



REQUEST FOR PROPOSAL

RFP 056. 22 Evaluation and training of growth stage impact ventures in developing countries	DATE: June 8, 2022
	REFERENCE: RFP 056. 22 Evaluation and training of growth stage impact ventures in developing countries

Dear Sir / Madam:

We kindly request you to submit your Proposal for **RFP 056.22 "Evaluation and training of growth stage impact ventures in developing countries"**.

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

Proposals may be submitted on or before Friday, July 01, 2022 **12 pm NY time** via email to the address below:

bera.procurement@undp.org

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

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

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

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

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

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

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

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

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Mariam Mkhitarian
Procurement Officer

Description of Requirements

Context of the Requirement	<i>Evaluation and training of growth stage impact ventures in developing countries</i>
Implementing Partner of UNDP	<i>UNDP Geneva</i>
Brief Description of the Required Services ¹	<p><i>UNDP Geneva, as part of its mandate to explain what UNDP stands for and its service offer, relays key messages from UNDP Sustainable Finance Hub and advocates for a stronger engagement of the private sector towards the 2030 Agenda to mobilize financial resources to accelerate the realization of the SDGs (SDGs) and promote SDG compatible finance. As part of this work, UNDP Geneva identifies and showcases innovations from businesses in developing countries that contribute to accelerate SDG achievement. Ventures are selected through the Growth Stage Impact Ventures for SDGs (GSIV) programme, a highly competitive process that strives to identify innovative entrepreneurs from emerging markets who have developed at-scale commercial products and services that contribute to solving some of the main economic, social, and environmental challenges of our time while achieving commercial success. The GSIV companies are not only impact driven and innovative but they represent interesting investment opportunities for the investor community at large.</i></p> <p><i>The GSIV leverages a Call for Nominations from third parties (accelerators, impact funds, family offices, international organizations, etc.) that nominate companies from their pipeline and aims to identify innovative ventures in alignment with the priority investment areas identified at country level by the UNDP SDG Investor Maps. The Investor Maps are market intelligence products produced by UNDP Country Offices to help private investors identify investment opportunities areas that advance the SDGs in specific countries, thus translating SDG needs and policy priorities into actionable investment opportunities. UNDP Geneva has piloted two global editions of the GSIV and one selection in Colombia that is aligned with the Colombia SDG Investor Map.</i></p> <p><i>At the time of writing, 19 SDG Investor Maps are available and the project plans to focus on the replication of the Growth Stage Impact Ventures programme in some of these countries, in close cooperation with UNDP Country Offices. In 2022, the project will be first rolled out in Tanzania, in close cooperation with the UNDP Tanzania Country Office.</i></p> <p><i>The objective of the agreement is to provide support in the local roll out of the Growth Stage Impact Ventures (GSIV) selection and implementation in Tanzania.</i></p>

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	<p><i>Refer to the attached TORs for more details.</i></p>
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> • <i>Perform an in-depth assessment of the nominated ventures and establish a shortlist of ventures based on a set of pre-established criteria. This process will be performed in close cooperation with a local partner of the UNDP Tanzania Country office, in order to build local capacity and replicate the programme in the future.</i> • <i>Design and implement a workshop to train the GSIV companies to pitch to an international audience and review their pitch deck.</i> <p><i>The contractor is expected to leverage its internal capacity of experts to deliver the outputs through carrying out the tasks including but not limited to the following.</i></p> <p>Output 1: Development of assessment criteria</p> <ul style="list-style-type: none"> • <i>Establish, together with the UNDP team, a set of pre-established criteria for the evaluation of the ventures, which will involve different aspects of ventures' operations including: innovativeness of business model, scalability, development impact, financial and commercial performance.</i> • <i>Build an evaluation sheet and scoring system to systematize the evaluation process.</i> <p>Output 2: Ventures Evaluation</p> <ul style="list-style-type: none"> • <i>Score the nominated ventures based on the information received by UNDP and a set of pre-established criteria [refer to Annex II]</i> • <i>Perform the scoring and evaluation in close cooperation with a local partner in order to build local capacity for the potential replication of the programme in the future;</i> • <i>Ensure that the local entity understands the selection process and establishes basic building blocks for potential replication, as needed;</i> • <i>Submit to UNDP the scoring of each venture accompanied by a short justification note;</i> • <i>In agreement with UNDP and the local partner, define a shortlist of ventures for each priority sector outlined in the Call for Nominations.</i> <p>Output 3: Ventures training</p> <ul style="list-style-type: none"> • <i>Prepare pitch guidelines to guide the ventures in the preparation of their pitch to investors and potential partners for growth;</i> • <i>Deliver training the companies and provide tailored made and practical feedback for the preparation of their pitch.</i>

Person to Supervise the Work/Performance of the Service Provider	<i>Policy Specialist, Sustainable Finance Hub</i>																			
Frequency of Reporting	<i>As needed</i>																			
Progress Reporting Requirements																				
Location of work	<input checked="" type="checkbox"/> At Contractor's Location																			
Expected duration of work	<i>4 months</i>																			
Target start date	<i>20 July 2022</i>																			
Latest completion date	<i>31 October 2022</i>																			
Travels Expected	<i>No travel is envisioned including for delivering the training workshop .</i> <table border="1" data-bbox="457 840 1328 1041"> <thead> <tr> <th>Destination/s</th> <th>Estimated Duration</th> <th>Brief Description of Purpose of the Travel</th> <th>Target Date/s</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s												
Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s																	
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 type="checkbox"/> Others <i>[pls. specify]</i>																			
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 type="checkbox"/> Others <i>[pls. specify]</i>																			
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	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required																			

completing the services																		
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input type="checkbox"/> Local Currency																	
Value Added Tax on Price Proposal ²	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes																	
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days 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 ³	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Development of evaluation criteria</td> <td>30%</td> <td>July 2022</td> <td rowspan="3"> Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider. </td> </tr> <tr> <td>Ventures evaluation</td> <td>30%</td> <td>July-August 2022</td> </tr> <tr> <td>Ventures Training</td> <td>40%</td> <td>October 2022</td> </tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	Development of evaluation criteria	30%	July 2022	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	Ventures evaluation	30%	July-August 2022	Ventures Training	40%	October 2022
Outputs	Percentage	Timing	Condition for Payment Release															
Development of evaluation criteria	30%	July 2022	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.															
Ventures evaluation	30%	July-August 2022																
Ventures Training	40%	October 2022																
Person(s) to review/inspect/ approve outputs/completed services and	Communication Specialist																	

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

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

authorize the disbursement of payment	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm [30%] <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel [40%] <i>The minimum passing score for technical proposal is 70%.</i> <p><u>Financial Proposal (30%)</u></p> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions ⁴	<input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <input checked="" type="checkbox"/> Annex 3 Example of venture profile to be reviewed and scored for each submission

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

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

Contact Person for Inquiries (Written inquiries only) ⁶	<i>Mariam Mkhitarian UNDP BERA HQ mariam.mkhitarian @undp.org</i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	

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

TERMS OF REFERENCE

Project title:	Growth Stage Impact Ventures (GSIV) for SDGs
Title of the post:	Evaluation and training of growth stage impact ventures in developing countries
Type of contract:	Contract for Services
Contract duration	July 2022 – October 2022

A. Background

UNDP's new Strategic Plan (2022-25) identifies development finance as an enabler to scale up development impact, aiming to promote USD 1 trillion investment of both public and private capital for the SDGs. While UNDP is not a financial institution and is not therefore primarily engaged in transactions, it plays the role of providing valuable advice in how sustainable development and the SDGs can be integrated in private and public finance. Thus, UNDP is positioned as a neutral player that can provide expertise and access to knowledge and valuable partners to bring finance to sustainable development policy and programming, including through engagement with governments, private sector, and other stakeholders.

UNDP established the Sustainable Finance Hub (SFH) in 2019 to enhance the scale and impact of its activities aimed at enabling governments, private sector, and international financial institutions to accelerate the transition towards financing the SDGs. The SFH makes available a comprehensive package of methods and tools to support these actors in the required transformation of the economic and financial markets for realizing the SDGs and the Paris Agreement. Within this broader framework of UNDP the SFH articulated an offer to help unlocking private capital and aligning business operations for the SDGs. This service offer includes the identification of investment opportunity areas through SDG investor maps and the translation of opportunities into investable project pipelines.

UNDP Geneva, as part of its mandate to explain what UNDP stands for and its service offer, relays key messages from UNDP SFH and advocates for a stronger engagement of the private sector towards the 2030 Agenda to mobilize financial resources to accelerate the realization of the SDGs (SDGs) and promote SDG compatible finance. As part of this work, UNDP Geneva identifies and showcases innovations from businesses in developing countries that contribute to accelerate SDG achievement. Ventures are selected through the **Growth Stage Impact Ventures for SDGs (GSIV) programme**, a highly competitive process that strives to identify innovative entrepreneurs from emerging markets who have developed at-scale products and services that contribute to solving some of the main economic, social, and environmental challenges of our time while achieving commercial success.

The GSIV leverages a Call for Nominations from third parties (accelerators, impact funds, family offices, international organizations, etc.) that nominate companies from their pipeline and aims to identify innovative ventures in alignment with the priority investment areas identified at country level by the UNDP SDG Investor Maps. The Investor Maps are market intelligence products produced by UNDP Country Offices to help private investors identify investment opportunities areas that advance the SDGs in specific countries, thus translating SDG needs and policy priorities into actionable investment opportunities. UNDP Geneva has piloted two global editions of the GSIV and one selection in Colombia that is aligned with the Colombia SDG Investor Map.

At the time of writing, 19 SDG Investor Maps are available and the project plans to focus on the replication of the Growth Stage Impact Ventures programme in some of these countries, in close cooperation with

UNDP Country Offices. In 2022, the project will be first rolled out in Tanzania, in close cooperation with the UNDP Tanzania Country Office.

B. OBJECTIVE

The objective of this assignment is to provide support in the local implementation of the Growth Stage Impact Ventures (GSIV) programme in Tanzania.

C. SCOPE OF WORK

The service provider will have the role to perform an in-depth assessment of the nominated ventures and establish a shortlist of ventures based on a set of pre-established criteria. This process will be performed in close cooperation with a local partner of the UNDP Tanzania Country office, in order to build its capacity to replicate the programme in the future. The service provider will also offer a workshop to train the companies to pitch to an international audience and review their pitch deck.

The service provider is expected to leverage its internal capacity of experts to deliver the outputs through carrying out the tasks including but not limited to the following.

It is expected that approximately 60 ventures may be subject to assessment by the service provider.

Output 1: Development of evaluation criteria

- Establish, together with the UNDP team, a set of pre-established criteria for the evaluation of the ventures, which will involve different aspects of ventures' operations including: innovativeness of business model, scalability, development impact, financial and commercial performance.
- Build an evaluation sheet and scoring system to systematize the evaluation process.

Output 2: Ventures Evaluation

- Score the nominated ventures based on the information received by UNDP and a set of pre-established criteria [refer to Annex 3]
- Perform the scoring and evaluation in close cooperation with a local partner in order to build local capacity for the potential replication of the programme in the future;
- Ensure that the local entity understands the selection process and establishes basic building blocks for potential replication, as needed;
- Submit to UNDP the scoring of each venture accompanied by a short justification note;
- In agreement with UNDP and the local partner, define a shortlist of ventures for each priority sector outlined in the Call for Nominations.

Output 3: Ventures training

- Prepare pitch guidelines to guide the ventures in the preparation of their pitch to investors and potential partners for growth;

- Deliver training the companies and provide tailored made and practical feedback for the preparation of their pitch.

D. REPORTING ARRANGEMENT

The team leader shall report to the UNDP Geneva Sustainable Development and Finance Project Officer and work closely with the UNDP Geneva Office and UNDP Tanzania Country Office project team and other partners in the project

E. DELIVERABLES

The ToR may be subject to modification, without changing the overall objective and the scope of work, on the basis on mutual consultation. The final deliverables' schedule will be agreed upon in the commencement of the consultancy assignment. All deliverables should be submitted to UNDP for approval.

Table 1. Major deliverables

No	Item	Timeframe	Description
(i)	Development of assessment criteria	July 2022	Development of an Excel scoring grid including evaluation criteria as innovativeness of business model, scalability, development impact, financial and commercial performance.
(ii)	Ventures evaluation	July-August 2022	Submission of scoring for each venture accompanied by a short justification note
(iii)	Ventures training	September-October 2022	Submission of pitch guidelines and delivery of pitch training workshop providing real-time feedback to ventures

F. PAYMENT SCHEDULE

Payments shall be made upon acceptance of deliverables as satisfactory.

Table 2. Payment milestone

Deliverable	Payment percentage
1. Development of evaluation criteria	30%
2. Ventures evaluation	30%

G. QUALIFICATIONS AND EXPERTISE

The assignment shall be carried out by a legal entity (consultancy company, academic institution, NGO etc). Requirements for the **legal entity**:

- At least 5 years of professional experience in conducting studies and/or providing services on entrepreneurship, innovation, impact investing or related field are required;
- Professional experience in the evaluation of innovation projects that tackle the SDGs, preferably in developing countries contexts is an advantage;
- Previous experience in working with projects with the United Nations is an advantage.

A team leader within the experts of the designated institutions, shall be responsible for the overall preparation, coordination, and quality delivery of tasks and lead and manage this assignment. The team leader will supervise two or more experts who will support the roll out of the evaluation process and the training module. The requirements for team leader are as follows:

Profile of team Leader

- Master's or higher degree in Economics, Finance, Entrepreneurship/Innovation, Development or a related field.
- At least 5 years of professional experience in in the field of entrepreneurship and innovation, sustainability, private sector development, impact investing or related field is required.
- Proven capacity to coordinate innovation challenges and evaluate innovation projects which tackle development challenges.
- Experience in working in close cooperation with an UN institution is an advantage.
- Excellent analytical skills.
- Fluency in written and spoken English.
- Fluency in a second UN language is an advantage.

The requirements for the experts who will support the team leader are as follow:

Technical team members

- Master's or higher degree in Business, Economics, Finance, Entrepreneurship/Innovation, Development, Sustainability or a related field.
- At least 3 years of professional and/or academic experience in in the field of entrepreneurship and innovation, sustainability, private sector development, impact investing or related field is required.
- Excellent analytical skills.
- Fluency in written and spoken English.

H. CRITERIA FOR SELECTION OF THE BEST OFFER

Combined Scoring method will be used, where the Technical Proposal will be weighted a max. of 70% and combined with the price offer which will be weighted a max of 30%. Below is the breakdown of technical proposal scores.

Scoring method		
Criteria	Weight	Max. Point
Technical criteria 1: Expertise of the organization		30
At least five years of professional experience in in conducting studies and/or providing services related to entrepreneurship, innovation, impact investing or related field.		10
Professional experience in the evaluation of innovation projects that tackle the SDGs, preferably in developing countries contexts is an advantage		10
Previous experience in working with projects with the United Nations		10
Technical Criteria 2: Qualification of Team Members		40
<p>Team Leader</p> <ul style="list-style-type: none"> • Master's or higher degree in Economics, Finance, Entrepreneurship/Innovation, Development or a related field. (5 points) • At least 5 years of professional experience in in the field of entrepreneurship and innovation, sustainability, private sector development, impact investing or related field is required. (5 points) • Proven capacity to coordinate innovation challenges and evaluate innovation projects which tackle development challenges. (5 points) • Experience in working in close cooperation with an UN institution is an advantage. (5 points) • Fluency in written and spoken English. Fluency in a second UN language is an advantage. (5 points) 		25
<p>Qualification of other technical team members proposed</p> <ul style="list-style-type: none"> • Master's or higher degree in Business, Economics, Finance, Entrepreneurship/Innovation, Development, Sustainability or a related field. • At least 3 years of professional and/or academic experience in in the field of entrepreneurship and innovation, sustainability, private sector development, impact investing or related field is required. 		15

<ul style="list-style-type: none"> Fluency in written and spoken English. 		
Technical Criteria 3: Methodology		30
<p>Description of the Offeror's proposed strategy to achieve or exceed the requirements of the Terms of Reference, including the timeline for activations.</p> <p>A brief proposal describing the evaluation criteria, workplan to approach to the evaluation and training process</p>		30
Financial criteria: price offer	30%	30

I. CRITERIA FOR AWARD

The contract will be awarded to Highest Combined Score (based on the 70% technical offer and 30% price weight distribution). Minimum passing score for technical proposal is 70%.

Technical Proposal

The technical proposal is evaluated based on its alignment to the Terms of Reference.

The technical proposal should include the following:

- Relevant work experience and expertise of the organization
- Profile of the proposed team leader & qualification of the team members
- Proposed methodology

Financial Proposal

UNDP requires vendors to submit a financial proposal which clearly indicates the total lump sum amount per each deliverable which the successful institution wishes to be paid for the duration of the contract, supported by a breakdown of costs.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

[insert: Location].

[insert: Date]

To: Mariam Mkhitarian mariam.mkhitarian@undp.org

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated *[specify date]*, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

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

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

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

appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

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

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

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

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a . Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

[Designation]
[Date]

ANNEX 3: Example of venture profile to be reviewed and scored for each venture

QUESTION	TYPE OF ANSWER
<i>INFORMATION ON THE THIRD-PARTY NOMINATOR</i>	
Name of the third-party organization submitting the nomination	Short-answer text
Type of organization submitting the nomination	<ul style="list-style-type: none"> • UN Agency / International Organization • Private investor (Fund, family office, High-net-worth individual) • Bank/Development bank • Accelerator/Incubator • Large corporate • Government • Foundation • Other (please specify)
Name of individual making the nomination	Short-answer text
E-mail of individual making the nomination	Short-answer text
Relationship with the nominated venture	<ul style="list-style-type: none"> • Investor • Partner • Board member • Technical assistance provider • None • Other (please specify)
Please give a short explanation of how you know the venture and since when you started to have a professional relationship with it.	Long-answer text
Have you conducted due-diligence on the nominated venture?	<ul style="list-style-type: none"> • Yes • No
<i>INFORMATION ON THE NOMINATED VENTURE</i>	
Name of the nominated impact venture	Short-answer text
Venture's website	Short-answer text
Venture's contact person - Name	Short-answer text
Venture's contact person - Role	Short-answer text
Venture's contact person - E-mail	Short-answer text
Country where the venture is headquartered	Short-answer text
Countries where other offices are located	Short-answer text
Please describe the activities that the venture has in Colombia	Long-answer text
Number of employees	<ul style="list-style-type: none"> • 1 to 10 • 11 to 50 • 51 to 100 • 100 and more

What percentage of the total company's employees work in Colombia?	Short-answer text
Where is the management team based?	Short-answer text
Name & Surname + Role + Nationality + Short bio of each member of the management team	Long-answer text
What sector is the venture nominated for?	<ol style="list-style-type: none"> 1. Food & Beverage 2. Technology and Communications 3. Renewables and alternative energy 4. Healthcare 5. Financials 6. Infrastructure 7. Services & Education
Description of products/services offered by the venture	Long-answer text
Type of business model of the venture (select all that apply)	<ul style="list-style-type: none"> • B2C • B2B • B2G
Please describe in detail the business model and specify why it is innovative	Long-answer text
Please upload the pitch deck of the venture [compulsory]	Upload file
What are the main revenue sources of the venture?	Long-answer text
What is the price structure of its products/services?	Long-answer text
What is the market opportunity for its product (s)/service(s)?	Long-answer text
How does the company plan to scale?	Long-answer text
Does the company have a vision and mission statement? If yes, please provide.	Long-answer text
How does the venture measure its impact? Does it have impact measurement metrics and/or key performance indicators in place?	Long-answer text
Please provide the most recent impact metrics available for the venture	Long-answer text
Annual Revenue in 2020 (in US\$)	Short-answer text
Annual Revenue in 2019 (in US\$)	Short-answer text
Annual Revenue in 2018 (in US\$)	Short-answer text
EBITDA in 2020 (in US\$)	Short-answer text
EBIDTA in 2019 (in US\$)	Short-answer text

EBITDA in 2018 (in US\$)	Short-answer text
Number of Costumers in 2020	Short-answer text
Number of Costumers in 2019	Short-answer text
Number of Costumers in 2018	Short-answer text
If available, you can upload here supporting documentation regarding the performance and financials of the venture (e.g. n. of costumers, producs sold, revenue growth) [optional]	Upload file (optional)
How much did the venture raise to date (in US\$)? In how many rounds?	Short-answer text
Did the company reach break-even point?	<ul style="list-style-type: none"> • Yes • No
If not, when is break-even point projected ?	Short-answer text
Who are the key investors?	Long-answer text
Why do you think the venture constitutes an exciting investment opportunity for advancing the SDGs in Colombia?	Long-anwer text