



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

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| To: | DATE: April 29, 2022 RFP/UNDPKE/010/2022 (Consultancy to Map Home-Grown Innovative Solutions to Socio-Economic Challenges in Africa Borderlands) |
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Dear Sir / Madam:

We kindly request you to submit your Proposal for **Consultancy to Map Home-Grown Innovative Solutions to Socio-Economic Challenges in Africa Borderlands**.

Please be guided by the form attached hereto as Annex 3 & 4, in preparing your Proposal. **Technical and Financial Proposals should be submitted in separate PDF Files.**

Annex 1 – Description of Requirements

Annex 2 – Terms of Reference

Annex 3 – Form for submitting service provider's Technical proposal

Annex 4 – Form for submitting service provider's Financial proposal

Annex 5 – General Terms and Conditions of the Contract

Proposals should be submitted to; bids.ke@undp.org on or before 5.00 P.M (Kenyan Time EAT+3.00) on Wednesday, 18th May 2022.

Your Proposal must be expressed in the English, and valid for a minimum period of 120 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 5

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/unscoc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

DocuSigned by:

4A38D5A849F842B
Margaret Mbugua
Procurement Analyst

Annex 1

Description of Requirements

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| Context of the Requirement | <p>Africa borderlands are notable for enormous innovation and creativity, and they contain human and natural resources to support inclusive socio-economic growth. These potentials are often disguised by stories of crises, insecurity and poverty. These stories amplify and spotlight the vulnerabilities rather than the resilience of the borderlands. The Africa Borderlands Centre (ABC) was established to influence a new pathway to implement development assistance in the borderlands, based on the unique experiences, strengths and bottom-up approaches that work for these marginal spaces. The ABC will articulate a mix of traditional/ local knowledge, social resilience building mechanisms which provides solutions to a wide array of challenges, and time-tested traditions, practices and approaches that are at risks of becoming extinct.</p> <p>In 2021, the ABC launched an 'innovation challenge' focused on Improving Livelihoods for Informal Cross Border Traders and borderland Trading Communities. The goal of the Innovation Challenge was to curate, experiment and upscale local borderland innovations that have become the lynchpin of entrepreneurship culture, which has sustained Informal Cross-Border Trade (ICBT). The social innovation ideas are focused on digitization of funding and logistics chain; upscaling e-payment capabilities of all thrift and credit societies; and improving products value chain through digitization. In implementing four innovative ideas across ten African countries, ABC Staff immersed themselves in the borderlands space for sensing and collective intelligence exercises. A significant lesson learned in this process was the awareness of a wide array of innovative practices that have contributed to the resilience and survival of borderland communities. The immersion exercises also illuminated the opportunities to uncover the strengths and catalyze the borderlands' development to attain the Agenda 2030, as encapsulated in the Sustainable Development Goals (SDGs). Therefore, the pathways identified for future investments in the borderlands are agriculture and pastoralism, informal cross border trade, infrastructure, and social cohesion.</p> <p>Based on lessons learned in the interaction with borderland communities, the ABC in 2022 developed a portfolio approach for area-based programming in the borderlands, focused on the four pillars as follows:</p> <p>Pillar I: Strengthen agriculture and livestock production productivity and enhance associated value and supply chains.</p> <p>Pillar II: Provide access to finance, support entrepreneurship and strengthen the capacity of micro and small enterprises.</p> <p>Pillar III: Invest in climate-resilient small infrastructure to enhance production and trade.</p> <p>Pillar IV: Strengthen vertical and horizontal social cohesion.</p> <p>These pillars provide entry points for the ABC to partner with the borderland stakeholders to enhance their resilience. An essential element in the partnerships</p> |
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| | <p>is the elevation of the borderlands innovators' voices to tell their stories on how solutions have been provided to address challenges confronting them.</p> <p>In the light of the foregoing, the ABC seeks the services of qualified Behavioral Communications or Research Firms to map and develop a comprehensive brochure (compendium) of the innovative solutions to socio-economic challenges in the borderlands. Due to the complex nature of the assignment, the ABC seeks Firms with solid expertise and experience in crowd-sourcing across remote and far-flung borderlands in Africa. The Firm will be specifically required to provide short stories, pictures, photographs and short videos of the specific innovations mapped in the borderlands.</p> |
| Implementing Partner of UNDP | UNDP |
| Brief Description of the Required Services ¹ | <p>Overall Objective:</p> <p>The overall objective of the assignment is to deliver a brochure (compendium) of curated home-grown innovative solutions to socio-economic challenges across the 106 border pairs and trios in Africa.</p> <p>Specific Objectives:</p> <p>The specific objectives of this Consultancy are to:</p> <ol style="list-style-type: none"> 1) Develop comprehensive standards and criteria for articulating innovative solutions across the four pillars of ABC's work from Africa borderlands. 2) Analyse locally developed innovative solutions across the 106 border pairs in Africa borderlands, including their relevance for resilience-building and acceleration of development impact. 3) Contribute to the review and validation of the draft report. 4) Produce a publishable brochure (compendium) of locally developed innovative solutions to socio-economic challenges in Africa borderlands. This should include human-centred stories and pictures for each case study. <p>Project Overview:</p> <ol style="list-style-type: none"> 1. Support methodology design: Undertake the design of the method, process and substance of curating stories, videos, photos and pictures for innovative solutions in the borderlands. 2. Contextual Analysis: Provide the socio-economic, security, political and environmental contexts (with data, facts, figures and illustrations) in which the innovation in the borderlands is taking place. 3. Analysis of Innovative Story: Undertake the compilation, collation and analysis of 50 stories of innovative solutions from 106 border pairs in Africa, based on the four thematic areas outlined. |

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.

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| | <p>4. Photography: Produce 80 high-quality photographs (2 per story) that illustrate the 50 stories of innovation in Africa borderlands, based in the four thematic areas.</p> <p>5. Design and Publishing: Make substantive contributions to validating, designing, and publishing the solutions mapping (online and offline versions).</p> <p>Thematic Focus of Innovation Mapping:</p> <p>I. Local Solutions to Agriculture and Livestock Production and Productivity that Contributes to Value and Supply Chains:</p> <ul style="list-style-type: none"> a. To analyse solutions that improve the quality of yields despite climate change impact. b. To analyze storage methods, preservation and management of yields in a profitable manner. c. To curate innovative approaches that have connected borderland farmers and pastoralists to value and supply chains. d. To account for how women and youths have overcome social challenges to improve their profitability in the agriculture and livestock sectors. <p>II. Local Innovative Solutions that Improve Access to Finance, Support to Entrepreneurship and that Strengthens the Capacity of Micro and Small Enterprises:</p> <ul style="list-style-type: none"> a. To analyze solutions that have led to new funding pipelines for the most vulnerable borderland businesses. b. To analyze an innovative support system that has enhanced business survival despite the socio-economic impact of COVID-19. c. To analyze how borderland small businesses have partnered with the private sector to improve access to finance and competitiveness. <p>III. Local Innovative Solutions that Provide Climate-Resilient Infrastructure for Local Producers and Traders:</p> <ul style="list-style-type: none"> a. To identify improvised but innovative infrastructure built by borderland stakeholders to fill gaps created by lack of government infrastructure. b. To analyze how sustainable livelihoods and human-centred development have been improved through local infrastructure. c. To curate green and energy-efficient infrastructure that has contributed to the borderlands' socio-economic developments. <p>IV. Local Innovative Solutions to Conflicts, Crises and Violence:</p> <ul style="list-style-type: none"> a. To identify the innovative solutions to conflict through trade and other economic activities. |
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| | <ul style="list-style-type: none"> b. To curate creative economic activities that have led to increased social cohesion in the borderlands. a) To showcase evidence-based peace dividends which resulted from local dialogues within the Africa borderlands landscape. |
| List and Description of Expected Outputs to be Delivered | <p>The scope and methodology of the assignment are divided into three phases. The phases are as follows:</p> <ul style="list-style-type: none"> a) Background Research and Process Design: This involves consultations with the ABC to develop the storylines. It also involved agreement on the sampling frame, themes, specific locations where assignments will take place, and specific tools that should be used to implement related activities. It features the development of the brochure's structure and standards for photographs to be included in the text. b) Analysis of the Innovation Context: Undertake a thorough articulation of the socio-economic, political, security, and environmental dynamics that necessitated the invention of local solutions in specific borderlands contexts. c) Curation of Innovative Stories and Pictures: This entails the gathering of information from borderland communities by tapping into a wide array of networks and groups in the borderlands. At least 50 stories (with pictures and videos) on the four pillars of ABC's portfolio approach should be featured, preferably through a crowd-sourcing method. d) Report Drafting: The Firm shall produce a summary analysis of the stories, based on agreed structure. e) Review, Validation and Publishing: Support the ABC in reviewing and finetuning the information in the draft brochure (compendium) while ensuring that all suggested corrections are effected. It also entails working with relevant ABC Staff and consultants to publish the finalized product. <p>Submit the final brochure (compendium), including all products, in line with the listed deliverables under section V.</p> |
| Person to Supervise the Work/Performance of the Service Provider | UNDP |
| Frequency of Reporting | Monthly schedule |
| Progress Reporting Requirements | <p>Monthly meetings and scheduled reports</p> <p>All reports are to be submitted in a confidential and timely fashion: monthly analysis reports should be submitted at the latest 3 days after the end of each</p> |

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| | month, and quarterly reports should be submitted at the latest 5 days after the end of each reporting quarter. |
| Location of work | <p>Home Based, with possibility of travels to the following proposed regions of coverage;</p> <ol style="list-style-type: none"> 1. East (Horn) of Africa: Kenya- Uganda Border, Ethiopia-Somalia- Kenya (Mandera Triangle), South Sudan- DRC Border, Burundi- Tanzania Border and Uganda-Rwanda Border; 2. Central & Southern Africa: Zambia-DRC Border, Tanzania-Zambia Border and South Africa- Botswana; 3. West & North Africa: Nigeria-Benin- Togo Border, Gambia-Senegal Border, Burkina Faso-Mali- Niger (Liptako Gourma Triangle), Cote d'Ivoire- Ghana Border and Mauritania- Mali Border. |
| Estimated Duration of Assignment | Ninety (90) working days spread over a period of Five (5) Month(s) |
| Target start date | 1 st June 2022 |
| Latest completion date | 30 th October 2022 |

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| Travels Expected | <p>Travel costs to the underlisted regions should be included in the proposal. Therefore, UNDP shall not be responsible for payment of DSA and transportation of Firm's personnel, separate from the costs associated with the implementation in the proposal.</p> <p>Proposed regions of coverage:</p> <p>A. EAST (HORN) OF AFRICA:</p> <ol style="list-style-type: none"> 1. Kenya- Uganda Border 2. Ethiopia-Somalia- Kenya (Mandera Triangle) 3. South Sudan- DRC Border 4. Burundi-Tanzania Border 5. Uganda-Rwanda Border <p>B. CENTRAL & SOUTHERN AFRICA</p> <ol style="list-style-type: none"> 1. Zambia-DRC Border 2. Tanzania-Zambia Border 3. South Africa- Botswana <p>C. WEST & NORTH AFRICA</p> <ol style="list-style-type: none"> 1. Nigeria-Benin- Togo Border 2. Gambia-Senegal Border 3. Burkina Faso-Mali- Niger (Liptako Gourma Triangle) 4. Cote d'Ivoire- Ghana Border 5. Mauritania- Mali Border <p>* Bidders are required to select only one location per board pair or boarder trio.</p> |
| Special Security Requirements | <p>The responsibility for the safety and security of the Contractor, its personnel and property, and project's property in the Contractor's custody, rests with the Contractor. The Contractor shall:</p> <ol style="list-style-type: none"> a) Put in place an appropriate security plan and maintain the security plan, considering the security situation in the county where the services are being provided. b) Assume all risks and liabilities related to the Contractor's security, and the full implementation of the security plan. c) The project and the implementing agency reserve the right to verify |

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| | <p>whether such a plan is in place, and to suggest modifications to the plan when necessary.</p> <p>d) Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract.</p> <p>e) Notwithstanding the foregoing, the Contractor shall remain solely responsible for the security of its personnel and for the project's property in its custody.</p> |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal) | N/A |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | Refer to TOR (Annex 2) for full scope. |
| 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 <input type="checkbox"/> Euro <input type="checkbox"/> Kenya Shillings (Kes) |
| Value Added Tax on Price Proposal ² | <input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" 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 type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days <p>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.</p> |

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

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| Partial Quotes | <input checked="" type="checkbox"/> Not permitted |
| Payment Terms ³ | <p>The organization will indicate the cost of services for each deliverable in US Dollars (USD) all-inclusive lump sum contract amount when applying for this consultancy. The firm will be paid only after approving authority confirms the successful completion of each deliverable as stipulated hereunder. The organization shall receive the lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:</p> <ol style="list-style-type: none"> 1) 15% upon submission of inception report and work-plan; 2) 40% upon submission of Contextual Analysis, Draft Stories (with Videos and Pictures), (50) from the borderlands; 3) 45% at the end of the consultancy, upon completion of all the deliverables and finalizing innovation map of Africa's Borderlands. |
| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | UNDP |
| Type of Contract to be Signed | <p><input type="checkbox"/> Purchase Order</p> <p><input type="checkbox"/> Institutional Contract</p> <p><input checked="" type="checkbox"/> Contract for Professional Services</p> <p><input type="checkbox"/> Long-Term Agreement⁴ (if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</p> <p><input type="checkbox"/> Other Type of Contract [pls. specify]</p> |
| Criteria for Contract Award | <p><input type="checkbox"/> Lowest Price Quote among technically responsive offers</p> <p><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</p> <p>Submissions will be reviewed and rated based on both technical and financial evaluations, providing a weight of 70% to the technical component and 30% to the financial component. Only contractor(s) achieving at least 70% from the technical evaluation shall be considered for financial evaluation.</p> |

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.

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$200,000.00.

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| | <input 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 | <p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Experience of the Firm in implementing multi-country mapping, research and knowledge product production in Africa</p> <p><input checked="" type="checkbox"/> Proven, capabilities of the Technical Team in research and knowledge production</p> <p><input checked="" type="checkbox"/> Understanding of the scope of work as evidenced in the technical Proposal</p> <p><input checked="" type="checkbox"/> Articulation of a clear, implementable and efficient approach to crowd-source innovative contents from the borderlands</p> <p><input checked="" type="checkbox"/> Track record working on developing visibility materials in remote communities in Africa</p> <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> |
| UNDP will award the contract to: | <p><input checked="" type="checkbox"/> One and only one Service Provider</p> <p><input type="checkbox"/> One or more Service Providers, depending on the following factors:</p> |
| Contract General Terms and Conditions ⁵ | <p><input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html </p> |
| Annexes to this RFP ⁶ | <p>Annex 1 – Description of Requirements</p> <p>Annex 2 – Terms of Reference</p> <p>Annex 3 – Form for submitting service provider's Technical proposal</p> <p>Annex 4 – Form for submitting service provider's Financial proposal</p> <p>Annex 5 – General Terms and Conditions of the Contract</p> |

⁵ 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.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

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| Contact Person for Inquiries (Written inquiries only) ⁷ | <p>UNDP Kenya Procurement</p> <p>E-mail address: undp.kenya.procurement@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p> |
| Other Information | <p>MINIMUM REQUIRED QUALIFICATIONS AND COMPETENCIES OF THE ORGANIZATION</p> <p>The organization will be required to have:</p> <ul style="list-style-type: none"> a) A minimum of 7 years' experience in conducting behavioural change research, curation of innovation and invention in local and remote communities across the different regions of Africa. b) Experience in mobilizing teams in different geographies/countries to work in a coordinated manner. c) Experience in engagement with Community Based Organizations (CBOs) dealing with farmers and pastoralists, informal cross border traders, MSMEs, and community peacebuilders in the Africa region. d) Experience in advocacy for marginalised communities, particularly in the borderlands. e) Capacity to manage complex crowd-sourcing of information from borderlands stakeholders, particularly youths and women, in an innovative manner, without physically travelling to the locations. f) Ability to present a team of experts (comprising a Team Leader-Behavioural Change Expert, Communications Expert and Gender and Youth Expert). g) Ability to mobilize relevant experts, including local experts, who speak the official local languages to collect primary, secondary data and qualitative borderlands context. h) Existence of a network to collect and analyze large quantities of data within strict and limited time frames and to produce high quality and timely reports. i) Multicultural team with fluency (written and verbal) in English; French and Portuguese languages. j) Prior experience in working in the borderlands and/or cross-border programming is an advantage. k) Previous experience of working with a UN agency is an asset or with any other international and multilateral agencies. |

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.

Technical Evaluation Criteria

Summary

| Summary of Technical Proposal Evaluation Forms | | Score Weight | Max. Obtainable Points |
|--|--|--------------|------------------------|
| Form 1 | Expertise of the consulting firm / company submitting the proposal | 30% | 300 |
| Form 2 | Methodology | 40% | 400 |
| Form 3 | Personnel | 30% | 300 |
| Total | | 100% | 1000 |

Form 1: Expertise of the Consulting Firm / Company Submitting the Proposal

| S. No. | Description of Criteria | Max. Obtainable Points |
|---------------------|--|------------------------|
| 1.1 | Experience of the Firm in implementing multi-country mapping, research and knowledge product production in Africa | 30 |
| 1.2 | Proven capabilities of the Technical Team in research and knowledge production (Firms are required to submit CVs of all key operational personnel to undertake the Consultancy, indicating all experience from similar projects) | 45 |
| 1.3 | Understanding of the scope of work as evidenced in the technical Proposal | 45 |
| 1.4 | Articulation of a clear, implementable and efficient approach to crowd-source innovative contents from the borderlands | 120 |
| 1.5 | Track record working on developing visibility materials in remote communities in Africa | 60 |
| Total Form 1 | | 300 |

Form 2: Proposed Work Plan and Approach

| S. No. | Description of Criteria | Max. Obtainable Points |
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| 2.1 | To what degree does the Offeror understand the task? | 100 |
| 2.2 | Have the important aspects of the task been addressed in sufficient detail? | 100 |
| 2.3 | Is the scope of task well defined and does it correspond to the TOR? | 100 |
| 2.4 | Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation of the project? | 100 |
| Total Form 2 | | 400 |

Form 3: Personnel

| S. No. | Description of Criteria | Max. Obtainable Points |
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| Part 3A: Team Leader - Behavioural Change Expert | | |
| 3.1.0 | Masters degree in Social Sciences, Humanities, Psychology, Development Studies, or related fields. | 10 |
| 3.1.1 | A minimum of 7 years' experience in managing project on behavioural change communication, with proven leadership, research and substantive capacity to coordinate the curation of innovative trends, curation and development of stories that illustrate local solutions to complex social problems. | 10 |
| 3.1.2 | Proven work and research experience about marginalised communities and groups in Africa. | 20 |
| 3.1.3 | Proven experience in developing similar mapping of innovative practices in the private sector and communities in Africa. | 15 |
| 3.1.4 | Familiarity with the development context and dynamics of informal economies of the borderlands, particularly in the post-Covid 19 contexts. | 20 |
| 3.1.5 | Competencies: <ul style="list-style-type: none"> Expert knowledge and experience in curation and analyses of creative contents from remote communities in Africa. Excellent creative writing and visuals skills, deployed to innovative and strategic thinking; Proven working experience in conceptualizing and designing knowledge products, with special emphasis on marginalized groups and persons. Ability to lead multicultural teams in complex security and socio-economic contexts. Excellent command of the English, French or Portuguese languages. | 25 |
| Sub-total A | | 100 |

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| Part 3B: Communications Expert | | |
| 3.2.0 | University degree in Communications, Social Sciences, Humanities, International Development or related field. | 10 |
| 3.2.1 | A minimum of 5 years' experience in delivering communications products on innovation with development impact in Africa. | 10 |
| 3.2.2 | Practical experience in creative writing, editing and production of contents for development actors. | 20 |
| 3.2.3 | Proven working experience in conceptualizing and designing knowledge products, with special emphasis on marginalized groups and persons. | 15 |

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| 3.2.4 | Proven experience in supporting similar mapping of innovative practices in the private sector and communities in Africa. | 15 |
| 3.2.5 | Familiarity with the development context and dynamics of informal economies of the borderlands, particularly in the post-Covid 19 contexts. | 10 |
| 3.2.6 | Competencies: <ul style="list-style-type: none"> Expert knowledge and experience in transforming complex and disparate narratives into coherent themes and stories. Excellent creative writing and visuals skills, deployed to innovative and strategic thinking. Proven working experience in facilitating advocacy and communications work with marginalized persons. Ability to work in multicultural teams in complex security and socio-economic contexts. Excellent command of the English, French or Portuguese languages. | 20 |
| Sub-total B | | 100 |

| Part 3C: Gender and Youth Expert | | |
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| | University degree in Social Sciences, Humanities, International Development or related field. | 10 |
| 3.3.0 | A minimum of 5 years' experience in designing, delivering and implementing women and youths focused development programming in Africa. | 10 |
| 3.3.1 | Experience in design and delivery of visibility and advocacy materials focused on drawing attention to the innovation among women and youths. | 20 |
| 3.3.2 | Proven working experience and expertise in mapping innovative practices among women and youths. | 15 |
| 3.3.3 | Familiarity with the development context and dynamics of informal economies of the borderlands, particularly in the post-Covid 19 contexts. | 20 |
| 3.3.4 | Competencies: <ul style="list-style-type: none"> Expert knowledge and experience in research on women and youths mainstreaming to generate development impact. | 25 |

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| | <ul style="list-style-type: none"> • Good networks and contacts in the borderlands. • Proven working experience in facilitating advocacy and communications work with women and youth groups, including CBOs. • Ability to work in multicultural teams in complex security and socio-economic contexts. • Excellent command of the English, French or Portuguese languages | |
| | Sub-total D | 100 |
| | Total Form 3 | 300 |

TERMS OF REFERENCE (TOR)

**I. Services Description**

CONSULTANCY TO MAP HOME-GROWN INNOVATIVE SOLUTIONS TO SOCIO-ECONOMIC CHALLENGES IN AFRICA BORDERLANDS

II. General Information

Service Description: Behavioral Communications Consultancy Company (Firm) or Research Institution to provide services.

Duty Station: Home Based (with possibility of travels to specific borderlands)

Estimated Duration of Assignment: Ninety (90) working days within a period of five (5) months

Expected Start Date: 1st June 2022

III. Background Information

Africa borderlands are notable for enormous innovation and creativity, and they contain human and natural resources to support inclusive socio-economic growth. These potentials are often disguised by stories of crises, insecurity and poverty. These stories amplify and spotlight the vulnerabilities rather than the resilience of the borderlands. The Africa Borderlands Centre (ABC) was established to influence a new pathway to implement development assistance in the borderlands, based on the unique experiences, strengths and bottom-up approaches that work for these marginal spaces. The ABC will articulate a mix of traditional/ local knowledge, social resilience building mechanisms which provides solutions to a wide array of challenges, and time-tested traditions, practices and approaches that are at risks of becoming extinct.

In 2021, the ABC launched an 'innovation challenge' focused on **Improving Livelihoods for Informal Cross Border Traders and borderland Trading Communities**. The goal of the Innovation Challenge was to curate, experiment and upscale local borderland innovations that have become the lynchpin of entrepreneurship culture, which has sustained Informal Cross-Border Trade (ICBT). The social innovation ideas are focused on digitization of funding and logistics chain; upscaling e-payment capabilities of all thrift and credit societies; and improving products value chain through digitization. In implementing four innovative ideas across ten African countries, ABC Staff immersed themselves in the borderlands space for sensing and collective intelligence exercises. A significant lesson learned in this process was the awareness of a wide array of innovative practices that have contributed to the resilience and survival of borderland communities. The immersion exercises also illuminated the opportunities to uncover the strengths and catalyze the borderlands' development to attain the Agenda 2030, as encapsulated in the Sustainable Development Goals (SDGs). Therefore, the pathways identified for future investments in the borderlands are agriculture and pastoralism, informal cross border trade, infrastructure, and social cohesion.

Based on lessons learned in the interaction with borderland communities, the ABC in 2022 developed a portfolio approach for area-based programming in the borderlands, focused on the four pillars as follows:

Pillar I: Strengthen agriculture and livestock production productivity and enhance associated value and supply chains.

Pillar II: Provide access to finance, support entrepreneurship and strengthen the capacity of micro and small enterprises.

Pillar III: Invest in climate-resilient small infrastructure to enhance production and trade.

Pillar IV: Strengthen vertical and horizontal social cohesion.

These pillars provide entry points for the ABC to partner with the borderland stakeholders to enhance their resilience. An essential element in the partnerships is the elevation of the borderlands innovators' voices to tell their stories on how solutions have been provided to address challenges confronting them.

In the light of the foregoing, the ABC seeks the services of qualified Behavioral Communications or Research Firms to map and develop a comprehensive brochure (compendium) of the innovative solutions to socio-economic challenges in the borderlands. Due to the complex nature of the assignment, the ABC seeks Firms with solid expertise and experience in crowd-sourcing across remote and far-flung borderlands in Africa. The Firm will be specifically required to provide short stories, pictures, photographs and short videos of the specific innovations mapped in the borderlands.

IV. Objective of the Consultancy

Overall Objective:

The overall objective of the assignment is to deliver a brochure (compendium) of curated home-grown innovative solutions to socio-economic challenges across the 106 border pairs and trios in Africa.

Specific Objectives:

The specific objectives of this Consultancy are to:

- 1) Develop comprehensive standards and criteria for articulating innovative solutions across the four pillars of ABC's work from Africa borderlands.
- 2) Analyse locally-developed innovative solutions across the 106 border pairs in Africa borderlands, including their relevance for resilience-building and acceleration of development impact.
- 3) Contribute to the review and validation of the draft report.
- 4) Produce a publishable brochure (compendium) of locally-developed innovative solutions to socio-economic challenges in Africa borderlands. This should include human-centred stories and pictures for each case study.

Project Overview:

- 6. Support methodology design:** Undertake the design of the method, process and substance of curating stories, videos, photos and pictures for innovative solutions in the borderlands.
- 7. Contextual Analysis:** Provide the socio-economic, security, political and environmental contexts (with data, facts, figures and illustrations) in which the innovation in the borderlands is taking place.
- 8. Analysis of Innovative Story:** Undertake the compilation, collation and analysis of 50 stories of innovative solutions from 106 border pairs in Africa, based on the four thematic areas outlined.
- 9. Photography:** Produce 80 high-quality photographs (2 per story) that illustrate the 50 stories of innovation in Africa borderlands, based in the four thematic areas.
- 10. Design and Publishing:** Make substantive contributions to validating, designing, and publishing the solutions mapping (online and offline versions).

Thematic Focus of Innovation Mapping:

V. Local Solutions to Agriculture and Livestock Production and Productivity that Contributes to Value and Supply Chains:

- a. To analyse solutions that improve the quality of yields despite climate change impact.
- b. To analyze storage methods, preservation and management of yields in a profitable manner.
- c. To curate innovative approaches that have connected borderland farmers and pastoralists to value and supply chains.
- d. To account for how women and youths have overcome social challenges to improve their profitability in the agriculture and livestock sectors.

VI. Local Innovative Solutions that Improves Access to Finance, Support to Entrepreneurship and that Strengthens the Capacity of Micro and Small Enterprises:

- a. To analyse solutions that have led to new funding pipelines for the most vulnerable borderland businesses.
- b. To analyze an innovative support system that has enhanced business survival despite the socio-economic impact of COVID-19.
- c. To analyze how borderland small businesses have partnered with the private sector to improve access to finance and competitiveness.

VII. Local Innovative Solutions that Provides Climate-Resilient Infrastructure for Local Producers and Traders:

- a. To identify improvised but innovative infrastructure built by borderland stakeholders to fill gaps created by lack of government infrastructure.
- b. To analyze how sustainable livelihoods and human-centred development have been improved through local infrastructure.
- c. To curate green and energy-efficient infrastructure that has contributed to the borderlands' socio-economic developments.

VIII. Local Innovative Solutions to Conflicts, Crises and Violence:

- a. To identify the innovative solutions to conflict through trade and other economic activities.
- b. To curate creative economic activities that have led to increased social cohesion in the borderlands.
- c. To showcase evidence-based peace dividends which resulted from local dialogues within the Africa borderlands landscape.

V. Scope, Nature of Work and Methodology

The scope and methodology of the assignment are divided into three phases. The phases are as follows:

- I. **Background Research and Process Design:** This involves consultations with the ABC to develop the storylines. It also involved agreement on the sampling frame, themes, specific locations where assignments will take place, and specific tools that should be used to implement related activities. It features the development of the brochure's structure and standards for photographs to be included in the text.
- II. **Analysis of the Innovation Context:** Undertake a thorough articulation of the socio-economic, political, security, and environmental dynamics that necessitated the invention of local solutions in specific borderlands contexts.

- III. **Curation of Innovative Stories and Pictures:** This entails the gathering of information from borderland communities by tapping into a wide array of networks and groups in the borderlands. At least 50 stories (with pictures and videos) on the four pillars of ABC's portfolio approach should be featured, preferably through a crowd-sourcing method.
- IV. **Report Drafting:** The Firm shall produce a summary analysis of the stories, based on agreed structure.
- V. **Review, Validation and Publishing:** Support the ABC in reviewing and finetuning the information in the draft brochure (compendium) while ensuring that all suggested corrections are effected. It also entails working with relevant ABC Staff and consultants to publish the finalized product.
- VI. **Submit the final brochure (compendium),** including all products, in line with the listed deliverables under section V.

VI. Expected Deliverables Timelines & Payment Schedules

| # | Deliverable/ Output | Description | Payment | Responsibility |
|---|--|--|---------|--|
| 1 | Inception report and work-plan | Provides a detailed proposal of the assignment's design, outputs to be delivered, and delivery timelines. | 15% | Firm's Inception Report |
| 2 | Contextual Analysis, Draft Stories (with Videos and Pictures), (50) from the borderlands | Provides the draft of the curated stories. They should be arranged, organized and structured based on mutually-agreed methods. | 40% | Consulting Firm develops the draft report and conducts a presentation of the substance of the assignment. |
| 3 | Finalized Innovation Map of Africa's Borderlands | Reflect all the corrections made during the review of the draft report | 45% | Consulting Firm provides the final publishable version (online and in hard copies) in English and in French. |

The Consultancy is expected to be delivered within 90 working days, spread across five months period starting on 1st June 2022 to 30th October 2022. Below is an indicative delivery timeframe.

| Proposed Timeframe | Activity |
|--|---|
| End of April to 2 nd Week of May 2022 | Advertisement |
| End of May 2022 | Evaluation and Selection |
| 1 st Week of June 2022 | Contract signing |
| End of June 2022 | Inception Report |
| 1 st Week of July 2022 | Curation and Drafting of Stories, Videos and Pictures (50) from the borderlands |
| 15 th September – 14 th October 2022 | Validation, Finalization and Publication |

VII. Requirements

Company (Firm) Profile:

- A minimum of 7 years' experience in conducting behavioural change research, curation of innovation and invention in local and remote communities across the different regions of Africa.
- Experience in mobilizing teams in different geographies/countries to work in a coordinated manner.
- Experience in engagement with Community Based Organizations (CBOs) dealing with farmers and pastoralists, informal cross border traders, MSMEs, and community peacebuilders in the Africa region.
- Experience in advocacy for marginalised communities, particularly in the borderlands.
- Capacity to manage complex crowd-sourcing of information from borderlands stakeholders, particularly youths and women, in an innovative manner, without physically travelling to the locations.
- Ability to present a team of experts (comprising a Team Leader-Behavioural Change Expert, Communications Expert and Gender and Youth Expert).
- Ability to mobilize relevant experts, including local experts, who speak the official local languages to collect primary, secondary data and qualitative borderlands context.
- Existence of a network to collect and analyze large quantities of data within strict and limited time frames and to produce high quality and timely reports.
- Multicultural team with fluency (written and verbal) in English; French and Portuguese languages.
- Prior experience in working in the borderlands and/or cross-border programming is an advantage.
- Previous experience of working with a UN agency is an asset or with any other international and multilateral agencies.

Profiles of Project Team Members:

Behavioural Change Expert- Team Leader

Academic Qualifications: Masters degree in Social Sciences, Humanities, Psychology, Development Studies, or related fields.

Experience:

- A minimum of 7 years' experience in managing project on behavioural change communication, with proven leadership, research and substantive capacity to coordinate the curation of innovative trends, curation and development of stories that illustrate local solutions to complex social problems.
- Proven work and research experience about marginalised communities and groups in Africa.
- Proven experience in developing similar mapping of innovative practices in the private sector and communities in Africa.
- Familiarity with the development context and dynamics of informal economies of the borderlands, particularly in the post-Covid 19 contexts.

Competencies:

- Expert knowledge and experience in curation and analyses of creative contents from remote communities in Africa.
- Excellent creative writing and visuals skills, deployed to innovative and strategic thinking;
- Proven working experience in conceptualizing and designing knowledge products, with special emphasis on marginalized groups and persons.
- Ability to lead multicultural teams in complex security and socio-economic contexts.
- Excellent command of the English, French or Portuguese languages.

Communications Expert

Academic Qualifications: University degree in Communications, Social Sciences, Humanities, International Development or related field.

Experience:

- A minimum of 5 years' experience in delivering communications products on innovation with development impact in Africa.
- Practical experience in creative writing, editing and production of contents for development actors.
- Proven working experience in conceptualizing and designing knowledge products, with special emphasis on marginalized groups and persons.
- Proven experience in supporting similar mapping of innovative practices in the private sector and communities in Africa.
- Familiarity with the development context and dynamics of informal economies of the borderlands, particularly in the post-Covid 19 contexts.

Competencies:

- Expert knowledge and experience in transforming complex and disparate narratives into coherent themes and stories.
- Excellent creative writing and visuals skills, deployed to innovative and strategic thinking;
- Proven working experience in facilitating advocacy and communications work with marginalized persons.
- Ability to work in multicultural teams in complex security and socio-economic contexts.
- Excellent command of the English, French or Portuguese languages.

Gender and Youth Expert

Academic Qualifications: University degree in Social Sciences, Humanities, International Development or related field.

Experience:

- A minimum of 5 years' experience in designing, delivering and implementing women and youths focused development programming in Africa.
- Experience in design and delivery of visibility and advocacy materials focused on drawing attention to the innovation among women and youths.
- Proven working experience and expertise in mapping innovative practices among women and youths.
- Familiarity with the development context and dynamics of informal economies of the borderlands, particularly in the post-Covid 19 contexts.

Competencies:

- Expert knowledge and experience in research on women and youths mainstreaming to generate development impact.
- Good networks and contacts in the borderlands.
- Proven working experience in facilitating advocacy and communications work with women and youth groups, including CBOs.
- Ability to work in multicultural teams in complex security and socio-economic contexts.
- Excellent command of the English, French or Portuguese languages.

IX. Criteria for Selecting the Best Offer

Upon the advertisement of the Procurement Notice, qualified Consultancy Firms are expected to submit both their Technical and Financial Proposals. The Technical Proposal shall include:

- A track record of similar projects carried out by the consultancy firm and showcase similar mapping and advocacy products.
- The CVs of key team members.
- An outline (not more than 5 pages) showing a clear approach and methodology envisaged for the assignment, including the borderlands that would be prioritised, why and how.
- A deliberate strategy for crowd-sourcing of knowledge products from a wide array of borderlands stakeholders.

The Consulting firm will be evaluated based on the following criteria:

- Compliance of the proposal to the procedures of the RFP.
- 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.
- Highest Combined Score (based on the 70% technical offer and 30% financial weight distribution).

In this regard, the respective weighting of proposals is as follows:

- Experience of the Firm in implementing multi-country mapping, research and knowledge product production in Africa:
- Proven capabilities of the Technical Team in research and knowledge production:
- Understanding of the scope of work as evidenced in the technical Proposal,
- Articulation of a clear, implementable and efficient approach to crowd-source innovative contents from the borderlands:
- Track record working on developing visibility materials in remote communities in Africa:

Financial Proposal: The Firms are required to provide a lumpsum quotation to deliver the deliverables required under this TOR. The selection of Firms will be conducted on a price-performance basis.

Only Firms obtaining a minimum of 70% of the total technical points will be considered for financial proposal evaluation. UNDP shall not be liable for unanticipated expenditure and/or errors in costing.

Interested Firms must submit the following documents /information to demonstrate their qualification, experience, and suitability to undertake the assignment.

- 1) CVs of all key operational personnel to undertake the Consultancy, indicating all experience from similar projects.
- 2) Provide evidence-contracts/LPOs and certificate of completion for the works done of at least 5 (five) sites using WordPress.
- 3) Letter of Confirmation of Interest and Availability and Financial Proposal indicating professional and service fee.

Incomplete proposals will not be considered.

X. Reporting and Feedbacks Mechanism

The Firm shall be required to submit its Inception Report, which shall contain the details of how it intends to deliver on the assignment. Once approved, the Firm shall implement the assignment and submit a draft report for review and validation.

The research organization will work under the direct supervision of the Solutions Mapping Analyst, with the overall supervision of the Knowledge and Innovation Adviser.

XI. Travels

Travel costs to the underlisted regions should be included in the proposal. Therefore, UNDP shall not be responsible for payment of DSA and transportation of Firm's personnel, separate from the costs associated with the implementation in the proposal.

Proposed regions of coverage:**A. EAST (HORN) OF AFRICA**

1. Kenya- Uganda Border
2. Ethiopia-Somalia- Kenya (Mandera Triangle)
3. South Sudan- DRC Border
4. Burundi-Tanzania Border
5. Uganda-Rwanda Border

B. CENTRAL & SOUTHERN AFRICA

1. Zambia-DRC Border
2. Tanzania-Zambia Border
3. South Africa- Botswana

C. WEST & NORTH AFRICA

1. Nigeria-Benin- Togo Border
2. Gambia-Senegal Border
3. Burkina Faso-Mali- Niger (Liptako Gourma Triangle)
4. Cote d'Ivoire- Ghana Border
5. Mauritania- Mali Border

*** Bidders are required to select only one location per board pair or boarder trio.**

Annex 3

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸
TECHNICAL PROPOSAL

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

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

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.

C. Qualifications of Key Personnel

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

Annex 4

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹⁰
FINANCIAL PROPOSAL

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹¹)

A. Cost Breakdown per Deliverable*

Payment Modality:

Contractor must submit a financial proposal based in US Dollars (USD) for elements related to the outlined methodology.

Payment terms:

Payment schedule for this assignment will be remitted in accordance with the following schedule:

| No. | Deliverables <i>[list them as referred to in the RFP]</i> | Percentage of Total Price <i>(Weight for payment)</i> | Price - USD <i>(Lump Sum, All Inclusive)</i> |
|------------|--|---|--|
| 1 | Inception report and work-plan | 15% | |
| 2 | Contextual Analysis, Draft Stories (with Videos and Pictures), (50) from the borderlands | 40% | |
| 3 | Finalized Innovation Map of Africa's Borderlands | 45% | |
| | Total | 100% | |

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

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

| Description of Activity | Remuneration per Unit of Time | Total Period of Engagement | No. of Personnel | Total Rate |
|-----------------------------------|--------------------------------------|-----------------------------------|-------------------------|-------------------|
| I. Personnel Services | | | | |
| 1. Services from Home Office | | | | |
| a. Expertise 1 | | | | |
| b. Expertise 2 | | | | |
| 2. Services from Field Offices | | | | |
| a. Expertise 1 | | | | |
| b. Expertise 2 | | | | |
| 3. Services from Overseas | | | | |
| a. Expertise 1 | | | | |
| b. Expertise 2 | | | | |
| II. Out of Pocket Expenses | | | | |

¹⁰ This serves as a guide to the Service Provider in preparing the Proposal.

¹¹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

| | | | | |
|---------------------------------|--|--|--|--|
| 1. Travel Costs | | | | |
| 2. Daily Allowance | | | | |
| 3. Communications | | | | |
| 4. Reproduction | | | | |
| 5. Equipment Lease | | | | |
| 6. Others | | | | |
| III. Other Related Costs | | | | |

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