



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

NAME & ADDRESS OF FIRM	DATE: March 28, 2022
	REFERENCE: RFP/MWI/02-2022

Dear Sir / Madam:

We kindly request you to submit your Proposal for Consultancy Services for developing Foresight Models on Malawi's medium-term development goals (MIP-1) and Vision (Malawi 2063)

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

Proposals may be submitted and via email:

Proposals should be submitted on or before **Thursday, April 10, 2022** using this generic email etenderbox.mw@undp.org with the **Mandatory email subject: Consultancy for Foresight Models on Malawi's medium-term development goals (MIP-1) and Vision (Malawi 2063) address only.**

Technical proposal must be submitted separate from the Financial Proposal and Financial Proposal must be password protected. Failure to abide to this requirement may result in the disqualification of the Your Proposal must be expressed in the English, and valid for a minimum period of 90 days

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

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

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

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

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

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

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

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

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

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Tirnesh Prasad

Head of Procurement

Description of Requirements

Context of the Requirement	Consultancy for Foresight Models on Malawi's medium-term development goals (MIP-1) and Vision (Malawi 2063)
Implementing Partner of UNDP	The National Planning Commission
Brief Description of the Required Services ¹	Develop foresight planning models that will show trajectories of growth Malawi should undertake towards becoming a lower-middle income country, and meeting most of the sustainable development goals by 2030.
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> • Documented past, present, emerging, and future trends likely to impact Malawi's development prospects, especially the attainment of lower middle income economic status and the vision of an inclusively wealthy and self-reliant nation, with reference to global, regional and local experiences • Effective pathways to Malawi's attainment of the MIP-1 milestones and Vision by each analyzed trajectory. • Multiple futures for Malawi with respect to the lower and upper middle income economy pursuits, including self-reliance. • Recommended approaches for mainstreaming foresight modelling in Malawi's governance space.
Person to Supervise the Work/Performance of the Service Provider	The consulting firm will directly report to UNDP Portfolio Manager – Governance; Senior Economist in consultation with Foresight and Anticipatory Governance Technical Committee under the leadership of National Planning Commission.
Frequency of Reporting	Bi-weekly
Progress Reporting Requirements	As indicated on the deliverable table and in terms of reference below.
Location of work	Lilongwe, Malawi
Expected duration of work	120 working Days within 5 months operational period

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

Target start date	1 May 2022
Latest completion date	December 2022
Travels Expected	5 – 10 days
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input checked="" type="checkbox"/> Land Transportation (consultant to arrange own vehicle. UNDP will cover fuel or car hire) <input checked="" type="checkbox"/> Others Consultant to indicate any related costs in the financial proposal e.g land transportation and air ticket
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (US\$) OR Malawi Kwacha (MWK) Currency conversion would be based on UN Operational Rate of Exchange of the bid submission date, available at http://treasury.un.org/operationalrates/OperationalRates.aspx

Value Added Tax on Price Proposal ²	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes (on a separate) line <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.			
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>			
Payment Terms ³	Outputs	Percentage	Timing	Condition for Payment Release
	Payment upon submission and acceptances of Inception report detailing, among key areas consultants' understanding of the task, the methodology and expected deliverables.	20%	1 to 14 May 2022	Payment upon submission of acceptable deliverables
	Payment upon submission and acceptance of acceptable draft report reflecting development trajectory of Malawi and	40%	19 May to 29 th July 2022	

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

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

	various sector scenarios on potential growth			
	Payment upon submission and acceptance of acceptable Final Report	20%	29 th July to 31 st August 2022	
	Payment upon submission and acceptance of acceptable report on the launch and dissemination of Findings	20% of the total contract amount	1 st September to 28 th October 2022	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Governance Portfolio manager; Senior Economist in consultation with Foresight Technical Committee members			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract			
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.			
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm 21% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 28% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 21% <u>Financial Proposal (30%)</u>			

	To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors
Contract General Terms and Conditions ⁴	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others ⁶ [pls. specify]
Contact Person for Inquiries (Written inquiries only) ⁷	<p><i>procurement.mw@undp.org;</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

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

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

⁶ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁷ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

<p>Other Information <i>[pls. specify]</i></p>	<ul style="list-style-type: none"> • Documentations to be provided: • Appropriate signatures • Power of Attorney • Bid Validity • CVs of all key personnel proposed for this consultancy. • Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations; • Business Licenses – Registration Papers, Tax Payment Certification, etc. • Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. • Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references; • Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. • Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.
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TERMS OF REFERENCE

CONSULTING FIRM TO MODEL MALAWI'S GROWTH TRAJECTORY

Project Title	Foresight and Participatory Governance
Project	Modelling Malawi Growth Trajectory
Type of Contract	National or International Consulting Firm
Operational Period	1 May to 30 November 2022
Contract Period	120 days
Supervisor	UNDP Rice Portfolio Manager
Location	Lilongwe
Country	Malawi

1.0 Background

In 2021, the National Planning Commission (NPC) in collaboration with the Ministry of Finance and Economic Affairs, supported by the United National Development Program (UNDP) piloted the Foresight and Anticipatory Governance project in Malawi. The project seeks to transform Malawi's governance space by introducing and institutionalizing new and innovative ways of planning that will make Malawi timely respond to uncertainties in the development landscape to make it on course to achieving its medium-term goals and the vision.

Specifically, the project seeks to build the foresight planning capability within Government, improve capacity coordination of development programs implementation, monitoring and evaluation. The project is premised on the understanding that in many developed countries, strategic foresight has added value to long term planning tools in strategic policy making, given its interdisciplinary nature. The 21st Century Development Challenges are often 'wicked' and multifaceted, as such there is no one single solution to address such development challenges. To take a case in point, the current Coronavirus pandemic and the recent floods in the country and other parts of Europe and South America have heavily increased the burden of governments globally. Recognizing multi-sectoral expertise and future thinking/scenarios to address development challenges can be an effective engine for accelerating learning and contributing to policy making.

Malawi's development pursuit is guided by the vision of an inclusively wealthy and self-reliant nation by 2063. The vision, (MW2063) is anchored by three pillars namely, Agriculture Productivity and Commercialization, Industrialization (including mining) and Urbanization (Including Tourism). Seven enablers support these pillars: Mindset Change, Effective Governance Systems and Institutions, Enhanced Public Sector Performance, Economic Infrastructure, Human Capital Development, Private Sector Dynamism and Environmental Sustainability. Operationalization of the vision is phased in 10-year periods, the first of which runs from 2021 to 2030, christened the Malawi 2063 First 10-Year Implementation Plan

(MIP-1). The plan pursues two key milestones: Graduate Malawi to a lower middle-income country by 2030 and meet most of the sustainable development goals (SDGs) by the same period. The MIP-1 outlines quick-wins, game changer interventions and flagship projects to be implemented for Malawi to achieve these milestones.

Among the 10 aspirations Malawians have towards the vision is a vibrant knowledge-based economy with strong and competitive manufacturing industry, driven by a productive and commercially vibrant agriculture and mining sector. However, Malawi recognizes that the development space is dynamic, with a lot of uncertainties, a situation that requires critical futuristic intelligence and application with high degree of agility in order to attain the vision and its medium-term goals. Foresight planning and modelling is therefore key to ensuring that interventions towards realizing the vision and the medium-term goals are guided with a careful analysis of the development terrain, with multiple trajectories which point to the expected ends in this course.

Against this background, UNDP is seeking a national or international consulting firm to develop foresight planning modelling capacity that will show feasible, probable and actual trajectories of growth that Malawi needs consider given global, regional and local experiences influenced by past, current and foreseeable future shocks in the governance space, as the country pursues the goal to become a lower-middle income country, and meeting most of the sustainable development goals by 2030. Female owned firms are also encouraged to apply.

2.0 OBJECTIVE OF THE ASSIGNMENT

The main objective of the consultancy is to provide effective and multiple pathways towards Malawi's pursuit of a middle-income economy by 2030, highlighting strategic targets and multiple outcomes of each, in response to global, regional and local current and emerging trends, on global, regional and local (Malawi) development space. Specifically, the consultancy pursues the following objectives:

1. Identify, predict, and determine the impact of current and emerging trends in global, regional, and local (Malawi's) development space in the pursuit of a lower middle-income economy by 2030.
2. Identify alternative futures and pathways for Malawi with reference to (1) within the realm of MIP-1 and MW2063 milestones and aspirations respectively.
3. Advise on effective strategies and interventions to be prioritized given the results in (2), in the view of the MIP-1 milestones and the vision.

3.0 Methodological approach

In close collaboration with a national team of planners led by the NPC, the successful bidder shall:

1. Document Malawi's past, emerging and future trends in experiences and occurrences impacting its development space, in the pursuit of its vision and medium-term plans.
2. Provide probable, feasible and actual or closer to reality trajectories to Malawi's medium to long term growth as per the vision and MIP-1.
3. Through on-job training, model Malawi's probable, plausible, feasible and possibly actual growth levels, based on the trajectories in 2 and trends of key variables impacting the local development space.

4. Suggest realistic interventions by pillar and enabler that would lead to probable, feasible and actual futures of Malawi's medium-term goals and the vision.
5. Recommend capabilities (technical and financial) for foresight modelling across Malawi's planning space, identifying key players.
6. Provide suggestions on mainstreaming foresight capabilities in Malawi's planning space, targeting Ministries, Departments and Agencies
7. Recommend monitoring and evaluation approaches for tracking progress and impact of foresight modelling in Malawi's development space.

4.0 Expected Outputs and Deliverables

- Documented past, present, emerging, and future trends likely to impact Malawi's development prospects, especially the attainment of lower middle income economic status and the vision of an inclusively wealthy and self-reliant nation, with reference to global, regional and local experiences
- Effective pathways to Malawi's attainment of the MIP-1 milestones and Vision by each analyzed trajectory.
- Multiple futures for Malawi with respect to the lower and upper middle income economy pursuits, including self-reliance.
- Recommended approaches for mainstreaming foresight modelling in Malawi's governance space.

5.0. Payment and Progress Schedule

The progress will be monitored and paid as per the schedule of each deliverable outlined below:

Deliverables	Payment (%)	Timeframe	Review and approval required
Payment upon submission and acceptances of Inception report detailing, among key areas consultants' understanding of the task, the methodology and expected deliverables.	20%	1 to 14 May 2022	Portfolio Manager (RICE) in consultation with NPC team
Payment upon submission and acceptance of acceptable draft report reflecting development trajectory of Malawi and various sector scenarios on potential growth	40%	19 May to 29 th July 2022	Portfolio Manager (RICE) in consultation with NPC team
Payment upon submission and acceptance of acceptable Final Report	20%	29 th July to 31 st August 2022	Portfolio Manager (RICE) in consultation with NPC team
Payment upon submission and acceptance of acceptable report on the launch and dissemination of Findings	20% of the total contract amount	1 st September to 28 th October 2022	Portfolio Manager (RICE) in consultation with NPC team

6.0 Time frame

The assignment will run for a period of 5 months from 1 May – 30 November 2022 thus within **120 working days**.

7.0 Place of Employment

The selected consulting firms will be home-based for the majority of the assignment but will be expected to undertake two or three missions to Malawi during the process

8.0 Qualification and Experience

The consulting firm must meet the following minimum requirements:

- Experience in policy research, practical training and technical assistance to governments and civil society.

The successful bidder will indicate its ability to competently perform the functions as set out above.

Specifically, the following the following personnel are required:

Team Leader – Academic qualifications

- A minimum of an Advanced university degree (Master's Degree or equivalent) in: Strategic Studies, International Development, Economics, or related field. PhD will be an added advantage.

Professional Experience

- At least 8 years working experience in strategic foresight / forward thinking policy analysis and planning key development pathways
- Experience in the field related to policy formulation, implementation and strategic leadership, and risk management.
- Demonstrated working experience in delivery of foresight capability, train the trainer programs
- Experience working within or for the UN System or other international development organizations is an advantage
- Experience working with governments, local or international

Language requirement:

- Fluency in English (written and spoken), and ability to summarize and present information effectively.

Research Analysts (5)

Academic qualifications

- A minimum of an Advanced university degree (Master's Degree or equivalent) in: International Development, Economics, Public policy or related field, or;

Professional Experience

- At least 5 years' experience in economic planning and analysis, policy research, and macro-

development programs analysis

- Demonstrable evidence of skills and practice for macro-economic or econometric modelling
- Experience in multi-sectoral policy analysis, forecasting and long-term trend analysis
- Experience in data mining, scenario analysis and quality control

Team Composition

Composition of male and female research analysts will be an added advantage

9.0 Competencies

- Demonstrates leadership, team working and coordinating skills
- Provides helpful feedback and advice
- Plans and produces quality results to meet established goals
- Generates innovative, practical solutions to challenging situations
- Demonstrates openness to change and ability to manage complexities

Language requirement:

- Fluency in English (written and spoken), and ability to summarize and present information effectively.

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	300
Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	<p>Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?</p> <p><i>- To what degree the consultant understands the tasks? (20 points)</i></p> <p><i>- Are the scope, sequencing, and timetable for the tasks well defined and do they correspond to the TOR? (15 points)</i></p> <p><i>- Have the important aspects of the task been addressed in sufficient detail? (25 points)</i></p>	80

	<p><i>- Is the presentation clear and is the sequence of activities and the planning logical,</i></p> <p><i>realistic and promise efficient implementation to the project? (20 points)</i></p>	
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100
2.3	<p>Details on how the different service elements shall be organized, controlled and delivered</p> <p><i>- Has a management structure for this specific contract describing in details the role and responsibility of each proposed profile been submitted? (30 points)</i></p> <p><i>- Has a roadmap for managing the contract and the proposed approach been submitted. (25 points)</i></p>	50
2.4	<p>Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement</p> <p><i>- Is the proposed process for executing the contract effective and in line with UNDP requirements and expectations? (10 points)</i></p> <p><i>- Is the process to ensure the management of phased execution of the contract realistic, adequate and feasible within the required timelines? (30 points)</i></p> <p><i>- Are the proposed reporting arrangements adequate to the nature and complexity of the contract? (10 points)</i></p>	50
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	70
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	50
Total Section 2		400
Section 3. Management Structure and Key Personnel		Points obtainable
3.1	<p>Composition and structure of the team proposed.</p> <p><i>- Is the proposed overall structure presented clearly reflecting efficiency, flexibility, and effectiveness? (15 points)</i></p> <p><i>- Are the proposed roles of the team suitable for the provision of the necessary services? (15 points)</i></p>	45

	- Are the tasks and roles matching the full list of required key personnel? (15 points)		
3.2	Qualifications of key personnel proposed		
3.2 a	Team Leader		300
	<ul style="list-style-type: none"> A minimum of an Advanced university degree (Master's Degree or equivalent) in: Strategic Studies, International Development, Economics, or related field. PhD will be an added advantage, At least 8 years working experience in strategic foresight / forward thinking policy analysis and planning key development pathways Experience in the field related to policy formulation, implementation and strategic leadership, and risk management. Demonstrated working experience in delivery of foresight capability, train the trainer programs Experience working within or for the UN System or other international development organizations is an advantage Experience working with governments, local or international 	25 25 10 20 10 10	
3.2 b	Research Analysts (5 position)		
	A minimum of an Advanced university degree (Master's Degree or equivalent) in: International Development, Economics, Public policy or related field, or	20	
	At least 5 years' experience in economic planning and analysis, policy research, and macro- development programs analysis	20	
	Demonstrable evidence of skills and practice for macro-economic or econometric modelling	25	
	Experience in multi-sectoral policy analysis, forecasting and long-term trend analysis	30	
	Composition of male and female research analysts will be an added advantage	5	

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

C.

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

D. Qualifications of Key Personnel

The Service Provider must provide:

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

E. Cost Breakdown per Deliverable*

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

Deliverables	Payment Percentage	Timeframe	Payment approved by
Payment upon submission and acceptances of Inception report detailing, among key areas consultants' understanding of the task, the methodology and expected deliverables.	20% of the total contract amount	May	Portfolio Manager
Payment upon submission and acceptance of acceptable draft report reflecting development trajectory of Malawi and various sector scenarios on potential growth	40% of the total contract amount	July	Portfolio Manager
Final Report	20% of the total contract amount	August	Portfolio Manager
Launch and Dissemination of Findings	20% of the total	September-October	Portfolio Manager

	contract amount		
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F. Cost Breakdown by Cost Component

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
Team Leader				
Research Analysts				
(Please specify other team members (if any) with justification)				
II. Other Related Costs				
1. International Travel Costs (If applicable)				
2. Local Travel Costs				
3. Daily Allowance				
4. Communications				
Total Cost				

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

[Designation]

[Date]