related to:</p> <ul style="list-style-type: none"> <li>At least five years of experience in working on farm and non-farm livelihoods. (30 marks)</li> </ul> <p>For every additional year of experience beyond 5 years: 5 marks each upto a maximum of 10 marks.</p> <p>Documents required: Bidders are required to submit evidences (details / documents) in support of compliance to above criteria</p>	40
1.2	<p>Worked with at least 20,000 farmers and set up at least 1,000 micro enterprises in 3 or more states of India. (30 marks)</p> <p>For every additional 20,000 farmers : 5 marks each upto a maximum of 10 marks.</p> <p>For every additional 1000 micro enterprises: 5 marks each upto a maximum of 10 marks.</p>	50
1.3	<p>Contracts implemented related to:</p> <ul style="list-style-type: none"> <li>At least 3 years of experience in market linkages (20 marks)</li> <li>Executed minimum of two similar contracts, <u>each</u> for a value of at least INR 80 lakhs (\$110,000) or more in the last five years. (14 marks)</li> </ul> <p>For every additional similar Contract beyond two, 2 marks each up to a maximum of 3 contracts. (6 marks)</p>	80



Section 1. Expertise & experience of the bidder		Points obtainable
	<ul style="list-style-type: none"> <li>At least 3 years of experience in setting up FPCs and aggregation/procurement centers. (40 marks)</li> </ul> <p>Documents required: Bidders are required to submit evidences (details / documents) in support of compliance to above criteria</p>	
1.4	<p>Contracts implemented related to:</p> <ul style="list-style-type: none"> <li>Service provider with existing staff/visibility in Gujarat. (20 marks)</li> <li>Service provider with previous working relationship with at least 2 state government departments/international organizations would be a critical asset. (10 marks)</li> </ul> <p><u>Documents required:</u> Copy of relevant contracts/ work order and completion certificate as proof of experience in the required areas.</p>	30
Total Section 1		200

Section 2. Appropriateness of the proposed methodology, timelines, Implementation plan and quality assurance systems		Points obtainable
2.1	<p>Proposed Methodology, and Implementation Plan - program activities, training and mobilisation approach, (100)</p> <p>Best practices, proven models, market linkages and other details as mentioned in scope of work (100)</p> <p>Proposed timelines to achieve the deliverables - a detailed GANTT chart with deliverables/ program activities (50)</p> <p>What Quality Assurance Procedures are put in place? - M and E, capacity building of team, field staff, mobilisers etc. (30)</p> <p>What Risk identification and mitigation plan are put in place? (20)</p>	300
Total Section 2		300

Section 3. Qualification and experience of Proposed Team				
Team Member	Key Experience	Qualification (preferred)	Engagement	Points Obtainable
Team Lead (1)	At least 15 years of experience in project management with majority of experience in farm and non-farm livelihoods related	PG in Business Management, Social Science field or any other	Full-time	50

	project, previous experience of working with international organisation or UN agency will be an asset.  (Marks : 45)	relevant subject.  (Marks : 5)		
<b>Farm Expert (1)</b>	At least 10 years of experience in working with Farmers, FPOs, value chain interventions  (Marks : 27)	PG in Business Management, Social Science field or any other relevant subject.  (Marks : 3)	Full-time	30
<b>Non-Farm Expert (1)</b>	At least 8 years of experience in working on micro enterprises, collectives and other livelihoods initiatives particularly focusing on Non-Farm sector  (Marks : 27)	PG in Business Management, Social Science field or any other relevant subject.  (Marks : 3)	Full-time	30
<b>Market Linkages Expert</b>	At least 5 years of focused experience in market linkages for rural sector, identifying buyers, understanding of market standards, quality assurance etc.  (Marks : 37)	PG in Business Management, Social Science field or any other relevant subject.  (Marks : 3)	Part-time (14 days in a month for the entire project duration)	40
<b>Training and Capacity Building Expert</b>	At least 8 years of robust experience in capacity building, training delivery, curriculum development, experience with SHGs/collectives, farmers etc.  (Marks : 28)	PG in Business Management, Social Science field or any other relevant subject.  (Marks : 2)	Full time	30
		<b>Total section 3</b>		<b>180</b>

<b>Section 4. Organizational commitment to Sustainability</b>			<b>Points obtainable</b>
4.1	Organizational Commitment to Sustainability -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 10		20

	<p>points</p> <ul style="list-style-type: none"> <li>- Organization is a member of the UN Global Compact – 05 points (<i>if organization is applied for membership of the UN Global Compact – 5 points</i>)</li> <li>-Organization demonstrates significant commitment to sustainability through some other means- 05 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues</li> </ul>	
<b>Total Section 4</b>		<b>20</b>

## SECTION 5. TERMS OF REFERENCE

**Title:** Facilitating collectivization and market access for farmers, and setting-up local micro-enterprises

**Objective:** Improving farmers' capacities through creation of FPOs and strengthening backward and forward linkages; Setting up micro enterprises catering to local demands amongst local households.

**Location:** Devbhumi Dwarka and Jamnagar, Gujarat

**Duration:** February 2022-July 2023

### Background

UNDP India has worked since 1951 in almost all areas of human development, from systems and institutional strengthening to inclusive growth and sustainable livelihoods, as well as sustainable energy, environment, and resilience. Within UNDP India, the Inclusive Growth portfolio works as a catalyst in the skilling and entrepreneurship ecosystem with tried and tested solutions through innovative public-private-partnership with the government, businesses, academia, training institutions, and civil society. It aims at empowering women and youth from marginalized communities with skills and livelihood opportunities to reduce income inequalities. UNDP Inclusive Growth has extensive experience of working with FPOs and women collectives and in improving livelihoods through promotion of micro enterprises especially amongst marginalized women across states. It has also been working extensively with local skilling and employment institutions and on career guidance and counselling with young people.

For the past five years, United Nations Development Programme (UNDP) has worked together with partners in government, the private sector and civil society to test innovative approaches to support youth in employability, 21<sup>st</sup> century skills and employment support, strengthen farm and non-farm sector as well ensure access to social security schemes to rural and urban households.

### Project Background

Continuing its mission on strengthening livelihoods and entrepreneurship for marginalised communities, UNDP is implementing a four-year long project – '**Project Excel**' – in Jamnagar and Dwarka districts in Gujarat. The objective of the project is to enhance income of 10,000 households through increased access to livelihood opportunities and social protection. The project is designed to have a sustainable impact

on young people, farmers, and potential micro enterprises through overall improvement in agency, awareness, and income levels.

The key areas of project intervention include promoting entrepreneurship, enhancing access to employment, facilitating collectivization and market access for farmers, and leveraging government schemes and enabling access to entitlements. The overall aim of this project is to develop the potential of the rural and semi urban communities and provide them with the opportunities to enhance their livelihoods in sectors like agriculture, dairy, poultry, handloom, goat rearing and handicraft, etc. The project also will help in building their managerial capabilities and providing stronger market linkages.

The main objective of the project includes the following:

1. **Promoting entrepreneurship** - Support youth and women economic empowerment through setting up demand driven micro and nano enterprises (self-employed) through mentoring and business advisory support.
2. **Enhancing access to employment** - Strengthen the employment ecosystem in the project area for enhanced access to jobs through building soft skills of youth and facilitating employer-employee interface for job placement.
3. **Facilitating market access for farmers** - Improve capacities of FPOs and enable enhanced market linkages through linking farmers' collectives and groups with finance and market opportunities.
4. **Leveraging government schemes and enabling access to schemes and entitlements** - Enhanced access to relevant social entitlement and livelihoods welfare schemes of central and state governments for the poor and vulnerable.

A physical **Incubation Centre** will also be set-up under the project and will be used for activities related to executing various training, mentoring, linkages and networking, skill-based training and so on.

A scoping study conducted by UNDP in April 2021 reinforced the known fact that one of the most important interventions to enhance local households' income is through capacity building and organising farmers into collectives and connecting them with buyers. The study also suggests diversification of products and crops to expand farmers' income sources. Similarly, the report also suggests initiating micro enterprises to support local commodities and business demands.

#### Current Status: Micro-Enterprises

During recent FGDs with farmers it was understood that currently farmers are selling at

lower prices than MSP and while the land sizes are bigger than average landholdings the total yields and income could be improved. The farmers have also not have had any extensive experience of forming collectives such as producer groups or a centralized aggregation centre or a facility where they are able to seek services and discuss on various challenges or new innovations. Women farmers are almost invisible in the process and don't have much say in the entire production cycle. Similarly, the geography also does not have common warehouse or storage facilities and requires intervention.

Hence, the project will focus on creating farm, off farm and non-farm individual and group enterprises. UNDP will use its successful approach of providing community mentorship for grassroot entrepreneurship (micro/nano enterprises) among women in rural areas through its Biz Sakhi (business mentor) <sup>2</sup> model that uses a cadre of trained women mentors for promoting entrepreneurship among potential women entrepreneurs. This will help in creating an overall cohesive ecosystem of livelihoods support and income enhancement in the geography.

#### Current Status: Agriculture

In the project location, most rural population is involved in agriculture and 50 percent of the cultivable area remains rainfed. Majority of farmers are small and marginal, engaged primarily in groundnut and cotton production for earning in the proposed geography. They have limited holding capacity including storage facility, so after harvest they usually sell the produce to local traders below the minimum support price. Currently, farmers are not collectivized strongly, and they lack direct access to bigger markets and processors. Vegetables (tomatoes, brinjal, chilies, okra etc.), dates and coconut pockets exist in the district. Either these crops get consumed locally or farmers sell them to the local traders due to limited production. There are currently no farmer groups working collectively in horticulture crops as well.

The benefits of aggregation of agri-produce to farmers in terms of economies of scale to lower costs and higher price realization and access to better markets to maximize revenue is well documented. Additionally, with the newly announced schemes of formation and promotion of 10,000 Farmer Producer Organizations (FPOs) in the next 5 years and the Agriculture Infrastructure Fund by the Government of India, the need for collectivisation is clearer than ever before. Hence, project aims to promote farmers' collectives where small

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<sup>2</sup> In partnership with the National Institute for Entrepreneurship and Small Business Development (NIESBUD), National Institute of Rural Development and Panchayati Raj (NIRDPR) and the Tata Institute of Social Science (TISS), UNDP has designed a comprehensive curriculum for training and certifying Biz-Sakhis as entrepreneurship mentors in the community. This certification by NIESBUD and National Institute of Rural Development (NIRD) will institutionalize the pedagogy and make master trainers and mentors available across the country.

holder farmers will be focused throughout the value chain. The intervention will build on the collectives for effective management of post-harvest/ production processes through strengthened producer collectives, capacity building of farmers, direct marketing, negotiations and linking them to organized private sector buyers for better returns.

## Project Location

The project will focus on 15 villages from Khambaliya and Lalpur blocks of Devbhumi Dwarka and Jamnagar districts respectively and cater to additional villages in the two districts as the per the need of the project and the community.

## Objectives

Within the framework of the mentioned project, UNDP intends to engage the services of a reputed and experienced service provider to undertake

- **Enterprise Promotion:** Promote creation and growth of youth and women owned demand driven micro and nano enterprises through training, mentoring and business advisory support services.
- **Agri and Allied Value Chain Strengthening:** Improve capacities of farmers, facilitate formation and institutional strengthening of FPOs and enhance market linkages with finance and market opportunities.

Specific objectives are:

- Create a cadre of business mentors/biz Sakhis.
- Initiating and strengthening group and individual enterprises.
- Create a cadre of sourcing managers to support farmers in forward and backward linkages.
- Support farmers with market linkages, agri produced management, post-harvest services, and collectivisation.

## Scope of Work

### 1. Preparatory Stage

#### a) **Primary and secondary research and development of specific strategy and detailed implementation plan.**

As mentioned earlier, UNDP has conducted a scoping study at the start of project activities which captures the broad outline of challenges and opportunities with reference to enterprise creation and strengthening of farm and non-farm value chain. The report of the scoping study would be shared with the selected service provider. However, it is expected

that the service provider would undertake further secondary and primary research to revise, refine and validate the proposed strategy, approach, and implementation plan of the project and come up with an inception report. The Inception Report should include

- Secondary Research – Review of publicly available state and districts level data (demographics, support scheme and infrastructure, outreach, impact, challenges, and opportunities).
- Primary Research – Field visit to identify local demand, specific opportunities (enterprise, market linkages) that could be supported and initiated under this project
- Project timeline, activities with a proper GANT chart, business plan formats, curriculum finalization date, team onboarding, market linkages plan, FPO formation plan and training etc.

Deliverable 1: Inception report capturing all the above elements with specific sections on “promotion of micro enterprise creation and growth” and “agri and allied value chain promotion”.

## **2. Enterprise Promotion**

Community members who are interested in group enterprises will be organized into suitable community-based organizations; in case they do not already belong to SHGs. Those who show interest in starting enterprises will be taken through a longer and more detailed Entrepreneurship Development Programme. Finally, those who set-up enterprise will be handheld throughout the project period and will be given business advisory support services with the help of business mentors. These business mentors should be identified and mobilised from within the community along with volunteers such as retired officials, bank managers, teachers, college faculty members, etc. who would be interested in mentoring of such group and individual enterprises.

### **a) Identification and training of Community Business Mentors**

The primary role expected from trained community business mentors is to motivate, provide business planning, management, forward and backward linkages support for micro enterprise creation and growth. Their expected role is detailed below.

- Mobilization and Outreach: The business mentors should generate interest, identify and mobilize potential individual and group-based entrepreneurs and support delivery of Entrepreneurship Awareness Programs in the project villages. This will include networking with District administration, state rural livelihood mission, women and child development department, NABARD and any other non-farm producer group and to mobilize interested women and men who would like to start/scale-up nano/micro enterprises.



- Entrepreneurship awareness program and basic digital skills: Motivate beneficiaries to undergo 2 days EAP and digital training program as per customized Biz-Sakhi<sup>3</sup> content.
- Entrepreneurship development program: Facilitate the community members who complete the EAP to undergo 7 -10 days classroom / 'on job - on field' EDP training.
- Psycho-social support: Provide life-skills and well-being training, gender awareness training, etc. to community members, particularly women at their villages.
- Mentorship and handholding: Regular support to community members through linkages with sector experts, local industrial associations, entrepreneurship networks, etc.
- Backward and forward linkages: Business mentors should nurture the networking skills of the community members, enable access to information including but not limited to government schemes, portfolio of possible businesses at the local level, marketing, business development and financial institution linkages, etc.

With this in view, the service provider is expected to identify and train 20 business mentors.

- The business mentors should be trained basis UNDP's Biz Sakhi curriculum (approx. 20-25 days with 3-5 hours of training per day).<sup>4</sup> The service provider should get these trainings delivered by professional trainers.
- The business mentors should go through an assessment after the training. The selection and assessment format should be mutually agreed by the service provider and UNDP.
- The business mentors should be provided with 1-2 refresher training during the project cycle.
- The business mentors should be responsible for supporting starting/growing micro enterprises of community members including maintaining records, credit/market linkages, connect with access to raw material, providing psycho-social support, etc. For this, they should be supported by organizations' master trainers/technical resource person or even District Livelihoods Lead.

The business mentors may work in two different types of contexts:

- Honorarium basis: Placed with the support of community-based organizations (CBOs) and support its members to start /scale enterprises. The business mentors could be supported with a monthly stipend.<sup>5</sup>

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<sup>3</sup> Biz-Sakhi is UNDP's in-house business mentor curriculum. The service provider will be given Gujarati and English Biz Sakhi curriculum.

<sup>4</sup> [https://www.in.undp.org/content/india/en/home/library/poverty/Biz\\_Sakhi\\_curriculum.html](https://www.in.undp.org/content/india/en/home/library/poverty/Biz_Sakhi_curriculum.html)

<sup>5</sup> This should not be budgeted in the financial proposal. The modality for this will be discussed during implementation process.

- Voluntary basis: The business mentors can provide mentorship and handholding support to their fellow community members for starting and running enterprises while managing their own enterprises without any fee or they may already be getting some honorarium from other funded scheme/s. Existing SRLM cadres etc. could be also an option for this category.

Deliverable 2: Identification and training of 20 Business Mentors covering above elements supported by profile details of each Business Mentor.

#### **b) Entrepreneurship Awareness Program (EAP) and Entrepreneurship Development Program (EDP)**

The service provider is expected to mobilize community members and conduct EAP and EDP as per the below details.

- Mobilization and selection of rural men/women and youth – Identify, mobilize, and select 700 interested beneficiaries who have the potential to become micro entrepreneurs to undergo 2 days EAP and 7-10 days EDP.
- Entrepreneurship Awareness Program – 2 days EAP to be conducted for all 700 interested community members. After the EAP, 400 potential entrepreneurs shall be selected to undergo 7-10 days EDP.
- Entrepreneurship Development Program – The service provider will conduct 7-10 days EDP (non-residential) as per Biz-Sakhi curriculum with expert trainers for the shortlisted 400 potential entrepreneurs from the community.

The service provider should use the Gujarati UNDP Biz Sakhi<sup>6</sup> curriculum along with its own expertise to conduct EAP and EDP. The curriculum for both EAP and EDP should be customized in consultation with UNDP.

Deliverable 3: EAP, EDP trainees' details should be documented and supported by data in MS Excel format provided by UNDP.

#### **c) Business Advisory, Handholding and Linkages**

The service provider should monitor and provide regular support to the 250 potential entrepreneurs to establish/grown their enterprises through handholding, mentoring and linkages (market, credit, govt schemes, etc.) support. At least 200 enterprises should be documented by the service provider as having been set-up through the project's support.

The following activities should be undertaken:

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<sup>6</sup> This will be provided by UNDP to the service provider and should not be budgeted. Only, if some new tools and customization or additional modules to be proposed should be

- Preparation of 20-30 micro enterprise project profiles/business model description suitable for identified entrepreneurs in the two districts
- Development of individual business plan for 200 entrepreneurs.
- Facilitate access to finance to new entrepreneurs
- Facilitate access to market and different aspects of value chain development by bringing together common enterprises as collectives.
- Promote and build partnerships with key stakeholders such as buyers, academic institutions, industry associations, Community Enterprises Promoting Agencies, traders, social enterprises, etc. for sustaining the ecosystem of enterprise promotion.

Deliverable 4: Establish 200 micro enterprises and ensure their mentoring through community cadre and service provider's field staff. This should be supported by a business plan, record keeping, photograph, proof of market and credit linkages, etc.

**d) Identification and support in business plan preparation and starting of group enterprises**

A group enterprise can typically have around 10 or more community members who are engaged in production processes or services and manage end-to-end delivery for any sector or product. Some of these group enterprises could be making of local snacks, *atta chakkis*, cooking oil and other such items production, dairy and backyard poultry, disposables making unit such as masks/sanitizers, etc., embroidery/any other handwork, industry cleaning providers units, etc. The type of enterprise should be driven from market survey, local demand and competition, willingness, and aspirations of beneficiaries.

The following activities should be undertaken:

- Identify potential groups through CBOs, SHGs and any other informal group who are willing to start a group enterprise together.
- The service provider should make sure that the selection of members and group dynamics should be such that there is no influence of only one person and there is collective responsibility sharing and decision making.
- Production and services type should be decided in consultation with the group members and with complete information on market trends on demand.
- A business plan should be prepared with the group with a clear projection of sales, profit expectations, production cycle, expected volume, etc.
- The group members should undergo training on business management, production, should be provided psycho-social support, marketing, digital device use, etc.
- Each group enterprise should be linked to at least 3 buyers.
- These group enterprises should be supported by the service provider's field staff and Biz Sakhis under overall guidance of experts from the service provider and UNDP.

Deliverable 5: Establish 4 group enterprises and ensure robust capacity building, credit, and market linkages support. This should be supported by submission of business plans and MIS (Management Information System) data.

## **2. Agri Value Chain Interventions**

UNDP will promote farmers' collectives and build on inherent strength of collectives and small holder farmers in playing central roles throughout the value chain. The intervention will build on the collectives for effective management of post-harvest/ production processes through strengthened producer collectives, direct marketing and negotiation expertise and linking them to organized private sector buyers for better returns.

The project will mobilize farmers through visioning exercises in all gram panchayats using the existing network of SHGs, producer groups and village council. The farmers will then be organized into additional producer groups (PG), along with strengthening the governance systems of the existing PGs in the project area. This will be followed by federation of these groups into one or more farmer producer companies (FPC) to facilitate the process of produce aggregation and sale. Parallely, the project will encourage farmers to aggregate their produce at local procurement centres established by the Govt. In case some of these procurement centres are defunct, the project will actively work to revive them. These centres will be the nucleus of produce aggregation from where direct selling can be done to big market players like Big Basket till the time the FPC/s are fully functional.

### **a) Sourcing Managers**

A cadre of Sourcing Managers (SMs) will be created in the project geography through capacity building of local community resource persons on post-harvest management and marketing processes and will be mapped to existing producer groups. These sourcing managers will train farmers to ensure that they produce as per market requirements, ensure quality standards and aggregate produce at local procurement centres. They will also provide day to day managerial services to the producer collectives and will take on the responsibility of keeping abreast of market prices, negotiation with buyers, financial institutions and play a role in management and governance of collectives. Through these managers, the project will provide training on post-harvest management to both men and women farmers, link them with locally established procurement centres, provide business development services, and enable direct market access for their produce by tying up with organized private sector buyers (including e-markets), and enable financial/credit linkages for farmers.

UNDP has developed a fifty-hour curriculum in English, Hindi and Gujarati for training

of Sourcing Managers. The training content primarily focusses on introduction to value chains, basics of FPOs, processes of aggregation/procurement centre, financing, legal norms, etc. This curriculum will be made available in digital format and should be used by the service provider to train Sourcing Managers.

The service provider is expected to undertake the following activities related to identification and training of community members as Sourcing Managers:

- Identify active community members having functional knowledge of mathematics, willing to travel within village and across the block, and preferably from farming background.
- Train the identified community members as sourcing managers through a 10-day residential training program using the curriculum provided by UNDP. The delivery of the curriculum will require at least 50 training hours. The training must be done in two batches; first batch of 25 Sourcing Managers should be trained in first quarter of the project implementation and second batch should be trained in the third quarter of the project implementation.
- The service provider shall ensure that identified sourcing managers have a smartphone to use.
- After completion of training, the quality of training will be assessed and certified from a reputed third-party institute or organization (mutually decided by UNDP and the service provider).
- Post training, the sourcing managers could be provided with a fixed stipend for 12 months. The fixed stipend could be clubbed with some incentive-based model.<sup>7</sup>

Deliverable 6: Identification and training of 50 Sourcing Managers. Details of the Sourcing Managers to be submitted in MS excel format.

## **b) Identification and Training of Farmers**

The service provider is expected to mobilize and train farmers on post-harvest management. The following activities are to be undertaken:

- The service provider will identify and mobilize 4000 farmers with a focus on those having small and marginal land holdings to provide them training on post-harvest practices.
- The training shall be conducted in the respective villages of the farmers preferably in batches of 30-40 farmers.

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<sup>7</sup> This should not be budgeted in the financial proposal. The modality for this will be discussed during implementation process.

- Initially, farmers should be given a 2-5 days classroom training and should be later supported on ground to mobilize and register into producer groups and should also be provided day-to-day guidance during post-harvest cycles. The service provider should submit a short note on the training content/ session plan on these trainings. The service provider should prepare this note in a manner that it is simple and serves as a guiding note for the Sourcing Managers and field staff.
- The training should include an overview of post-harvest ecosystems, benefits of collectivization and formation of collectives, quality parameters, e-marketing and fintech, 2-3 case studies of farmers, best practices, and other relevant information.

Deliverable 7: Training and capacity building of 4000 farmers. The training of farmers should be supported by a report and data in MS Excel format shared by UNDP. This format will capture current income status of farmers with other basic information.

Deliverable 8: A short note on classroom training curricula of farmers covering above elements.

#### **c) Creation of 2 FPCs**

The service provider is expected to

- Conduct necessary groundwork and identification of farmers for the constitution of at least two Farmer Producer Companies (FPC) under relevant sections of Companies Act.
- Post formation of the FPCs, the service provider would be responsible for its bank linkage (savings account opening), training and capacity building of board members on management and business development, mobilization of a minimum of 100 shareholders and legal compliances (till duration of the contract).
- The expenditures incurred in the registration of the FPCs (around INR 15,000-25,000 per FPC) will be borne by the service provider and shall be provisioned accordingly in the financial proposal.

Deliverable 9: Creation of two FPCs supported by a report with formation and members details.

#### **d) Establishment of Procurement/Aggregation Centers**

The service provider is expected to

- Support FPO s in establishment and operation (till the duration of the contract) of 2-4 procurement/aggregation centers strategically located to cater to the 15-20 focus villages. UNDP intends to develop these centers as farmer outreach points providing

services such as quality testing, aggregation cum procurement, information dissemination and any other technical or strategic support required by the project's farmers.

- Each procurement/aggregation center shall have basic quality check instruments, weighing balance, procurement manager, storage space (50-100 MT) and necessary ancillaries required for day-to-day operations. The agency must include this in their financial proposal.

Deliverable 10: Establishment of 2-4 procurement centres as mentioned.

#### **e) Facilitating Market Linkages**

The service provider is expected to

- Organize regular buyers and farmers meet to bridge information asymmetry. The objective of the workshops will be to bring all stakeholders i.e., farmers, processors, buyers, support agencies, etc. together, so that they can understand each other's expectations and challenges. This will help farmers to be better aware of the market demand, quality standards and compliances.
- The service provider should ensure market linkages of FPO and PGs with institutional buyers aimed at providing higher returns to the farmers. 5 institutional buyers should be connected
- The service provider should harness available technology solutions to connect farmers and their collectives with buyers and bring transparency in conduct of the entire business process.

Deliverable 11: Submission of detailed plan on market linkages and documentation of buyers and farmers meet conducted along with proofs of market linkages.

### **3. Knowledge Products and MIS**

The service provider is expected to maintain a robust database of all project activities and provide regular reports to UNDP as per the following:

- Monthly, quarterly, and end-of-contract reports as per the timeline agreed between the service provider and UNDP.
- Monthly data in MIS/format decided with UNDP
- Photographs of good quality and case studies (every month 5 HD photos and two case studies/stories to be submitted during the contract period)
- A set of 5 short videos (animation or recorded) – the subjects/content should be discussed with the UNDP team before finalization.

Deliverable 12: Final report and a case studies compendium (professionally designed) should be submitted with the final invoice. The service provider should share data monthly as per UNDP M&E mandates and MIS.

### **Key Deliverables**

1. Inception report covering work plan, implementation details, team on boarding, training schedule, etc. with specific sections on “promotion of micro enterprise creation and growth” and “agri and allied value chain promotion”.
2. Identification and training of 20 Business Mentors supported by profile details of each Business Mentor.
3. EAP, EDP trainees’ details should be documented and supported by data in MS Excel format provided by UNDP.
4. Establish 200 micro enterprises and ensure their mentoring through community cadre and service provider’s field staff. This should be supported by a business plan, record keeping, photograph, proof of market and credit linkages, etc.
5. Establish 4 group enterprises and ensure robust capacity building, credit, and market linkages support. This should be supported by submission of business plans and MIS data.
6. Identification and training of 50 sourcing Managers. Details of Sourcing Managers to be submitted in MS excel format.
7. Training and capacity building of 4000 farmers. The training of farmers should be supported by a report and data in MS Excel format shared by UNDP. This format will capture current income status of farmers with other basic information.
8. A short note on classroom training curricula of farmers covering above elements.
9. Creation of two FPCs supported by a report with formation and members details.
10. Establishment of 2-4 procurement centers as mentioned.
11. Submission of detailed plan on market linkages and documentation of buyers and farmers meet conducted along with proofs of market linkages.
12. Final report and a case studies compendium (professionally designed) should be submitted with the final invoice. The service provider should share data monthly as per UNDP M&E mandates and MIS.

### **Reporting**

The service provider will work under the direct supervision of State Project Officer, Gujarat, with overall guidance of Project Officer, New Delhi, UNDP.



### Duration of the assignment

To be completed by July 31, 2023 (specific project deadlines will be decided once the service provider is onboarded).

### Payment Terms

S.no	Deliverables	Percentage to be released
1.	Submission of inception report	10%
2.	Creation and completion of Business Mentors and Sourcing Managers first batch training, identification of beneficiaries for EAP, EDP and farmers' training supported by qualitative report in pre-decided MS Excel formats	20%
3.	Completion of training of 4000 farmers and data submission in pre decided MS Excel formats along with midterm report	30%
4.	Formation of 2 FPOs, set-up of at least 2 aggregation centres and establishment of 200 micro and 4 group enterprises	30%
5.	Submission of final report and data in MS Excel of all the beneficiaries under the entrepreneurship and agri value chain components along with proof of market linkages	10%

### Team Composition

Please note that the selected service provider will be responsible for the creation of an implementation team for timely achievement of project objectives. The following key team members should be there in the project team. This excludes non-technical staff and additional field staff/outreach officer/s that might be required for the project.

The service provider should submit a detailed team composition in the technical proposal as per their experience and TOR. The same should be accounted for in the financial proposal.

**Key Experts:**

<b>Team Member</b>	<b>Key Experience</b>	<b>Qualification (preferred)</b>	<b>Engagement</b>
<b>Team Lead (1)</b>	At least 15 years of experience in project management with majority of experience in farm and non-farm livelihoods related project, previous experience of working with international organisation or UN agency will be an asset	PG in Business Management, Social Science field or any other relevant subject	Full-time
<b>Farm Expert (1)</b>	At least 10 years of experience in working with Farmers, FPOs, value chain interventions	PG in Business Management, Social Science field or any other relevant subject	Full-time
<b>Non-Farm Expert (1)</b>	At least 8 years of experience in working on micro enterprises, collectives and other livelihoods initiatives particularly focusing on Non-Farm sector	PG in Business Management, Social Science field or any other relevant subject	Full-time
<b>Market Linkages Expert (1)</b>	At least 5 years of focused experience in market linkages for rural sector, identifying buyers, understanding of market standards, quality assurance etc.	PG in Business Management, Social Science field or any other relevant subject	Part-time (14 days in a month for the entire project duration)
<b>Training and Capacity Building Expert (1)</b>	At least 8 years of robust experience in capacity building, training delivery, curriculum development, experience with SHGs/collectives, farmers etc.	PG in Business Management, Social Science field or any other relevant subject	Full time

### Support Executives:

Outreach officers, mobilisers, data management, MIS, LMS etc.	Should have a range of experience from 2-5 years and should have both women and men with extensive understanding and sensitivity to work in the community and mobilization processes.	Bachelor's in social science or any other field	Full time (150 working months)
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### **Intellectual Property**

All materials as part of the project/assigned work to be submitted to UNDP. All copyright over the publicity material is with UNDP and the same may not be used, reproduced, or otherwise disseminated or authorized to others for use, reproduction, or dissemination of such works without prior consent from UNDP. UNDP may or may not acknowledge the service provider's name for use of the materials on other projects.

#### **Please note:**

1. The training content/handbook/IEC developed/adapted under the project by the service provider will be submitted to UNDP and will be UNDP's intellectual property with both UNDP's and service provider's logos.

2. All the communication and branding materials will include UNDP logo and credits.

*If no proposal meets the criteria, UNDP reserves the right not to reward the tender to any of the applicants. The convincing business case is a necessary condition.*

## SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

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

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

### Technical Proposal Envelope:

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

### Financial Proposal Envelope

**(Must be submitted as a separate password protected file)**

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

## FORM A: TECHNICAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[RFP-007-IND-2022]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium / Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

*We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.*

*We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference*

*Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.*

We understand and recognize that you are not bound to accept any Proposal you receive.

*I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

*[Stamp with official stamp of the Bidder]*

## FORM B: BIDDER INFORMATION FORM

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
<b>Are you a UNDP vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</b>	[Complete]
<b>Contact person UNDP may contact for requests for clarification during Proposal evaluation</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Please attach the following documents:</b>	<ul style="list-style-type: none"> <li>▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</li> <li>▪ Certificate of Incorporation/ Business Registration</li> <li>▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder</li> <li>▪ Trade name registration papers, if applicable</li> <li>▪ Local Government permit to locate and operate in assignment location, if applicable</li> <li>▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country</li> <li>▪ Power of Attorney</li> </ul>

## FORM C: JOINT VENTURE/CONSORTIUM/ ASSOCIATION INFORMATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

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 <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

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

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:	[Insert RFP Reference Number]		

If JV/Consortium/ Association, to be completed by each partner.

### Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> 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)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> 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

Annual Turnover for the last 3 years	Year	USD	INR	.....
	Year	USD	INR	.....
	Year	USD	INR	.....
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:

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
  - Historic financial statements must be audited by a certified public accountant;
  - 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-007-IND-2022]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

### SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

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

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

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

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

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

## SECTION 3: Management Structure and Key Personnel proposed

- 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.
- Team Lead
  - Farm Expert
  - Non-Farm Expert
  - Marker Linkages Expert
  - Training Expert/s
  - Outreach Officers
  - Any other personnel (such as Data manager, LMS expert etc. )

## Format for CV of Proposed Key Personnel

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/ Qualifications</b>	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of services]</i> <ul style="list-style-type: none"><li>▪ Name of institution: [Insert]</li><li>▪ Date of certification: [Insert]</li></ul>
<b>Employment Record/ Experience</b>	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert]
<b>References</b>	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>

	Reference 1: [Insert]
	Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

#### **Section 4: Organizational commitment to Sustainability**

Please provide documents in support of the following:

Organizational Commitment to Sustainability

- Organization is compliant with ISO 14001 or ISO 14064 or equivalent
- Organization is a member of the UN Global Compact
- Organization demonstrates significant commitment to sustainability through some other means - for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues

## FORM F: FINANCIAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[RFP-007-IND-2022]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal password protected as separate files.

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/007/IND-2022]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an separate password protected file 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.

**Financial proposal** to include resources to be allocated to each activity, one-time and recurring costs, activities and events to be deployed for certification and any others as deemed relevant activity-wise breakup, travel cost, etc.

Currency of the proposal: [Insert Currency]

**Table 1: Summary of Overall Prices**

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

**Table 2: Breakdown of Professional Fees\***

Name	Position with specialization	Fee Rate	No. of Days/months	Engagement	Total Amount
		A	B		C=A*B
	Team Lead (1)		18 months	Full-time	
	Farm Expert (1)		18 months	Full-time	
	Non-Farm Expert (1)		18 months	Full-time	
	Marker Linkages Expert (1)		10 days in a month for the entire project duration	Part-time	
	Training and Capacity Building Expert (1)		18 months	Full-time	
	Support Executives (Outreach officers, mobilisers, data management, MIS, LMS etc.)		150 working months	Full-time	
Subtotal Professional Fees:					

\*Structure of the team is to be proposed by the Proposer in accordance to their understanding of the ToR.

**Table 3: Breakdown of Other Costs**

Description/ Project Activity	UOM	Quantity	Unit Price	Total Amount
1. Mobilization of farmers, potential entrepreneurs, and community cadre				
2. Training and Capacity Building* (including refresher trainings)				
a) Training Content Customization and Development				
a) Business Mentors				
b) EAP				
c) EDP				
d) Sourcing Manager				
e) Farmers				
3. Business Advisory, handholding and extension support services				
a) Entrepreneurs				
b) Farmers				
5. FPO and Procurement Centre – Equipment and setup Cost				
4. Networking Events and workshops	20			
5. Travel				
a) Local Travel				
b) Domestic Travel				
6. Documentation and Printing				
7. Communication				
8. Others				
<b>Subtotal Other Costs:</b>				

\*This should include complete training cost such as trainers/ facilitators’ fees, logistic , refreshments for participants, booklets or cost for any other self-learning material, stationery etc.

**NOTE: UNDP shall use the cost breakdown for the calculation of price in the event that both parties have agreed to add new deliverables to the scope of services.**

**Table 4: Breakdown of Price per Deliverable/Activity\*\***

<b>S.no</b>	<b>Deliverables</b>	<b>Percentage to be released</b>
1.	Submission of inception report	10%
2.	Creation and completion of Business Mentors and Sourcing Managers first batch training, identification of beneficiaries for EAP, EDP and farmers' training supported by qualitative report in pre-decided MS Excel formats	20%
3.	Completion of training of 4000 farmers and data submission in pre decided MS Excel formats along with midterm report	30%
4.	Formation of 2 FPOs, set-up of at least 2 aggregation centres and establishment of 200 micro and 4 group enterprises	30%
5.	Submission of final report and data in MS Excel of all the beneficiaries under the entrepreneurship and agri value chain components along with proof of market linkages	10%

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