



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

NAME & ADDRESS OF FIRM	DATE: June 13, 2022
	REFERENCE: <b>To structure the most feasible option and a roadmap for Africa Solidarity Financing Mechanism</b>

Dear Sir / Madam:

We kindly request you to submit your Proposal for the: **To structure the most feasible option and a roadmap for Africa Solidarity Financing Mechanism**

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

Technical and Financial Proposals may be submitted to [bid.pretoria@undp.org](mailto:bid.pretoria@undp.org) no later than 12h00 midday **Tuesday, July 05, 2022** South African time

Your Proposal must be expressed in the **ENGLISH**, and valid for a minimum period of **90 days**

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

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

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

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

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

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

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

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

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

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

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*UNDP Procurement Unit  
UNDP South Africa  
6/13/2022*

## Description of Requirements

Context of the Requirement	<p><b>COVID-19 is having a massive impact on public finances across Sub-Saharan Africa (SSA).</b> This has resulted in the widening of the funding gap for African countries to achieve the 2030 Agenda on Sustainable Development. The socioeconomic impacts of the pandemic have also reversed a decade or more of development gains and triggered a human development crisis in most places. The UN Economic Commission for Africa estimates that governments across the continent face a financing gap of around US\$425 billion over the next 3 years just to recover from the pandemic. Among many pressing needs, considerable resources are required to carry out vaccination programs, treat COVID-19 patients, expand social protection programs, and sustain the delivery of basic public services, such as education, health, nutrition, and water and sanitation. In addition, many ailing businesses and enterprises require public assistance in order to survive and recover from the severe economic shock. African governments must perform a balancing act between short-term financing needs and long-term recovery plans in a manner that advances rather than undermines the SDG agenda.</p> <p><b>Closing financing gaps requires bold, innovative and strategic solutions.</b> Now more than ever, African governments, including its ministries of finances, economy and planning offices, budgeting units, revenue authorities, central banks, etc. must put in place integrated national financing strategies to mobilize domestic and international, public and private resources to finance the recovery agenda and accelerate SDG aligned investments. International cooperation for development financing is indispensable, especially to support the poorest countries that have been hardest hit by the pandemic and other shocks, ranging from cyclones, droughts and floods to locust invasions and conflict. In particular, international cooperation is required to solve the looming debt crisis, facilitate grants and concessional finance to vulnerable countries, and identify and test novel financing approaches involving taxes, debt, and public-private partnerships. Recognizing that it is impossible for domestic resources alone to meet the current investment, financing, and funding needs, international cooperation is also required to form consensus around one or more global solidarity financing mechanisms to ensure that governments across SSA have the means to protect the human capital base and facilitate an inclusive and sustainable recovery.</p> <p><b>Against this background, UNDP and UNICEF are working together on a SSA Financing Flagship Initiative to support governments and the private sector to increase investments in human capital, ESG, and green/sustainability sectors.</b> This collaboration ultimately aims to improve the amount and impact of financing to these priority sectors in order to lay the foundation for an inclusive and sustainable socioeconomic recovery. Joint activities will take place at national, regional, and global levels. On the national front, engagement will be focused on analysis and advocacy, which will build on ongoing activities of both agencies to identify pipelines of projects that are simultaneously able to generate a return on investment while meeting the normative criteria of the financing mechanism in terms of relevant ESG and other sustainability or SDG impact guidelines, principles and/or standards. On the global front, UNDP and UNICEF intend to join forces in high-level advocacy to forge consensus on an Africa Solidarity Financing Mechanism that is anchored in Member States' existing proposals within Financing for Development and G20/G7 processes. Together, these processes will converge at regional level to set up an Africa Solidarity Mechanism that can draw on both public and private financing flows to help finance the post-COVID recovery across SSA, while</p>
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	<p>recursively replenishing the initial investment made by public entities and contribute to that longer term vision of SDG Achievement in Africa.</p> <p>A preliminary feasibility assessment has been conducted to explore potential options for the establishment and operation of the Africa Solidarity Mechanism. The next step work is to structure the most feasible option and a roadmap for the Africa Solidarity Mechanism.</p>
Objectives	<p><b>Building on the previous feasibility assessment, the objective of this assignment is to further structure the most feasible option and roadmap with convincing details for the establishment and operation of an Africa Solidarity Financing Mechanism.</b> The goal of the proposed mechanism is to mobilize more public and private resources through a collaborative framework that involves governments, development banks, international financial institutions, donors, including philanthropies and diaspora networks, and the private sector. An initial target is set to raise \$2 billion of new funding by 2025 to support investment in development priorities in SSA.</p>
Implementing Partner of UNDP	<b>UNICEF</b>
Brief Description of the Required Services	<p><b>Structure the most feasible option and a roadmap for Africa Solidarity Financing Mechanism</b>  <b>(For detailed information be found in terms of references)</b></p>
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> <li>- Identification of between 5 to 7 innovations that can address prioritized service delivery challenges in the City of Tshwane. Current thematic areas of focus include water, energy and revenue collection. High potential innovations outside these thematic categories may be considered</li> <li>- Provision of financial and technical support to selected innovators/entrepreneurs to fast-track solution and/or business development.</li> <li>- Provide an opportunity for selected innovations to be piloted in the COT within real-world/in-field contexts.</li> </ul> <p>Piloting environments that mimic target application areas for the innovation, will be selected.</p> <ul style="list-style-type: none"> <li>- Support innovators to better understand pathways to commercialisation and scale.</li> <li>- Develop a pipeline of new service delivery solutions for COT.</li> <li>- Contribute towards South Africa's socioeconomic recovery and employment creation by supporting small businesses.</li> <li>- Advance progress on the SDGs and South Africa's NDP.</li> </ul> <p><b>(For detailed information be found in terms of references)</b></p>
Person to Supervise the Work/Performance of the Service Provider	<p>Regional Adviser for SDG Finance and South-South Cooperation of UNDP's Africa Sustainable Finance Hub (based in Pretoria, South Africa) and the Regional Adviser for Social Policy for UNICEF's Eastern and Southern Africa Regional Office (based in Nairobi, Kenya).</p>

Frequency of Reporting	<i>As per agreement with focal points</i>
Progress Reporting Requirements	During progress feedback the company may be required to have progress meetings and reports when needed.
Location of work	<input type="checkbox"/> <input type="checkbox"/> At Contractor's Location <input checked="" type="checkbox"/> other As required and detailed in the terms of references
Expected duration of work	20 working days
Target start date	Upon signing of the contract by both parties
Latest completion date	August 2022
Travels Expected	n/a
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others (N/A)
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others (None)
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (South African Rands)
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.

Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted																				
Payment Terms	<table border="1"> <thead> <tr> <th>Deliverables</th><th>Deadlines</th><th>Payment schedule</th></tr> </thead> <tbody> <tr> <td>1. Optimal legal/organizational structure; and business/financing models diagram for Africa Solidarity Financing Mechanism</td><td>5 days</td><td></td></tr> <tr> <td>2. Draft report, including the roadmap</td><td>10 days</td><td></td></tr> <tr> <td>3. Final report (together with PPT)</td><td>5 days</td><td>100%</td></tr> </tbody> </table> <p>All payment will be effected within 30 days of receipt of an invoice and upon approval by the respective authorities of UNDP</p>	Deliverables	Deadlines	Payment schedule	1. Optimal legal/organizational structure; and business/financing models diagram for Africa Solidarity Financing Mechanism	5 days		2. Draft report, including the roadmap	10 days		3. Final report (together with PPT)	5 days	100%								
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	The consultancy firm will ensure the quality of deliverables and maintain regular communication with UNDP Africa Sustainable Finance Hub and UNICEF Eastern and Southern Africa Regional Office to ensure deliverables are on track, and payment wil only be effected upon approval of the final product.																				
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Contract <input type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract																				
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non- acceptance of the GTC may be grounds for the rejection of the Proposal.																				
Criteria for the Assessment of Proposal	<p>Technical Proposal (70% of the overall proposal - 100 points) (minimum qualifying score – 70 points)</p> <table border="1"> <thead> <tr> <th>Criteria</th><th>Weight</th><th>Max. Point</th></tr> </thead> <tbody> <tr> <td><b>Technical Competence (based on CV and proposal)</b></td><td><b>70%</b></td><td><b>100</b></td></tr> <tr> <td>Understanding of the Scope of Work; comprehensive articulation of the organization of the technical proposal for this assignment</td><td></td><td>50</td></tr> <tr> <td>Minimum years of relevant experience as required</td><td></td><td>30</td></tr> <tr> <td>Minimum educational background as required</td><td></td><td>10</td></tr> <tr> <td>Knowledge of English</td><td></td><td>10</td></tr> </tbody> </table>			Criteria	Weight	Max. Point	<b>Technical Competence (based on CV and proposal)</b>	<b>70%</b>	<b>100</b>	Understanding of the Scope of Work; comprehensive articulation of the organization of the technical proposal for this assignment		50	Minimum years of relevant experience as required		30	Minimum educational background as required		10	Knowledge of English		10
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	Financial Proposal (30%)
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only)	<i>Procurement Unit</i> <a href="mailto:procurement.enquiries.za@undp.org">procurement.enquiries.za@undp.org</a> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information <i>[pls. specify]</i>	