



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: May 11, 2022
	REFERENCE: RFP-2022-18

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Organisation to support Ethnic Minorities youth empowerment programme in Asia.**

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

Proposal must be submitted through online e-tendering system in the following link: <https://etendering.partneragencies.org> using your username and password.

If you have not registered in the system before, you can register now by logging in using the below credentials and follow the registration steps as specified in the system user guide

Username: event.guest

Password: why2change

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

You are requested to indicate whether your company intends to submit a proposal by clicking "Accept Invitation" in the system.

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.

The Technical Proposal and the 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 proposal has been found to pass the technical evaluation stage. UNDP shall request via email the Proposer to submit the password to open the Financial Proposal. The Proposers shall assume the responsibility for not encrypting financial proposal.

IMPORTANT NOTE: The amount of the Financial proposal MUST NOT be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.

PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT “1” AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE.

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 in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

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>

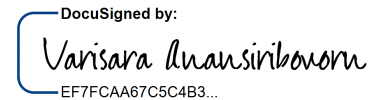
UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

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/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

DocuSigned by:

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Varisara Anansiribovorn
Procurement and Administrative Analyst

Annex 1**Description of Requirements**

Context of the Requirement	<i>Organisation to support Ethnic Minorities youth empowerment programme in Asia</i>
Implementing Partner of UNDP	N/A
Brief Description of the Required Services ¹	As per TOR attached in Annex 2
List and Description of Expected Outputs to be Delivered	As per TOR attached in Annex 2
Person to Supervise the Work/Performance of the Service Provider	Youth engagement and social innovation officer at UNDP Thailand
Frequency of Reporting	<i>As per deliverables</i>
Progress Reporting Requirements	N/A
Location of work	<input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	The overall duration of work should be no less than 7 months (30 May 2022 – 31 December 2022). The expected date of full completion of the programme is 31 January 2023.
Target start date	30 May 2022
Latest completion date	31 January 2023
Travels Expected	None
Special Security Requirements	<input checked="" type="checkbox"/> Others: N/A
Facilities to be Provided by UNDP (i.e., must be	<input checked="" type="checkbox"/> Others: During the assignment, based on the necessity, UNDP will provide support, such as to promote the activities via social media channels of Youth

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.

excluded from Price Proposal)	Co:Lab. During the preparation stage and programme implementation stage, UNDP will provide necessary virtual and physical support based on the necessity. UNDP is not able to assist with any financial instruments (setup of bank accounts etc.) that are necessary to transfer funds to youth led ethnic minorities networks, the contractor is expected to adhere to all the governing regulations in relation to transfer of funds in selected countries.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Local Currency (Thai Baht) For local bidder and/or entity is located in Thailand territory All prices shall be quoted in the currency or currencies indicated. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals: <ul style="list-style-type: none"> • UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and • In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the	<input checked="" type="checkbox"/> 120 days

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

<i>last day of submission of quotes)</i>	In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms ³	As per TOR attached in Annex 2
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Youth engagement and social innovation officer at UNDP Thailand
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm: 35% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan: 30% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel: 35% <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>

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.

UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions ⁴	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Description of Requirements (Annex 1) <input checked="" type="checkbox"/> Detailed TOR (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Technical Proposal (Annex 3) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 4)
Contact Person for Inquiries (Written inquiries only) ⁶	<p>Onanong Wuthimonkolkul Procurement Associate Email: onanong.wuthimonkolkul@undp.org; procurement.th@undp.org</p> <p>Requests for clarifications must be submitted to UNDP by email to the address mentioned above until 3 days before submission deadline. Answers to clarifications will be uploaded to the Procurement Notices Website and on the e-tendering platform.</p> <p>This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

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

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

⁶ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

<p>Required Documents that must be submitted to establish minimum qualification of proposers</p> <p>(Failure to submit the documents shall result in disqualification)</p>	<ul style="list-style-type: none"> ☒ Technical Proposal submission form as per the Template (Annex 3); ☒ Password protected Financial proposal (Annex 4); ☒ Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ☒ Certificate of Registration of the business, including, Articles of Incorporation, or equivalent document if Bidder is not a corporation; ☒ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder; ☒ Latest Audited Financial Statement – (balance sheets, including all related notes, and income statements) for past 3 years: 2019, 2020 and 2021; ☒ Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references including name and email address; ☒ Completed and signed CVs for the Proposed Key personnel; and ☒ Any other documents to substantiate eligibility and qualification of the bidder as required in the Terms of Reference.
<p>Special note</p>	<p>Electronic submission through e- Tendering shall be governed as follows:</p> <ul style="list-style-type: none"> ● Electronic files that form part of the proposal must be in PDF format; ● The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled; ● The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. <u>Failure to provide the correct password may result in the proposal being rejected;</u> <p>IMPORTANT NOTE: The amount of the Financial proposal MUST NOT be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.</p> <p>PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT “1” AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE</p>

DETAILS OF EVALUATION OF PROPOSALS

Evaluation of Proposal:

Prior to technical evaluation all proposals will be screened (Pass/Fail) based on the minimum eligibility criteria mentioned in the TOR.

Minimum Eligibility criteria for the consultancy Firm:

- Submission of signed and stamped Proposal (Technical & Financial) as per the Provided Template and Instructions;
- Acceptance of the UNDP General Terms and Conditions for contracts;
- Bid Validity – 120 days
- Business Licenses – Registration papers;
- Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder;
- Written Self Declaration that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- Minimum qualification experience requirement:
 - At least 5 years of relevant experience in the areas of supporting ethnic minorities communities with special focus on youth.
 - Proven (minimum 5 years) specialised knowledge and experience on similar engagements in Asia-Pacific region.
 - At least 2 Completed and signed CVs for the Proposed Key personnel.

Note: Necessary documentation must be submitted to substantiate the above eligibility criteria

Technical Evaluation

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	350
2.	Proposed Methodology, Approach and Implementation Plan	300
3.	Management Structure and Key Personnel	350
Total		1000

Technical Evaluation Passing Threshold – 70% of the Total Points obtainable

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	At least 5 years of relevant experience in the areas of supporting ethnic minorities communities with special focus on youth;	100

1.2	Proven (minimum 5 years) specialised knowledge and experience on similar engagements in Asia-Pacific region.	100
1.3	Proven strong connection (minimum 5 previous examples) with government agencies, development agencies, civil society, academics, donors outreaching and supporting young people from ethnic minorities backgrounds	100
1.4	At least 2 years of relevant experience of supporting young ethnic minorities communities in Thailand.	50
Total Section 1		350

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Bidder's proposal describing how well a bidder understand the assignment and how the assignment will be achieved	100
2.2	Bidder's detailed workplan for meeting or exceeding the requirements of the Terms of Reference	100
2.3	Quality assurance procedures and risk mitigation measures	100
Total Section 2		300

Section 3. Management Structure and Key Personnel		Points obtainable
	Qualifications of key personnel proposed	
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services	50
3.2 a	Team Leader	200
	- At least Bachelor's Degree or higher in any of the following subjects: social work, youth studies, sociology, development studies, or social and entrepreneurship study.	50
	-At least 3 years of relevant experience in the areas of strengthening ethnic minorities communities, youth development, education, vocational development, social inclusion and development;	50
	- At least 3 years of experience in convening various stakeholders such as state sector, businesses, youth organisations, civil society and social enterprises;	50
	- Minimum 3 years of extensive experience of social development and policy advocacy;	50
3.2 b	Project Coordinator	100
	At least Bachelor's Degree or higher in any of the following subjects: social work, youth studies, sociology, development studies, or social and entrepreneurship study.	50

	At least 2 years of relevant experience in the areas of strengthening ethnic minorities communities, youth development, education, vocational development, social inclusion and development;	50	
Total Section 3			350

Annex 2

TERM OF REFERENCE

Call for service – Organisation to support Ethnic Minorities youth empowerment programme in Asia

a. Background Information and Rationale, Project Description

Thailand, with more than 6 million ethnic minority people in the country, is committed to protecting and promoting the rights of “ethnic minorities”. In 2007, Thailand ratified the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP). The Constitution of Thailand 2017 obligates the state to protect and promote the rights of ethnic minorities to their way of living, and culture. The Draft Act on the Protection and Promotion of the Way of Life of Ethnic Groups is now discussed to proceed in the parliamentary Process.

In parallel with enhancing their voices in civic engagement, strengthening the socio-economic ethnic groups is an important aspect to ensure inclusiveness in society. Ethnic minorities’ ways of living have been affected by the development process such as their rights and access to economic opportunities. Ethnic youth has been directly affected by the gradual changes in their way of living. Many ethnic youths have moved to the city to pursue their study and career opportunities. This situation leads to the loss of cultural transmission in each ethnic group. While ethnic youth are leaving the village to work in the city, the older generation in the village is facing the challenge of their livelihood due to climate change, the limited access to natural resources by the new law and regulation, and their limited access to the market.

ethnic minorities Youth in Asia

Of the estimated 370 million ethnic minorities in the world, around two thirds live in Asia. Ethnic minorities account for about five percent of the global population and almost 15 percent of the world’s poor. Asia has many distinct ethnic minorities groups, each with their own language, culture, customs, land history and social norms.

Ethnic minorities youth are just like all other young people in the region: they face a time of increasing personal freedom, important life transitions and uncertainty about the future. In addition to navigating these new aspects of life, young people from ethnic minorities communities face a range of unique social and cultural challenges. ethnic minority communities often live in remote locations with less access to education, health and other services than their countrymen, maintenance of culture and identity is often intimately connected to belonging to a community, and decision-making and governance structures are usually conservative and exclude the voices and ideas of young people.

Regional Youth Project on Leadership, Innovation and Entrepreneurship (Youth Co:Lab)

The Regional Youth Project on Leadership, Innovation and Entrepreneurship (Youth Co:Lab) is UNDP’s multidimensional and multi-level response to tackle the challenges young people, including the most marginalised, face today in the Asia-Pacific region. Its main objective is to “establish a common agenda for Asia-Pacific countries to invest and empower youth to accelerate implementation of the Global Goals through social innovation and entrepreneurship”. Specifically, the project focuses on establishing a

network to foster youth-led social entrepreneurship, supporting youth leadership initiatives, and providing grants for incubation financial mechanisms to fund youth-led programmes aimed at achieving the SDGs.

Youth Empowerment for Climate Action Platform (YECAP)

In recent years, we are witnessing increased interest, engagement, and activism by youth on the climate agenda. Through climate strikes, conferences, coalitions, etc., young people have demanded governments and other relevant stakeholders to take urgent and collective actions on the climate crisis. However, young people are still often marginalised and excluded from important decision-making processes that will shape their very futures.

UNDP Asia-Pacific and the UNFCCC Regional Collaboration Centre for Asia-Pacific, RCC Bangkok, in collaboration with UNICEF East Asia and Pacific, UNICEF South Asia, the British Council, YOUNGO, Movers Programme and the 2030 Youth Force initiated discussions during the end of 2020 to establish a regional platform for youth empowerment in climate action, YECAP.

Asia Indigenous Youth Platform– Regional Dialogue on Ethnic Minorities Youth Social Entrepreneurship and Innovation

UNESCO Bangkok Office, the Asia Indigenous People’s Pact (AIPP) and UNDP have launched the Asia Indigenous Youth Platform to support ethnic minorities youth. Composed of representatives from over 13 countries in the region, the platform is an ongoing mechanism that enables young people to come together and build the skills they need to address the issues faced by their communities.

b. Specific Objectives

1. Recognize ethnic minorities young people as active agents for social change, economic development, and climate resilience.
2. Engage ethnic minorities young people as experts and innovators on matters affecting their lives to curate novel ideas and prototypes addressing them; and
3. Create a platform for supporting young ethnic minorities innovators to receive training and capacity development to improve their impact on entrepreneurship, innovation, and climate change.
4. Empower young ethnic minorities to play active role in capacitating peers in the areas of climate change, especially on the security and protection of young environmental human right defenders

c. Scope

The proposed activities will focus on strengthening solutions on issues and barriers regarding young ethnic minorities community development in Asia, as well as building engagement to address such issues with a focus on exploring the use of social innovation and entrepreneurship. In addition, specific focus will be given to how young ethnic minorities changemakers can actively contribute to climate changes, especially in safety issues of environment human right defenders. Partners to be engaged will include the public sector, academics, private sector, youth organisations and other stakeholders relevant to empower and capacitate young ethnic minorities changemakers. The activities will include:

- Prepare, organise and convene the **Regional Dialogue on Ethnic Minorities Youth Social Entrepreneurship** which include capacity development workshop on the essential skills, exchanging good practises between communities and showcasing youth-led, community-driven initiatives.
- Work closely with Youth Co:Lab Leave No One Behind incubation Programme, provide continuous support to identified initiatives and coordinate among selected young ethnic minorities entrepreneurs.
- Engage young ethnic minorities community for YECAP with a fellowship programme, which include disseminating safety training for young environmental human right defenders, and a 3-day offline training bootcamp.

The contractor is expected to work towards the work plan, and timelines mentioned in section E, to achieve the stated outputs.

d. Approach and Methodology

- **Organise and convene the offline Regional Dialogue on Ethnic Minorities Youth Social Entrepreneurship**
 - The contractor is expected to have the capacity to reach out to ethnic minorities youth communities across the region to engage them with the call for application process.
 - The contractor is expected to have a strong network of organisations and stakeholders working with and for ethnic minorities youths for the capacity building section.
 - The service provider is expected to support engaging ethnic minorities youth communities across the region for the incubation programme as follow-ups of the Regional Dialogue
 - The contractor is expected to propose the location of training site.
- **Engage young ethnic minorities community for YECAP**
 - The service provider is expected to have the network and knowledge in the areas of ethnic minorities community and climate change
 - The service provider is expected to have the youth network in various countries in the Asia-Pacific region with ethnic minorities youth group that has focus on climate change
 - The contractor is expected to propose the location of training site.
- **Support disseminating the safety training for young environmental human right defenders**
 - The service provider is expected to support dissemination through Train-the-trainer approach and engage with ethnic minorities young communities
- **Support UNDP Thailand youth ethnic minorities entrepreneurship training and mentorship**
 - The service provider is expected to provide the consultation to ethnic minority youth in Thailand and sharing good case study from other countries on ethnic minorities youth participation in policy decision making process and livelihood development
 - Provide the translation support in the regional youth event for ethnic minorities youth from Thailand

- **Support communications campaign for the International Day of the World's ethnic minorities Peoples**

- The service provider is expected to support the communications material production and dissemination of campaign during the International Day of the World's ethnic minorities Peoples

e. Deliverables and Schedules/Expected Outputs

OUTPUTS	DELIVERABLES	DELIVERY DATE
a) Finalised work plan on Regional Dialogue on ethnic minorities Youth Social Entrepreneurship	- Detailed work plan including call for application, training agenda, list of stakeholders	30 June 2022
b) Support communications campaign for the International Day of the World's ethnic minorities Peoples	- Coordinate briefing meetings with grantees - Collect footages and materials for video making	31 July 2022
c) Convene the offline Regional Dialogue on ethnic minorities Youth Social Entrepreneurship	- Finalised call for application - Engage partners and stakeholders for capacity development and showcasing initiatives - Finalised regional dialogue and submit the report - Progress report approved by UNDP Thailand	30 November 2022
d) Support UNDP Thailand youth ethnic minorities entrepreneurship training and mentorship	- Provide mentorship for Ethnic Youth who participate in Youth Co:Lab Thailand Programme (with thai interpretation if needed) - Provide ethnic youth participants with the case study of similar ethnic business in the region (with Thai interpretation if needed) - Provide the recommendation for UNDP Thailand Youth team in supporting ethnic young entrepreneurs in the programme	30 November 2022

e) Coordinate young ethnic minorities community for YECAP Fellowship	<ul style="list-style-type: none"> - Identify youth groups or individuals from ethnic minorities community for YECAP Fellowship Programme - Design, develop and coordinate YECAP Fellowship for ethnical minorities youth community 	31 December 2022
f) Support disseminating the safety training for young environmental human right defenders	<ul style="list-style-type: none"> - Nominations of young ethnic minorities communities for the training - Coordinate with Asian ethnic minorities Youth Platform to disseminate the training to their communities - Progress report 	31 December 2022

f. Key Performance Indicators and Service Level

Coordination of 3 days offline Regional Dialogue on ethnic minorities Youth Social Entrepreneurship in Thailand

The contractor is required to engage and receive no less than 100 applications and submissions from more than 10 countries in Asia. Deliver minimum 4 capacity development sessions for maximum selected 30 participants related to business, marketing and other related areas that would benefit identified youth-led initiatives. The logistics including venue, training agenda will be coordinated and approved by UNDP.

Identify at least 10 youth-led ethnic minorities initiatives and onboard them to join the incubation programme

The contractor is requested to identify at least 10 youth-led ethnic minorities initiatives through the regional dialogue and onboard them to join the incubation programme.

Engagement of young ethnic minorities communities of at least 20 people from at least 7 countries in Asia for the YECAP Fellowship programme including one 3 days offline training in Thailand

The contractor is requested to engage at least 20 ethnic minority youth and maximum 30 people from at least 7 countries in Asia to support the YECAP activities, including the dissemination of the safety training for environmental human right defenders.

Collect video footage from at least 5 initiatives for the communication campaign

The contractor is expected to support collecting video footage for the communication campaign of The International Day of the World's Indigenous Peoples in August.

g. Governance and Accountability

The contracted responsible party will report to the Youth engagement and social innovation officer at UNDP Thailand and work in close collaboration with the Youth and Civil Society Specialist at UNDP Bangkok Regional Hub and other parties. The success of the project depends on the timely delivery of each component. The contractor should ensure timely identification of potential risks and signal any delays in deliverables. The contract will be effective immediately upon signature by UNDP.

UNDP will have the following responsibilities: (i) Provide relevant documents; (ii) Discuss and agree on the methodologies of the assignment; and (iii) Monitor and evaluate the progress of the assignment. The contract and payments will be performance-based and regularly assessed by the UNDP Bangkok Regional Hub.

The present ToR may be subject to modification, without changing the overall objectives and the scope of work, on the basis of mutual consultations. UNDP will hold the copyright of the assignment deliverables.

h. Facilities to be provided by UNDP

During the assignment, based on the necessity, UNDP will provide support, such as to promote the activities via social media channels of Youth Co:Lab.

During the preparation stage and programme implementation stage, UNDP will provide necessary virtual and physical support based on the necessity.

UNDP is not able to assist with any financial instruments (setup of bank accounts etc.) that are necessary to transfer funds to youth led ethnic minorities networks, the contractor is expected to adhere to all the governing regulations in relation to transfer of funds in selected countries.

i. Expected duration of the contract/assignment

The overall duration of work should be no less than 7 months (30 May 2022 – 31 December 2022). The expected date of full completion of the programme is 31 January 2023.

The contractor is expected to provide an update of progress to UNDP teams every month

j. Duty Station

The contractor is expected to travel to the offline conference and training site. The institutional partnership will be managed by the UNDP Thailand. Representatives of the partner institution are not required to be present at UNDP Thailand premises.

k. Professional Qualifications of the Successful Contractor and its key personnel

UNDP is looking for both local and International organization with experience in the substantive area and knowledge of ethnic minorities youth empowerment.

The contracted organisation should have:

Experience

- At least 5 years of relevant experience in the areas of supporting ethnic minorities communities with special focus on youth.
- Proven (minimum 5 years) specialised knowledge and experience on similar engagements in Asia-Pacific region.
- At least 2 years of relevant experience of supporting young ethnic minorities communities in Thailand.
- Adequate resources and operational capacity to carry out proposed activities is preferred.
- An ongoing programme related to supporting ethnic minorities youth social entrepreneurship and innovation is ideal.
-

Existing Network of Partners

- Proven strong connection (minimum 5 previous experience) with government agencies, development agencies, civil society, academics, donors outreaching and supporting young people from ethnic minorities backgrounds

The contracted organisation needs to engage team personnel, equivalent to the following minimum manpower and qualifications:

Team Leader (1 post)

Education

- At least Bachelor's Degree or higher in any of the following subjects: social work, youth studies, sociology, development studies, or social and entrepreneurship study.

Experience

- At least 3 years of relevant experience in the areas of strengthening ethnic minorities communities, youth development, education, vocational development, social inclusion and development.
- Minimum 3 years of extensive experience of social development and policy advocacy.
- At least 3 years of experience in convening various stakeholders such as state sector, businesses, youth organisations, civil society and social enterprises.
- Expertise and knowledge of the Asia-Pacific region

Language requirement

- Excellent English, report writing, presentation and communication skills

Project Coordinator (1 post)

Education

- At least Bachelor's Degree or higher in any of the following subjects: social work, youth studies, sociology, development studies, or social and entrepreneurship study.

Experience

- At least 2 years of relevant experience in the areas of strengthening ethnic minorities communities, youth development, education, vocational development, social inclusion and development;
- Extensive experience of project and program coordination including fund distribution, impact measurement and reporting

Language requirement

- Excellent English, report writing, presentation and communication skills
- Professional proficiency in Thai is preferred.

I. Price and Schedule of Payments

The contract price is a fixed output-based price regardless of extension of the herein specific duration. In the computation of the proposed contract price, the proposal must include cost components relating to grants programme, transfer of funds, professional fees, and any other anticipated costs not listed below as separately covered by the assignment.

Payments shall be done based on completion of each deliverable, upon verification of completion of deliverables and approval by the supervisor.

Deliverables/Outputs	Breakdown with details	Percentage of Total Price (Weight for payment)
a) Finalised work plan on Regional Dialogue on ethnic minorities Youth Social Entrepreneurship	- Detailed work plan including call for application, training agenda, list of stakeholders	10%
b) Support communications campaign for the International Day of the World's ethnic minorities Peoples	- Coordinate briefing meetings with grantees - Collect footages and materials for video making	15%

<p>c) Convene the Regional Dialogue on ethnic minorities Youth Social Entrepreneurship</p> <p>d) Support UNDP Thailand youth ethnic minorities entrepreneurship training and mentorship</p>	<p>c)</p> <ul style="list-style-type: none"> - Finalised call for application - Engage partners and stakeholders for capacity development and showcasing initiatives - Finalised regional dialogue and submit the report - Progress report approved by UNDP Thailand <p>d)</p> <ul style="list-style-type: none"> - Provide mentorship for Ethnic Youth who participate in Youth Co:Lab Thailand Programme (with thai interpretation if needed) - Provide ethnic youth participants with the case study of similar ethnic business in the region (with Thai interpretation if needed) - Provide the recommendation for UNDP Thailand Youth team in supporting ethnic young entrepreneurs in the programme 	35%
<p>e) Coordinate young ethnic minorities community for YECAP Fellowship</p> <p>f) Support disseminating the safety training for young environmental human right defenders</p>	<p>e)</p> <ul style="list-style-type: none"> - Identify youth groups or individuals from ethnic minorities community for YECAP Fellowship Programme - Design, develop and coordinate YECAP Fellowship for ethnical minorities youth community <p>f)</p> <ul style="list-style-type: none"> - Nominations of young ethnic minorities communities for the training - Coordinate with Asian ethnic minorities Youth Platform to disseminate the training to their communities - Progress report 	40%
Total		100%

Annex 3

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)*

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

B. Proposed Methodology for the Completion of Services

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

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

appropriate to the local conditions and context of the work.

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.*

Annex 4

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL⁹ (Must be Password Protected)

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[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. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price <i>(Lump Sum, All Inclusive) in THB</i>
1	The 1 st payment shall be made upon the submission and completion of the Deliverable 1	10%	
2	The 2 nd payment shall be made upon the submission and completion of the Deliverable 2	15%	
3	The 3 rd payment shall be made upon the submission and completion of the Deliverable 3	35%	
4	The 4 th payment shall be made upon the submission and completion of the Deliverable 4	40%	
	Total	100%	THB

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

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

Table 1: Summary of Overall Prices

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

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Total Amount of Financial Proposal**Table 2: Breakdown of Professional Fees**

Name	Position	Fee Rate	No. of Days	Total Amount
		A	B	C=A+B
Home Based				
A. Expertise 1				
B. Expertise 2				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs *[This is only an Example]:*

Description	UOM	Quantity	Unit Price	Total Amount
International flights				
Subsistence allowance				
Miscellaneous travel expenses				
Local transportation costs				
Out-of-Pocket Expenses				
Training Event (please provide cost breakdown)				
Other Costs: (please specify)				
Subtotal Other Costs:				

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