REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM | DATE: April 14, 2022
------------------------|----------------------
| REFERENCE: (RFP-UNDP-IFL-ASSIST-12156-RFP 008-2022) Blue Finance Impact Accelerator: Building Resilient Coastal Communities and Marine Ecosystems |

Dear Sir / Madam:

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal with reference Blue Finance Impact Accelerator: Building Resilient Coastal Communities and Marine Ecosystems

A bidder’s conference will be held on:
Venue: https://undp.zoom.us/j/88973579707?pwd=ZWNrSk1PUUwzcGZrSENrS2JrdVhsdz09&from=addon#success

Date/Time: [22 April 2022 Starting 14:00]
Meeting ID: [88973579707]

Detailed Terms of Reference (TOR) as well as other requirements are listed in the RFP available on UNDP ATLAS e-Tendering system (https://etendering.partneragencies.org) Event ID: 0000012156

Your offer, comprising of a Technical and Financial Proposal, should be submitted in accordance with the RFP requirements, through the UNDP ATLAS e-Tendering system and by the deadline indicated in https://etendering.partneragencies.org.

NOTE! The Technical Proposal and Financial Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each document shall include the Proposer’s name and address.

The file with the “FINANCIAL PROPOSAL” must be encrypted with a password so that it cannot be opened nor viewed until the Technical Proposal has been found to be pass the technical evaluation stage. Once a Technical
Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request the Proposer to submit the password to open the Financial Proposal.

The Proposer shall assume the responsibility for not encrypting the Financial Proposal. **NOTE: DO NOT ENTER BID AMOUNT IN THE SYSTEM, INSTEAD ENTER THE NUMBER 1.** Failed to meet this requirement, proposal will be rejected.

In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it is submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. In case of any discrepancies, the deadline indicated in the system shall prevail.

Kindly ensure that supporting documents required are signed and stamped and in the .pdf format, and free from any virus or corrupted files and the **FINANCIAL PROPOSAL IS PASSWORD PROTECTED.** Failed to meet this requirement, proposal will be rejected.

**NOTE: The file name should contain only Latin characters (No Cyrillic or other alphabets.).**

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking “Accept Invitation” but not later than [22, April, 2022]. If this is not the case, UNDP would appreciate indicating your reason, for our records.

If you have not registered in the system before, you can register by logging in using:

- **Username:** event.guest
- **Password:** why2change

The step by step instructions for registration of bidders and quotation submission through the UNDP ATLAS e-Tendering system is available in the attached “Instructions Manual for the Bidders”. Should you require any training on the UNDP ATLAS e-Tendering system or face any difficulties when registering your company or submitting your quotation, please send an email to r.nopar@undp.org and yusef.millah@undp.org

Please note that ATLAS has following minimum requirements for password:

1. Minimum length of 8 characters;
2. At least one capital letter; and
3. At least one number.

New proposer registering for the first time, the system will not accept any password that does not meet the above requirement, and thus registration cannot be completed.

For existing vendor whose current password does not meet the abovementioned password requirements, the system will prompt you to change your password upon signing in. Please change your password in accordance with the abovementioned password requirements to be able to login to the system.

The user guide and video are available to you in the UNDP public website in this link: https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html

You are advised to use Internet Explorer (Version 10 or above) to avoid any incompatibility issues with the re-tendering system.
No hard copy or email submissions will be accepted by UNDP.

UNDP looks forward to receiving your Proposal and appreciate your interest to participate in UNDP procurement opportunities.

Sincerely yours,

Martin Stephanus Kurnia
Head of Procurement Unit
## Description of Requirements

<table>
<thead>
<tr>
<th>Context of the Requirement</th>
<th>Implementation of Blue Finance Impact Accelerator: Building Resilient Coastal Communities and Marine Ecosystems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implementing Partner of UNDP</td>
<td>Asian Development Bank, ASEAN Catalytic Green Finance Facility, Coordinating Ministry of Maritime &amp; Investment Affairs</td>
</tr>
<tr>
<td>Brief Description of the Required Services¹</td>
<td>The objective of the assignment is to develop and implement the Blue Finance Accelerator which aims to build business and impact measurement capacity to 10 SMEs/Startups with the focus on Blue Sector, including, but not limited to areas of: sustainable maritime and fisheries, plastic waste management and climate change mitigation.</td>
</tr>
<tr>
<td>List and Description of Expected Outputs to be Delivered</td>
<td>The expected output of the assignment is as follow:</td>
</tr>
<tr>
<td></td>
<td>This assignment is for the selected firm to support UNDP Indonesia, under ASSIST Joint Programme, to develop and implement the Blue Finance Accelerator programme. The expected deliverables are as follows:</td>
</tr>
<tr>
<td>Deliverable 1</td>
<td>• Agreed work plan for Accelerator programme (including potential list of modules, networks, mentors and feasible timeline for programme)</td>
</tr>
<tr>
<td></td>
<td>• Develop and deliver work plan and timeline for marketing and outreach campaign for the Accelerator programme to attract potential participants and partners, including outreach to social media (e.g. linkedin, instagram, twitter) and mass media partner through e.g. webinar, posters, social media publications, pre-programme article, press release; as well as tracked statistics on total outreach, including engagements with professional networks</td>
</tr>
<tr>
<td>Deliverable 2</td>
<td>• Develop curriculum of Accelerator programme including modules, individual course focus, timetables, securing participation of agreed reputable, experienced presenters with proven track record in venture capital and global startup ecosystem. The curriculum should also include interactive learning elements. Impact related topics (covering impact measurement and management aspects, approaches, methodologies and tools in context of Sustainable Development Goals), provided by UNDP, must also be included in curriculum.</td>
</tr>
<tr>
<td></td>
<td>• Agreed list and profiles of final participants from review and analysis of SMEs/Startups in relevant sector to be pipelined into Accelerator</td>
</tr>
</tbody>
</table>

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.
Develop a brief report on delivery of Accelerator training programme, including summaries of each session; list of startup and their profiles/solutions, future action plans; feedback and lessons/recommendations from participants, and/or partners/stakeholders; list of participants in each session, facilitators, organizers; pre- and post-training results; media/documentation of sessions

Develop and deliver work plan and timeline for marketing and outreach campaign for Demo Day and Post-Accelerator programmes, including outreach to social media (e.g. linkedin, instagram, twitter) and mass media partner through e.g. webinar, posters, social media publications, pre/post-programme article, press release; as well as tracked statistics on total outreach, including engagements with professional networks

List of all investors and potential partners invited and attending Demo Day and Post-Program Matchmaking events

Deliverable 4

Agreed final overall program written report (Accelerator, Demo Day, Online Matchmaking Event/Post-Program Activities), including summary, successes and learnings from each Accelerator training session and program activity; all media/documentation; list of startups and their profiles/solutions, future action plans, and human interest stories; list of investors, government and potential partners invited/attending each event; overall marketing report; feedback from participants and other stakeholders; recommendations for future programmes.

Person to Supervise the Work/Performance of the Service Provider

National Project Manager, Technical Coordinator Impact Investing, and Technical Assistant Impact Investing, ASSIST Joint Programme - UNDP

Frequency of Reporting

Please refer to the Terms of Reference (Annex 3)

Progress Reporting Requirements

Please refer to the Terms of Reference (Annex 3)

Location of work

☒ At Service Provider’s Location, if required, for technical works specifically indicated in the proposal

Expected duration of work

8 months

Target start date

April 2022

Latest completion date

December 2022

Travels Expected

N/A

Special Security Requirements

N/A

Facilities to be Provided by UNDP (i.e., must be)

N/A
<table>
<thead>
<tr>
<th>Excluded from Price Proposal</th>
<th>Implementation Schedule indicating breakdown and timing of activities/sub-activities</th>
<th>☒ Required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Names and curriculum vitae of individuals who will be involved in completing the services</td>
<td>☒ Required</td>
</tr>
<tr>
<td></td>
<td>Currency of Proposal</td>
<td>☒ United States Dollars OR&lt;br&gt;☒ Local Currency for Local Bidders</td>
</tr>
<tr>
<td></td>
<td>Value Added Tax on Price Proposal</td>
<td>☒ must be exclusive of VAT and other applicable indirect taxes</td>
</tr>
<tr>
<td></td>
<td>Validity Period of Proposals (Counting for the last day of submission of quotes)</td>
<td>☒ 90 days&lt;br&gt;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.</td>
</tr>
<tr>
<td></td>
<td>Partial Quotes</td>
<td>☒ Not permitted</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payment Terms</th>
<th>Deliverables/Outputs</th>
<th>Due Dates</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deliverable 1</td>
<td>Agreed work plan for Accelerator programme (including potential list of modules, networks, mentors and feasible timeline for programme)&lt;br&gt;• Develop and deliver work plan and timeline for marketing and outreach campaign for the Accelerator programme to attract potential participants and partners, including outreach to social media (e.g. May 2022)</td>
<td>20%</td>
<td></td>
</tr>
</tbody>
</table>

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

3 UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding $30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.
and mass media partner through e.g. webinar, posters, social media publications, pre-programme article, press release; as well as tracked statistics on total outreach, including engagements with professional networks

<table>
<thead>
<tr>
<th>Deliverable 2</th>
<th>August 2022</th>
<th>30%</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Develop curriculum of Accelerator programme including modules, individual course focus, timetables, securing participation of agreed reputable, experienced presenters with proven track record in venture capital and global startup ecosystem. The curriculum should also include interactive learning elements. Impact related topics (covering impact measurement and management aspects, approaches, methodologies and tools in context of Sustainable Development Goals), provided by UNDP, must also be included in curriculum. • Agreed list and profiles of final participants from review and analysis of SMEs/Startups in relevant sector to be engaged in the Accelerator</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deliverable 3</th>
<th>September 2022</th>
<th>30%</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Develop a brief report on delivery of Accelerator training programme, including summaries of each session; list of startup and their profiles/solutions, future action plans; feedback and lessons/recommendations from participants, and/or partners/stakeholders; list of</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
participants in each session, facilitators, organizers; pre- and post-training results; media/documentation of sessions

- Develop and deliver work plan and timeline for marketing and outreach campaign for Demo Day and Post-Accelerator programmes, including outreach to social media (e.g. linkedin, instagram, twitter) and mass media partner through e.g. webinar, posters, social media publications, pre/post-programme article, press release; as well as tracked statistics on total outreach, including engagements with professional networks

- List of all investors and potential partners invited and attending Demo Day and Post-Program Matchmaking events

<table>
<thead>
<tr>
<th>Deliverable 4</th>
<th>December 2022</th>
<th>20%</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Agreed final overall program written report (Accelerator, Demo Day, Online Matchmaking Event/Post-Program Activities), including summary, successes and learnings from each Accelerator training session and program activity; all media/documentation; list of startups and their profiles/solutions, future action plans, and human interest stories; list of investors, government and potential partners invited/attending each event; overall marketing report; feedback from participants and other stakeholders;</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>- Head of Innovative Financing Lab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- National Project Manager of ASSIST Joint Programme</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **Type of Contract to be Signed** | ☒ Professional service contract |

<table>
<thead>
<tr>
<th><strong>Criteria for Contract Award</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Lowest Price Quote among technically responsive offers</td>
<td>☒ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</td>
</tr>
<tr>
<td>☒ 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.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Criteria for the Assessment of Proposal</strong></th>
<th><strong>Technical Proposal (70%)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ Expertise of the Firm 30%</td>
<td>☒ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 35%</td>
</tr>
<tr>
<td>☒ Management Structure and Qualification of Key Personnel 35%</td>
<td></td>
</tr>
</tbody>
</table>

*NOTE: only bidder(s) who received minimum of 70 points where the financial proposal will be opened*

| **Financial Proposal (30%)** | To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP. |

| **UNDP will award the contract to:** | ☒ One and only one Service Provider |

<table>
<thead>
<tr>
<th><strong>Contract General Terms and Conditions</strong></th>
<th>☒ General Terms and Conditions for contracts (goods and/or services)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ General Terms and Conditions for de minimis contracts (services only, less than $50,000)</td>
<td></td>
</tr>
</tbody>
</table>


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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.
### Annexes to this RFP

- ☒ Form for Submission of Proposal (Annex 2)
- ☒ Detailed TOR (Annex 3)
- ☒ Others: sample written self declaration of impartiality

### Contact Person for Inquiries (Written inquiries only)

- **Candra Nopiar / Yusef Saiful Millah**
  - Procurement Unit
  - r.nopiar@undp.org/yusef.millah@undp.org

**Mandatory subject of email:** RFP/UNDP/ASSIST/12156/008/2022 - Accelerator for ASSIST Component 3 Project Blue Finance Accelerator

Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

### Other Information [pls. specify]

- Format: PDF files only
- File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.
- All files must be free of viruses and not corrupted.
- Max. File Size per transmission: N/A

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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.
Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL

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

[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.
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, 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/list of referees (name, email address and phone number);
e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

B. Proposed Methodology for the Completion of Services

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

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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
C. Qualifications of Key Personnel

*If required by the RFP, the Service Provider must provide:*

a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;

b) CVs demonstrating qualifications must be submitted if required by the RFP; and

c) Written confirmation from each personnel that they are available for the entire duration of the contract.

D. Cost Breakdown per Deliverable*

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Percentage of Total Price (Weight for payment)</th>
<th>Price (Lump Sum, All Inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deliverable 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Agreed work plan for Accelerator programme (including potential list of modules, networks, mentors and feasible timeline for programme)</td>
<td>20%</td>
<td></td>
</tr>
<tr>
<td>• Develop and deliver work plan and timeline for marketing and outreach campaign for the Accelerator programme to attract potential participants and partners, including outreach to social media (e.g. linkedin, instagram, twitter) and mass media partner through e.g. webinar, posters, social media publications, pre-programme article, press release; as well as tracked statistics on total outreach, including engagements with professional networks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deliverable 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Develop curriculum of Accelerator programme including modules, individual course focus, timetables, securing participation of agreed reputable, experienced presenters with proven track record in venture capital and global startup ecosystem. The curriculum should also include interactive learning elements. Impact related topics (covering impact measurement and management aspects, approaches, methodologies and tools in context of Sustainable Development Goals), provided by UNDP, must also be included in curriculum.</td>
<td>30%</td>
<td></td>
</tr>
<tr>
<td>• Agreed list and profiles of final participants from review and analysis of SMEs/Startups in relevant sector to be engaged in the Accelerator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deliverable 3</td>
<td></td>
<td>30%</td>
</tr>
<tr>
<td>• Develop a brief report on delivery of Accelerator training</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
programme, including summaries of each session; list of startup and their profiles/solutions, future action plans; feedback and lessons/recommendations from participants, and/or partners/stakeholders; list of participants in each session, facilitators, organizers; pre- and post-training results; media/documentation of sessions

- Develop and deliver work plan and timeline for marketing and outreach campaign for Demo Day and Post-Accelerator programmes, including outreach to social media (e.g. linkedin, instagram, twitter) and mass media partner through e.g. webinar, posters, social media publications, pre/post-programme article, press release; as well as tracked statistics on total outreach, including engagements with professional networks

- List of all investors and potential partners invited and attending Demo Day and Post-Program Matchmaking events

Deliverable 4

- Agreed final overall program written report (Accelerator, Demo Day, Online Matchmaking Event/Post-Program Activities), including summary, successes and learnings from each Accelerator training session and program activity; all media/documentation; list of startups and their profiles/solutions, future action plans, and human interest stories; list of investors, government and potential partners invited/attending each event; overall marketing report; feedback from participants and other stakeholders; recommendations for future programmes. 20%

Total 100%

*This shall be the basis of the payment tranches*

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

<table>
<thead>
<tr>
<th>Description of Activity</th>
<th>Remuneration per Unit of Time</th>
<th>Total Period of Engagement</th>
<th>No. of Personnel/Qty</th>
<th>Total Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Personnel Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Senior Advisor</td>
<td>25 wds</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>b. Accelerator Project Manager/Team Leader</td>
<td>40 wds</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>c. Lead Trainer</td>
<td>80 wds</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>d. Mentors</td>
<td>10 wds</td>
<td></td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>e. Communications Officer</td>
<td>30 wds</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>II. Out of Pocket Expenses</td>
<td>UOM</td>
<td></td>
<td>Quantity</td>
<td></td>
</tr>
<tr>
<td>Service</td>
<td>Unit</td>
<td>Quantity</td>
<td></td>
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<tr>
<td>-------------------------------</td>
<td>------</td>
<td>----------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing report</td>
<td>Times</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Design event poster</td>
<td>Pieces</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Design virtual background</td>
<td>Time</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highlight reel video</td>
<td>Time</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online Media/press release</td>
<td>Pieces</td>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

III. Other related cost: (if any, please provide in detail)

[Name and Signature of the Service Provider’s Authorized Person]
[Designation]
[Date]
Annex 3

**Blue Finance Impact Accelerator: Building Resilient Coastal Communities and Marine Ecosystems**

**A. General Information**

- **Title**: Blue Finance Impact Accelerator: Building Resilient Coastal Communities and Marine Ecosystems
- **Report to**: UNDP Indonesia Country Office
- **Location**: Menara Thamrin 8-9th Floor, Jl. MH. Thamrin Kav. 3, Jakarta Pusat 10250
- **Expected place of travel**: Greater Jakarta Area
- **Duration of assignment**: The expected duration of the assignment is 8 (eight) months calculated based on the contract starting date

**PROVISION OF SUPPORT SERVICES**

- **Location**: Yes ☐ No ☒
- **Equipment (laptop etc.)**: Yes ☐ No ☒
- **Secretariat Services**: Yes ☐ No ☒

**B. Background Information**

The Joint SDG Fund is a multi-partner trust fund and an innovative instrument in incentivizing transformative policy shifts and stimulation of strategic investments to achieve the SDGs. It has funded more than 100 joint programmes focused on integrated social protection as well as SDG finance, encouraging over 1,000+ partnerships working alongside the UN in supporting SDG achievement and tested over 200 innovative solutions in accelerating the 2030 Agenda. The Accelerating SDGs Investment in Indonesia (ASSIST) Joint Programme was established in 2021, amidst the COVID-19 pandemic, bringing together four UN Agencies (UNDP, UNICEF, UNIDO and UNEP) in Indonesia to support the Government in meeting the SDGs target.

The Project has three Components including 1) Catalyzed Issuance of Thematic Bonds at National and Sub-National Level, 2) Increased Green & SDG-Linked Loans and 3) Operationalized Indonesia Impact Fund. Component 3 focuses on supporting the Indonesia Impact Fund, the first Indonesian private impact investment fund focusing on providing support to the growth of impact ventures in Indonesia towards contributing to the SDGs. Under this component, UNDP and UNIDO’s robust engagement includes developing and applying impact measurement and management framework to support the Fund as well as its investees to enable impactful and sustainable investments, to assist in developing a pipeline of SDG contributing impact ventures from UNDP/UN networks, provide on-going impact monitoring and advisory during investments and divestments. Likewise, to provide a pipeline of impact enterprises, UNDP will co-develop a thematic impact venture accelerator focused on business scalability as well as impact measurement and management.

In partnership with ASEAN Catalytic Green Finance Facility under Asian Development Bank, UNDP will develop a Blue Finance Accelerator to progress an inclusive and sustainable blue focused economy. The Accelerator will
support local governments in implementing blue related projects and secondly to build capacity of startups/SMEs in the blue sector in order to better support local governments in their projects. The Accelerator focuses on SDG aligned areas related, but is not limited to sustainable fisheries, aquaculture, plastic and waste management including climate action, also placing a special focus on women entrepreneurs. The Accelerator will become one of the UNDP Impact Venture Accelerators (IVA) that combine business acceleration programs with robust and dedicated efforts on SDG impact alignment, and impact measurement and management (IMM).

UNDP is looking for a Contractor to successfully deliver and implement the Blue Finance Accelerator in line with the detailed scope of work and expected outputs outlined below.

C. Objective of the Assignment
The objective of the assignment is to develop and implement the Blue Finance Impact Accelerator which aims to build business and impact measurement capacity to 10 SMEs/Startups with the focus on Blue Sector, including, but not limited to areas of: sustainable fisheries, marine conservation, plastic debris waste management and climate change mitigation. The Accelerator will take place for an estimated eight (8) months where Contractor is expected to organize and oversee the inception, implementation and post-activities of the Accelerator including: preparing and managing business and technology scaling aspects, while UNDP delivers inputs in relation to fundamentals of impact in SDG context, impact measurement and management and impact pitching.

D. Scope of Works and Expected Outputs

This assignment is for the selected Contractors to support UNDP Indonesia in developing and implementing the Blue Finance Impact Accelerator.

The scope of work are as follows:

- **Solicitation, review and analysis of SMEs/Startups in proposed areas:**
  - Co-develop criteria and priorities with UNDP team for selection of SMEs/Startups;
  - Organize structured outreach activities to develop pipeline of applicants (minimum 50 participants to be screened) sourced from Indonesia;
  - Screening and selection of SMEs/Startups for the program (up to 10 participants to be selected for the programme)

Where the participants selected for Accelerator programme should have solutions or business that meet the following criteria:

- Composition of founders having or led by at least 1 woman or their solutions/business empower women (with strong evidence through data of beneficiaries);
- Address SDG-related thematic challenges as per blue sector thematic focus;
- Be scalable with potential to have systemic and transformative effect;
- Empower people and achieve multiplier impact;
- Have specific and identifiable beneficiaries;
✓ Have product or service with proven technical and economic feasibility, proven market and emerging customer based.

➢ Acceleration Inputs and Implementation:
  • Coordinate with UNDP on overall curriculum, timeline and activities of program, including incorporation of impact relevant elements of sessions, exercises and cases to be provided by UNDP IMM specialists. Impact related topics (covering impact measurement and management aspects, approaches, methodologies and tools in context of Sustainable Development Goals), provided by UNDP, must also be included in curriculum.
  • Allocate technical, telecommunication and digital means and media to effectively implement program;
  • Provide curriculum to build capacity of selected SMEs/Startups in business scalability, to expand market base, be integrated in professional networks, increase investment absorption capacity and investment attractiveness, scale up effectiveness and impact of technology and business model solutions; including a set of trainings, workshops, business case analyses, etc. Curriculum should include topics covering, but not be limited to: Business Scalability (Ideating Business Models, Marketing Strategies, Adding Value Propositions, Financing of Growth Ventures, Team Management and Leadership), Blue Sector-Specific Modules (Maritime and Fisheries Market, Innovations in Maritime, Fisheries and Aquaculture, blue sector discussion with Policymakers and Regulators, Climate Change Mitigation and Waste Management) and Promotion (Networking, Pitching, Demo Day). Under the curriculum, each topic/training module should also be delivered with presentation materials (e.g. ppt format) and interactive learning elements;
  • Provide group mentorship inputs for selected participants and individual mentorship short sessions;
  • Prepare participating SMEs/Startups to pitch to potential funders, provide information about available funding opportunities (facilitate at least 5 introductions to investors);
  • Organize Demo Day to showcase ventures and pitch to public, government, and group of relevant investors
  • Organize post-training Matchmaking Event to connect participating Startups/SMEs to investors/VCs/family offices, as well as government entities

➢ Report on results and learnings, enhancing visibility of ventures and relevant UNDP efforts
  • Provide analytical review on result of program based on feedback from participating SMEs/Startups, involved mentors and potential investors
  • Summarize learnings in terms of : (1) effectiveness of reaching and recruiting ventures, (2) Overall quality of pipeline and selected cohort, (3) Effectiveness of online tools and platforms usage, (4) Implication for the design of main initiative including recommendations on resource mobilization approaches to potential funders and investors.
  • Undertake efforts to publicize information about the program and specific ventures through online international media enhancing visibility of the impact ventures in relevant ecosystems
and markets.

The contractor is also expected to collaborate with related stakeholders (e.g. Asian Development Bank, ASEAN Catalytic Green Finance Facility, UNIDO, Coordinating Ministry of Maritime & Investment Affairs, and other potential governments) during implementation of the assignment.

**E. Deliverables and Due Date**

The assignment will cover for approximately 80 (eighty) working days from April to December 2022. Detail estimate timetable as follow

<table>
<thead>
<tr>
<th>Deliverables/Outputs</th>
<th>Due Dates</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deliverable 1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Agreed work plan for Accelerator programme (including potential list of modules,</td>
<td>May 2022</td>
<td>20%</td>
</tr>
<tr>
<td>networks, mentors and feasible timeline for programme)</td>
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<td></td>
</tr>
<tr>
<td>• Develop and deliver work plan and timeline for marketing and outreach campaign for</td>
<td></td>
<td></td>
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<tr>
<td>the Accelerator programme to attract potential participants and partners, including</td>
<td></td>
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<tr>
<td>outreach to social media (e.g. linkedin, instagram, twitter) and mass media partner</td>
<td></td>
<td></td>
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<tr>
<td>through e.g. webinar, posters, social media publications, pre-programme article,</td>
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<tr>
<td>press release; as well as tracked statistics on total outreach, including engagements</td>
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<td></td>
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<tr>
<td>with professional networks</td>
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<tr>
<td><strong>Deliverable 2</strong></td>
<td></td>
<td></td>
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<tr>
<td>• Develop curriculum of Accelerator programme including modules, individual course</td>
<td>August 2022</td>
<td>30%</td>
</tr>
<tr>
<td>focus, timetables, securing participation of agreed reputable, experienced presenters</td>
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<td>with proven track record in venture capital and global startup ecosystem. The</td>
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<tr>
<td>curriculum should also include interactive learning elements.</td>
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<tr>
<td>• Agreed list and profiles of final participants from review and analysis of SMEs/</td>
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<td></td>
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<tr>
<td>Startups in relevant sector to be engaged in the Accelerator programme</td>
<td></td>
<td></td>
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<tr>
<td><strong>Deliverable 3</strong></td>
<td>September 2022</td>
<td>30%</td>
</tr>
</tbody>
</table>
- Develop a brief report on delivery of Accelerator training programme, including summaries of each session; list of startup and their profiles/solutions, future action plans; feedback and lessons/recommendations from participants, and/or partners/stakeholders; list of participants in each session, facilitators, organizers; pre- and post-training results; media/documentation of sessions

- Develop and deliver work plan and timeline for marketing and outreach campaign for Demo Day and Post-Accelerator programmes, including outreach to social media (e.g. linkedin, instagram, twitter) and mass media partner through e.g. webinar, posters, social media publications, pre/post-programme article, press release; as well as tracked statistics on total outreach, including engagements with professional networks

- List of all investors and potential partners invited and attending Demo Day and Post-Program Matchmaking events

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<tr>
<th>Deliverable 4</th>
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<tbody>
<tr>
<td>• Agreed final overall program written report (Accelerator, Demo Day, Online Matchmaking Event/Post-Program Activities), including summary, successes and learnings from each Accelerator training session and program activity; all media/documentation; list of startups and their profiles/solutions, future action plans, and human interest stories; list of investors, government and potential partners invited/attending each event; overall marketing report; feedback from participants and other stakeholders; recommendations for future programmes.</td>
<td>December 2022</td>
<td>20%</td>
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</tbody>
</table>

| | Total | 100% |
All deliverables must be presented first to UNDP and related stakeholders for inputs and comments. These comments must be incorporated to the report prior approval. The final reports must contain at least an executive summary, background, regulatory and institutional framework, analysis, and recommendations, both in descriptive and presentation (PowerPoint) format, delivered in English. The Contractor must submit the final report in English version in soft copy of editable version. All modules, presentation materials, photos and video, calculation/simulation model, and all related data obtained during the implementation of the project shall be submitted to UNDP as the property of UNDP.

F. Risk Management

UNDP Indonesia does not encourage any business travel during COVID-19 situation, thus virtual meeting is preferable for any acceleration activities. Virtual meeting/discussion coordination will be facilitated by UNDP. Contractor is responsible for coordination of activities and communication between SMEs/Startups and other stakeholders. If hybrid arrangements for activities is needed, Contractor must inform UNDP and review the local COVID-19 situation including restrictions. (Note: Cost of any offline or hybrid activities, including venue, will be covered by UNDP based on applied policies and standards).

Another considerable risk is the delayed coordination process between relevant partners which may require additional support. It is expected that the Contractor to consider the success factors of this assignment (e.g., stakeholder coordination) in a timely manner.

The Contractor is recommended to identify the associated risks prior to the project implementation and develop appropriate countermeasure strategies.

G. Institutional Arrangement

The selected company will work under supervision of the National Project Manager of ASSIST Joint Programme at UNDP Indonesia and coordinate with relevant stakeholders, including Asian Development Bank, ASEAN Catalytic Green Finance Facility, UNIDO, and government partners.

H. Location of Work

Relevant works (including meeting, discussion, consultation, data collecting) are encouraged to be undertaken virtually. However, if any unforeseen travel is required during the assignment, health protocol standards that comply with UNDP rules and regulations related to the COVID-19 situation should be applied.

Note: the travel expenses, cost of accommodation and venue for those activities mentioned above will be covered by UNDP based on the applied policies and standard.

I. Qualification

Organization/Company Qualifications

1. Have experience in at least 5 similar projects (each valued of contract minimum USD50,000) to SMEs/Startups and preferably, at least 1 acceleration program/cohort specialized in working with the companies providing solutions for sustainable fisheries, marine conservation, plastic debris waste management and other areas related to Blue agenda;

2. Proven experience in organizing and managing workshops, training, acceleration programmes (offline or online) in Southeast Asia, preferably in Indonesia with experience working in blue sector preferable;

3. Have experience in training and access to communities, government, and SMEs/Startups, including networks of specialized mentors from fields relevant to thematic sector, able to outreach to relevant
startup ecosystems and investor/funder networks;
4. Proven track record of successful start-up development, market expansion, venture investment will be an advantage;
5. Familiar working with international development organizations;

Team Qualifications
At least the team should consist of:

A. Senior Advisor
   - Minimum master’s degrees in the related domains of e.g., Venture Capital investments, SMEs, entrepreneurship, business, economics, finance, or related fields;
   - At least 10 years’ experience in the related sectors e.g. entrepreneurship, business, VC/PE investments, finance, engineering, applied science and technology commercialization, Business Incubation and Acceleration sectors.
   - Established connections in the major global and regional start-up development ecosystems, wide network and strong working relationships with individuals and firms with investment and relevant technical backgrounds and perspectives.

B. 1 (one) Team leader/Project Manager
   - Master’s or Bachelor degree or equivalent in the field of business and management, finance, economy, marketing, science;
   - At least 8 years' experience for Master Degree and 10 years of experience for Bachelor Degree in the sector of entrepreneurship and business development, particularly associated bootcamps/training/accelerator, including curriculum and course design.
   - Established network and strong working relationships with institutions and individuals in the start-up development ecosystems across the ASEAN region and Indonesia.
   - Knowledge or experience in gender responsive project development

C. 1 (one) Lead trainer
   - Master’s degrees or, in its absence, equivalent hands-on,
   - At least 5 years of experience of working with/in enterprises (specifically in companies that expanded, entered new markets, restructured, introduced new product lines etc.)
   - At least 3 years of experience of trainings and mentoring start-ups, SME, growing ventures.
   - Experience in establishing network and strong working relationships with institutions and individuals in the start-up development ecosystems across the ASEAN region and Indonesia.
   - Experience in gender responsive project development
   - Proficiency in written and spoken English and Bahasa Indonesia required

D. 4 (four) mentors/trainers
   - Education: Master’s or Bachelor degrees, in the related domains.
   - At least 3 years of experience for Master Degree or 5 years of experience for Bachelor Degree in delivering training that cover topics such as Business Models, Marketing Strategies, Adding Value
Propositions, Financing of Growth Ventures, Team Management and Leadership. At least one mentor/trainer with additional knowledge and experience of the marine/blue economy sector is required.

E. 1 (one) Communication Officer

- Bachelor's degree in communication, journalism, IT, social science.
- At least 3 years of experience in communication, media, publication, public relation, etc.
- Proficiency in written and spoken English and Bahasa Indonesia required

Other Competencies:
- Excellent skill in Word and Excel, able to develop efficient and effective Power Point
- Client-result orientation skill and time management is an advantage
- Proficiency in written and spoken English required.