



REQUEST FOR PROPOSAL (RFP)

Hiring a Consultancy Firm/NGO/CSO to develop a training curriculum and deliver trainings to ensure Economic Empowerment of WDCs	DATE: June 23, 2022
	REFERENCE: MDV/RFP/22/05-EXT

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Hiring a Consultancy Firm/NGO/CSO to develop a training curriculum and deliver trainings to ensure Economic Empowerment of WDCs**.

Please be guided by the form attached hereto as Annex 3, in preparing your Proposal.

Proposals may be submitted on or before **Friday, June 24, 2022** and via e-tendering.

With the subject line: **“Hiring a Consultancy Firm/NGO/CSO to develop a training curriculum and deliver trainings to ensure Economic Empowerment of WDCs.”**

Submissions must contain a separate technical and financial proposal. **Financial proposals must be password-protected and must not be attached to the same document containing the technical proposal. Submission of a single document containing both technical and financial proposals will be disqualified.** Vendors will be requested to share the password to financial proposal upon completion of technical evaluation process.

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

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

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

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

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

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market

factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

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

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

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

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely Yours,

DocuSigned by:

2830BC5992254E4...
Vera Hakim

Resident Representative
23 June 2022

Annex 1

Description of Requirements

Context of the Requirement	“Hiring a Consultancy Firm/NGO/CSO to develop a training curriculum and deliver trainings to ensure Economic Empowerment of WDCs”			
Implementing Partner of UNDP	UNDP Maldives			
Brief Description of the Required Services ¹	Hiring a Consultancy Firm/NGO/CSO to develop a training curriculum and deliver trainings to ensure Economic Empowerment of WDCs			
List and Description of Expected Outputs to be Delivered	Please see attached TOR (Annex 2)			
Person to Supervise the Work/Performance of the Service Provider	Mohamed Nabeeh Asim, Programme Officer, Integrated Governance Programme, UNDP			
Frequency of Reporting	On weekly basis			
Progress Reporting Requirements	Weekly			
Location of work	<input checked="" type="checkbox"/> Exact Address/es: Home-based with travel within the Maldives to at least 3 islands to pilot the program subject to the COVID-19 situation			
Expected duration of work	04 months			
Target start date	July 2022			
Latest completion date	October 2022			
Travels Expected	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s
	H.Dh. Kulhudhuffushi		Conduct pilot training	
	Dh. Kudahuvadhoo		Conduct pilot training	
	Gn. Fuvahmulah		Conduct pilot training	
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance			

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

	<input type="checkbox"/> Others <i>[pls. specify]</i>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Others: Please see attached TOR (Annex 2)
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> Maldivian Rufiyaa
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms ³	As defined in the attached TOR (Annex 2)
Person(s) to review/inspect/ approve outputs/completed services and authorize the	Mohamed Nabeeh Asim, Programme Officer, Integrated Governance Programme, UNDP

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

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

disbursement of payment	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Contract <input type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ (if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Other Type of Contract [pls. specify]
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Criteria 1: Overall Experience and Expertise of the Firm/Institution <input checked="" type="checkbox"/> Criteria 2: Expertise of key personnel <input checked="" type="checkbox"/> Criteria 3: Workplan, Methodology & Timeline in the technical proposal
	<p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>Financial proposals must be password-protected and must not be attached to the same document containing the technical proposal. Submission of a single document containing both technical and financial proposals will be disqualified. None of the financial proposal data is disclosed in other documents of the submission. UNDP shall request password for opening the financial proposal only from the proposals who pass the technical evaluation as per the criteria is established and disclosed in the solicitation document. The proposal shall assume the responsibility for not encrypting the financial proposal.</p> <p>DO NOT DISCLOSE YOUR PRICE IN THE LINE ITEMS. YOU MUST PUT PRICE AS "1" IN THE SYSTEM AND PROVIDE THE FINANCIAL PROPOSAL AS ENCRYPTED FILE AS EXPLAINED ABOVE.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider

Contract General Terms and Conditions ⁴	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 3) <input checked="" type="checkbox"/> Detailed TOR (Annex 2)
Contact Person for Inquiries (Written inquiries only) ⁶	<i>Aminath Nisfa</i> <i>Admin & Operations Assistant</i> <i>proc.mv@undp.org</i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

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

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

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

Annex 2**Terms of Reference**

Location:	Maldives
Consultancy Title:	Hiring a Consultancy Firm/NGO/CSO to develop a training curriculum and deliver trainings to ensure Economic Empowerment of WDCs
Type of Contract:	Institutional Contract for Services
Languages required:	Dhivehi, English
Contract period:	July – October 2022
Project Title:	Integrated Governance Programme
Prompt ID:	MDV-0000186380

A - BACKGROUND

UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience, and resources to help people build a better life. UNDP is on the ground in about 170 countries and territories, working with national counterparts on solutions to global and national development challenges. In the programme countries, UNDP supports stabilization, state-building, governance and development priorities in partnership with the host governments, the United Nations system, the development partners and other partners to help the country to achieve sustainable development by eradicating poverty in all its forms and dimensions, accelerating structural transformations for sustainable development and building resilience to crises and shock.

UNDP has been a trusted development partner of the Maldives for more than 40 years, helping to achieve the eradication of poverty, reduction of inequalities and exclusion in areas such governance, environment protection, climate change mitigation and adaptation. In each of its thematic areas of work, UNDP at the request of its national partners provides relevant policy advisory support, technical assistance, advocacy, and knowledge to help Maldives achieve its global commitment on Sustainable Development Goals (SDG). With Maldives's transition to Middle Income Country Status, Official Development Assistance from traditional donor sources has been on the continuous decline. UNDP is therefore working with its national partners to identify and tap into alternative and innovative financing mechanisms for development. This process involves broadening outreach and forging wide-ranging partnerships with stakeholders - including other UN agencies, the government, the private sector, philanthropic Foundations, multi-lateral and bi-lateral donors and International Finance Institutions to advance the country's development strategies and objectives.

In Maldives, women, youth and cohorts of the population Not in Education, Employment or Training (NEET) have lower labor force participation rates, high unemployment, greater levels of inequality and narrow access to economic opportunities, particularly in remote atolls of Maldives. National data suggests that women have significant barriers to access livelihood opportunities, have nearly half the participation

of men in labor markets, and have low asset ownership, income, and high NEET exposure, which impedes their entrepreneurship and access to financial services.

The Local Council Elections in 2021 brought the formalization of legal entity status to Women Development Committees- a key stakeholder mandated to address the challenges that women face at local communities and promoting women's participation in the economy. However, WDCs faces challenges to carry their mandate due to lack of training, capacity, resources, and technical skills, perpetuating the socio-economic challenge.

Thus, in partnership with the Ministry of Economic Development (MED), UNDP will introduce a novel intervention: design, test and launch the Maldives' first nationally accredited, open-source, entrepreneurship and livelihood program targeting the Women Development Committees (WDCs). This dedicated course curriculum would be developed/adapted from global tools and piloted in a gender sensitive and inclusive manner in three regions of Maldives, and the feedback received from these workshops would be used to refine the course content and put forward a formal submission for national accreditation in cooperation with Local Government Authority (LGA) and endorsed by Ministry of Gender, Family and Social Services.

The program would be key to integrating financial literacy and sustainability as important criteria used by national SME policy and by local financing institutions in giving credit to entrepreneurs, to ensure financial incentives are secured for certificate awardees, and to ensure the uptake of this course and roll-out nation-wide. This fully digitalized open-source course will ensure private and public educational institutions are able to deliver the course.

B - DUTIES AND RESPONSIBILITIES

Objective of the Assignment

The program will aim to provide members of the WDC the necessary tools to assess the livelihood options available for women based on their local context, familiarize the different avenues and corridors available for entrepreneurs and home-based workers.

A key objective of the program is facilitating start-up strategies, understanding local business environment, creating climate resilient business models, know how on financial proposal development and on green financing opportunities. The WDC Training Program will be used to train WDC members who can deliver meaningful and engaging partnerships with local communities, youth, and women.

Component 1: Developing a course curriculum and relevant training material for the Up-Skilling Training Program in priority areas

(Building a gender sensitive and inclusive curriculum on Economic Empowerment for WDCs to entrepreneurship activities at the island level)

1.1: Business environment analysis and needs assessment. In this analysis, the following areas will be covered; business registration, regulatory environment, legal framework and financing architecture available for SMEs through Maldivian financial system; among others.

1.2 Ideation of available business and livelihood opportunities in the community, specifically focusing on SME financing opportunities and availability of targeted financing for women such as loan quotas.

1.3: Formulating a course on framing business models, financial proposal documents and start-up strategies based on above. A key emphasis of the curriculum is required on financial literacy, business formulation and understanding the corridors for support for island level businesses.

1.4: The course should be developed in both English and Dhivehi and must take into account inclusive and accessible delivery forms.

1.5: Develop Training guidelines and relevant training material on how to facilitate the training using best practice methods and benchmarks identified.

1.6: Develop evaluation tools to measure knowledge gain of trainers.

Component 2: Conducting TOT for future trainers/training providers

2.1 Deliver TOT for 20 trainers proposed by UNDP and partner institutions. The TOT duration should be within 2-3 days.

2.2 Arrangement of TOT logistics such as venue, inviting trainers etc. will be done by UNDP and partner institutions.

Component 3: Pilot Training Program in identified 3 regions in Maldives

3.1: Conduct pilot trainings in identified key 3 regions in Maldives (Hdh. Kulhudhuffushi, Dh. Kudahuvadhoo & Gn. Fuvahmulah).

3.2: Each training should target 35 trainees from selected WDCs. Team leader and coordinator/facilitator should co-facilitate with the trained individuals from the TOT in delivering the trainings.

3.3: Pilot logistics such as participant travel, venue logistics etc. will be arranged by UNDP and partner institutions. The firm/institution is only responsible for the travel and logistics of the team leader and coordinator/facilitator.

3.4: Each training session will necessitate 2 days going into the field. Dates will be determined together with UNDP and partner institutions.

3.5: Upon receiving feedback from UNDP and partner institutions, review and revise training program and relevant training material developed.

3.6: Submit final products along with the final project report.

Scope of Work

Under the guidance of UNDP and Ministry of Economic Development, and in close consultation with MoGFSS and LGA, the consultancy firm/institution will support the development and piloting of a training program for WDCs. Accordingly, the tasks to be undertaken by the consultancy firm/institution under the Terms of Reference include, but are not necessarily limited to, the following:

1. Undertake desk research in existing relevant literature on course curriculums supported by global and local tools on entrepreneurial and financial capacities, and other publicly available materials, related legislations, assessments, and inputs from stakeholder consultation to identify current and specific training needs areas.
2. Conduct meetings with relevant stakeholders to fill information gaps, evaluate, and revise based on recommendations identified.
3. Submit the final draft of the inception report including topics/modules of the WDC Training Program, a detailed methodology including a sustainability plan, and relevant implementing partners.
4. Based on preliminary findings, develop a definitive training program encompassing outcomes, teaching strategy, evaluation methods (participant performance evaluation tools at the

theoretical and practical level) and course content in both English and Dhivehi and designed to be administered both virtually and physically. This will also include all training materials, presentations, resource texts, which are outside program outline & teaching strategy.

5. Develop an assessment tool (pre/post-test) at the training workshops to measure knowledge and perception change of participants.
6. Conduct training of trainers for a selected pool of individuals including staff from MED, MoGFSS, LGA and BCC who will be able to conduct these training courses in the future.
7. Conduct 3 pilot training in the selected 3 regions (Hdh. Kulhudhuffushi, Dh. Kudahuvadhoo & Gn. Fuvahmulah) with the trained individuals as co-facilitators.
8. Revise and improve the course curriculum upon feedback and lessons learnt from pilot phase and submit the curriculum with all documents necessary to obtain accreditation from the Maldives Qualification Authority.
9. Develop a roll out plan that outlines the measures that needs to be implemented to facilitate the intended economic empowerment which includes amendments needed to legislation, guidelines and additional resources needed.
10. Submit final mission report highlighting lessons learned and recommendations for way forward

Expected Outputs and Deliverables

All reports shall be submitted as stipulated below and all reports will be submitted as drafts and upon review by UNDP and Ministry of Economic Development and partners, the consultancy firm/institution shall revise the draft reports. Once the revised reports are accepted by UNDP, they will be termed as final reports for the consultancy.

The consultancy firm/institution will be responsible for the following deliverables:

Deliverable	Description	Estimated Maximum Duration to Complete (in working days)
Final Inception Report	A desk review of relevant literature including current education curriculum, inputs from stakeholder consultation to identify current needs, existing gaps for the preparation of an entrepreneurship empowerment program for parties such as WDC. The study should build on the draft concept note with an outline of topics/modules to be covered, detailed methodology including a sustainability plan, and relevant implementing partners for the training program.	7 days
Training Program Curriculum	Development of training program that addresses the needs and gaps identified in the inception phase. The program should feature supporting material such as detailed training modules for all topics to be covered, trainers' guides, participant handbooks, training material (including but not limited to presentation slides and activity handouts), and external resources where necessary. The program should be designed with two modes of delivery in mind: both physical and virtual, and in English and Dhivehi. All resources should be designed accordingly.	12 days

Training of Trainers	Upon compilation of the programme, the consultancy firm/institution will conduct a training of trainers for a selected pool of individuals who will be able to conduct these trainings in the future.	7 days (2-3 days for TOT)
Conducting the Pilot in the selected regions	The consultancy firm/institution will conduct a pilot training of the training program in the 3 identified locations with the trained individuals as co-facilitators. The feedback collected after the pilot training will be used to modify the program and strengthen its components and delivery.	20 days
Revised Curriculum and Documents for Accreditation	Revise the course curriculum upon feedback and lessons learnt from pilot phase and submit the curriculum with all documents necessary to obtain accreditation from the Maldives Qualification Authority.	5 days
Roll-out Plan	Plan must outline the measures that needs to be implemented to facilitate the intended economic empowerment which includes amendments needed to legislation, guidelines and additional resources needed.	13 days
Final Report	A final report based on the lessons learnt, key considerations while delivering the programme, and any additional recommendations must be covered.	5 days

Duration of the Assignment

This assignment will take place within 4 months, and as per the deliverable dates outlined above, and is expected to start in July. The consultancy firm/institution should come up with a clear timeline while submitting the proposal taking into consideration the estimated time durations for each deliverable as stipulated above.

Institutional Arrangement

The consultancy firm/institution will have weekly meetings with the focal point at UNDP and meetings with the Ministry of Gender, Family and Social Services, LGA and Ministry of Economic Development on an as-needed basis.

Duty Station and Expected Places of Travel

Home-based with travel within the Maldives to at least 3 islands to pilot the program subject to the COVID-19 situation. The successful bidder would be expected to arrange their own accommodation, and coordinate participants logistics as required. All travel will adhere to state health and safety rules and regulations

C -PAYMENT TERMS

The method of payment is **output-based lump-sum scheme**. The total amount quoted shall be **all-inclusive lump sum** and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the duty station) and any other applicable cost to be incurred by the consultancy firm/institution in

completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration.

The payments shall be released upon submitting the required deliverables/outputs with satisfactory by the Programme Manger/Focal Point as per agreement for each report in accordance with a set time schedule to be agreed in the contract.

Deliverable	Tentative Target due date	Percentage	Review and Approvals Required
Final Inception Report	09 July 2022	30%	Review and approval of Programme Manager and Assistant Resident Representative – Governance
Development of Training Program Curriculum	23 July 2022		
Training of Trainers	01 August 2022	40%	Review and approval of Programme Manager and Assistant Resident Representative – Governance
Pilot	22 August 2022		
Revised Curriculum and Documents for Accreditation	28 August 2022	30%	Review and approval of Programme Manager and Assistant Resident Representative – Governance
Roll-out Plan	12 September 2022		
Final Report	18 September 2022		

D - REQUIRED SKILLS AND EXPERIENCE

The required skills and experiences of the Firm/Institution as well as the Team are further described in the evaluation criteria below

Language Requirements:

- Fluency in written and spoken Dhivehi and English is required for all team members.

Evaluation Method and Criteria

Cumulative analysis

The award of the contract shall be made to the individual consulting firm/institution whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 70 points)

Evaluation criteria	Maximum marks obtainable
Criteria 1: Overall Experience and Expertise of the Firm/Institution	15
1.1 The firm/institution has a professional network of community development practitioners, with a proven track of gender related and/or economic empowerment work done in the past	5
1.2 The firm/institution has a <u>minimum of 3 years</u> of experience in facilitating relevant trainings and workshops. (Duration to be determined by summing up the total amount of time spent on delivering similar trainings and workshops).	5
1.3 the Firm/institution has a <u>minimum of 2 years</u> of experience in conducting community development initiatives. <i>(Duration to be determined by summing up the total amount of time spent on conducting community development initiatives).</i>	5
Criteria 2: Expertise of key personnel	45
<u>Team composition</u>	
2.1 The team must have at least 3 members. <ul style="list-style-type: none"> - Team leader must have a development and gender background. - The team should have an economics/business development background. - The team should have a third member who has a background in facilitation and coordination - If the team leader does not have a gender background, the team should also have another member with a background in gender related work. 	5
<u>Educational qualifications of the team members</u>	
2.2 Team Leader: The team leader has at least a bachelor's degree in development studies, law, gender studies or relevant discipline. (If team leader does not have gender studies or relevant academic background, the team should have someone with a gender studies or relevant academic background.)	4
2.3 Economic expert: This team member has at least a bachelor's degree in economics, economic empowerment, financial literacy, business development or a relevant discipline.	3
	3

2.4 Coordinator/Facilitator: This team member has at least a bachelor's degree in development studies, gender studies, economic empowerment, or a relevant field.	
<u>Professional experience and qualifications of the team members</u>	5
2.5 The team (one or more members of it) has at least 1 year of experience in developing training manuals/curriculums. <i>(Duration to be determined by summing up the total amount of time spent on developing manuals).</i>	5
2.6 The team (one or more members of it) must have developed at least 1 training manual/curriculum in a similar field.	5
2.7 The team (one or more members of it) combined has a <u>minimum of 3 years</u> of experience in facilitating relevant trainings and workshops. <i>(Duration to be determined by summing up the total amount of time spent on delivering similar trainings and workshops).</i>	5
2.8 The team (one or more members of it) combined has a <u>minimum of 2 years</u> of experience in conducting community development initiatives. <i>(Duration to be determined by summing up the total amount of time spent on conducting community development initiatives).</i>	5
2.9 The team (one or more members of it) combined has a <u>minimum of 1 year</u> of experience in the Maldivian startup ecosystem, business environment and relevant legislation/policy framework and practices. <i>(Duration to be determined by summing up the total amount of time spent on declared initiatives).</i>	2.5
2.10 The team leader must demonstrate previous professional experience in facilitating training sessions.	2.5
2.11 The coordinator/facilitator must demonstrate previous professional experience in organizing logistics, facilitating workshops and training sessions.	
Criteria 3: Workplan, Methodology & Timeline in the technical proposal	10
3.1 Overall understanding of the assignment & proposed solution	5
3.2 Proposed workplan and timeline relevant to the assignment as per the Terms of Reference.	5
TOTAL	70 points

Only firm/institutions obtaining a minimum of 49 points (70% of the total technical points) during the desk review are acceptable would be considered for the Financial Evaluation.

Documentation required.

Interested consultancy firm/institutions must submit the following documents/information to demonstrate their qualifications.

1. Technical Proposal

- Technical proposal detailing workplan, methodology, timeline, team composition (which should not exceed 15 pages including any printed brochure relevant to the services being procured).
- Organizational profile describing the nature of business.
- CVs of all team members.
- Details of previous related or similar projects/consultancies/portfolio completed by the firm/institution in the past five years. (include duration/timeline of previous activities individually)
- Extracts of, or links to, related or similar work.

2. Financial proposal (Should be password protected)

- Financial proposal (inclusive of all costs with the breakdown).
 - We will notify the bidders who pass the technical score to provide the password of the financial proposal on the day of financial evaluation.
- Financial proposal that indicates the lump sum rate/fee of the firm/institution in Maldivian Rufiyaa (or USD in the case of international firm/institutions).

Incomplete proposals may not be considered. The short-listed firm/institutions/institutions may be contacted for interview and the successful firm/institution will be notified.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

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

[insert: Location]

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

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

B. Proposed Methodology for the Completion of Services

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

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

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

C. Qualifications of Key Personnel

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

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

D. Cost Breakdown per Deliverable*

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

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

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

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

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

[Designation]

[Date]