



REQUEST FOR PROPOSAL

Long Term Agreement (LTA) for a roster of consulting firms in relation to the provision of pre and post investment advisory services to UNCDF's investees and prospects.

RFP No.: 89981

Project: LDCIP TA Facility roster of consulting firms

Country: Global

Issued on: 27 June 2022

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Section 1. Letter of Invitation

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

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

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - Form A: Technical Proposal Submission Form
 - Form B: Bidder Information Form
 - Form C: Joint Venture/Consortium/Association Information Form
 - Form D: Qualification Form
 - Form E: Format of Technical Proposal
 - Form F: Financial Proposal Submission Form
 - Form G: Financial Proposal Form
 - Form H: Standard Operating Procedure for the Secondary Competition

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

Please acknowledge receipt of this RFP by sending an email to Uncdf.procurement@uncdf.org, indicating whether you intend to submit a Proposal or otherwise. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

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

Issued by:

UNCDF Procurement Team
24 June 2022

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNCDF. This RFP is conducted in accordance with the UNCDF Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNCDF. UNCDF is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
Fraud & Corruption, Gifts and Hospitality	<p>1.4 UNCDF strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNCDF vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNCDF's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>1.5 Bidders/vendors shall not offer gifts or hospitality of any kind to UNCDF staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>1.6 In pursuance of this policy, UNCDF</p> <ul style="list-style-type: none"> (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 UNCDF contract. <p>1.7 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf</p>
Eligibility	<p>1.8 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNCDF whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>1.9 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNCDF.</p>

Conflict of Interests	<p>1.10 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNCDF to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNCDF. <p>1.11 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNCDF, and seek UNCDF's confirmation on whether or not such a conflict exists.</p> <p>1.12 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNCDF staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>1.13 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNCDF's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
General Considerations	<p>1.14 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>1.15 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNCDF.</p>
Cost of Preparation of Proposal	<p>1.16 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNCDF shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
Language	<p>1.17 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNCDF, shall be written in the language (s) specified in the BDS.</p>
Documents Comprising the Proposal	<p>1.18 The Proposal shall comprise of the following documents:</p> <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder;

	<ul style="list-style-type: none"> b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
Documents Establishing the Eligibility and Qualifications of the Bidder	<p>1.19 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNCDF's satisfaction.</p>
Technical Proposal Format and Content	<p>1.20 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>1.21 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>1.22 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNCDF, and at no expense to UNCDF</p> <p>1.23 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNCDF. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
Financial Proposals	<p>1.24 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>1.25 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>1.26 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
Proposal Security	<p>1.27 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>1.28 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>1.29 If the Proposal Security amount or its validity period is found to be less than what is required by UNCDF, UNCDF shall reject the Proposal.</p> <p>1.30 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>1.31 The Proposal Security may be forfeited by UNCDF, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after UNCDF has issued an award; or ii. to furnish the Performance Security, insurances, or other documents that UNCDF may require as a condition precedent to the effectivity of the

	contract that may be awarded to the Bidder.
Currencies	<p>1.32 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ul style="list-style-type: none"> a) UNCDF will convert the currency quoted in the Proposal into the UNCDF preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and b) In the event that UNCDF selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNCDF shall reserve the right to award the contract in the currency of UNCDF's preference, using the conversion method specified above.
Joint Venture, Consortium or Association	<p>1.33 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNCDF and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>1.34 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNCDF.</p> <p>1.35 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>1.36 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNCDF.</p> <p>1.37 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>1.38 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>1.39 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
Only One Proposal	<p>1.40 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>1.41 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found</p>

	<p>to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
Proposal Validity Period	<p>1.42 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNCDF and rendered non-responsive.</p> <p>1.43 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
Extension of Proposal Validity Period	<p>1.44 In exceptional circumstances, prior to the expiration of the proposal validity period, UNCDF may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>1.45 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>1.46 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
Clarification of Proposal	<p>1.47 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNCDF staff member, UNCDF shall have no obligation to respond or confirm that the query was officially received.</p> <p>1.48 UNCDF will provide the responses to clarifications through the method specified in the BDS.</p> <p>1.49 UNCDF shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNCDF to extend the submission date of the Proposals, unless UNCDF deems that such an extension is justified and necessary.</p>
Amendment of Proposals	<p>1.50 At any time prior to the deadline of Proposal submission, UNCDF may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>1.51 If the amendment is substantial, UNCDF may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
Alternative Proposals	<p>1.52 Unless otherwise specified in the BDS, alternative proposals shall not be considered.</p>

	<p>If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNCDF shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNCDF reserves the right to award a contract based on an alternative proposal.</p> <p>1.53 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
Pre-Bid Conference	<p>1.54 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>
C. SUBMISSION AND OPENING OF PROPOSALS	
Submission	<p>1.55 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>1.56 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>1.57 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNCDF General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>1.58 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNCDF as specified in the BDS iii. Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the BDS. <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNCDF shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p>

<p>Email Submission</p>	<p>1.59 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) 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. c) The password for opening the Financial Proposal should be provided only upon request of UNCDF. UNCDF 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. <p>1.60 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. c) 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 UNCDF. UNCDF 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. d) 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. e) 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/
<p>Deadline for Submission of Proposals and Late Proposals</p>	<p>1.61 Complete Proposals must be received by UNCDF in the manner, and no later than the date and time, specified in the BDS. UNCDF shall only recognize the date and time that the bid was received by UNCDF</p> <p>1.62 UNCDF shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p>Withdrawal, Substitution, and Modification of Proposals</p>	<p>1.63 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>1.64 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNCDF, 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"</p> <p>1.65 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</p>

	<p>to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>1.66 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
Proposal Opening	<p>1.67 There is no public bid opening for RFPs. UNCDF shall open the Proposals in the presence of an ad-hoc committee formed by UNCDF, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
D. EVALUATION OF PROPOSALS	
Confidentiality	<p>1.68 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>1.69 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNCDF in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNCDF's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNCDF's vendor sanctions procedures.</p>
Evaluation of Proposals	<p>1.70 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNCDF will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>1.71 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
Preliminary Examination	<p>1.72 UNCDF shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNCDF reserves the right to reject any Proposal at this stage.</p>
Evaluation of Eligibility and Qualification	<p>1.73 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>1.74 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNCDF's ineligible vendors' list; They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; They are able to comply fully with UNCDF General Terms and Conditions of Contract; They do not have a consistent history of court/arbitral award decisions against the Bidder; and They have a record of timely and satisfactory performance with their clients.

<p>Evaluation of Technical and Financial Proposals</p>	<p>1.75 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNCDF may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>1.76 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNCDF will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>1.77 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>1.78 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;">TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;">Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<p>Due Diligence</p>	<p>1.79 UNCDF reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ol style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNCDF may deem appropriate, at any stage within the

	selection process, prior to awarding the contract.
Clarification of Proposals	<p>1.80 To assist in the examination, evaluation and comparison of Proposals, UNCDF may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>1.81 UNCDF's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNCDF in the evaluation of the Proposals, in accordance with RFP.</p> <p>1.82 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNCDF, shall not be considered during the review and evaluation of the Proposals.</p>
Responsiveness of Proposal	<p>1.83 UNCDF's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>1.84 If a Proposal is not substantially responsive, it shall be rejected by UNCDF and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
Nonconformities, Reparable Errors and Omissions	<p>1.85 Provided that a Proposal is substantially responsive, UNCDF may waive any non-conformities or omissions in the Proposal that, in the opinion of UNCDF, do not constitute a material deviation.</p> <p>1.86 UNCDF may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>1.87 For Financial Proposal that has been opened, UNCDF shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNCDF there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. <p>1.88 If the Bidder does not accept the correction of errors made by UNCDF, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
Right to Accept, Reject, Any or All Proposals	<p>1.89 UNCDF reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNCDF's action. UNCDF shall not be obliged to award the contract to the lowest priced offer.</p>

Award Criteria	1.90 Prior to expiration of the proposal validity, UNCDF shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
Debriefing	1.91 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNCDF. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNCDF procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
Right to Vary Requirements at the Time of Award	1.92 At the time of award of Contract, UNCDF reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Contract Signature	1.93 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNCDF. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNCDF may award the Contract to the Second Ranked Bidder or call for new Proposals.
Contract Type and General Terms and Conditions	1.94 The types of Contract to be signed and the applicable UNCDF Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Performance Security	1.95 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNCDF shall be a condition for rendering the contract effective.
Bank Guarantee for Advanced Payment	1.96 Except when the interests of UNCDF so require, it is UNCDF's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
Liquidated Damages	1.97 If specified in BDS, UNCDF shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
Payment Provisions	1.98 Payment will be made only upon UNCDF's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNCDF with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
Vendor Protest	1.99 UNCDF'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 UNCDF vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/pr


	otest-and-sanctions.html
Other Provisions	<p>1.100 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNCDF shall be entitled to same lower price. The UNCDF General Terms and Conditions shall have precedence.</p> <p>1.101 UNCDF is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNCDF General Terms and Conditions shall have precedence.</p> <p>1.102 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

Section 3. Bid Data Sheet

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	Other (pl.specify): English or French
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	<p>Allowed</p> <p>This RFP involves four (4) lots:</p> <ul style="list-style-type: none"> Lot 001 - Food Security & Nutrition. Lot 002 - Nature asset, Green Economy, Blue Economy, Climate Finance & Renewable Energy Lot 003 - Financial Inclusion and Innovation Lot 004 - Local Infrastructure <p>Bidders are allowed to apply for one or any combination of multiple lots. A separate proposal shall be submitted for each lot.</p>
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p>Will be Conducted</p> <p>1 -For English speaking audience: Time zone: EST/EDT Date: July 6, 2022 8:00 AM Duration: 90 minutes Venue: Zoom (link will be provided close to the date) Specific to pre-proposal conference, bidders should submit their questions by email by 04 July, 2022, 3:00 PM EST/EDT. The UNCDF focal point for the arrangement is: E-mail: uncdf.procurement@uncdf.org</p> <p>2 - For French speaking audience: Time zone: EST/EDT Date: July 6, 2022 10:00 AM Duration: 90 minutes</p>

			<p>Venue: Zoom (link will be provided close to the date)</p> <p>Specific to pre-proposal conference, bidders should submit their questions by email by 4 July, 2022, 3:00 PM EST/EDT.</p> <p>The UNCDF focal point for the arrangement is:</p> <p>E-mail: uncdf.procurement@uncdf.org</p> <p>For transparency and fairness purposes, please note that all the questions received timely from the bidders in English or in French will be addressed in both the French and English pre-conferences.</p>
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 not be imposed
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	<p>10 calendar days before the submission deadline</p> <p>By 8 July 2022 3.00 PM EST/EDT time (this is in addition to the questions sent for purposes of the pre-proposal conference)</p>
12	31	Contact Details for submitting clarifications/questions	<p>The Procurement Team:</p> <p>E-mail address: uncdf.procurement@uncdf.org</p>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<p>Direct communication to prospective Proposers by email and Posting on the following websites: https://procurement-notices.undp.org/ and https://www.ungm.org/</p>
14	23	Deadline for Submission	<p>18 July 2022 23:59 EST/EDT</p> <p>By Email to the UNCDF procurement email.</p> <p>Note that system time zone is in EST/EDT (New York) time zone.</p>

14	22	Allowable Manner of Submitting Proposals	 Submission by email
15	22	Proposal Submission Address	Uncdf.procurement@uncdf.org
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Password for technical proposal <u>must</u> not be provided to UNCDF until the date as indicated in No. 14 (<i>for email submission only</i>) ▪ Password for financial proposal <u>must</u> not be provided to UNCDF until requested by UNCDF ▪ Max. File Size per transmission: 10 MB ▪ Mandatory subject of email: <i>RFP/ UNCDF/ 89981– Long Term Agreement (LTA) for a roster of consulting firms in relation to the provision of pre and post investment advisory services to UNCDF's investees and prospects</i>
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70%.</p>
18		Expected date for commencement of Contract	<i>October 1, 2022</i>
19		Maximum expected duration of contract	<p>LTA, initially for one year, with possible extension for a maximum of up to three (3) years</p> <p>The annual extension is subject to annual assessment of performance and compliance to other requirements.</p>
20	35	UNCDF will award the contract to:	<p>one or more Proposers, depending on the following factors: Each lot will be reviewed independently, and contract/s will be awarded to the bidder obtaining the highest Total Combined Score for each lot.</p> <p>A minimum of 25 (and up to 40) LTA holders are targeted in total for all the 4 lots. If such minimum number is not met, UNCDF will still proceed with awarding the LTA to the qualified firms.</p>
21	39	Type of Contract	<p>Long Term Agreement</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>

22	39	UNCDF Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Other Information Related to the RFP	<i>This RFP shall lead to LTAs configured by having multiple vendors, and call-off awards will be based on secondary competition. The Standard Operating Procedures (SOP) for the secondary competition is herein provided under Section 6, Form H.</i>

Section 4. Evaluation Criteria

Preliminary Examination Criteria

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

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity

Minimum Eligibility and Qualification Criteria

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

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

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	At least 7 years international, local and/or regional relevant track record working and/or operating in emerging markets/LDCs in the following priority business segments:	Form D: Qualification Form

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

	Agribusiness, Fintech companies, Microfinance institutions, financial institutions, Project finance/Infrastructure projects/companies.	
	Demonstrating a track record of managing and implementing assignments and/or TA projects or participation in programme development initiatives supporting MSMEs, Financial Service Providers and/or infrastructure projects/companies, with pre and/or post investment advisory services. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Financial Standing	Kindly provide audited or unaudited financial statements for the past three (3) years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form

Technical Evaluation Criteria

All offerors will be assessed first if they are qualified (experience or footprint working as an example) to work in the following regions of operation they have expressed preference for:

- East and southern Africa
- West and Central Africa
- Asia
- Pacific

The assessment shall be done based on a non-discretionary "Pass" or "Fail" criteria, upon compliance with the following requirements:

- A minimum of three (3) past contracts indicating previous experience working in the preferred region/s over the past five (5) years; and
- A minimum of 5 assignments in business advisory to the private sector (MSMEs, Financial Service Providers and/or infrastructure projects/companies) over the past 5 years

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's Qualification, Capacity and Experience	400
2.	Proposed Methodology, Comments to the TOR and Approach	300
3.	Management Structure and Key Personnel	300
	Total	1000

Scale to be used in Rating the Offeror's Compliance to the Above listed Criteria

Evaluated criteria	Supporting evidence	Scoring scale system %	Scoring scale times maximum score (example with scale of 10)
Excellent	Requirements submitted and supported by excellent evidence of ability to support contract requirements	100	10
Good	Requirements submitted and supported by good evidence of ability to support contract requirements	80	8
Satisfactory	Requirements submitted and supported by sufficient evidence of ability to support contract requirements	60	6
Poor	Requirements submitted and supported by weak evidence of ability to support contract requirements	40	4
Very poor	Requirements submitted and not supported by evidence of ability to support contract requirements	20	2
No submission	Information not submitted or unacceptable	0	0

UNCDF will evaluate each of the technical criteria listed below and assign a score based on the supporting evidence of ability to support contract requirements provided in the technical proposal. An example of a scale of 10 points is provided for reference.

Partition 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Brief description of the organization, including the year and country of incorporation, and types of activities undertaken namely in business advisory services in the target sector(s)	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	75
1.3	Relevance of specialized knowledge and experience on similar engagements done in the target region(s)/country(ies) including references of at least 5 relevant missions or projects implemented	150
1.4	Organizational commitment to sustainability including but not limited ESG best practices and women empowerment	75
Total Section 1		400

Partition 2. Proposed Methodology, Comments to the TOR and Approach		Points obtainable
2.1	Understanding of the requirement: Does the proposal demonstrate the firm's understanding of scope identified in the TOR (activities and outputs), taking into account the various constraints and opportunities? Are there constructive comments to the TOR including suggestions to improve the success of the technical assistance projects implementation and sustainability?	50

2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference for implementing the indicative envisaged activities and deliverable, including ensuring transfer of knowledge, for each lot	100
2.3	Quality assurance procedures and risk mitigation measures: Details on how the different activities shall be organized, controlled and delivered; description of available performance monitoring, evaluation mechanisms and tools	50
2.4	Knowledge management: Did the Offeror demonstrate its capacity, resources and tools to generate fit-for purpose knowledge management products (including research, design, storytelling, lessons learnt sharing publications experience, social media expertise, training experience, design of online learning solutions, etc.)?	100
Total Section 2		300

Partition 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed. Describe the overall management approach toward planning resources. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide an explanation of the role/activities of each personnel.		60
3.2	Qualifications of key personnel proposed		
3.2.1	Team Leader		80
3.2.2	Specialist(s) - Specify the domain(s) of expertise		80
3.2.3	Junior Staff / Analyst(s) - Specify the domain(s) of expertise		80
Total Section 3			300

DETAILED BREAKDOWN OF THE CRITERIA FOR SCORING THE TECHNICAL PROPOSAL PER EACH LOT

		Reference Document	Maximum score
	Partition 1. Bidder's qualification, capacity, and experience		400
1.1	Brief description of the organization, including the year and country of incorporation, and types of activities undertaken namely in business advisory services in the target sector(s) (Food Security & Nutrition/ Green Economy/ Climate Finance & Renewable Energy/ Nature Asset/ Financial Inclusion and Innovation/ Local Infrastructure)	Form D: Qualification Form Form E: Technical Proposal	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	Form D: Qualification Form Form E: Technical Proposal	75

1.3	Relevance of specialized knowledge and experience on similar engagements done in the target region(s)/country(ies) including references of at least 5 relevant missions or projects implemented	Form E: Technical Proposal	150
1.4	Organizational commitment to sustainability including but not limited to ESG best practices and women empowerment	Form B: Bidder identification form Form D: Qualification Form Form E: Technical Proposal	75
	Partition 2. Proposed Methodology, Comments to the TOR and Approach		300
2.1	Understanding of the TOR requirement: Does the proposal demonstrate the firm's understanding of scope identified in the TOR, considering the various constraints and opportunities? Are there constructive comments to the TOR including suggestions to improve the success of the technical assistance projects implementation and sustainability?	Form E: Technical Proposal	50
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference for implementing the indicative envisaged activities and deliverable, including ensuring transfer of knowledge, for each lot	Form E: Technical Proposal	100
2.3	Quality assurance procedures and risk mitigation measures: Details on how the different activities shall be organized, controlled, and delivered; description of available performance monitoring, evaluation mechanisms and tools	Form E: Technical Proposal	50
2.4	Knowledge management: Did the Offeror demonstrate its capacity, resources, and tools to generate fit-for purpose knowledge management products (including research, design, storytelling, lessons learnt sharing publications experience, social media expertise, training experience, design of online learning solutions, etc.)?	Form E: Technical Proposal	100
	Partition 3. Management Structure and Key Personnel		300
3.1	Composition and structure of the team proposed. Describe the overall management approach toward planning resources. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide an explanation of the role/activities of each personnel.	Form E: Technical Proposal	60
3.2	Qualifications of key personnel proposed		240
3.2.1	Team Leader		80
3.2.1.1	Education: • A Master's degree (or higher) in business administration, development finance, sustainability-related graduate degree, SME finance, climate finance, project finance, banking, economics, social sciences, agronomics/agri-	Form E: Technical Proposal Format for CV of Proposed Key Personnel	10

	finance, marketing, management, accounting, renewable energy, environmental studies, marine science, engineering, Information, Communication and Telecommunication or related fields. • An additional project management or skills-related accreditations/qualifications/diploma, or similar, is regarded as an asset	Form G: Financial Proposal Form	
3.2.1.2	General Experience: At least 5 years of relevant experience in a team leader role in missions or TA projects in the target sector(s) (Food Security & Nutrition/ Green Economy/ Climate Finance & Renewable Energy/ Nature Asset/ Financial Inclusion and Innovation/ Local Infrastructure)	Form E: Technical Proposal Format for CV of Proposed Key Personnel Form G: Financial Proposal Form	20
3.2.1.3	Specific experience: At least 5 years of successful track record working with or in SMEs/projects/microfinance/financial institutions, etc. in the target sector(s) (Food Security & Nutrition/ Green Economy/ Climate Finance & Renewable Energy/ Nature Asset/ Financial Inclusion and Innovation/ Local Infrastructure), including having a strong understanding of the most common challenges and weaknesses encountered by SMEs/projects/microfinance/financial institutions and a strong capacity to bring stakeholders to a consensus	Form E technical proposal Format for CV of Proposed Key Personnel Form G: Financial Proposal Form	20
3.2.1.4	Regional or country experience related to emerging/frontier markets and/or in the LDCs: working experience in at least 3 LDCs	Form E: Technical Proposal Format for CV of Proposed Key Personnel Form G: Financial Proposal Form	20
3.2.1.5	Language qualifications: • Written and spoken fluency in English or French as a requirement. • A second UN language fluency as an added advantage. Bilingual English French is preferred.	Form E: Technical Proposal Format for CV of Proposed Key Personnel Form G: Financial Proposal Form	10
3.2.2	Specialist(s) - Specify the domain(s) of expertise		80
3.2.2.1	Education: • A Master's degree (or higher) in business administration, development finance, sustainability-related graduate degree, SME finance, climate finance, project finance, banking, economics, social sciences, agronomics/agri-finance, marketing, management, accounting, renewable energy, environmental studies, marine science, engineering, Information, Communication and Telecommunication or related fields. • A first university degree in related fields, with 5	Form E: Technical Proposal Format for CV of Proposed Key Personnel Form G: Financial Proposal Form	10

	additional years of relevant experience will also be acceptable, in lieu of a master's degree.		
3.2.2.2	General Experience: At least 5 years of relevant experience working or being exposed to the target sector(s) (Food Security & Nutrition/ Green Economy/ Climate Finance & Renewable Energy/ Nature Asset/ Financial Inclusion and Innovation/ Local Infrastructure) as a subject matter	Form E: Technical Proposal Format for CV of Proposed Key Personnel Form G: Financial Proposal Form	20
3.2.2.3	Specific experience: At least 5 years of successful track record demonstrating hands-on skills and competences relevant to providing and/or implementing advisory services focusing on SMEs/projects/microfinance/financial institutions, etc. in the target sector(s) (Food Security & Nutrition/ Green Economy/ Climate Finance & Renewable Energy/ Nature Asset/ Financial Inclusion and Innovation/ Local Infrastructure), including having a strong understanding of the most common challenges and weaknesses encountered by SMEs/projects/microfinance/financial institutions and a strong capacity to find solutions to overcome or implement transformative solutions.	Form E technical proposal Format for CV of Proposed Key Personnel Form G: Financial Proposal Form	20
3.2.2.4	Regional or country experience related to emerging/frontier markets and/or in the LDCs: working experience in at least 3 LDCs	Form E: Technical Proposal Format for CV of Proposed Key Personnel Form G: Financial Proposal Form	20
3.2.2.5	Language qualifications: <ul style="list-style-type: none"> • Written and spoken fluency in English or French as a requirement. • A second UN language fluency as an added advantage. Bilingual English French is preferred. • Speaking of a local language (of one of the LDCs where the project could be implemented) is considered as an asset 	Form E: Technical Proposal Format for CV of Proposed Key Personnel Form G: Financial Proposal Form	10
3.2.3	Junior Staff / Analyst(s) - Specify the domain(s) of expertise		80
3.2.3.1	<ul style="list-style-type: none"> • A Bachelor's degree in business administration, development finance, sustainability-related graduate degree, SME finance, climate finance, project finance, banking, economics, social sciences, agronomics/agri-finance, marketing, management, accounting, renewable energy, environmental studies, marine science, engineering, Information, Communication and Telecommunication or related fields. • A first university degree in related fields, with two 	Form E: Technical Proposal Format for CV of Proposed Key Personnel Form G: Financial Proposal Form	10

	additional years of relevant experience will also be acceptable, in lieu of a Bachelor's degree.		
3.2.3.2	General Experience: Up to 2 years of relevant experience working or being exposed to the target sector	Form E: Technical Proposal Format for CV of Proposed Key Personnel Form G: Financial Proposal Form	20
3.2.3.3	Specific experience: <ul style="list-style-type: none"> Up to 2 years of successful track record in a supporting role or backstopping activities in work setting relevant to providing/implementing advisory services focusing on SMEs/projects/financial institutions, etc. in the target sector, namely having a good understanding of the most common challenges and weaknesses encountered by SMEs/projects/financial institutions. Up to 2 years' experience working preferably in a development finance institution, an impact investor or similar, is highly preferable. 	Form E technical proposal Format for CV of Proposed Key Personnel Form G: Financial Proposal Form	20
3.2.3.4	Regional or country experience related to emerging/frontier markets and/or in the LDCs: working experience in at least 1 LDC	Form E: Technical Proposal Format for CV of Proposed Key Personnel Form G: Financial Proposal Form	20
3.2.3.5	Language qualifications: <ul style="list-style-type: none"> Written and spoken fluency in English or French as a requirement. A second UN language fluency as an added advantage. Bilingual English French is preferred. Speaking of a local language (of one of the LDCs where the project could be implemented) is considered as an asset 	Form E: Technical Proposal Format for CV of Proposed Key Personnel Form G: Financial Proposal Form	10

Section 5. Terms of Reference

Project title: Long Term Agreement (LTA) for a roster of consulting firms in relation to the provision of pre and post investment advisory services to UNCDF's investees and prospects.

a. Background Information and Rationale, Project Description

1. Background

Founded by a General Assembly resolution in 1966, the UN Capital Development Fund (UNCDF) makes public and private finance work for the poor in the world's 46 least developed countries. With its capital mandate and instruments, UNCDF offers financial solutions that try to mobilize public and private resources, both internationally and domestically, to reduce poverty and support local economic development.

UNCDF's expertise is in three primary areas of work: (1) development and financing of inclusive digital economies through a market development approach, largely driven by digital finance and innovation; (2) local development finance through fiscal decentralization (including local climate adaptation finance), municipal finance and structured project finance, to drive market transformation in local economic development; and (3) investment finance, to drive capital accumulation and market transformation in financially underserved areas, including investment sourcing, due diligence, de-risking, deployment of loans and guarantees, and crowding in of investment capital from domestic and international investors. Women's and youth's economic empowerment is specifically articulated across all UNCDF work in terms of objectives, approaches, theory of change, targets, and indicators.

UNCDF uses a combination of grant, reimbursable grant, loans, guarantees and technical assistance to support early-stage businesses, SMEs, projects, microfinance institutions and municipal investments. Up till today UNCDF's use of loans and guarantees has been growing and there is now an even higher ambition to make better and wider use of these financial instruments. UNCDF has also seen a strong increase in demand for its loan and guarantee services from other UN agencies, not least UNDP. In response to the need to deploy different kind of risk tolerant capital, a blended finance impact fund was launched by Bamboo Capital Partners, the BUILD Fund, as the result of a joint initiative between UNCDF and this private asset manager. The BUILD Fund will be complemented by the sidecar BUILD Enterprise Resource Technical Assistance Facility (the "BUILDER TA Facility" or "BUILDER TAF" or "BUILDER"). Together, BUILD and BUILDER will constitute the first investment initiative to integrate the lessons learned from UNCDF's past experiences to create a new, innovative approach for investments into SMEs in LDCs.

The assignments to be implemented by the consulting firms will be funded by dedicated TA facilities such as the BUILDER TAF, which will align their strategic direction to the respective investment funds they will be attached to.

2. Context

UNCDF accomplishes its catalytic investment activities through the LDC Investment Platform (LDC IP). The LDC IP provides the technical know-how to expand the deployment of capital instruments to a growing pipeline of companies and projects in the "last mile" in LDCs. The platform has a team of investment professionals with significant transactional expertise in LDCs and impact investing backgrounds. The LDC Investment Platform (LDCIP) team supports UNCDF's two operational divisions (Inclusive Digital Economies and Local Development Finance) as well as agencies from the wider UN system on issues related to investment finance and innovative SDG financing.

Overall, the aim of the LDCIP is to be part of an ecosystem that (a) demonstrates to domestic and international investors that LDC markets can and do generate returns, provide opportunities for successful investment, and merit the attention of a wider range of investors; (b) uses those demonstration effects to support policy and regulatory improvements and scale up of what works by other actors; and (c) helps a number of companies advance to the next level of growth where more commercial funding will replace the concessional funding.

Early-stage SMEs, financial service providers and infrastructure projects/companies in the LDCs often lack access to sound systems, procedures, resources (including human capital) and best practices (not to mention funding) that would allow them to graduate to improved operations, governance and therefore increased levels of sustainability and impact. Technical assistance support will enable these prospects or investees to positively and substantially transform their operations and human capital over time and reach sustainable growth and impact in the communities that they serve.

Three lines of business development services will be offered to the target TA recipients:

- **Pre-investment TA support or Investment Readiness advisory support.** This line of business includes for example the preparation of a prospective investee for due diligence; rebuilding financial statements; updating accounting and financial tools and procedures; the registration and valuation of assets; the preparation of strategic/business plans; financial modeling of historical and future business performance; understanding foreign currency exchange risks and defining currency hedging strategies; understanding the mechanics of debt and other financial obligations; assessing market and sector dynamics and prepare alignment of the entity with the same in order for future growth; compliance with the local and – if relevant – the international regulatory environment; assessing the current state and establishing targets regarding ESG criteria; etc. Investment Readiness support should be aligned with the investment strategy.
- **Post-Investment TA support or Core Business Areas advisory support.** This line of business includes the design and implementation of Standard Operating Procedures; implementation of adequate processes and controls for operational and financial management; adopting digital systems and processes to improve cash, inventory and receivables management; design and execution of strategic personnel and governance strategy; design and execution of customer segmentation strategies; developing effective sales and marketing strategies; etc. Post-investment support should be aligned with the investment strategy.
- **Impact and ESG support:** Impact and Environmental, Social and Governance (ESG) will be cross cutting TA areas. The intent is to equip the TA recipients with basic knowledge and tools on how to set and operationalize their ESG, Sustainable Development Goals (SDGs) through a strategy to ensure compliance with the reporting requirements of the investment vehicles). This could entail training and webinars to Board and management, designing ESG and/or impact measurement frameworks, support in measuring and monitoring selected impact indicators, etc. in a way to improve business models (e.g. decide to outreach more youth and women, adopt a gender-lens approach in product development, etc.), better articulate their impact narrative and communicate the achieved impact internally and externally to key stakeholders, etc.

In order to respond to the various needs of the target TA recipients, UNCDF will be looking at consulting firms offering track record, experience and a mix of profiles demonstrating different skills relevant to the above-mentioned sectors, such as:

- MSME finance, digital financial services, inclusive finance, impact finance, sustainable development Strategic planning, business planning, market studies, feasibility studies, etc.
- Governance/Board training and risk management
- Nature asset finance (land and/or water): Blue economy finance, green economy finance, renewable energy, impact assessment, etc.
- ESG and impact management, norms, best practices and standards related to each sector, monitoring and evaluation, etc.
- Financial controlling and management, portfolio management, credit and risk management, audit (internal/external), internal controls, accounting, etc.
- Manufacturing, production and operations (procurement, logistic, transport management, value chain management, business process optimization/engineering, standard operating procedures design, etc.),
- Human resource management, soft skills training, technical skills training (design and delivery), andragogy, coaching, mentoring, project management, etc.
- Knowledge management products
- Marketing, communication, distribution, alternative distribution channels, etc.

- Client relationship management
- MIS and ICT management etc.
- Legal and compliance

Some investment opportunities will be sourced from the wider UN system and those agencies may need more elaborated support in identifying TA needs and performance of TA due diligence. Some TA opportunities may be related to investments that would need to be referred to the BUILD fund. In such cases, the Consulting Firms will prepare the TA transaction in accordance with the BUILDER TAF operating guidelines.

UNCDF shall enter into a non-exclusive long-term agreement (LTA) with the selected Consulting Firms and shall provide terms of reference including scope of work, specific deliverables and time frames for each TA project, as and when required.

Prospective Consulting Firms are requested to take note of the following:

- This solicitation is for a Long-Term Agreement (LTA) for one year and renewable up to three years linked to satisfactory performance of the Consulting Firm. "LTA" refers to a mutual arrangement whereby the Consulting Firms will provide services as required, over a specific period of time.
- An LTA is a mutual arrangement between UNCDF and a Consulting Firm to provide the required services at an agreed fixed price applicable whenever provision of services is called-off at any time over an initial period of 12 months, with potential extension of up to 2 more years, depending on various factors such as funding, continued project need, and performance.
- Under an LTA, UNCDF does not warrant that any quantity of services shall be called-off during the term of this Agreement. Where a request for services arises, UNCDF shall directly contract the Consulting Firms based on its need to carry out those activities.

A specific Term of Reference (TOR) outlining the outputs for each assignment shall be provided, which shall be aligned within the framework TOR under the LTA, and an LTA would be issued to the Consulting Firms, detailing the time frame for the call-off, but adhering to the fixed pricing agreed on the framework LTA.

b. Specific Objectives

LDCIP is looking at building a cohesive and complementary roster of consulting firms or Technical Service Providers ("the TSP Roster"), with prior substantive work-experience and strong technical expertise in providing advisory services, capacity building and technical assistance interventions to business entities involved in the following target sectors:

- **Food Security & Nutrition** (SDG 1 and SDG 2): this area focuses on investments into the agricultural sector. It targets small and medium scale agricultural farms as well as agricultural businesses along entire agricultural value chains that will be financed directly or indirectly. Prospective investees include eco-friendly cooperatives, commercial farms, aggregators, agribusiness software providers, processing companies or other eco-friendly focused businesses which on-lend to the agricultural sector, to fund for instance smallholders.
- **Green Economy, climate finance & Renewable Energy** (SDG 1 and SDG 7): this area focuses on investments to mitigate the effects of climate change and to drive clean energy access to "last-mile" communities. Prospective investees include solar and hydro off-grid or mini-grid renewable energy investments, as well as industrial scale renewable energy and selected on-grid installations.
- **Nature Asset** (SDG 13, 14 and 15): Focuses on nature-based solutions, ecosystems conservation such as Forest and ocean conservation, ecosystems services (Carbon market, users fees), nature performance bonds and other market development for nature assets. E.g., investments around traditional ocean industry players such as fisheries, tourism/eco-tourism, maritime transport, but also new and emerging activities, such as offshore renewable energy, aquaculture, seabed extractive activities, waste management and disposal, coastal protection, etc.

- **Financial Inclusion and Innovation** (SDG 1 and SDG 9): this area focuses on investments that ensure that a range of financial products are available to all segments of society, at a reasonable cost, and on a sustainable basis. Prospective investees include financial services providers and fintechs, such as payment aggregators, money transfer companies offering a variety financial products and services through digital delivery channels (such as mobile phone networks)
- **Local Infrastructure** (SDG 1 and SDG 11): Focuses on investments for the financing of catalytic infrastructure (including, but not limited to, transport, communications, marketplaces) with high local economic development impact.

By establishing the TSP Roster, UNCDF aims at using a transparent and competitive process and gaining efficiency in engaging and deploying the needed expertise in the various geographies of the Least Developed Countries where the TA recipients operate. Ultimately, the support will enable the target SMEs, Financial Service Providers and infrastructure projects/companies, to positively and substantially transform their operations and human capital over time and reach sustainable growth and impact in the communities that they serve.

c. LTA Mechanics, Historical and Projected Demand

This Request for Proposals would like to seek offers for the following lots in accordance with the target sectors:

- Lot 001 - Food Security & Nutrition
- Lot 002 - Nature assets, Green Economy, Blue Economy, Climate Finance & Renewable Energy
- Lot 003 - Financial Inclusion and Innovation
- Lot 004 - Local Infrastructure

Based on the above lots, UNCDF would like to enter into a non-exclusive Framework Agreement, also known as Long-Term Agreement (LTA), with at least three and preferably multiple consulting firms for each lot, who shall go through a secondary competition whenever a specific work is required. At UNCDF, an LTA is a framework agreement by and between UNCDF and another entity where the latter may, at any time within the duration of the LTA, be required to render the agreed services at the agreed and fixed unit prices for an agreed period.

Under an LTA, UNCDF does not guarantee that any specific quantity of services shall be purchased during the term of the agreement. The LTA does not form a financial obligation or commitment from UNCDF at the time the LTA is signed. Such an agreement is also non-exclusive.

Where a request for service arises, UNCDF can engage the consulting firm on LTA through a "call-off" of the LTA. Every call-off shall be determined following a secondary competition that will be conducted in accordance with the Standard Operating Procedure (SOP) described in Form H of this RFP.

The LTA shall have a cumulative ceiling amount that may accrue to the LTA holder during the life of the LTA, but said amount shall remain as an upper limit, and must not and cannot be interpreted nor understood as neither a financial commitment nor guarantee of business volume from UNCDF. The said limit shall be inclusive of all forms of payment for all types of costs.

d. Scope of Services

Under the supervision of the LDC Investment Platform's TA Facility Manager, and in close collaboration with other UNCDF and LDCIP colleagues, the consulting firms will specifically:

- Assist UNCDF in the execution of its technical assistance transactions including:
 - Conducting TA needs assessments using UNCDF's tools;
 - Providing business advisory services and monitoring business development assignments in line with terms of reference that will be defined for each assignment or TA project.
- Assist in providing independent advisory services for selected proposed assignment (investment or TA opportunities) and deal execution; this could also include assigning individual experts for investment or TA committees' representation for example.
- Provide recommendations to UNCDF on how to improve future assignments or TA projects design, implementation and monitoring based on the TA implementation process they are in charge of;
- Develop and publish knowledge management products (with multiple formats of learning including, but not limited to, solution articles or FAQs, white papers, "wiki-TA", tutorials, videos/photos, troubleshooting guide, etc.) and contribute to UNCDF's work related to policy recommendations based on the transactional work. It will be important to continuously build new knowledge from providing business development services in different geographies and thematic areas and be able to share that knowledge with UNCDF's constituency. The building of knowledge, mainly through the TA transactions (and the loans and guarantees), may lead to supporting UNCDF in shaping policy recommendations for decision makers, and contribute to the advisory support continuous improvement process.

e. Suggested presentation of the proposal

Set 1: Eligibility Documents. The Offerors for this RFP must submit their corporate credentials as required in forms A to G.

Regional Preference. Offerors for this RFP must indicate the region/s where they would like to be lined up for call-off work. The regions of choice are the following:

- East and Southern Africa
- West and Central Africa
- Asia
- Pacific

For each regional preference indicated, the offeror must be able to provide their track record in the Form B: Bidder Information Form.

Once the regional preference is indicated, the offerors must also be able to line up the relevant pool of key personnel.

At the end of the evaluation of the proposals received for this RFP, UNCDF shall cluster the successful offerors in the following manner, depending on the region(s) that the offerors have expressed interest:

	East and Southern Africa	West and Central Africa	Asia	Pacific
Lot 001				
Lot 002				
Lot 003				
Lot 004				

Offerors are allowed to express interest in multiple lots and must provide a separate technical and financial proposal for each lot they wish to apply to. An offeror may also be selected by UNCDF for multiple lots, and multiple regions.

Set 2: Technical Proposal. Offerors must provide a proposal for each lot they wish to apply for, using Forms E to G.

To provide an understanding of UNCDF interventions, offerors shall be guided by the following:

(1) A definition of the target sector of each lot:

- **Lot 001 - Food Security & Nutrition** (SDG 1 and SDG 2): this area focuses on investments into the agricultural sector. It targets small and medium scale agricultural farms as well as agricultural businesses along entire agricultural value chains that will be financed directly or indirectly. Prospective investees include eco-friendly cooperatives, commercial farms, aggregators, agribusiness software providers, processing companies or other eco-friendly focused businesses which on-lend to the agricultural sector, to fund for instance smallholders.
- **Lot 002 – Nature assets, Green Economy, Blue Economy, Climate Finance & Renewable Energy** Focuses on SDG 13, 14 and 15: nature-based solutions, ecosystems conservation such as Forest and ocean conservation, ecosystems services (Carbon market, users fees), nature performance bonds and other market development for nature assets. E.g., investments around traditional ocean industry players such as fisheries, tourism/eco-tourism, maritime transport, but also new and emerging activities, such as offshore renewable energy, aquaculture, seabed extractive activities, waste management and disposal, coastal protection, etc.
Also focuses on SDG 1 and SDG 7: investments to mitigate the effects of climate change and to drive clean energy access to “last-mile” communities. Prospective investees include solar and hydro off-grid or mini-grid renewable energy investments, as well as industrial scale renewable energy and selected on-grid installations.
- **Lot 003 - Financial Inclusion and Innovation** (SDG 1 and SDG 9): this area focuses on investments that ensure that a range of financial products are available to all segments of society, at a reasonable cost, and on a sustainable basis. Prospective investees include financial services providers and fintechs, such as payment aggregators, money transfer companies offering a variety financial products and services through digital delivery channels (such as mobile phone networks)
- **Lot 004 - Local Infrastructure** (SDG 1 and SDG 11): Focuses on investments for the financing of catalytic infrastructure (including, but not limited to, transport, communications, marketplaces) with high local economic development impact.

(2) An indicative list of the most common expertise sought for the envisaged activities/assignments to be implemented in the target TA recipients:

- MSME finance, digital financial services, inclusive finance, impact finance, sustainable development
- Strategic planning, business planning, market studies, feasibility studies, etc.
- Governance/Board training and risk management
- Nature asset finance (land and/or water): Blue economy finance, green economy finance, renewable energy, impact assessment, etc.
- ESG and impact management, norms, best practices and standards related to each sector, monitoring and evaluation.
- Financial controlling and management, portfolio management, credit and risk management, audit (internal/external), internal controls, accounting, etc.
- Manufacturing, production and operations (procurement, logistic, transport management, value chain management, business process optimization/engineering, standard operating procedures design, etc.),
- Human resource management, soft skills training, technical skills training (design and delivery), andragogy, coaching, mentoring, project management, etc.

- Knowledge management products
- Marketing, communication, distribution, alternative distribution channels, etc.
- Client relationship management
- MIS and ICT management etc.
- Legal and compliance

(3) An indicative list of outputs:

The table below is given as an example of the standard framework of the key activities, deliverables and estimated timeline that will be detailed further in each TOR.

Key Project Activity	Deliverables/ Milestones	Timeline
Project kick off, inception meetings and institutional diagnostic	An inception report with adjusted activities plan that must be agreed upon with the TA recipient	Latest 15 days after the kick-off meeting
Stage 1 - Project activities implementation	Progress report 1 based on agreed milestones/deliverables as per specific TOR	Ideally 4 to 6 weeks after the project kick-off.
Stage 2 - Project activities implementation	Progress report 2 based on agreed milestones/deliverables as per specific TOR	As per specific TOR or TSP's proposed methodology
Stage 3 - Project activities implementation	Progress report 3 based on agreed milestones/deliverables as per specific TOR	As per specific TOR or TSP's proposed methodology
Stage 4 – Etc.	Progress report 4 based on agreed milestones/deliverables as per specific TOR	As per specific TOR or TSP's proposed methodology
Phasing out activities and closing workshop	PowerPoint presentation or minutes of the closing workshop	Within one week after the end of the project activities implementation
Project completion activities	Final report	Latest 15 days after the end of the closing workshop

The Bidder's proposal should be organized to follow this format of Technical Proposal. If 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.

Set 3: Financial Proposal. The Financial Proposal shall consist of the following:

1. The daily professional fee for each type of the key personnel proposed for each lot and each region, which shall remain the same throughout the life of the LTA;
2. The standard benchmark rates or upper limit for the following non-staff cost items:
 - a) Living allowance for the experts per day per region – this can be broken down per country.
 - b) Maximum management/overhead charge per call-off, if any.
 - c) Confirmation that UNCDF shall only be charged the cost of economy flights where travels are needed, and anything in excess of an economy class ticket will be borne by the LTA holder; and
 - d) Any other out-of-pocket costs that the LTA holder may charge UNCDF during a call-off.
3. The full financial proposal for the TOR herein attached as Form G which is representative of a typical call-off ToR.

f. Key Performance Indicators and Service Level

Performance Under the LTA:

Every year, the LTA holder shall be subjected to a performance assessment as basis for determining whether or not the LTA may be extended to another year.

Other than performance issues, two main indicators for non-renewal of the LTA are the following:

- a) When more than five (5) senior experts and key personnel outside of those that were pre-approved under the LTA have been proposed and engaged under a call-off in a given year; and
- b) When experts are being engaged for a new assignment when a previous/ongoing work is <80% completion.

Performance Under the Call-Off Contract:

For each TA project, the TA Facility Manager will release a specific TOR for the call-off detailing the background of the TA recipient, the objectives of the TA assignment, the scope of works, the specific deliverables and reporting requirements, the duration, the expected outcomes, the qualifications, and expertise of team of experts, etc

Additionally, each specific project TOR will:

- Identify the specific authority at LDCIP who will directly supervise the consulting firm, and to whom the consulting firm will be reporting to and seeking approval/acceptance of deliverables/outputs from.
- Identify the key stakeholders with whom the consulting firm is expected to liaise/interact/collaborate/meet with in the course of performing the assignment.

The consulting firm will be required to update UNCDF on the progress of all ongoing work.

Payments will be linked to the approval of deliverables. Should a deliverable not meet the agreed standard, UNCDF will withhold payment and discuss remedial actions with the consulting firm.

g. Governance and Accountability

The LTAs will be managed by a focal point appointed by UNCDF who shall be designated as the Contract Manager.

The Contract Manager shall, among other duties, be primarily responsible for the following:

- a) Tracking cumulative payments to the LTA holder with the view of ensuring that approved limits are not exceeded.
- b) Monitoring the cases where the LTA holder is proposing experts that are not in the LTA pre-approved list;
- c) Compiling performance feedback from the TA recipients of call-off assignments; and
- d) Ensuring fairness of the secondary competition process as well as adherence to the agreed procedures.

h. Duty Station

UNCDF currently works in Africa, Asia and the Pacific including Bangladesh, Benin, Bhutan, Burkina Faso, Cambodia, Cameroon, Côte d'Ivoire, Democratic Republic of Congo, Eswatini, Ethiopia, Fiji, The Gambia, Ghana, Guinea, Lao PDR, Lesotho, Liberia, Madagascar, Malawi, Malaysia, Mali, Mozambique, Myanmar, Nepal, Niger, Papua New Guinea, Rwanda, Samoa, Senegal, Sierra Leone, Solomon Islands, Somalia, Tanzania, Togo, Tonga, Tuvalu, Uganda, Vanuatu, Vietnam, and Zambia.

East and Southern Africa	West & Central Africa	Asia	Pacific
Democratic Republic of Congo Eswatini Ethiopia Lesotho Madagascar Malawi Mozambique Rwanda Somalia Tanzania Uganda Zambia	Benin Burkina Faso Cameroon Côte d'Ivoire The Gambia Ghana Guinea Liberia Mali Niger Senegal Sierra Leone Togo	Bangladesh Bhutan Cambodia Lao PDR Malaysia Myanmar Nepal Vietnam	Fiji Papua New Guinea Samoa Solomon Islands Tonga Tuvalu Vanuatu

This list is indicative, and offerors should refer to the UN list of the 46 least developed countries for the potential countries where the assignments could be implemented.

For each assignment the location will be specified in the TOR, and each specific project TOR will:

- Identify the contractor's duty station/location during the contract, mentioning the location of field works or in pursuit of other relevant activities, especially where traveling will be required
- State whether the contractor will be required to report regularly or be present at a certain office during the work, including frequency of reporting, even if intermittent

The senior team members (as submitted in the proposal) shall need to be virtually present for global advisory support. For any virtual/ physical meetings/ presence, advance notice shall be given by UNCDF. All costs involved in physical meetings/presence etc. will be included in the financial proposal submitted for the call-off work.

No payments shall be made to the LTA holder outside of the call-off contract. All payments shall be made only to the LTA holder, and not to any individual that the LTA holder may engage with UNCDF.

i. Professional Qualifications of the Successful Contractor and its key personnel

Please refer to Section 4, namely paragraph on Technical Evaluation Criteria as presented in the preceding section.

j. Price and Schedule of Payments

As previously explained in Section c of this TOR, LTAs do not require a financial commitment from UNCDF at the time the LTA is signed. Financial commitments will be established on an ad-hoc basis every time services are requested within the scope of the LTA and a contract will be issued.

UNCDF will issue call-off contract against the LTA only upon a specific requirement with clear and measurable deliverables. Final Price and Schedule of Payments will be determined at the time of the call-off contract. When required, the UNCDF will contact LTA holders to provide a technical and price proposal. The subsequent quotes provided must be equal to or lower than the unit rates agreed in the LTAs. Call-off contracts are separate contracts that fall under the framework agreement of the LTA.

Proposals will include professional fees: "All-inclusive Daily Rate for each team member". This all-inclusive Daily Rate must include all expenses to be incurred by the respective team member in their daily work schedule when not travelling. This will include but not limited to his/her professional fees, incidental expenses, medical and health insurance, communication, stationery etc.

A financial proposal for this LTA shall not include travel costs including all costs associated with such travels. All travel related expenses including tickets, lodging and terminal expenses, insurance/medical costs etc. shall be proposed by the LTA holder at the time of the submission of the offer in response to a call-off TOR. All travel costs shall take into consideration the agreed standards as per Section e of this TOR.

As mentioned in Section e - e. Suggested presentation of the proposal of this TOR, UNCDF shall not accept travel costs exceeding those of an economy class ticket. Should the service provider wish to travel on a higher class he/she should do so using their own resources.

Per diems shall not exceed the Daily Subsistence Allowance rates of the International Civil Service Commission which published on <https://icsc.un.org/> applicable to the duty station and time period of the assignment. If the DSA rates of the ICSC will be used in the financial proposal of the LTA holder, UNCDF shall not pay for any other cost elements (meals, communications, in-country transportation, miscellaneous) that are naturally subsumed in the determination of the DSA rates as per ICSC rules.

The call-off contract shall be a lump sum contract with clearly defined outputs. Payments under each contract shall be made on submission and acceptance of deliverables defined in the call-off TOR.

k. Selection Process for Specific Projects

For each specific project, UNCDF will conduct a secondary competition process between the LTA holders for the corresponding lot.

There shall be no waiving of secondary competition. An LTA holder cannot invoke continuity as basis for obtaining the call-off contract for any succeeding work. If a newly awarded work is related to a previous work, the outputs of the previous LTA holder from the previous contract will be provided to the LTA holder that successfully won the succeeding call-off contract.

The rules governing the secondary competition is clearly explained in Form H of this RFP. Briefly, the process may be described as follows:

- UNCDF will send the TORs to LTA holders and provide a fixed period (two weeks) to submit a technical and financial proposal.

- Only LTA holders who have been confirmed by UNCDF to have the qualification and expertise to work in the region needing the service will be invited to submit a proposal
- The technical proposal will specify:
 - Who among the pool of pre-approved experts under the LTA will be deployed. Experts engaged in an ongoing work with <80% completion must not be lined up for a new task
 - CV of any additional support personnel that will be involved and put under the supervision of the pre-approved key experts listed under the LTA;
 - The approach and methodology to successfully and effectively complete the work; and
 - The Financial Proposal
- UNCDF will evaluate the proposals received and select the LTA holder whose offer is the most economical among those that will be found technically compliant to perform the assignment.

UNCDF may consider awarding the call-off to the second lowest all-inclusive price offer under the following circumstances only:

- a) There is a documented performance concerns on the company with the lowest all-inclusive price offer, and the performance issues have been duly communicated by UNCDF, but the company has not yet addressed nor committed in writing to address such issues; or
- b) The company with the lowest all-inclusive price offer still has ongoing contracts, and the personnel proposed for the service to be called-off is the same as the personnel working on the ongoing contracts.

Unsuccessful LTA holders will receive communication from the LTA Manager informing them of the status of their offer. Should the LTA holder request for a debriefing, the LTA Manager shall do so in accordance with the UNCDF rules on debriefing of unsuccessful offerors.

End of TOR

Section 6: Returnable Bidding Forms / Checklist

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

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

Technical Proposal Envelope:

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

Financial Proposal Envelope

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

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

Form A: Technical Proposal Submission Form

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

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

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

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

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

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

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

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNCDF vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNCDF vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Contact person UNCDF may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is up to date with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country ▪ Power of Attorney ▪ Statement of Satisfactory Performance from 3 Clients in terms of relevant assignment implemented in the past 3 years ▪ Audited or Unaudited Financial Statement for 2019, 2020 and 2021. For reliable information and confirmation on financial soundness either audit report / bank statement / credit facility may be considered

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 UNCDF for the fulfillment of the provisions of the Contract.

Name of partner: _____	Name of partner: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

Name of partner: _____	Name of partner: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

Form D: Qualification Form

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

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

Historical Contract Non-Performance

☐ 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

Offerors are asked to complete their regional experience for each region selected in the technical proposal form.

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

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

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

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

☐ Attached are the Statements of Satisfactory Performance from 3 (three) Clients in terms of relevant assignment implemented in the past 3 years.

Financial Standing

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

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

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

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

Form E: Format of Technical Proposal

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

Bidders must provide a separate technical and financial proposal for each lot they wish to apply to.

Applicable Lot (tick only one):

- ☐ Lot 001 - Food Security & Nutrition
- ☐ Lot 002 - Nature asset, Green Economy, Blue Economy, Climate Finance & Renewable Energy
- ☐ Lot 003 - Financial Inclusion and Innovation
- ☐ Lot 004 - Local Infrastructure

Regional preference:

Bidders must provide indication of their capacity to operate in the following regions for each lot they wish to apply for:

- ☐ East and Southern Africa
- ☐ West and Central Africa
- ☐ Asia
- ☐ Pacific

PARTITION 1: Bidder's qualification, capacity and experience

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted.
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the target region(s)/country(ies) including references of at least 5 relevant missions or projects implemented.
- 1.4 Organizational commitment to sustainability including but not limited to ESG best practices and women empowerment

PARTITION 2: Proposed Methodology, Comments to the TOR and Approach

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any, and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1. Understanding of the TOR requirement: Does the proposal demonstrate the firm's understanding of scope identified in the TOR (activities and outputs), taking into account the various constraints and

opportunities? Are there constructive comments to the TOR including suggestions to improve the success of the technical assistance projects implementation and sustainability?

2.2. Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference for implementing the indicative envisaged activities and deliverable, including ensuring transfer of knowledge, for each lot

2.3. Quality assurance procedures and risk mitigation measures: Details on how the different activities shall be organized, controlled and delivered; description of available performance monitoring, evaluation mechanisms and tools

2.4. Knowledge management: Did the Offeror demonstrate its capacity, resources and tools to generate fit-for purpose knowledge management products (including research, design, storytelling, lessons learnt sharing publications experience, social media expertise, training experience, design of online learning solutions, etc.)?

PARTITION 3: Management Structure and Key Personnel

3.1 Composition and structure of the team proposed: Describe the overall management approach toward planning resources. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide an explanation of the role/activities of each personnel.

3.2 Qualifications of key personnel proposed: Provide CVs for key personnel that will be assigned to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Other CVs not part of the key personnel list can be mentioned or provided separately for reference.

Format for CV of Proposed Key Personnel

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

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

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

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

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

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

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

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

Bidders must provide a separate technical and financial proposal for each lot they wish to apply to.

Applicable Lot (tick only one):

- ☐ Lot 001 - Food Security & Nutrition

☐ Lot 002 - Nature asset, Green Economy, Blue Economy, Climate Finance & Renewable Energy

☐ Lot 003 - Financial Inclusion and Innovation

☐ Lot 004 - Local Infrastructure

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

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

The financial proposal will set ceiling prices for professional fees. This all-inclusive Daily Rate must include all expenses to be incurred by the respective key personnel in their daily work schedule when not travelling. This will include but not limited to his/her professional fees, incidental expenses, medical and health insurance, communication, stationery etc.

Currency of the proposal: USD

Table 1: Summary of all-inclusive professional fees

Create one table for professional fee/honorarium per region and insert line(s) as needed.

Specify the region	Daily Rate	Total Amount
Professional Fees/ Honorarium for Team Leader		
Professional Fees/ Honorarium for Specialist - Specify the domain(s) of expertise		
Professional Fees/ Honorarium for Junior Staff/Analyst - Specify the domain(s) of expertise		
Insert line(s) as needed		
Total all-inclusive professional fee quotation (VAT 0%)		

Table 2: List of key personnel and corresponding professional fees

Insert lines as needed according to CV proposed in Form E.

Create one table per region, as needed.

Specify the region	Key Personnel Full Name	Daily Rate
Team Leader		
Specialist - Specify the domain(s) of expertise		
Junior Staff/Analyst -Specify the domain(s) of expertise		
Insert line(s) as needed		

For purposes of evaluating this RFP and concluding a Long-Term Agreement, UNCDF will only evaluate at this stage the offers based on daily fees. However, call-off TORs that will be released during the life of the LTA will require the submission of all other cost components. Please note that the call-off TORs will prescribe a maximum number of man-days.

Form H: Standard Operating Procedure for the Secondary Competition

Guidelines for Secondary Competition

Among LTA Holders (Lots 1 to 4)

In order to ensure that the principles of fairness, transparency and international competition prescribed by the United Nations public procurement rules are safeguarded, UNCDF will use the following guidelines to select LTA holders for specific call-offs:

Background:

The long-term agreement (LTA) shall have an initial period of one (1) year, with possibility of extension of one (1) additional year until a maximum period of three (3) years is reached. In UNCDF, the term "LTA" refers to a mutual arrangement whereby the consulting firm will provide services as required, over a specific period of time, using agreed prices that will be fixed for a period of 3 years.

LTAs do not require a financial commitment nor any guarantee of minimum business volume from UNCDF at the time the LTA is signed. Financial commitments will be established after the completion of a secondary competition among multiple LTA holders for services that UNCDF may request at any given time during the life of the LTA, which shall be within the scope of the LTA. During the secondary competition, the best offer among LTA holders will be determined and to whom a contract containing a financial obligation will be issued.

The actual price of an engagement may depend on the following factors: (a) the nature, duration and location of the work, (b) the types and number of expertise required, and (c) all other out-of-pocket expenses that are expected to be incurred to complete the work.

Work Category:

The LTA holders shall be assigned to the following work categories:

	Lot 1	Lot 2	Lot 3	Lot 4
Name of Companies Listed for the Lots				

Secondary Competition Process:

Milestone	Description
1. Needs assessment	For every assignment, UNCDF will conduct a need assessment on the services required, including a determination of whether or not the requirement can be performed by internal staff, individual consultants, corporate consultants, or LTA service providers. This may lead to the writing of an initial draft of Terms of Reference, focusing on key services required and outputs expected from the services.

<p>2. Assessment of whether the project falls within the scope of the LTA by the LDCIP</p>	<p>As a matter of policy, the LTA is a non-exclusive agreement. UNCDF is not mandated to use the LTA holders and can resort to other procurement sources at any time. However, if the services required by the LTA are aligned with the intended purpose of the LTAs, UNCDF may opt to use the LTAs.</p> <p>The use of the LTA is limited to the provision of business advisory services, project advisory and management and other services that are aligned with the Scope of Services detailed in the TOR that forms part of the LTA.</p> <p>If the proposed TORs are compliant with the scope of the LTAs, the focal point (the roster manager) designed by the Least Developed Countries Investment Platform (LDCIP) will start the secondary bidding process.</p>
<p>3. Contact LTA holders and request for technical and financial proposals.</p>	<p>All call-offs shall be subjected to a secondary competition, regardless of the amount involved. There shall be no waiving of secondary competition under any circumstance. This is because UNCDF adheres to the procurement principle of: (a) ensuring fair treatment of all vendors, while (b) achieving best value for money.</p> <p>UNCDF will send the TORs (using the TOR template below which is given as an indication) to LTA holders and provide a fixed period (up to two weeks but not less than a week's time) to submit a technical and financial proposal. The proposals must adhere to the following:</p> <ul style="list-style-type: none"> a) The experts that will be proposed must be limited only to those pre-approved by UNCDF under the LTA. The inclusion of any other proposed expert that is not in the pre-approved list in the LTA shall be justified in the offer and shall be subject to the review of UNCDF. Nevertheless, additional personnel outside of the pre-approved personnel could be added for non-technical roles, or to supplement the work of the key experts. LTA holders must minimize the substitution of experts that are not in the pre-approved list of experts in their proposals. The frequency of such substitution shall be monitored by UNCDF and may impact the utilization of the LTA; b) The professional fees of experts to be proposed must be the same as agreed in the LTA; c) The LTA holder shall not propose an expert that is still currently engaged in an ongoing work, if the ongoing work is below 80% completion. <p>The LTA holder with the responsive offer and lowest price offer shall be selected to receive the call-off.</p> <p>In the event that the TOR for the call-off is related to the work completed by one vendor (e.g., Vendor 1), but the lowest price offer for the new call-off work was achieved by another vendor (e.g., Vendor 2) so that the award will be made to that other vendor (Vendor 2), then the outputs and reports of the previously engaged vendor (Vendor 1) shall be provided by UNCDF to the LTA holder who will conduct the succeeding work. Therefore, no LTA holder must be under any expectation that continuing work arising from their previous work will also be awarded to them again and must be fully knowledgeable that their outputs could be shared with any other vendors that will be engaged in related work.</p>
<p>4. Review proposals received & award</p>	<p>UNCDF will perform a comparative analysis and evaluate the price proposals received and select an LTA holder that will receive the call-off contract and perform the assignment.</p>

	<p>The selection will be based on the lowest all-inclusive price offer from among those who have passed technical compliance.</p> <p>UNCDF may consider awarding the call-off to the second lowest all-inclusive price offer under the following circumstances only:</p> <ul style="list-style-type: none"> c) There is a documented performance concerns on the company with the lowest all-inclusive price offer, and the performance issues have been duly communicated by UNCDF, but the company has not yet addressed nor committed in writing to address such issues; or d) The company with the lowest all-inclusive price offer still has ongoing contracts that are below 80% of completion, and the personnel proposed for the service to be called-off is the same as the personnel working on the ongoing contracts.
<p>5. Submission to UNCDF Finance and Management Services (FMS) the full documentations of the secondary competition for contract issuance purpose.</p>	<p>The documentation of the secondary competition shall be submitted to, and reviewed by, UNCDF OFMS team. If the documentations are found to be satisfactory, a contract for the call-off shall be issued by UNCDF FMS team. A copy of the contract issued to the LTA holder shall be provided to LDCIP.</p> <p>After the contract is awarded, LDCIP shall notify the other unsuccessful LTA holder offerors of the status of their proposal and offer a chance for a debriefing. During debriefing, UNCDF should notify LTA holders of the strengths and weaknesses of their offers and how they can improve on them in the succeeding secondary competitions. No other information may be disclosed.</p> <p>The LDCIP roster manager shall also make an effort to reach out to LTA holders that have stopped responding to find out their reasons for non-participation. If they involve reasons that are within the control of UNCDF, UNCDF should take the necessary corrective action.</p>

TERMS OF REFERENCE

LOT:

ACTIVITY:

AGENCY/PROJECT NAME:

PLACE OF ASSIGNMENT:

1) GENERAL BACKGROUND

2) OBJECTIVE OF THE ASSIGNMENT

3) SCOPE OF THE WORK AND DELIVERABLES

#	Activity	Deliverables	Estimated Dates	Due	Payment (% of Total Contract Price)
Phase xx					
1.					
2.					
3.					
4.					
5.					
Phase xx					
6.					
7.					
8.					
Phase xx					
9.					
10.					
11.					
12.					

4) TIMELINE, DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

5) PROVISION OF QUALITY, MONITORING AND PROGRESS CONTROLS**6) STANDARD TRAVEL COSTS AND DAILY SUPPLEMENTAL ALLOWANCE (DSA)****7) QUALIFICATIONS AND LEVEL OF CONSULTANTS****8) PROPOSED SCHEDULE OF PAYMENTS****Breakdown of Cost by Components:**

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel Expenses to Join duty station			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

	III. Duty Travel				
	Round Trip Airfares				
	Living Allowance				
	Travel Insurance				
	Terminal Expenses				
	Others (pls. specify)				
9) PROPOSAL AND BUDGET					