



REQUEST FOR PROPOSAL

RFP No.: 90721

Project: Lead Arranger services provider for the issuance of the Blue Peace Bond for the Gambia River Basin Development Organization (OMVG)

Country: Senegal, Gambia, Guinea, Guinea-Bissau

Issued on: 11 May 2022

Contents

SECTION 1. LETTER OF INVITATION.....	4
SECTION 2. INSTRUCTION TO BIDDERS	5
A. GENERAL PROVISIONS.....	5
1. Introduction	5
2. Fraud & Corruption, Gifts and Hospitality.....	5
3. Eligibility.....	5
4. Conflict of Interests.....	6
B. PREPARATION OF PROPOSALS	6
5. General Considerations.....	6
6. Cost of Preparation of Proposal.....	6
7. Language	6
8. Documents Comprising the Proposal.....	6
9. Documents Establishing the Eligibility and Qualifications of the Bidder.....	7
10. Technical Proposal Format and Content.....	7
11. Financial Proposals	7
12. Proposal Security	7
13. Currencies	8
14. Joint Venture, Consortium or Association	8
15. Only One Proposal	8
16. Proposal Validity Period.....	9
17. Extension of Proposal Validity Period	9
18. Clarification of Proposal.....	9
19. Amendment of Proposals	9
20. Alternative Proposals.....	10
21. Pre-Bid Conference	10
C. SUBMISSION AND OPENING OF PROPOSALS.....	10
22. Submission	10
23. Deadline for Submission of Proposals and Late Proposals.....	11
24. Withdrawal, Substitution, and Modification of Proposals	11
25. Proposal Opening.....	12
D. EVALUATION OF PROPOSALS	12
26. Confidentiality.....	12
27. Evaluation of Proposals.....	12
28. Preliminary Examination	12
29. Evaluation of Eligibility and Qualification	12
30. Evaluation of Technical and Financial Proposals.....	13
31. Due Diligence	13
32. Clarification of Proposals	14
33. Responsiveness of Proposal	14
34. Nonconformities, Reparable Errors and Omissions	14
E. AWARD OF CONTRACT	14
35. Right to Accept, Reject, Any or All Proposals.....	14
36. Award Criteria	15
37. Debriefing	15
38. Right to Vary Requirements at the Time of Award	15
39. Contract Signature	15
40. Contract Type and General Terms and Conditions	15
41. Performance Security	15
42. Bank Guarantee for Advanced Payment.....	15
43. Liquidated Damages	15
44. Payment Provisions.....	15
45. Vendor Protest.....	15
46. Other Provisions	16
SECTION 3. BID DATA SHEET.....	17

SECTION 4. EVALUATION CRITERIA	20
SECTION 5. TERMS OF REFERENCE	24
SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST	33
FORM A: TECHNICAL PROPOSAL SUBMISSION FORM	34
FORM B: BIDDER INFORMATION FORM.....	35
FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM	36
FORM D: QUALIFICATION FORM	37
FORM E: FORMAT OF TECHNICAL PROPOSAL	40
FORM F: FINANCIAL PROPOSAL SUBMISSION FORM.....	42
FORM G: FINANCIAL PROPOSAL FORM	43
FORM H: FORM OF PROPOSAL SECURITY	45

Section 1. Letter of Invitation

The United Nations Capital Development Fund (UNCDF) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - Form A: Technical Proposal Submission Form
 - Form B: Bidder Information Form
 - Form C: Joint Venture/Consortium/Association Information Form
 - Form D: Qualification Form
 - Form E: Format of Technical Proposal
 - Form F: Financial Proposal Submission Form
 - Form G: Financial Proposal Form
 - Form H: Form of Proposal Security (delete this line and the form, if not required as per BDS)

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to Uncdf.procurement@uncdf.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in e-Tendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

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

Issued by:

Cleared for publication by:

Jaffer Machano

UNCDF Procurement Team

Title: Municipal Finance Advisor

Date: **May 11, 2022**

Date: **May 11, 2022**

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNCDF. This RFP is conducted in accordance with the UNCDF Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNCDF. UNCDF is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNCDF strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNCDF vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNCDF's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNCDF staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNCDF</p> <p>(a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;</p> <p>(b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNCDF contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNCDF whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNCDF.</p>

4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNCDF to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNCDF. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNCDF, and seek UNCDF's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNCDF staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNCDF's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNCDF.</p>
6. Cost of Preparation of Proposal	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNCDF shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. Language	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNCDF, shall be written in the language (s) specified in the BDS.</p>
8. Documents Comprising the	<p>8.1 The Proposal shall comprise of the following documents:</p> <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder;

Proposal	<ul style="list-style-type: none"> b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNCDF's satisfaction.</p>
10. Technical Proposal Format and Content	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNCDF, and at no expense to UNCDF</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNCDF. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
11. Financial Proposals	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. Proposal Security	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNCDF, UNCDF shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNCDF, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after UNCDF has issued an award; or <p>12.6 to furnish the Performance Security, insurances, or other documents that UNCDF</p>

	may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ul style="list-style-type: none"> a) UNCDF will convert the currency quoted in the Proposal into the UNCDF preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and b) In the event that UNCDF selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNCDF shall reserve the right to award the contract in the currency of UNCDF's preference, using the conversion method specified above.
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNCDF and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNCDF.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNCDF.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
15. Only One Proposal	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p>

	<p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNCDF and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Proposal Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNCDF may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18. Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNCDF staff member, UNCDF shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNCDF will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNCDF shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNCDF to extend the submission date of the Proposals, unless UNCDF deems that such an extension is justified and necessary.</p>
19. Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNCDF may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNCDF may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>

20. Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNCDF shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNCDF reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. Pre-Bid Conference	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>
C. SUBMISSION AND OPENING OF PROPOSALS	
22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNCDF General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNCDF as specified in the BDS iii. Bear a warning that states "<i>Not to be opened before the time and date for proposal opening</i>" as specified in the BDS.

	<p>Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25.Proposal Opening	<p>25.1 There is no public bid opening for RFPs. UNCDF shall open the Proposals in the presence of an ad-hoc committee formed by UNCDF, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
D. EVALUATION OF PROPOSALS	
26.Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNCDF in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNCDF's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNCDF's vendor sanctions procedures.</p>
27.Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNCDF will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
28.Preliminary Examination	<p>28.1 UNCDF shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNCDF reserves the right to reject any Proposal at this stage.</p>
29.Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNCDF's ineligible vendors' list; They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; They are able to comply fully with UNCDF General Terms and Conditions of Contract; They do not have a consistent history of court/arbitral award decisions against

	<p>the Bidder; and</p> <p>f) They have a record of timely and satisfactory performance with their clients.</p>
<p>30. Evaluation of Technical and Financial Proposals</p>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNCDF may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNCDF will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;">TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<p>31. Due Diligence</p>	<p>31.1 UNCDF reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;

	<ul style="list-style-type: none"> e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNCDF may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNCDF may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNCDF's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNCDF in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNCDF, shall not be considered during the review and evaluation of the Proposals.</p>
33. Responsiveness of Proposal	<p>33.1 UNCDF's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNCDF and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Repairable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNCDF may waive any non-conformities or omissions in the Proposal that, in the opinion of UNCDF, do not constitute a material deviation.</p> <p>34.2 UNCDF may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNCDF shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNCDF there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. <p>34.4 If the Bidder does not accept the correction of errors made by UNCDF, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All	<p>35.1 UNCDF reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected</p>

Proposals	Bidder(s) of the grounds for UNCDF's action. UNCDF shall not be obliged to award the contract to the lowest priced offer.
36.Award Criteria	36.1 Prior to expiration of the proposal validity, UNCDF shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37.Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNCDF. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNCDF procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38.Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNCDF reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39.Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNCDF. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNCDF may award the Contract to the Second Ranked Bidder or call for new Proposals.
40.Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNCDF Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41.Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNCDF shall be a condition for rendering the contract effective.
42.Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNCDF so require, it is UNCDF's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43.Liquidated Damages	43.1 If specified in BDS, UNCDF shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44.Payment Provisions	44.1 Payment will be made only upon UNCDF's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNCDF with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45.Vendor Protest	45.1 UNCDF's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process.

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

Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will be Conducted On Tuesday, 24 May at 10am (EST).
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Required in the amount of USD 10,000 Acceptable Forms of Bid Security <ul style="list-style-type: none"> ▪ Bank Guarantee (See Section 8 for template) Cashier's Check / Certified Check in the name of UNCDF
7	41	Advanced Payment upon signing of contract	Allowed up to a maximum of 10% of contract value
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Required in the amount of 10% of the total contract amount
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	7 days before the submission deadline

12	31	Contact Details for submitting clarifications/questions	E-mail address: uncdf.procurement@uncdf.org and copy to mif.program@uncdf.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the website : https://procurement-notice.undp.org/ https://uncdf.link/bluepeace https://www.ungm.org
14	23	Deadline for Submission	11:59 PM EST/EDT (New York) time zone June 17, 2022
14	22	Allowable Manner of Submitting Proposals	<input type="checkbox"/> Courier/Hand Delivery <input checked="" type="checkbox"/> Submission by email <input type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	Uncdf.procurement@uncdf.org with copy to
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Password for technical proposal <u>must</u> not be provided to UNCDF until the date as indicated in No. 14 (<i>for email submission only</i>) ▪ Password for financial proposal <u>must</u> not be provided to UNCDF until requested by UNCDF ▪ Max. File Size per transmission: 35 MB <ul style="list-style-type: none"> ▪ Mandatory subject of email: <i>RFP 90721/ UNCDF/Lead Arranger services provider for the issuance of the Blue Peace Bond for the Gambia River Basin Development Organization (OMVG)</i> ▪ Documents which are required in original (e.g., Proposal Security) should be sent to the below address with a PDF copy submitted as part of the electronic submission: UNCDF Procurement, Office of Finance and Management Services, UNCDF HQ 26th Floor, 2 United Nations Plaza, New York, NY 10017

17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass and qualify for the opening of the financial proposal is 70%.</p>
18		Expected date for commencement of Contract	<i>August 1, 2022</i>
19		Maximum expected duration of contract	Two (2) Years
20	35	UNCDF will award the contract to:	<p>One Proposer Only</p> <p>Consortium is allowed, as follows: specify the lead vendor and submit only one proposal by the lead vendor with all partnership documents.</p>
21	39	Type of Contract	<p>Purchase Order and Contract for Goods and Services for UNCDF</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
22	39	UNCDF Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
23		Other Information Related to the RFP	<i>[All other instructions and information not yet mentioned so far in this Data Sheet but are relevant to the RFP must be cited here, and any further entries that may be added below this table row]</i>

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity
- Bid Security submitted as per RFP requirements with compliant validity period

Minimum Eligibility and Qualification Criteria

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

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

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
Legal Status	<p>Vendor must have fulfilled the required legal obligations regarding registration, taxation and other legal charges in its home country.</p> <p>Vendor must be registered with the regulatory authorities and must have necessary permits and licenses to provide the required services.</p>	<p>Affidavit issued by the vendor signed by an authorized signatory, the managing director, chairperson of the board or the auditor of the company.</p> <p>If there are past or ongoing cases, a list of these cases for the past 10 yrs should be submitted including their resolution</p>

		or status as of the date of submission of offer.
Liability	Vendor must not have been found guilty of any crime or liable for any civil acts of gross negligence or willful misconduct related to the exercise of its profession.	Affidavit issued by the vendor signed by an authorized signatory, the managing director, chairperson of the board or the auditor of the company. If there are past or ongoing cases, a list of these cases for the past 10 yrs should be submitted including their resolution or status as of the date of submission of offer.
	Vendor must submit document(s) proving that they fulfil their legal obligations in relation to registration, taxation and other legal charges in their home country and that they have the necessary permits and licenses to provide the required services. This registration and qualification should remain valid till the completion of all activities relating to the subject assignment.	Letter issued by the authorities in the vendors home country. If the authorities in the vendors home country do not issue such documents, and the reason for this is stated in the proposal, an affidavit can be signed by an authorized signatory, the managing director, chairperson of the board or the auditor of the company. The document/certificate mentioned must not be older than six (6) months.
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Minimum 10 years of relevant experience.	Form D: Qualification Form
	Minimum of three contracts of similar value, nature and complexity implemented over the last 3 years.	Form D: Qualification Form

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

	<i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	
Financial Standing	<p>Minimum average annual turnover of USD 20 Million for the last 3 years.</p> <p>Net income over the past 2 years should be equal or higher than the price proposal submitted and the current ratio should be at least 1.0 or higher.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	300
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	70
1.3	Relevance of specialized knowledge and experience on similar engagements globally.	100
1.4	Quality assurance procedures and risk mitigation measures	50
1.5	<p>Organizational Commitment to Sustainability (mandatory weight)</p> <ul style="list-style-type: none"> -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 5 points -Organization is a member of the UN Global Compact -5 points -Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues - Organization demonstrates significant commitment to Climate Bonds Standard and/or other relevant Sustainable Finance Framework / Standard – 15 Points 	30
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan			Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?		80
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference		120
2.3	Details on how the different service elements shall be organized, controlled and delivered		50
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement		50
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic		50
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract		50
Total Section 2			400

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed. Describe the proposed roles of the management and the team of key personnel and demonstrate suitability for the provision of the necessary services.		70
3.2	Proposed team possesses the needed general experience.		50
3.3	Proposed team demonstrates specific relevant experience and track record consistent with this assignment.		100
3.4	Proposed team possesses the needed relevant international and regional experience.		50
3.5	Proposed team includes personnel who can work in two languages: English and French. Portuguese is an asset.		30
Total Section 3			300

Section 5. Terms of Reference

1. Context and Background

1.1. Organizational Context

United Nations Capital Development Fund (UNCDF)

The United Nations Capital Development Fund (UNCDF) makes public and private finance work for the poor in the world's 46 least developed countries. With its capital mandate and instruments, UNCDF offers “last mile” finance models that unlock public and private resources, especially at the domestic level, to reduce poverty and support local economic development. UNCDF's financing models work through three channels: (1) inclusive digital economies, which connects individuals, households, and small businesses with financial eco-systems that catalyze participation in the local economy, and provide tools to climb out of poverty and manage financial lives; (2) local development finance, which capacitates localities through fiscal decentralization, innovative municipal finance, and structured project finance to drive local economic expansion and sustainable development; and (3) investment finance, which provides catalytic financial structuring, de-risking, and capital deployment to drive SDG impact and domestic resource mobilization.

The Municipal Investment Finance (MIF) Program is part of the Local Transformative Finance (LTF) Practice and its objective is to increase the capacity of local governments and other non-sovereign entities to address key urbanization challenges through access to sustainable sources of capital financing. UNCDF's mandate, through MIF, is to leverage public resources to mobilize private capital investment. This blended finance approach to municipal financing is critical to addressing the imbalance that exists within LDCs while creating opportunities for collaboration with the private sector and transitioning local governments and non-sovereign entities from traditional pure grant funding to a mix of public and private sources, in order to address local challenges.

The Gambia River Basin Development Organization (OMVG)

In 1978 three riparian countries, Guinea, Senegal, and the Gambia agreed to share the water resources of the Gambia River Basin. A River Basin Organization (RBO) was created to manage the Gambia river basin as a resource on behalf of the member countries: the Gambia River Basin Development Organization (OMVG). 1983 Guinea-Bissau joined the OMVG as the fourth member state. A few years later the mandate of the OMVG was extended to the Kayanga-Geba and Koliba-Corubal river basins. The High Commission is the implementing agency of integrated development programs adopted by member countries for the rational and coherent exploitation of shared resources in the Gambia, Kayanga-Geba and Koliba-Corubal river basins.

The main mission of the OMVG is the rational and harmonious exploitation of the common resources of the Gambia, Kayanga-Geba and Koliba-Corubal river basins. To do this, it must achieve energy and food self-sufficiency, promote transport channels, reduce the vulnerability of Member States' economies to climate hazards and preserve the balance of ecosystems in the sub-region and more particularly in the watersheds of the three rivers. It must also promote and undertake studies and development work on the three basins (OMVG, 2020).

1.2. Project Context

The Blue Peace Movement

Blue Peace is a growing global movement aiming at developing a culture of peace and fostering the preservation of the precious resources of fresh water while achieving the equitable and sustainable use of water across boundaries, sectors and generations. The vision of the Blue Peace Movement is to move towards a sustainable, integrated, cross-sectoral and transboundary management of water for people and planet, leading to prosperity and peace. It does so by using water as an entry point for transboundary and cross-sectoral cooperation as well as impact investing. The Blue Peace Movement brings a cooperative approach, which is more relevant than ever at a time when population growth, rapid urbanization and industrial expansion are putting increasingly more pressure on water supplies. This pressure is growing even faster since less than 2% of wastewater in the world is recycled, while ecosystems are being disrupted by the impact of climate change (Wennubst, et al., 2020).

In 2015, Switzerland came together with 14 other countries to set up the Global High-Level Panel (Panel) on Water and Peace with the Geneva Water Hub as its Secretariat. With this Panel, the Blue Peace Initiative has grown to a multi-stakeholder global movement. In 2017, the Panel published its final report “A Matter of Survival” with specific recommendations on how to promote water as instrument for cooperation and peace, including a recommendation on financial innovation for water cooperation. Blue Peace has many contributors, for further information see the website: <https://www.thebluepeace.org>.

The Blue Peace Financing Initiative

UNCDF has partnered with the Swiss Agency for Development and Cooperation (SDC) to launch the Blue Peace Financing Initiative. This Initiative under the UNCDF MIF program suggests that water can be used as an entry point to enhance cooperation at transboundary, cross-sectoral and intergenerational levels and therefore drive sustainable development and circular economies. The Blue Peace Financing Initiative is about promoting access to capital for non-sovereign entities by using water as an entry point for multi-stakeholder cooperation frameworks and transforming them into investment platforms, leading to more sustainable economies and peaceful societies.

The majority of water resources globally exist across borders in the form of rivers, lakes, or aquifers etc. For example, in Africa 80% of freshwater resources cross sovereign borders. Historically, water has been a major source of conflict as societies competed on the ownership of water resources. Blue Peace encourages the formation of shared institutions and legal frameworks which bring countries together in commitment to resolve differences over water resources peacefully – and to use their shared water as a foundation for wider economic and diplomatic collaboration. Blue Peace turns competition over limited freshwater resources into collaboration, resulting in more peaceful, cohesive and sustainable societies. Hence, investing in Blue Peace supports the achievement of the SDGs while also transforming water from a potential source of crisis into an instrument of cooperation and peace.

The Blue Peace Financing Initiative at the OMVG

In December 2019 the President of the OMVG Council of Ministers signed a resolution, stating that: “the Swiss Agency for Cooperation and Development (SDC) and its partners, including the United Nations Capital Development Fund (UNCDF), (...) will help the OMVG to develop the Masterplan study and also equip the OMVG with the adequate tools to develop innovative financing mechanisms that will enable it to directly access the financial markets through the issuance of bonds” and that “this initiative should make it possible to raise the necessary funds for the implementation of joint and multisectoral investment plans”. Consequently, a formal memorandum of understanding (MoU) between OMVG and UNCDF was

signed in the first half of 2020 and the implementation phase of this technical assistance was kick-started in two stages:

1) Capacity building phase

Support OMVG in its development of master and joint investment plans, strengthen its institutional capacity and make it ready to issue a bond.

The construction of a portfolio of projects based on an inclusive consulted master and joint investment plan which allows for diversification and cross subsidization, so that OMVG can mobilize capital for both large infrastructure projects and smaller but equally important projects.

Through this, OMVG shall be better positioned to absorb financing with the ability to roll out physical infrastructure and ringfence the revenues it receives to pay back investors.

2) Capital mobilization phase

Provide support to OMVG during the process of issuing the financial instrument on the capital market. The creation of a Special Purpose Vehicle (SPV) by the OMVG responsible for the issuance of the Blue Peace Bond as well as for the implementation and management of the bond proceeds under the joint investment plan.

The structure of the Blue Peace Bond will depend on the revenue expectations of the OMVG joint investment plan. The SPV will service the debt through the cashflow generated by the underlying projects. The Blue Peace financing structure will have a credit enhancement mechanism most notably a partial credit guarantee.

Indicative Key Terms of the Blue Peace Bond

Below table shows the indicative feature of the Blue Peace Bond:

Type of Bond	Supranational Revenue Bond
Purpose	The proceeds will be allocated to finance a portfolio of infrastructure projects (summary to be provided in due course) in accordance with the existing laws and authorizations by the required institutions
Issuer	SPV shall be established by the OMVG
Issue Size	Shall depend on the underlying assets comprising of infrastructures such as, but not limited, energy hydroelectric dam, irrigated lands, drinking water
Security	Partly guaranteed by a Partial Credit Guarantee (to be confirmed)
Tenor	Depending on the market conditions
Repayment	Bullet repayment on date of maturity (to be confirmed)

2. Objectives and Scope of Work

UNCDF is looking for the services of a lead arranger who will perform tasks related to the capital mobilization phase of the Blue Peace Financing Mechanism implementation at the OMVG.

The main scope of work for the lead arranger is to provide support to OMVG in the process of issuing the Blue Peace Bond while ensuring compliance with legal and regulatory requirements. Part of this role will be to provide advice and guidance on the overall issuance of the bond including arranging for the size and pricing of the bond, prepare bond documentation, provide the legal opinion in respect of the bond issuance, take OMVG on roadshows to interact with investors and perform any other activity in relation with the bond issuance.

The intervention of the lead arranger will occur in 2 different and consecutive phases: i) the preparatory phase as a transaction advisor, ii) and the execution phase for the effective issuance of the bond which will be launched subject to the approval by the OMVG for the proposed Blue Peace financing structure.

To succeed, the lead arranger will work closely with all stakeholders engaged in the structuration and closing of the transaction and shall provide regular updates, consultations and briefings regarding the execution of the transaction.

1.1. Preparatory phase (Transaction advisory phase)

- Advise on the timing and the modalities of the Blue Peace Bond issuance.
- Provide market updates including issues that may affect the pricing and advise on achievable transaction size, tenor / trenching, indicative pricing.
- Develop the strategy of Bond issuance for achieving the best possible pricing for the transaction, which would include an analysis of potential/targeted lenders/investors to the transaction, best means for reaching the investors, as well as timing for the transaction.
- Identify and prepare list of potential investors with apparent interest and sufficient resources to garner subscription to the Blue Peace Bond issue.
- Recommend the final financing price for the transaction.
- Prepare bond legal documentation including any prospectus, offering/information memorandums, and provide the legal opinion in respect of the bond issuance as well as complete all stipulated requirements and formalities of regulatory/ statutory authorities.
- Submit a report for approval in order to execute the transaction.

1.2. Execution phase²

- Manage the Blue Peace Bond issuance with the resources of adequate professional skill to ensure best outcome
- Arrange, prepare and lead roadshows to generate interest among prospective investors.
- Lead all aspects of the transaction, from implementing the agreed borrowing timetable to negotiating market optimal terms for the financing.
- Manage the book-building exercise and assist in securing approval and exemptions, wherever necessary, from regulatory agencies and stock exchanges.
- Lead the financial closing of the transaction including securities allocations to investors and oversee any registration requirements as well as refunds in the event of oversubscription.
- Execute legal documents required including bond purchase contract/agreement and design of the receipt and bond holder's certificate to be signed by the issuer.
- Prepare and execute plans for maintaining a secondary market for the Bond, if applicable.
- Provide a post close analysis of investors' feedbacks to serve as lesson learned for future transactions to be structured.
- Identify and provide any other service required for the successful issuance of the Blue Peace Bond and after-market support. Ensure completion of all post issue related activities.

² The execution phase will be launched subject to the approval by the OMVG of the proposed Blue Peace financing structure.

3. Expected Outputs and Deliverables

The lead arranger shall produce the following deliverables:

Deliverables / Outputs	Target Due Dates (From contract start date)
<i>Pre issue phase (Transaction Advisory phase)</i>	
Inception report and the market and distribution strategy/plan which will outline the preliminary findings, proposed approach and execution timetable	1 st month from contract start date
Report on Market sounding and prospection to build a suitable investors base, including reporting on arranged meetings and support provided to the preparation of required materials	4 th Month
Report on the selection of other intermediaries required in the transaction including, but not limited, to trustee, brokers	
Proposal for Bond structure: Guide on the bond structuration including, but not limited to, the timing of the issuance, maturity, size and pricing.	
Final Report on the Pre-issue phase which shall be subject to joint approval of UNCDF and OMVG, in order to execute the transaction.	
<i>Execution Phase: Issue³ & post issue</i>	
Report on required documents prepared and required clearances obtained for the transaction and issuance including prospectus, offering / information memorandum, agreements and any other document needed	6 th Month
Report on the following outputs: <ul style="list-style-type: none">conducted roadshowsfacilitated meetings with specific investorsdocumentation on secured approvals from regulators and stock exchanges, where applicable	9 th Month
Report on coordinated auctions and managing the bookbuild exercise, as well as on leading securities allocation to investors and listing of the issuance on selected stock exchanges	10 th Month
Bond issued and funds raised transferred to the designated escrow or collection account	11 th Month
Final report of the issuance process and aftermarket support reports , including recommendations based on lessons learned for future Blue Peace Bond issuance processes	12 th Month
TOTAL	Up to 12 Month

The UNCDF Global Program Manager of the Blue Peace Financing Initiative is responsible for the review and approval of above outputs and deliverables in consultation with OMVG.

Performance metrics considered in the appreciation of the works performed by the lead arranger are:

- Successful execution and closing of the bond issuance
- Number and quality (investment size) of participant investors
- Project timeline and execution dates are achieved
- Pricing is within agreed pricing guidance and the target issuance size is achieved
- Commitment to underwriting ability and quality of advisory services provided

4. Milestones and Payment Schedule

This contract will be based on the success fee agreed, which should be all inclusive. The applicant is expected to include any key factors that could affect the pricing, either positively or negatively. In this financial proposal:

- Bidders should provide an itemized breakdown of the expenses they estimate would be incurred in connection with the bond issuance, including advisory/success fee, all legal fees, auditors' fees, costs of printing, any registration or listing fees, roadshow expenses, and all other out-of-pocket expenses. Identify the party expected to bear each expense item.
- The expenses regarding each of the intermediary/partners may be quoted on lump sum basis inclusive of all expenses.
- For every fee proposed, please describe any condition attached (if any).

Payments will be made based on deliverables/outputs as per the milestones described below:

Deliverables / Outputs	Indicative timeline for completion	Payment (% of total contract)
<i>Transaction advisory phase: Pre issue phase</i>		
Inception report and the market and distribution strategy/plan which will outline the preliminary findings, proposed approach and execution timetable	1 month	10%
Report on Market sounding and prospection to build a suitable investors base, including reporting on arranged meetings and support provided to the preparation of required materials	2 to 3 months	30%
Report on the selection of other intermediaries required in the transaction including, but not limited, to trustee, brokers		
Proposal for Bond structure: Guide on the bond structuration including, but not limited to, the timing of the issuance, maturity, size and pricing.		

Final Report on the Pre-issue phase which shall be subject to joint approval of UNCDF and OMVG Council of Ministers, in order to execute the transaction.		
<i>Execution phase: Issue⁴ & post issue</i>		
Report on required documents prepared and required clearances obtained for the transaction and issuance including prospectus, offering / information memorandum, agreements and any other document needed	1 to 2 months	10%
Report on the following outputs: <ul style="list-style-type: none"> • conducted roadshows • facilitated meetings with specific investors documentation on secured approvals from regulators and stock exchanges , where applicable	2 to 3 months	20%
Report on Coordinated auctions and managing the bookbuild exercise, as well as on leading securities allocation to investors and listing of the issuance on selected stock exchanges	1 month	10%
Bond issued and funds raised transferred to the designated escrow or collection account	1 month	20%
Final report of the issuance process and aftermarket support reports , including recommendations based on lessons learned for future Blue Peace Bond issuance processes	1 month (post financial closing)	
TOTAL	Up to 12 months	100%

The contract price is fixed regardless of changes in the cost components during the contract implementation. Payments are disbursed upon written acceptance by the UNCDF Global Program Manager of the Blue Peace Financing Initiative and based on the validation of the OMVG.

⁴ The execution phase will be launched subject to the approval by the OMVG of the proposed Blue Peace financing structure.

5. Institutional Arrangements for Implementation

The OMVG High Commission, as the project owner, will be responsible for monitoring and supervising the implementation of the works with the support of UNCDF. The OMVG High Commissioner will also ensure that delegates or experts from OMVG member states are involved in the structuration and arrangements of the Blue Peace Bond issuance.

The OMVG will provide the lead arranger with all the necessary and available information for a successful performance of the assignment. OMVG will also provide administrative support within the entire study area including with Member States.

2 levels management structure will be established for the implementation of the works:

- **Monitoring and Advisory Committee (MAC):** The MAC is acting as the steering committee and will oversee the work of the Lead Arranger and the implementation of the financing structure. The MAC shall be composed of representatives from the OMVG Finance Department, from the Ministries of Finance, Economy and/or Planning and Development of its member states and UNCDF.
- **Project Implementation Unit:** The Project Implementation Unit shall be composed of representatives from the OMVG and UNCDF and will be in charge of managing the day-to-day activities and monitoring the work of the lead arranger. The lead arranger is a member of the Project Implementation Unit.

6. Location, Duration and of the Work

6.1. Duration of Work

The expected duration of the contract will be for a period of 12 months and is targeted to commence not later than August 1, 2022. In the event of any delays in the completion of the work due to unforeseen circumstances, the contract may be extended but without additional cost.

6.2. Location of Work

To conduct this assignment, the lead arranger is expected to work primarily from Dakar, Senegal and shall have the capacity to travel across the region in Gambia, Guinea, Guinea-Bissau and Senegal as well as in any other jurisdictions required to perform the mission.

6.3. Commencement of Work

The work is expected to commence on 1st August 2022.

7. Service Provider Qualifications

The lead arranger shall meet the following criteria and provide proof of achievement / justificative.

Eligibility criteria	Document proof
<ul style="list-style-type: none">- Applicants must be registered with their regulatory authorities and must have necessary permits and licenses to provide the required services- Applicants must have fulfilled the required legal obligations regarding registration, taxation and other legal charges in its home country- This registration and qualification should remain valid till the completion of all activities relating to the subject assignment.	Registration certificate and permits to operate in their jurisdictions

- Demonstrated strong partnership with (or can reach out to) financial brokerage firms operating in the stock exchanges markets globally. Experience in West Africa region is an asset.	
Applicants should have conducted commercial transactions (syndicated loans, bonds) in developing countries	Details of transactions completed
Minimum 5 years of experience in the issuance of sustainable bonds (ideally blue or climate bonds) will be appreciated	Details of transactions completed
Minimum 5 years of experience in infrastructure financing will be appreciated	Details of transactions completed
Minimum 5 years of experience in providing legal services and issuing opinions for bond issuance – including but not limited to drafting and negotiate agreements	Details of transactions completed
Applicants must have a dedicated advisory team capable to operate in the OMVG sub-region to ensure liaison/interaction with all stakeholders	List of professionals for the mission
Applicants must have seasoned key experts: <ul style="list-style-type: none"> • Qualified in the fields of corporate finance, investment banking, legal and debt finance or equivalent • Experienced in handling end to end sovereign or sub-sovereign or supranational entities 	List of professionals for the mission

The selected service provider shall be comfortable working in an environment of teamwork, joint participation, flexibility, innovation and open communications.

8. Reporting requirements

9. UNCDF will require quarterly narrative and working progress reports to be submitted. UNCDF may request additional reporting when necessary. Such progress reports will not lead to corresponding payment. All reports are expected to be submitted in a written format **Output review and payment**

The UNCDF Global Program Manager for the Blue Peace Financing Initiative is responsible for reviewing and certifying the acceptance of the deliverables/outputs and for authorizing the disbursement of payments requested by the lead arranger, upon consultation with OMVG.

Section 6: Returnable Bidding Forms / Checklist

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

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

Technical Proposal Envelope:

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

Financial Proposal Envelope

(Must be submitted in a separate sealed envelope/password protected email)

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

Form A: Technical Proposal Submission Form

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

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

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

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

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

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

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

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNCDF vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNCDF vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNCDF may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ 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 ▪ Trade name registration papers, if applicable ▪ Permit and regulatory certifications as required by authorities ▪ Official Letter of Appointment to identify the signatory on behalf of the company or consortium and to represent it. ▪ Power of Attorney ▪ Document proof from previous similar transactions.

- Documentation of previous deals done under Climate Bonds Standard and/or other relevant Sustainable Finance Framework / Standard

Form C: Joint Venture/Consortium/Association Information Form

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

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

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

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNCDF for the fulfillment of the provisions of the Contract.

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Form D: Qualification Form

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

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

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNCDF.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			

Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
 - b) Historic financial statements must be audited by a certified public accountant;
 - c) Historic financial statements must correspond to accounting periods already completed and audited.
- No statements for partial periods shall be accepted.

Form E: Format of Technical Proposal

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

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

SECTION 1: Bidder's qualification, capacity and expertise

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

SECTION 2: Proposed Methodology, Approach and Implementation Plan

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

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

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

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

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Describe the general experience as well as specific relevant experience for this assignment, including international and in the region.
- 3.3 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert] Reference 2: [Insert]

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

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

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

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

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

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

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

Name: _____
Title: _____
Date: _____
Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

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

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: USD

Table 1: Summary of Overall Prices

	Amount(s) in USD
Financial proposal for training providing services	
Professional Fees (from Table 2) Honorarium for team leader	
Professional Fees (from Table 2) Honorarium for team members	
Other Costs (from Table 3)	
Total Amount of Financial Proposal VAT 0%	
Financial proposal for field phase detailed per country/ per region	
Transportation:	
Accommodation	
Interpretation	
Written translation:	
Etc	

Total final and all-inclusive price quotation (VAT 0%)	
---	--

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		<i>A</i>	<i>B</i>	<i>C=A+B</i>
Subtotal Professional Fees:				

This contract will be based on the success fee agreed, which should be all inclusive. The applicant is expected to include any key factors that could affect the pricing, either positively or negatively. In this financial proposal:

- Bidders should provide an itemized breakdown of the expenses they estimate would be incurred in connection with the bond issuance, including advisory/success fee, all legal fees, auditors' fees, costs of printing, any registration or listing fees, roadshow expenses, and all other out-of-pocket expenses. Identify the party expected to bear each expense item.
- The expenses regarding each of the intermediary/partners may be quoted on lump sum basis inclusive of all expenses.
- For every fee proposed, please describe any condition attached (if any).

Table 3: Breakdown of Other Costs

Description	Unit Description	Quantity	Unit Price	Total Amount
Subtotal Other Costs:				

Form H: Form of Proposal Security

**Proposal Security must be issued using the official letterhead of the Issuing Bank.
Except for indicated fields, no changes may be made on this template.**

To: UNCDF

[Insert contact information as provided in Data Sheet]

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Proposal to UNCDF dated [Click here to enter a date](#) to execute Services [Insert Title of Services] (hereinafter called "the Proposal"):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Bidder:

- a) Fails to sign the Contract after UNCDF has awarded it;
- b) Withdraws its Proposal after the date of the opening of the Proposals;
- c) Fails to comply with UNCDF's variation of requirement, as per RFP instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNCDF may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____

Name: _____

Title: _____

Date: _____

Name of Bank _____

Address _____

[Stamp with official stamp of the Bank]