* United Nations Development Programme*

**REQUEST FOR PROPOSAL**

**Service provider (National NGOs/CSOs/Firm) to deliver business development services to youth-led MSEs in Central Equatoria State**

RFP No.: Q-054/22

Project: STARR

Country: The South Sudan

Issued on: 21 June 2022

 **Contents**

[Section 1. Letter of Invitation 4](#_Toc65588220)

[Section 2. Instruction to Bidders 6](#_Toc65588221)

[A. GENERAL PROVISIONS 6](#_Toc65588222)

[1. Introduction 6](#_Toc65588223)

[2. Fraud & Corruption, Gifts and Hospitality 6](#_Toc65588224)

[3. Eligibility 6](#_Toc65588225)

[4. Conflict of Interests 7](#_Toc65588226)

[B. PREPARATION OF PROPOSALS 7](#_Toc65588227)

[5. General Considerations 7](#_Toc65588228)

[6. Cost of Preparation of Proposal 7](#_Toc65588229)

[7. Language 8](#_Toc65588230)

[8. Documents Comprising the Proposal 8](#_Toc65588231)

[9. Documents Establishing the Eligibility and Qualifications of the Bidder 8](#_Toc65588232)

[10. Technical Proposal Format and Content 8](#_Toc65588233)

[11. Financial Proposals 8](#_Toc65588234)

[12. Proposal Security 8](#_Toc65588235)

[13. Currencies 9](#_Toc65588236)

[14. Joint Venture, Consortium or Association 9](#_Toc65588237)

[15. Only One Proposal 10](#_Toc65588238)

[16. Proposal Validity Period 10](#_Toc65588239)

[17. Extension of Proposal Validity Period 10](#_Toc65588240)

[18. Clarification of Proposal 11](#_Toc65588241)

[19. Amendment of Proposals 11](#_Toc65588242)

[20. Alternative Proposals 11](#_Toc65588243)

[21. Pre-Bid Conference 11](#_Toc65588244)

[C. SUBMISSION AND OPENING OF PROPOSALS 11](#_Toc65588245)

[22. Submission 12](#_Toc65588246)

[23. Deadline for Submission of Proposals and Late Proposals 13](#_Toc65588247)

[24. Withdrawal, Substitution, and Modification of Proposals 13](#_Toc65588248)

[25. Proposal Opening 13](#_Toc65588249)

[D. EVALUATION OF PROPOSALS 14](#_Toc65588250)

[26. Confidentiality 14](#_Toc65588251)

[27. Evaluation of Proposals 14](#_Toc65588252)

[28. Preliminary Examination 14](#_Toc65588253)

[29. Evaluation of Eligibility and Qualification 14](#_Toc65588254)

[30. Evaluation of Technical and Financial Proposals 14](#_Toc65588255)

[31. Due Diligence 15](#_Toc65588256)

[32. Clarification of Proposals 16](#_Toc65588257)

[33. Responsiveness of Proposal 16](#_Toc65588258)

[34. Nonconformities, Reparable Errors and Omissions 16](#_Toc65588259)

[E. AWARD OF CONTRACT 17](#_Toc65588260)

[35. Right to Accept, Reject, Any or All Proposals 17](#_Toc65588261)

[36. Award Criteria 17](#_Toc65588262)

[37. Debriefing 17](#_Toc65588263)

[38. Right to Vary Requirements at the Time of Award 17](#_Toc65588264)

[39. Contract Signature 17](#_Toc65588265)

[40. Contract Type and General Terms and Conditions 17](#_Toc65588266)

[41. Performance Security 17](#_Toc65588267)

[42. Bank Guarantee for Advanced Payment 17](#_Toc65588268)

[43. Liquidated Damages 18](#_Toc65588269)

[44. Payment Provisions 18](#_Toc65588270)

[45. Vendor Protest 18](#_Toc65588271)

[46. Other Provisions 18](#_Toc65588272)

[Section 3. Bid Data Sheet 19](#_Toc65588273)

[Section 4. Evaluation Criteria 22](#_Toc65588274)

[Section 5. Terms of Reference 26](#_Toc65588275)

[Section 6: Returnable Bidding Forms / Checklist 26](#_Toc65588276)

[**Form A:** Technical Proposal Submission Form 34](#_Toc65588277)

[**Form B:** BidderInformation Form 36](#_Toc65588278)

[**Form C:** Joint Venture/Consortium/Association Information Form 38](#_Toc65588279)

[**Form D:** QualificationForm 40](#_Toc65588280)

[**Form E:** Format ofTechnical Proposal 43](#_Toc65588281)

[**Form F:** Financial Proposal Submission Form 46](#_Toc65588282)

[**Form G:** Financial ProposalForm 47](#_Toc65588283)

# Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) 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

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.

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

**Search for BU:** SSD10 **Event ID:** 0000012916

If you have not registered in the system before, you can register now by logging in using the below username and password, and follow the registration steps as specified in the system user guide in <https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

**Username:** event.guest

**Password:** why2change

Your Proposal must be expressed in English language, and valid for a minimum period of Ninety (120) days. You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on **“Accept Invitation”**. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications email; **procurement.info.ss@undp.org**, kindly communicate with the contact person/s identified in the Bid Data Sheet as the focal point for queries on this RFP.

It shall remain your responsibility to ensure that your proposal is submitted into the system by the deadline appearing on e-Tendering portal. Kindly ensure that **supporting documents required are signed and in pdf format**, and **free from any virus or corrupted files**.

The Financial Proposal and the Technical Proposal files **MUST BE COMPLETELY SEPARATE** and uploaded separately in the system and clearly named as either **“TECHNICAL PROPOSAL”** or **“FINANCIAL PROPOSAL”**, as appropriate. Each document shall include the Proposer’s name and address. The file with the “**FINANCIAL PROPOSAL” must be encrypted with a password** so that it cannot be opened nor viewed until the Proposal has been found to pass the technical evaluation stage. Once a Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request the Proposer to submit the password to open the Financial Proposal. The Proposer shall assume the responsibility for not encrypting the financial proposal. **Financial proposals not encrypted with password shall be automatically disqualified.**

FOR YOUR FINANCIAL PROPOSAL: INSERT ONLY 1 IN THE SYSTEM AND UPLOAD FINANCIAL PROPOSAL AS PASSWORD PROTECTED DOCUMENT. DO NOT DISCLOSE YOUR PRICE OFFER IN THE SYSTEM.

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

Issued by: Approved by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Name: Yonah SamoTitle: Procurement SpecialistDate: June 21, 2022 | Name: Blessed ChirimutaTitle: DRR OperationsDate: June 21, 2022 |

# Section 2. Instruction to Bidders

|  |
| --- |
| GENERAL PROVISIONS |
| Introduction | * 1. Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP 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>
	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 UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.
	3. As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website ([www.ungm.org](http://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.
 |
| Fraud & Corruption, Gifts and Hospitality | * 1. UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP’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>
	2. Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.
	3. In pursuance of this policy, UNDP(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;(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 UNDP contract.
	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>
 |
| Eligibility | * 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 UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.
	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 UNDP.
 |
| Conflict of Interests | * 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:
	2. Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP 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;
	3. Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or
	4. Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.
	5. In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP’s confirmation on whether or not such a conflict exists.
	6. Similarly, the Bidders must disclose in their proposal their knowledge of the following:
	7. If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and
	8. All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.

Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.* 1. The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP’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.
 |
| PREPARATION OF PROPOSALS |
| General Considerations | * 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.
	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 UNDP
 |
| Cost of Preparation of Proposal | * 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. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
 |
| Language  | * 1. The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
 |
| Documents Comprising the Proposal | * 1. The Proposal shall comprise of the following documents:
	2. Documents Establishing the Eligibility and Qualifications of the Bidder;
	3. Technical Proposal;
	4. Financial Proposal;
	5. Proposal Security, if required by BDS;
	6. Any attachments and/or appendices to the Proposal.
 |
| Documents Establishing the Eligibility and Qualifications of the Bidder | * 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 UNDP’s satisfaction.
 |
| Technical Proposal Format and Content | * 1. The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.
	2. The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.
	3. Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP
	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 UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.
 |
| Financial Proposals | * 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.
	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.
	3. Prices and other financial information must not be disclosed in any other place except in the financial proposal.
 |
| Proposal Security | * 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.
	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.
	3. If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.
	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.
	5. The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:
		1. If the Bidder withdraws itsoffer during the period of the Proposal Validity specified in the BDS, or;
		2. In the event that the successful Bidder fails:
		3. to sign the Contract after UNDP has issued an award; or
	6. to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.
 |
|  Currencies | * 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:
1. UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and
2. In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP’s preference, using the conversion method specified above.
 |
|  Joint Venture, Consortium or Association | * 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 UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.
	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 UNDP.
	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.
	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 UNDP.
	5. A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:
1. Those that were undertaken together by the JV, Consortium or Association; and
2. Those that were undertaken by the individual entities of the JV, Consortium or Association.
	1. 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.
	2. 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.
 |
| Only One Proposal | * 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.
	2. Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:
	3. they have at least one controlling partner, director or shareholder in common; or
	4. any one of them receive or have received any direct or indirect subsidy from the other/s; or
	5. they have the same legal representative for purposes of this RFP; or
	6. 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;
	7. 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
	8. 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.
 |
| Proposal Validity Period | * 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 UNDP and rendered non-responsive.
	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.
 |
| Extension of Proposal Validity Period | * 1. In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP 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.
	2. If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.
	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.
 |
| Clarification of Proposal | * 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 UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.
	2. UNDP will provide the responses to clarifications through the method specified in the BDS.
	3. UNDP 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 UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.
 |
| Amendment of Proposals | * 1. At any time prior to the deadline of Proposal submission, UNDP 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.
	2. If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
 |
| Alternative Proposals | * 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. UNDP 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, UNDP reserves the right to award a contract based on an alternative proposal.
	2. If multiple/alternative proposals are being submitted, they must be clearly marked as “Main Proposal” and “Alternative Proposal”
 |
| Pre-Bid Conference | * 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.
 |
| SUBMISSION AND OPENING OF PROPOSALS |
| Submission  | * 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.
	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.
	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 UNDP General Contract Terms and Conditions.
 |
| **Hard copy (manual) submission** **Email Submission****eTendering submission** | * 1. Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:
	2. 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.
	3. 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:

i. Bear the name and address of the bidder;ii. Be addressed to UNDP as specified in the BDS1. Bear a warning that states “*Not to be opened before the time and date for proposal opening*” as specified in the BDS.

If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.* 1. Email submission, if allowed or specified in the BDS, shall be governed as follows:
1. Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;
2. The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.
3. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.
	1. Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:
4. Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;
5. The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.
6. The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.
7. Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.
8. Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>
 |
| Deadline for Submission of Proposals and Late Proposals | * 1. Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP
	2. UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.
 |
| Withdrawal, Substitution, and Modification of Proposals | * 1. A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.
	2. Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as “WITHDRAWAL” “SUBSTITUTION,” or “MODIFICATION”
	3. eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, 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.
	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
 |
| Proposal Opening  | * 1. There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, 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.
 |
| EVALUATION OF PROPOSALS |
| Confidentiality | * 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.
	2. Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP’s decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP’s vendor sanctions procedures.
 |
| Evaluation of Proposals | * 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. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.
	2. Evaluation of proposals is made of the following steps:
	3. Preliminary Examination
	4. Minimum Eligibility and Qualification (if pre-qualification is not done)
	5. Evaluation of Technical Proposals
	6. Evaluation of Financial Proposals
 |
| Preliminary Examination  | * 1. UNDP 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. UNDP reserves the right to reject any Proposal at this stage.
 |
| Evaluation of Eligibility and Qualification | * 1. Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).
	2. In general terms, vendors that meet the following criteria may be considered qualified:
	3. They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP’s ineligible vendors’ list;
	4. They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,
	5. 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;
	6. They are able to comply fully with UNDP General Terms and Conditions of Contract;
	7. They do not have a consistent history of court/arbitral award decisions against the Bidder; and
	8. They have a record of timely and satisfactory performance with their clients.
 |
| Evaluation of Technical and Financial Proposals | * 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, UNDP 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.
	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, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.
	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.
	4. When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:

Rating the Technical Proposal (TP): **TP Rating** = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100 Rating the Financial Proposal (FP): **FP Rating** = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100Total Combined Score:**Combined Score =** (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%) |
|  Due Diligence | * 1. UNDP 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:
		1. Verification of accuracy, correctness and authenticity of information provided by the Bidder;
		2. Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;
		3. 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;
		4. Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;
		5. Physical inspection of the Bidder’s offices, branches or other places where business transpires, with or without notice to the Bidder;
		6. Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
 |
| Clarification of Proposals | * 1. To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.
	2. UNDP’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 UNDP in the evaluation of the Proposals, in accordance with RFP.
	3. Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.
 |
| Responsiveness of Proposal | * 1. UNDP’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.
	2. If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.
 |
| Nonconformities, Reparable Errors and Omissions | * 1. Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.
	2. UNDP 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.
	3. For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:
1. 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 UNDP 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;
2. 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
3. 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.
	1. If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.
 |
| AWARD OF CONTRACT |
| Right to Accept, Reject, Any or All Proposals | * 1. UNDP 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 Bidder(s) of the grounds for UNDP’s action. UNDP shall not be obliged to award the contract to the lowest priced offer.
 |
| Award Criteria | * 1. Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
 |
| Debriefing | * 1. In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. 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 UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder’s submission shall not be discussed.
 |
| Right to Vary Requirements at the Time of Award | * 1. At the time of award of Contract, UNDP 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.
 |
| Contract Signature | * 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 UNDP. 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, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
 |
| Contract Type and General Terms and Conditions  | * 1. The types of Contract to be signed and the applicable UNDP 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>
 |
| Performance Security | * 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 UNDP shall be a condition for rendering the contract effective. |
| Bank Guarantee for Advanced Payment | * 1. Except when the interests of UNDP so require, it is UNDP’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>
 |
| Liquidated Damages | * 1. If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor’s delays or breach of its obligations as per the Contract.
 |
| Payment Provisions | * 1. Payment will be made only upon UNDP'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 UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
 |
| Vendor Protest | * 1. UNDP’s vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: <http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>
 |
| Other Provisions | * 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, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.
	2. UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.
	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>
 |

# 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  | Not Required |
| 5 | 10 | Proposal Validity Period | 120 days |
| 6 | 14 | Bid Security  | Not Required |
| 7 | 41 | Advanced Payment upon signing of contract  | Not Allowed |
| 8 | 42 | Liquidated Damages | Will be imposed as follows: Percentage of contract price per day of delay: 0.5%Max. number of days of delay: 10, after which UNDP may terminate the contract. |
| 9 | 40 | Performance Security | Not Required |
| 10 | 18 | Currency of Proposal  | United States Dollar |
| 11 | 31 | Deadline for submitting requests for clarifications/ questions | 5 days before the submission deadline |
| 12 | 31 | Contact Details for submitting clarifications/questions  | procurement.info.ss@undp.org Subject: RFP Q-054/22 – Request for clarifications  |
| 13 | 18, 19 and 21 | Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries | Posted directly to eTendering |
| 14 | 23 | Deadline for Submission  | As specified in eTendering system. **Note:*** The time zone in eTendering system is in EST/EDT (New York) time zone.
* Bid Submission deadline appearing on e-Tendering portal will be FINAL and prevail on deadlines appearing on other websites.
 |
| 14 | 22 | Allowable Manner of Submitting Proposals | **e-Tendering only**Bidders are requested to ensure that all documents related to their proposals are correctly uploaded before the deadline, free of viruses and not corrupted. |
| 15 | 22 | Proposal Submission Address  | <https://etendering.partneragencies.org> **BU Code:** SSD10**Event ID:** 0000012916 |
| 16 | 22 | Electronic submission (email or eTendering) requirements | * 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.
* Do not password encrypt your technical proposal.
* Financial proposals MUST be encrypted with password.
* Password for financial proposal must not be provided to UNDP until requested for by UNDP.

Max. File Size to Upload in etendering:50MB  |
| 17 | 2736 | Evaluation Method for the Award of Contract | Lowest Financial Offer among Technically Responsive and Qualified Proposals The minimum technical score required to pass is 70%. |
| 18 |  | Expected date for commencement of Contract | Upon award |
| 19 |  | Maximum expected duration of contract  | Eighteen (18) months from contract start date |
| 20 | 35 | UNDP will award the contract to: | One Proposer Only |
| 21 | 39 | Type of Contract  | Purchase Order and Contract for Goods and Services for UNDP<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |
| 22 | 39 | UNDP Contract Terms and Conditions that will apply | UNDP General Terms and Conditions for Professional Services<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |

# 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
* Minimum documents provided as required in FORM B
* Technical and Financial Proposals submitted separately, and Financial proposals password encrypted.
* Bid Validity 120 days

**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.Certificate of incorporation including Articles of Association showing details of shareholders and directors of the company or equivalent. | 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 |
| **QUALIFICATION** |  |  |
| **History of Non-Performing Contracts[[1]](#footnote-1)**  | 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 **5 years** of relevant experience. | Form D: Qualification Form |
| Minimum **3 contracts** implemented over the last 3 years. One of the contracts must be of amount exceeding **USD 100,000***(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Form D: Qualification Form |
| **Financial Standing** | Latest Audited books of account or Financial Assessment within the last 3 years.  | Form D: Qualification Form |
| Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.  | Form D: Qualification Form |

**Technical Evaluation Criteria**

|  |  |
| --- | --- |
| **Summary of Technical Proposal Evaluation Forms** | **Points Obtainable** |
| 1. | Bidder’s qualification, capacity and experience  |  400 |
| 2. | Proposed Methodology, Approach and Implementation Plan | 250 |
| 3. | Management Structure and Key Personnel | 350 |
|  | **Total** | **1000** |
| **Section 1. Bidder’s qualification, capacity and experience** | **Points obtainable** |
| 1.1 | Reputation of Organization and Staff Credibility / Reliability / Industry Standing  | 100 |
| 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 | 80 |
| 1.3 | Relevance of specialized knowledge and experience on similar engagements done in the region/country | 70 |
| 1.4 | Quality assurance procedures and risk mitigation measures | 80 |
| 1.5 | Organizational Commitment to Sustainability (mandatory weight)-Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 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 | 70 |
| **Total Section 1** | **400** |

|  |  |
| --- | --- |
| **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? | 30 |
| 2.2 | Description of the Offeror’s approach and methodology for meeting or exceeding the requirements of the Terms of Reference | 70 |
| 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 | 25 |
| 2.6 | Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract  | 25 |
|  |  |  |
| **Total Section** **2** | **250** |

|  |  |
| --- | --- |
| **Section 3. Management Structure and Key Personnel** | **Points obtainable** |
| 3.1 | Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services? |  | 350 |
| 3.2 | Qualifications of key personnel proposed |  |  |
| 3.2 a | Team Leader | 150 |  |
|  | Qualification* Bachelor’s degree in business, economics, international relations, or related field
* At least 10 years of experience in project management
* Strong analytical and writing skills
* At least 5 years of experience in South Sudan
* Fluency in English and Arabic/local language
 |  |  |
| Business development service expert * Bachelor’s degree in business, economics, international relations, or related field
* At least 5 years of experience in providing business development services, entrepreneurship training, and agriculture value chain linked skills training
* Experience working in the private sector
* Fluency in English and Arabic/local language
 | 100 |
| Monitoring and Evaluation (M&E) officer | 100 |
| * Diploma in M&E, project management, or related field
* At least 3 years of experience in monitoring and evaluation
* Fluency in English and Arabic/local language
 |  |
|  |
| **Total Section 3**  | **350** |

# Section 5. Terms of Reference

|  |  |
| --- | --- |
| **Request for Proposals** | Service provider (National NGOs/CSOs/Firm) to deliver business development services to youth-led MSEs in Central Equatoria State |
| **Programme Unit** | Stabilization Recovery and Resilience Unit (STARR) |
| **Duration** | 18 months |
| **Starting Date** | 1 July 2022 |
| **Expected Ending Date** | 31 December 2023 |
| **Project Locations**  | Central Equatoria State |
| **Project Title**  | Youth Enterprise Development and Capacity Building Project |

1. **Project Description**

Rising youth unemployment is widely recognized as a national concern in South Sudan. South Sudan is emerging from a prolonged civil conflict that has disproportionately affected access to employment and business opportunities, particularly for the youth (15-35 years) who account for 72% of the total population. The conflict has destroyed many activities and depressed demand in the markets for products and services of micro and small enterprises (MSEs), hence worsening youth unemployment. For workers, the dramatic contraction of non-oil output, coupled with the conflict, reflects a loss of job activities and a breakdown in market demand. The growing youth unemployment in South Sudan, estimated at 18.8%, which is 6.5% higher than that of the total active population, continues to pose a huge threat to the consolidation of sustainable peace in South Sudan.

The biggest constraints to the lack of livelihood and economic opportunities for youth in South Sudan are a lack of access to financial capital, education and training, market demand-driven skills, and scarce work opportunities. Only 12% of the population depends on wages and salaries for their main livelihood and less than 4% of the population is engaged in entrepreneurial activities. High illiteracy levels among women (84%) and youth (53%) make it difficult for women and youth to access business-related information, opportunities, and markets, while also creating a serious barrier to skills development, intensifying shortage in skills availability and labour market mismatch, aggravating unemployment rates, and ultimately undermining economic mobility. Youth unemployment is both a cause and a consequence of fragility in South Sudan. With the growing number of returnees, estimated at 235,802 as of the end of 2019, the government is challenged to ensure that more South Sudanese are absorbed into the labour market. Experience in South Sudan has shown that where youth are engaged in productive undertakings, such areas do not experience widespread conflict. Therefore, the development of MSEs and job creation will not only address youth employment but will also contribute to peacebuilding.

The Youth Enterprise Development and Capacity Building (YEDCB) project seek to ensure that young women and men aged 18-35 years with the potential to grow as entrepreneurs are self-employed and/or create employment for others through their businesses. Specifically, the project will address: (i) strengthening entrepreneurship skills provision; (ii) the lack of access to finance; (iii) the lack of access to markets and information; and (iv) capacity challenges of government institutions to improve institutional and policy environment for youth empowerment and MSE development. The project will also support entrepreneurship opportunities unveiled in the climate adaptation and climate resilience ecosystem.

The YEDCB project will use the organic (community-owned and initiated) Village Savings and Loan Associations (VSLAs) model to enhance youth employment through the creation and sustainability of MSEs in five (5) states, namely, Central Equatoria, Eastern Equatoria, Lakes, Jonglei, and Upper Nile. The training will be delivered through the Integrated Business, Employment, and Innovation Hubs (iHubs) established by UNDP as well as existing training institutions and centres, in partnership with the private sector, and financial institutions. The project will support the establishment of new and existing growth-oriented MSEs through the agriculture value chain in horticulture, honey, sesame, groundnuts, poultry, fish, cattle, and shea butter. The value chain assessments carried out by UNDP have informed the selection of value chains for the project in 4 out of 5 states. An assessment will be carried out in Upper Nile State to inform the selection of the value chains at the commencement of the project.

The project will provide access to finance to groups of young women and men aged 18-35 years that have the potential to start and grow their businesses. A selected financial institution, which has an existing business model to support youth and women groups, will administer the revolving fund to provide interest-free loans to youth. The interest-free loans will range from USD 3,000 to USD 5,000 per MSE based on the capacity to absorb the funds and grow the business. The loans will be granted to selected groups and individuals and considering the size and value, it is not expected to cause any market distortion.

In this regard, UNDP South Sudan seeks to select a Business Development Service (BDS) provider in Central Equatoria State with demonstrated capacity to deliver business development services, entrepreneurship training, agriculture value chain-based skills training, expertise in product development, packaging, and market linkages with local/state presence.

1. **Scope of Work**
	1. **Targets**

Geographic targets: The geographical scope of the project includes rural and urban areas in Central Equatoria State.

Project beneficiaries: The direct project beneficiaries are: (i) 300 youth (50% women) who will be supported in establishing sustainable businesses. Out of these, 250 youth will be supported through 10 VSLAs and 50 newly established youth group start-ups. The remaining 50 youth will be supported through 25 already existing early-stage youth-led MSEs (50% women-led, 30% on climate change adaptation and resilience) to grow and for each to create at least two new jobs over the project cycle demonstrating business growth and employability capacity. The distribution of the target project beneficiaries per state is summarized in the table below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   | **CES** | EES | Jonglei | Lakes | Upper Nile | Total |
| Number of youth (18-35 years) selected | **350** | 380 | 380 | 380 | 380 | 1,820 |
| Number of VSLAs organized (30 youth each) | **10** | 10 | 10 | 10 | 10 | 50 |
| Number of MSEs organized from VSLA (5 groups/6 people per group) | **50** | 50 | 50 | 50 | 50 | 250 |
| Number of youth-led existing MSEs selected | **25** | 65 | 65 | 65 | 65 | 285 |
| Number of youth (18-35 years) employed in existing MSEs | **50** | 130 | 130 | 130 | 130 | 570 |
| Number of MSEs provided with BDS and other support | **75** | 115 | 115 | 115 | 115 | 535 |

Business linkages targets: The business linkage events are aimed at exploring business promotion opportunities that are essential in creating employment in the local economy. The business linkages are meant to provide an opportunity for young South Sudanese entrepreneurs to network and strengthen their businesses, thus enabling them to establish MSME linkages, explore investment opportunities and business relationships.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **CES** | EES | Jonglei | Lakes | Upper Nile | Total |
| Business linkages | **4** | 2 | 2 | 2 | 2 | 12 |

* 1. **Selection criteria of beneficiaries**

The beneficiaries will include rural and urban youth, ex-combatants, returnees, and persons with disabilities who will be taken from the Integrated Business, Employment, and Innovation Hubs (i-Hubs) databases and portal, augmented by project mobilization activities. During project implementation, it will be explored how best to also include some forcibly displaced youth (refugees and IDPs) and youth in hosting communities to further foster social cohesion and leave no one behind. To ensure equitable distribution between areas and segments of youth, agreed criteria will be proposed by UNDP, endorsed by the Project Steering Committee, and finalized in consultation with the state governments to guide the selection process. The final determination of youth to benefit from start-up support, business development services, and financing will depend on the willingness to develop sustainable businesses demonstrated by completion of training, organization of businesses, and establishment of groups and VSLAs.

* 1. **Main activities**

The main activities to be provided by the selected service providers are listed below.

* + 1. Prepare an inception report indicating the approach and methodology to be employed, the action plan and timeline to produce the intended deliverables, the considerations and criteria to be taken in the conduct of activities and delivery of services, and understanding that provides guarantee of adherence to, and interpretation of the TOR.
		2. Based on set targets in each state, select youth (50% women) between the age of 18-35 years.
		3. Organize selected youth in each state into Village Savings and Loan Associations (VSLAs), 30 people per VSLAs based on common economic activities and register as cooperatives.
		4. Establish business groups (5 youth per group) within the VSLAs organized and provide business development services, entrepreneurship training, and agriculture value chain-based technical skills training and register as MSEs.
		5. Conduct a mapping and analysis of the existing MSEs operating in the targeted area.
		6. Select existing youth-led MSEs (50% women led) based on: (i) 2 to 5 years of operation; (ii) 3 to 10 employees; and (iii) potential to grow and register the business with the Chamber of Commerce or other applicable bodies.
		7. Deliver tailored business development services, entrepreneurship training, technical skills training related to the selected value chains, product development, packaging, and marketing support to targeted youth in each state. These will be short-term training that will last about 3-4 weeks.
		8. Conduct an analysis, select sub-sectors of value chains with high potential, identify medium and large enterprises as off-takers, and develop a strategy to establish business linkages.
		9. Provide marketing support to MSEs and conduct business linkages between youth-led MSEs and markets at the national and regional levels through medium and large enterprises as off-takers.
		10. Coordinate with financial institution selected by the project to provide access to interest-free loans ranging from US$ 2,000 - US$ 10,000 per MSE based on the capacity to absorb the funds and grow the business.
		11. Provide mentoring and coaching to the MSEs to increase revenue by 50% and employ an average of 2 new employees per MSE.
		12. Prepare a final report capturing the impact of the interventions with an exit strategy.
	1. **Cross-cutting issues**

*Gender:* The enhancement of women’s access to livelihood and employment opportunities is ensured as the project requires that **half (50%) of beneficiaries are women**.

*Environmental impact:* Service providers must ensure that there is no environmental impact or should be kept at a minimum if any. Beneficiaries will be encouraged to carry out their activities in an environmentally sustainable and friendly manner. The support for the development of MSEs that focus on community climate change adaptation and the development of climate resilience ecosystems shall also enhance the positive environmental impact of the project. **30% of the newly established youth-led MSEs should be contributing to climate change adaptation and resilience**.

*Employment opportunities:* The project has a direct employment dimension as it deals with employability and productivity. MSEs are growth-oriented with great potential of job creation. The development of MSEs is directly creating self-employment. Meanwhile, the development of MSEs hopes to create employment from the enterprises themselves as well as indirect employment from the forward and backward links that will be created in the development of the MSEs.

*COVID-19:* The service provider should strictly adhere to all Covid-19 protocols measures as stipulated by the states and national governments throughout the implementation period. The service providers should ensure that their personnel directly involved or supporting project implementation and the beneficiaries, are sensitized, and required to observe COVID-19 protocols on handwashing/sanitizing, physical distancing, reporting of symptoms, and accessing of common areas. Where there are public sessions, ventilation, physical distancing, temperature checks, face masks, and other mitigation measures must be undertaken.

1. **Expected Outputs**
	* 1. An inception report approved by UNDP
		2. Database of selected/targeted 300 youth (50% women and according to state targets) between the age of 18-35 years
		3. 10 Village Savings and Loan Associations (according to specific state targets) organized based on common economic activities and registered as cooperatives.
		4. 50 business groups (according to target breakdown per state) established within the 10 VSLAs to start group MSEs instead of undertaking individual initiatives
		5. A mapping and analysis report of the existing MSEs operating in the targeted area.
		6. Database of select 25 youth-led existing MSEs (50% women and based on specific state targets) based on: (i) 2 to 5 years of operation; (ii) 3 to 10 employees; and (iii) potential to grow including proof of registration with the Chamber of Commerce or other applicable government bodies.
		7. Delivery of tailored business development services, entrepreneurship training, technical skills training related to the selected value chains, product development, packaging, and marketing support to 350 youth (300 from newly established 10 VSLAs and 50 business groups/MSEs and 50 youth from 25 existing MSEs). These will be short-term training that will last about 3-4 weeks.
		8. A report including the analysis of sub-sectors of value chains with high potential, identified off-takers, and a strategy to establish business linkages.
		9. 4 business linkages (broken down by state) established between youth-led MSEs and markets at the national and regional levels through medium and large enterprises as off-takers.
		10. Coordinate with financial institutions selected by the project to provide access to interest-free loans ranging from US$ 2,000 - US$ 10,000 per MSE based on the capacity to absorb the funds and grow the business
		11. Provide mentoring and coaching to the MSEs to increase revenue by 50% and employ an average of 2 new employees per MSE. Prepare an impact report.
		12. Final report capturing the impact of the interventions with an exit strategy
2. **Institutional Arrangement**

The selected service provider will work under the direct guidance of UNDP’s Field Coordinators assigned to the respective states on a day-to-day basis and in close partnerships with state government and private sector partners. The monitoring and evaluation (M&E) officer of the service provider will work closely with UNDP’s M&E officer to ensure that key project indicators are tracked and monitored to ensure progress against targets. The service provider will be required to provide regular updates on the status of project implementation and submit milestone reports using a template provided by UNDP. The milestone reports will be verified by the YEDCB Field Coordinators and cleared by the YEDCB Programme Coordinator for quality assurance. Overall guidance will be provided by the Chief Programme Advisor, the Team Leader, and the Project Steering Committee.

The service provider is expected to develop and implement a communication and visibility strategy including the use of print media, social media, radio, press releases, and newsletters/bulletins to ensure maximum visibility for UNDP and the African Development Bank. UNDP may involve its own media reporting channels to complement the service providers’ communication and visibility campaigns.

1. **Duration of the Work**

The selected service provider is expected to complete the activities in 18 months upon signing a contract with UNDP.

1. **Duty Station**

The selected service provider is expected to have an office set up in Central Equatoria State with full-time staff.

1. **Qualification of the Successful Service Provider**

**Experience of the firm (40%)**

* + At least five years of experience in the provision of business development services, entrepreneurship training, and agriculture value chain-based skills training to youth in South Sudan.
	+ Demonstrated experience in the development and formalization of MSEs including registration.
	+ An extensive understanding of the forward and backward linkages and demonstrated experience in product development, packaging, marketing, and business linkages.
	+ A local presence in the targeted state with an extensive network and excellent appreciation of local dynamics and characteristics; and
	+ Experience with UNDP South Sudan’s skills development project is a plus.

**Approach and methodology (25%)**

* + Excellent understanding of the terms of reference and the local context
	+ Logical structuring of activities and work plan
	+ Clear reference to entrepreneurship and MSE development modules to be adopted, for example, the business accelerator model, UNCTAD’s EMPRETEC, ILO’s SYIP Programme among others, and justification of why such module is the best fit to the local context
	+ Creative intervention to boost the development of youth-led MSEs and provide access to markets and finance

**Team composition (35%)**

* + Team leader (15%)
* Bachelor’s degree in business, economics, international relations, or related field
* At least 10 years of experience in project management
* Strong analytical and writing skills
* At least 5 years of experience in South Sudan
* Fluency in English and Arabic/local language
	+ Business development service expert (10%)
* Bachelor’s degree in business, economics, international relations, or related field
* At least 5 years of experience in providing business development services, entrepreneurship training, and agriculture value chain linked skills training
* Experience working in the private sector
* Fluency in English and Arabic/local language
	+ Monitoring and Evaluation (M&E) officer (10%)
* Diploma in M&E, project management, or related field
* At least 3 years of experience in monitoring and evaluation
* Fluency in English and Arabic/local language
1. **Scope of Bid Price and Schedule of Payments**

|  |  |  |
| --- | --- | --- |
| **Milestones** | **Deliverables** | **Payment Structure** |
| 1 | Inception report | 10% |
| 2 | Mapping and analysis report of the MSEs  | 10% |
| Database of selected youth and MSEs* 50% of youth who is yet to start a business
* 50% of existing youth-led MSEs and youth entrepreneurs
 |
| 3 | Establishment of 50% of VSLAs | 25% |
| Delivery of 3 - 4 weeks of tailored training * 50% of youth who is yet to start a business
* 50% of existing youth-led MSEs
 |
| Registration of VSLAs into cooperatives |
| Registration of existing youth-led MSEs |
| Database of selected youth and MSEs* Remaining 50% of youth who is yet to start a business
* Remaining 50% of existing youth-led MSEs and youth entrepreneurs
 |
| 4 | Establishment and registration of the remaining 50% of VSLAs | 30% |
| Delivery of 3 - 4 weeks of tailored training * Remaining 50% of youth who is yet to start a business
* Remaining 50% of existing youth-led MSEs and youth entrepreneurs
 |
| Registration of VSLAs into cooperatives |
| Registration of existing youth-led MSEs |
| Business linkage strategy report |
| Establishment of business linkages |
| 5 | Provision of mentoring and coaching to the MSEs | 15% |
| Coordination with financial institutions to provide MSEs with access to finance |
| 6 | Final report capturing the impact of the interventions with an exit strategy | 10% |
|  |  | 100% |

# 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
 | [ ]  |
| * Form B: Bidder Information Form
 | [ ]  |
| * Form C: Joint Venture/Consortium/ Association Information Form
 | [ ]  |
| * Form D: Qualification Form
 | [ ]  |
| * Form E: Format of Technical Proposal
 | [ ]  |
| * Form H: Proposal Security Form
 | [ ]  |
| **Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?**  | [ ]  |

**Financial Proposal Envelope**

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

|  |  |
| --- | --- |
| * Form F: Financial Proposal Submission Form
 | [ ]  |
| * Form G: Financial Proposal Form
 | [ ]  |

## **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:

1. 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;
2. 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;
3. have no conflict of interest in accordance with Instruction to Bidders Clause 4;
4. 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);
5. 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;
6. 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 UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP 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 UNDP accept this Proposal.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Stamp with official stamp of the Bidder*]

## **Form B:** BidderInformation 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?** | [ ]  Yes [ ]  No If yes, [insert UGNM vendor number]  |
| **Are you a UNDP vendor?** | [ ]  Yes [ ]  No If yes, [insert UNDP 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 UNDP may contact for requests for clarification during Proposal evaluation**  | Name and Title: [Complete]Telephone numbers: [Complete]Email: [Complete] |
| **Please attach the following documents:**  | * Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the services being procured
* Certificate of Incorporation/ Business Registration/Equivalent
* Latest **Audited** Financial Statements from the last 3 years – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.
* Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;
* Statements of satisfactory performance from three relevant clients in the last 3 years.
 |

## **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** *(address, telephone numbers, fax numbers, e-mail address)* | **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 UNDP 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:** QualificationForm

|  |  |  |  |
| --- | --- | --- | --- |
| 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**

|  |
| --- |
| [ ]  Contract non-performance did not occur for the last 3 years  |
| [ ]  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)

|  |
| --- |
| [ ]  No litigation history for the last 3 years |
| [ ]  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 UNDP.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 three Clients or more, from the past 3 years.

**Financial Standing**

|  |  |
| --- | --- |
| **Annual Turnover for the last 3 years** | Year 2021 USD      Year 2020 USD      Year 2019 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 |
|  | *Information from Balance Sheet* |
| Total Assets (TA) |  |  |  |
| Total Liabilities (TL) |  |  |  |
| Current Assets (CA) |  |  |  |
| Current Liabilities (CL) |  |  |  |
|  | *Information from Income Statement* |
| 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:

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

## **Form E:** Format ofTechnical 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. Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
	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).
	3. Relevance of specialized knowledge and experience on similar engagements done in the region/country.
	4. Quality assurance procedures and risk mitigation measures.
	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.

* 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. The methodology shall also include details of the Bidder’s internal technical and quality assurance review mechanisms.
	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.
	4. Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
	5. Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
	6. Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
	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**

* 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.
	2. 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 | *[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]* |
| [Insert] |
| Professional certifications | *[Provide details of professional certifications relevant to the scope of services]* |
| * Name of institution: [Insert]
* Date of certification: [Insert]
 |
| Employment Record/ Experience | *[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.]* |
| [Insert] |
| References | *[Provide names, addresses, phone and email contact information for two (2) references]* |
| 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 ProposalForm

|  |  |  |  |
| --- | --- | --- | --- |
| 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 a **password-protected** file 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: Cost breakdown per deliverable/activity**

| # | **Milestone**  | **Payment Structure**  |
| --- | --- | --- |
| 1 | Inception report | 10% |
| 2 | Mapping and analysis report of the MSEs Database of selected youth and MSEs* 50% of youth who is yet to start a business

50% of existing youth-led MSEs and youth entrepreneurs | 10% |
| 3 | Establishment of 50% of VSLAsDelivery of 3 - 4 weeks of tailored training * 50% of youth who is yet to start a business
* 50% of existing youth-led MSEs

Registration of VSLAs into cooperativesRegistration of existing youth-led MSEsDatabase of selected youth and MSEs* Remaining 50% of youth who is yet to start a business
* Remaining 50% of existing youth-led MSEs and youth entrepreneurs
 | 25% |
| 4 | Establishment and registration of the remaining 50% of VSLAsDelivery of 3 - 4 weeks of tailored training * Remaining 50% of youth who is yet to start a business
* Remaining 50% of existing youth-led MSEs and youth entrepreneurs

Registration of VSLAs into cooperativesRegistration of existing youth-led MSEsBusiness linkage strategy reportEstablishment of business linkages | 30% |
| 5 | Provision of mentoring and coaching to the MSEsCoordination with financial institutions to provide MSEs with access to finance | 15% |
| 6 | Final report capturing the impact of the interventions with an exit strategy | 10% |
|  | **Total** | **100%** |

**Table 2: Cost Breakdown by Cost Component**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of activity**  | **Unit of Measure**  | **Fees per Month** | **Duration (Month)** | **Total** |
| 1. Key Personnel |  |  |  |  |
| 1. Team Leader
 | Month |  | 18 |  |
| 1. Business development service expert
 | Month |  | 18 |  |
| 1. Monitoring and Evaluation (M&E) officer
 | Month |  | 18 |  |
| 2. Travel  | Round Trip |  |  |  |
|  |  |  |  |  |
| 3. Other Costs  | *(Please specify)* |  |  |  |
|  |  |  |  |  |
| 4. Administrative cost not exceeding 7% | Lumpsum |  |  |  |
| **Total (USD)** |  |

Name of Bidder [and designation] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorised signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of authorised signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Non-performance, as decided by UNDP, 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. [↑](#footnote-ref-1)