



REQUEST FOR PROPOSAL (RFP)

	DATE: July 27, 2022
	REFERENCE: RFP/UNDP/IRFF/2022/06

Dear Sir / Madam:

We kindly request you to submit your Proposal for **delivering high impact diagnostic reports for Ecuador, Egypt, Ethiopia, Madagascar, Mozambique, Nepal, Dominican Republic, Tunisia, Comoros and Senegal.**

Please be guided by the forms attached hereto as Annex 2-5, in preparing your Proposal.

Proposals may be submitted on or before **12 August 2022, 17:00 Geneva time (UTC+2)** via email to the address below:

United Nations Development Programme
procurement.iicpsd@undp.org
(please indicate in the e-mail subject line RFP reference number and subject:
UNDP_2022_06 Diagnostic reports)

Your Proposal must be expressed in the English language, and valid for a minimum period of 90 days.

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

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

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

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

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum

twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

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

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

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

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

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Procurement Unit

Description of Requirements

Context of the Requirement	Services are procured within the framework of Insurance and Risk Financing, 00124347
Brief Description of the Required Services	<p>The purpose of this assignment is to deliver a country focused diagnostic report for inclusive insurance and risk finance, complete with full quantitative and qualitative analysis. The analysis in the diagnostic report will be the basis for recommendations in the report for technical assistance interventions or future UNDP engagements. In addition, the consultant will facilitate coordinating with the UNDP country office for two workshops (an inception and final validation) with public and private sector stakeholders.</p> <p>Structurally, the diagnostic will cover the following four main areas:</p> <p>Underlying Risk and Development Information:</p> <ul style="list-style-type: none"> ➤ Hazard Profile ➤ Crisis and Disaster History (including Geographical mapping); ➤ Political Economy ➤ Development Dynamics ➤ Technology; Data Mapping. <p>Market Conditions for Inclusive Insurance:</p> <ul style="list-style-type: none"> ➤ Overview of Current Market ➤ Legislation, Regulation, Institutional Capacity (the enabling environment); ➤ Market Demand ➤ Supply, Providers. <p>Market Conditions for Risk Finance:</p> <ul style="list-style-type: none"> ➤ Existing Assessments of Disaster Risk ➤ Fiscal Impact ➤ Existing Legal and Institutional Framework ➤ Existing Disaster Risk Finance Mechanisms and Instruments (national/sub-national); ➤ Funding gap analysis ➤ Government preconditions for premium subsidies. <p>Insurance/Risk Finance and Development Integration:</p> <ul style="list-style-type: none"> ➤ In Development Frameworks ➤ In Development Financing <p>Additional information for the Insurance and Risk Finance Team, specifically in the areas of Investment and Natural Capital.</p>
List and Description of Expected Outputs to be Delivered	<p>To deliver a minimum of 10 high impact diagnostic reports in Ecuador, Egypt, Ethiopia, Madagascar, Mozambique, Nepal, Dominican Republic, Tunisia, Comoros and Senegal based on IRFF's prescribed approach and methodology that will be shared once the selected contractor is onboard.</p> <p>In addition, complete a separate 8–12-page summary on inclusive insurance and risk finance for each of these selected countries:</p> <p><i>Deliverables:</i></p>

	<p>A. Inception Report: Provide a roadmap with timelines of the diagnostic report from start to finish. The inception report will include the following:</p> <ul style="list-style-type: none"> • An Outline of the report table of contents, building out of the notes articulated in ‘the purpose of this research’ above. • An outline of the methodology, including interviewees who will be consulted. <p>B. An inception workshop with key stakeholders to introduce the assignment and review key findings and proposed workplan for the assignment detailed in the inception report</p> <p>C. Research, develop, validate and write the diagnostic report¹. This will include the following:</p> <ul style="list-style-type: none"> ➤ Desk review of previous reports for each country including publicly available relevant market information and data prior to developing the inception report. <ul style="list-style-type: none"> • Coordination with the country office to develop and confirm the list of relevant stakeholders • Develop and implement questionnaires and interview questions for stakeholders, carry out these processes and develop a process for the analysis of stakeholder responses, complete analysis and confirm results of analysis with IRFF • Manage the peer review process including coordinating feedback and commentary from UNDP IRFF team, country offices, and other experts, for different and several feedback rounds • Develop content for final report, regular reviews of content (at least fortnightly) with IRFF ➤ A draft diagnostic report that presents and analyses quantitative and qualitative data, guided by the UNDP IRFF diagnostic methodology and report outline (see prescribed report outline provided below) . This process will entail the draft report for each country being peer reviewed, with the feedback process following each peer review it is expected to be completed over four to five months ➤ Final Validation Workshop: Facilitate and coordinate with the country office a final workshop to seek stakeholder validation of the content of the draft final report (noting the firm will be responsible to ensure the format and content of the report is of a high standard that will require limited copy editing by an independent organization) ➤ Final diagnostic report (<i>max 60 pages</i>) on inclusive insurance and risk finance for each of the focus countries including a detailed summary of inclusive insurance and risk finance. This report will also include full quantitative and qualitative analysis and a baseline for future UNDP
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	<p>engagement with different stakeholders on inclusive and risk financing</p> <p>➤ Communication plan: develop and effective for each country that is implemented to ensure all stakeholders are well informed on the development of inclusive insurance and risk finance in each country.</p> <p>D. Summary Reports</p> <p>Develop and complete 8–12-page summary (approximately 3000- 4000 words in total, with up to 6 graphics) Summary Report for each of the countries. This report will develop the content from the full diagnostic report into a summary report that will focus on key areas highlighted in the full diagnostic report with a focus on highlighting information that will be important for local policymakers, local regulators and local insurance stakeholders. The content will be presented in a standardized template structure and conceptualized with 5-6 relevant graphics. These summary reports are expected to have a strong visual impact that converts technical information into an easy-to-understand report for a wide range of stakeholders including policy makers, governments, insurers and the general public</p>
Person to Supervise the Work/Performance of the Service Provider	Jan Kellett, IRFF Team Lead Regional Technical Specialists
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	September 2022 – March 2023
Target start date	01 September 2022
Latest completion date	31 March 2023
Travels Expected	<p>The selected contractor would need to travel for research and stakeholder engagement phase as well as to the inception and validation workshop to each selected country as required.</p> <p>Travel costs will depend on the location of the experts. Should a Bidder not have local expertise/network and online research is not possible, then all estimated travel costs and other related expenses should be included in the Financial Proposal.</p> <p>Inception workshop shall last for maximum 5 days per country. Final workshop is for 3 days.</p> <p>Venues of workshops will be arranged and covered by UNDP.</p>
Special Security Requirements	<input checked="" type="checkbox"/> N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> N/A
Implementation Schedule	<input checked="" type="checkbox"/> Required

indicating breakdown and timing of activities/sub-activities	<input type="checkbox"/> Not Required																	
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required																	
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Local Currency																	
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes																	
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																	
Documents to be submitted	<input checked="" type="checkbox"/> Duly accomplished forms as provided in Annexes 2-5; <input checked="" type="checkbox"/> Copy of latest Business Registration Certificate; <input checked="" type="checkbox"/> CVs of key project personnel. Absence or partial provision of the above documents will constitute grounds for the rejection of offer																	
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted																	
Payment Terms	<table border="1"> <thead> <tr> <th>Outputs</th><th>Percent age</th><th>Timing (Indicative only)</th><th>Condition for Payment Release</th></tr> </thead> <tbody> <tr> <td>Deliverable 1. Completion of an inception report. The inception report shall include work plan, details of important stakeholders, approach and methodology, initial findings from desk research</td><td>20%</td><td>Within 4 weeks after contract signing</td><td rowspan="3">Payment will be made in four instalments upon completion of each deliverable and its acceptance by UNDP</td></tr> <tr> <td>Deliverable 2. Summary of the analysis of information and data collected that is proposed to be included in the report</td><td>30%</td><td>Within 3 months after contract signing</td></tr> <tr> <td>Deliverable 3. Draft final report and validation workshop</td><td>30%</td><td>Within 5 months after contract signing</td></tr> </tbody> </table>				Outputs	Percent age	Timing (Indicative only)	Condition for Payment Release	Deliverable 1. Completion of an inception report. The inception report shall include work plan, details of important stakeholders, approach and methodology, initial findings from desk research	20%	Within 4 weeks after contract signing	Payment will be made in four instalments upon completion of each deliverable and its acceptance by UNDP	Deliverable 2. Summary of the analysis of information and data collected that is proposed to be included in the report	30%	Within 3 months after contract signing	Deliverable 3. Draft final report and validation workshop	30%	Within 5 months after contract signing
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	Deliverable 4. Final report completed including feedback from stakeholders	20%	Within the last month of the contract	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract for Goods and/or Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract			
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.			
Criteria for the Assessment of Proposal	Technical Proposal (70%) See Annex 6 for detailed information Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. Only offers of companies that scored 70% or more under each section of technical evaluation (company's experience, experience of Lead Expert, experience of Supporting Expert) during the desk review will be accepted for financial evaluation. The lowest technically qualified proposal receives 300 points, and all the other technically qualified proposals receive points in inverse proportion according to the formula: $P = Y * (L / Z)$, where P=points for the financial proposal being evaluated Y=maximum number of points for the financial proposal L= price of the lowest price proposal Z=price of the proposal being evaluated			
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers			
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html			
Annexes to this RFP	<input checked="" type="checkbox"/> Detailed TOR (Annex 1) <input checked="" type="checkbox"/> Forms for Submission of Proposal (Annexes 2-5) <input checked="" type="checkbox"/> Scoring Table (Annex 6)			
Contact Person for Inquiries (Written inquiries only)	Irina Grozick Procurement Analyst, Sustainable Finance Hub Irina.grozick@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.			

Other information	<p>Pre-Bid Conference will be conducted</p> <p>Time: 15:00 hours local (Geneva) time (UTC + 2)</p> <p>Date : 02 August, 2022</p> <p>Venue : online through application for video conferences ZOOM. Link to the videoconference: https://undp.zoom.us/j/89649505547</p>
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Terms of Reference

A. Background:

The United Nations Development Programme (UNDP) is a global organization with 17,000 staff working in approximately 170 offices globally towards supporting governments in developing strong policies, institutions and partnerships to achieve the 2030 Agenda for Sustainable Development and its 17 Sustainable Development Goals. UNDP's policy work carried out at HQ, Regional and Country Office levels, forms a contiguous spectrum of deep local knowledge to cutting-edge global perspectives and advocacy. In this context, UNDP invests in the Global Policy Network (GPN), a network of field-based and global technical expertise across a wide range of knowledge domains and in support of the signature solutions and organizational capabilities envisioned in the Strategic Plan. Within the GPN, the Bureau for Policy and Programme Support (BPPS) has the responsibility for developing all relevant policy and guidance to support the results of UNDP's Strategic Plan.

In order to streamline its financial and investment engagement, UNDP launched the Sustainable Finance Hub, a finance and innovation platform, that draws on a critical mass of UNDP expertise, initiatives, and partnerships to support the mobilization and leveraging of resources for the SDGs and lead the implementation of the new UNDP private sector strategy and other initiatives. The Hub is an integral part of both the Bureau for Policy and Programme Support (BPPS) and the Bureau of External Relations and Advocacy (BERA), as well as part of the GPN. The Hub serves as a connector, broker, and global coordinator among internal and external actors, and curates and manages UNDP's catalogue of service offers on SDG financing to governments, investors, and companies, via the COs, to significantly enhance the scale

The Sustainable Finance Hub team in Geneva works across a range of activities relevant to financing and investment for the SDGs, with strong links to financial, private and institutional sectors across Europe. In particular, it leads on UNDP's work in insurance and risk financing while delivering initiatives that target the ecosystems of investment actors across Europe.

UNDP's Work on Insurance and Risk Financing

The collaboration between the insurance industry and the development sector has grown significantly over the last five years. Key initiatives, such as the Insurance Development Forum, InsuResilience Global Partnership and the Ocean Risk and Resilience Action Alliance, have evolved into significant policy and standard setting partnerships, bringing together countries, the development sector, and the private and mutual/cooperative sectors of industry. Increasingly, these partnerships are moving beyond policy to programming, with a strong focus on not only delivering insurance and risk financing solutions to countries and communities, but also on long-term transformational change of insurance markets.

UNDP's growing work in this space has led to the creation of a flagship initiative on insurance and risk finance, and the creation of a dedicated Facility for supporting UNDP Country Offices and country partners worldwide, within the Sustainable Finance Hub. This work covers a range of critical areas where insurance and risk transfer solutions and collaboration with the industry can add significantly to achieving and delivering on the Sustainable Development Goals (SDGs.) Covering inclusive insurance, sovereign risk financing, insurance investments, natural capital, health, SME development and more, UNDP will work towards developing and delivering insurance solutions together with countries and communities, as well as collaborating with partners to transform insurance markets through enhancing legislation, regulation and institutional capacity.

Diagnostic Research

The Facility has been conducting diagnostic exercises in several countries to understand the contexts, gaps and opportunities for collaboration and technical assistance. The scope of the diagnostic covers inclusive insurance, risk financing, and insurance in the development context (with some preliminary work on natural capital and insurance investments) that is tailored to a country's development needs. The diagnostic examines supply and demand issues, the legislative and regulatory environment, and the management of risks by vulnerable

communities. This assignment explores how UNDP can support and scale up interventions to develop inclusive insurance and risk finance through collaborations with key partners including the government.

As part of the increasing operationalisation of the work of the Facility there is a need to prepare a full diagnostic review of all issues relevant to the Insurance and Risk Finance environment in each selected country.

Rationale and Objectives of the Diagnostic Report

The main purpose of the diagnostics:

- To assess and document the landscape relevant to inclusive insurance and risk finance in each of the selected countries
- To understand how best to integrate insurance/risk finance into development frameworks and development financing
- To open opportunities for dialogues among key stakeholders to strengthen inclusive insurance and risk finance through recommended technical assistance interventions supported by UNDP; and
- To lay the groundwork for designing insurance solutions that help address the country's development challenges

Specifically, the diagnostic will explore:

- The underlying conditions for any work in insurance and risk finance, from financial inclusion through to underlying risks
- The gaps in information, for example, data and information related to insurance, demographics and disaster events and their impacts
- The technical assistance interventions needed to create an effective enabling environment to improve insurance and risk financing in the selected countries
- The status of insurance/risk finance and to what extent it is integrated into development frameworks and development financing, including what protection measures are in place for public assets in the event of a disaster
- The capacity of government to manage and develop the inclusive insurance and risk finance interventions
- The potential areas for exploration with partners to develop new insurance tools, products and services
- The levels of understanding, engagement and trust of insurance and risk finance; and
- The opportunities to develop the linkages between insurance and finance sectors, as well as the linkages if any between government social programmes with commercial insurance.

B. Scope of Work

The purpose of this assignment is to deliver a country focused diagnostic report for inclusive insurance and risk finance, complete with full quantitative and qualitative analysis. The analysis in the diagnostic report will be the basis for recommendations in the report for technical assistance interventions or future UNDP engagements. In addition, the consultant will facilitate coordinating with the UNDP country office for two workshops (an inception and final validation) with public and private sector stakeholders.

The overall approach will be framed through the lens of a diagnostic report outlining the environment for inclusive insurance and risk finance in each of the countries, working with stakeholders in the public and private sector to identify development opportunities for UNDP and other partners to support. The diagnostic will cover significant ground across the inter-related areas of insurance and risk finance. It will articulate the evolution of the supply side, develop a picture of the demand side, the gaps and opportunities in the environment (i.e. government attitude and support, existing government insurance schemes, current legal and regulatory environment including relevant public finance allocations, regulators' capability to develop the market, the financial status of insurance companies in the country, the attitude and approach of insurance companies to develop new opportunities and reach new markets, requirements for the current state and future state for inclusive insurance and risk finance and complete country profiles that cover information relevant for inclusive insurance and risk finance such as, providing demographic, socio-economic and sectoral contexts.

All of the processes required to complete the diagnostic report will be guided by the UNDP Institutional Advisor who will work together with the National Project Officer in each UNDP country office.

Structurally, the diagnostic will cover the following **four main areas**:

Underlying Risk and Development Information:

- Hazard Profile
- Crisis and Disaster History (including Geographical mapping);
- Political Economy
- Development Dynamics
- Technology; Data Mapping.

Market Conditions for Inclusive Insurance:

- Overview of Current Market
- Legislation, Regulation, Institutional Capacity (the enabling environment);
- Market Demand
- Supply, Providers.

Market Conditions for Risk Finance:

- Existing Assessments of Disaster Risk
- Fiscal Impact
- Existing Legal and Institutional Framework
- Existing Disaster Risk Finance Mechanisms and Instruments (national/sub-national);
- Funding gap analysis
- Government preconditions for premium subsidies.

Insurance/Risk Finance and Development Integration:

- In Development Frameworks
- In Development Financing

Additional information for the Insurance and Risk Finance Team, specifically in the areas of Investment and Natural Capital.

Summary and recommendations

The final section of the report that clearly summarizes the situation in each country.

Along with the challenges, and opportunities in each country. The recommendations will focus on potential technical assistance interventions for inclusive insurance and risk finance in each country.

Approach and Methodology

A significant part of the diagnostic will be qualitative and based on interviews and questionnaires, which will give the reader an understanding of the perceptions of market participants, the dynamics of the market and the government's involvement in this market and, exploring needs and priorities in detail. The traditional sequence of completing the diagnostic exercise is enumerated below, with room for adjustments, as needed:

- i. An inception multi-stakeholder workshop organized jointly with the UNDP country office after 3 to 4 weeks of desk research and initial interviews with key stakeholders and the completion of the inception report
- ii. Regular engagement by the consultant with the UN Country Office for assistance with stakeholder contact and the collection of information and data required for the report
- iii. Analysis and validation of all information and data to be regularly reviewed with IRFF team
- iv. Structured interviews with key stakeholders that are recorded
- v. Survey questionnaires completed by key stakeholders who cannot be interviewed

- vi. Initial draft of diagnostic completed by consultant and signed off by UNDP
- vii. Peer Review of draft diagnostics and feedback rounds
- viii. Validation workshop with country stakeholders
- ix. Diagnostic final report completed by consultant.
- x. Peer review, feedback from review included in report by consultant and signed off by UNDP

The assignment will involve the following:

- Complete a list of key insurance stakeholders in country, focusing on providers of inclusive insurance, risk finance and stakeholders that support the environment and or infrastructure needed for inclusive insurance and risk finance in each focus country.
- Arrange and facilitate strategic engagement with key stakeholders at different levels to collect information and data along with expert comments and or perceptions of the status of the insurance industry and risk finance.
- Coordinate and collect information and data required from key stakeholders
- Complete analysis of information and data
- Review the regulatory framework and environment for all types of insurance, complete a finding report, complete a gaps and analysis report and develop recommendations for future development to improve the regulatory framework and the environment for insurance.
- Facilitate with the UNDP country office two workshops (an inception and final validation) with public and private sector stakeholders.
- Provide fortnightly progress to UN Country Office National Project Officer and IRFF regional specialist.
- Prepare full diagnostic report

Expected Output

To deliver a minimum of 10 high impact diagnostic reports in **Ecuador, Egypt, Ethiopia, Madagascar, Mozambique, Nepal, Dominican Republic, Tunisia, Comoros and Senegal** based on IRFF's prescribed approach and methodology². In addition, complete a separate 8–12-page summary on inclusive insurance and risk finance for each of these selected countries:

Deliverables:

- B. Inception Report:** Provide a roadmap with timelines of the diagnostic report from start to finish. The inception report will include the following:
 - An Outline of the report table of contents, building out of the notes articulated in 'the purpose of this research' above.
 - An outline of the methodology, including interviewees who will be consulted.
- B. An inception workshop** with key stakeholders to introduce the assignment and review key findings and proposed workplan for the assignment detailed in the inception report
- C. Research, develop, validate and write the diagnostic report.** This will include the following:
 - A desk review of previous reports for each country including publicly available relevant market information and data prior to developing the inception report.
 - Coordination with the country office to develop and confirm the list of relevant stakeholders

² The precise priority and order of country diagnostics would be agreed by the UNDP Insurance and Risk Finance Facility.

- Develop and implement questionnaires and interview questions for stakeholders, carry out these processes and develop a process for the analysis of stakeholder responses, complete analysis and confirm results of analysis with IRFF
- Manage the peer review process including coordinating feedback and commentary from UNDP IRFF team, country offices, and other experts, for different and several feedback rounds
- Develop content for final report, regular reviews of content (at least fortnightly) with IRFF
- **A draft diagnostic report** that presents and analyses quantitative and qualitative data, guided by the UNDP IRFF diagnostic methodology and report outline (see prescribed report outline provided below) . This process will entail the draft report for each country being peer reviewed, with the feedback process following each peer review it is expected to be completed over four to five months
- Facilitate and coordinate with the country office with a final workshop to seek stakeholder validation of the content of the draft final report (noting the firm will be responsible to ensure the format and content of the report is of a high standard that will require limited copy editing by an independent organization)
- Complete **Final diagnostic report** (*max 60 pages*) on inclusive insurance and risk finance for each of the focus countries including a detailed summary of inclusive insurance and risk finance. This report will also include full quantitative and qualitative analysis and a baseline for future UNDP engagement with different stakeholders on inclusive and risk financing
- To **develop an effective communication plan** for each country that is implemented to ensure all stakeholders are well informed on the development of inclusive insurance and risk finance in each country.

D. Summary Reports

- Develop and complete 8–12-page summary (approximately 3000- 4000 words in total, with up to 6 graphics) Summary Report for each of the countries. This report will develop the content from the full diagnostic report into a summary report that will focus on key areas highlighted in the full diagnostic report with a focus on highlighting information that will be important for local policymakers, local regulators and local insurance stakeholders. The content will be presented in a standardized template structure and conceptualized with 5-6 relevant graphics. These summary reports are expected to have a strong visual impact that converts technical information into an easy-to-understand report for a wide range of stakeholders including policy makers, governments, insurers and the general public.

Deliverable schedule

No	Deliverables	Estimated Duration to complete	Review and Approval Required
	Deliverable 1 – Completion of an inception report (expected to be completed no later than 4 weeks after starting the assignment) the inception report will include: work plan, details of important stakeholders, approach and methodology, initial findings from desk research and completion of inception of workshop 20% of the total amount of the contract	Within 4 weeks after contract signing	IRFF approval of inception report and successful facilitation of inception workshop
	Deliverable 2 - Summary of the analysis of information and data collected that is	Within 3 months after contract signing	IRFF approval

	proposed to be included in the report - 30% of the total amount of the contract		
	Deliverable 3 - Draft final report and validation workshop - 30% of the total amount of the contract	Within 5 months after contract signing	IRFF approval of draft final report and successful facilitation of final workshop
	Deliverable 4 - Final report completed including feedback from stakeholders. 20% of the total amount of the contract	Within the last month of the contract	IRFF approval based on confirmation from stakeholders.

E. Intellectual Property

All information and production of report to the assignments as well as outputs produced under this contract shall remain the property of the UNDP who shall have exclusive rights over their use. The products shall not be disclosed to the public nor used in whatever format without written permission of UNDP in line with the national and International Copyright Laws applicable

APPLICATION FORM FOR THE SUBMISSION OF PROPOSAL
(This Form must be submitted only using the Offeror's official letterhead³)

To: Procurement Unit

We, the undersigned, hereby offer UNDP to provide services to produce a video explainer on the project and the broader relevance of taxation and fiscal policies for the Sustainable Development Goals (SDGs) in accordance with the requirements defined in RFP No. RFP/UNDP/IRFF/2022/06 dated 27 July 2022 and all its annexes, as well as UNDP General Terms and Conditions.

We confirm that we have read, understood and accept the Terms of Reference describing the Contractor's liabilities within this RFP and the UNDP General Terms and Conditions.

We confirm the validity of the present Proposal within 90 (ninety) days from the date established for opening the Proposals in the Request for Proposal, the validity of the Proposal will remain mandatory and acceptable for us until the termination of the term. In case of acceptance of our Proposal, we undertake to start and complete the provision of all services specified in the Contract no later than 31 March 2023.

We hereby declare that:

(a) All information, declarations and applications presented in the Proposal are true, and we agree that any false data contained in it can result in our disqualification;

(b) At present we are not enlisted in the UN register that includes companies that do not have the right for supplies, nor in similar lists of other UN agencies; also we are not connected with the companies or individuals included in the Consolidated list of the Committee of the UN Security Council 1267/1989;

(c) We are not currently at the stage of incomplete insolvency and do not have any complaints in courts or claims that could negatively affect our work as an effective enterprise;

(d) We do not have employed persons who work or have recently worked for the UN or UNDP, and we do not plan to hire such persons.

We are aware that UNDP reserves the right to accept or reject any of the Proposals received, is not responsible for such actions and does not undertake to inform the Offeror of their reasons without a corresponding request from our side.

The authorised person to sign an application and proposal for the UNDP and on behalf of:

[Name and Signature of the Offeror's Authorized Person]

[Designation]

[Date]

³ For verification purpose, the contact information - addresses, email addresses, phone and fax numbers – should be specified at the Offeror's official letterhead/stationery.

COMPANY BACKGROUND INFORMATION

Each legal entity or individual entrepreneur submitting the Proposal shall complete the form:

1	Offeror's legal name:	
2	Address:	
3	Telephone number:	
4	E-mail address:	
5	Country of registration, place of registration:	
6	Registration date:	
7	Name of body issuing registration certificate:	
8	Name and position of the head of company/organization:	
9	Contact person under the Proposal:	
10	Bank details: (to receive payments in USD)	

The legal entity/individual entrepreneur indicated in the Company Background Information Form above has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against this legal entity/individual entrepreneur that could impair its operations in the foreseeable future.

COMPANY'S SUGGESTED METHODOLOGY AND WORKPLAN FOR PROVISION OF SERVICES

Please specify how you will cover the need for diagnostic reports to be completed within the requested timelines and how you plan to cover different regions where diagnostic reports are required to be completed. Please provide work plan, key activities with timelines (including but not limited to) timeline for development, vetting, customization etc.

COMPANY'S QUALIFICATION AND QUALIFICATION OF KEY COMPANY'S PERSONNEL ENGAGED IN THE PROVISION OF SERVICES

Minimum 5 years of previous working experience on sustainable development with a focus on insurance for development

Please specify information on the Company's relevant experience

Previous experience in producing at least 5 high-level reports on insurance for development topics, preferably on inclusive insurance and insurance markets

Please specify information on the Company's relevant experience and attach reports or provide corresponding links to the reports

Ability to conduct required analysis and report writing within the agreed timelines

Please specify information on the Company's relevant experience, provide details of previous assignments and how the requirements were delivered within the agreed timelines

Experience working with UN agencies or other development agencies will be an asset

Please specify information on the Company's experience working with UN agencies or other development agencies, if any

CONFIRMATION OF THE AVAILABILITY OF THE REQUIRED NUMBER OF PERSONNEL WITH SUFFICIENT QUALIFICATIONS, AT A MINIMUM: A LEAD EXPERT AND A SUPPORTING EXPERT

The team may comprise **2 to 3 key experts** to cover various topics under this assignment and any local experts required for the language needs for specific countries.

Bidders are given the opportunity to propose more experts (i.e., a bigger team) who will fulfil the listed requirements, but only key experts will be evaluated in the technical proposal.

The company, with approval from IRFF, may engage sub-contractors where the situation requires specific expertise or skills not available within the Bidder's staff, noting the company will be responsible for overall performance of all the experts working on the assignment.

However, at least a Lead Expert and a Supporting Expert should be permanent staff of the company. Remunerations of all the required experts shall be included in the Financial Proposal.

Table 1 – *Please additionally enclose CVs of the proposed experts*

Requirements to the Bidder's personnel	Compliance of the Bidder's personnel with the requirements <i>(Fill in each column specifying the required information, supporting documents may be requested additionally)</i>
Lead Expert <ul style="list-style-type: none">– Master's degree (or Bachelor's degree with extensive international consulting experience) in International Development, Inclusive Insurance, Economics, Actuarial Science, Business, or other closely related field; <i>[specify the name of the university and area of study as well as the degree received]</i>– At least 10 years' experience in insurance for development, risk financing, insurance markets, and or inclusive insurance; <i>[specify the name of employing organization and project title]</i> <i>[specify the period of work]</i>– Experience in writing high-quality reports on insurance for	<p>Yes/No*</p> <p>Yes/No*</p> <p>Yes/No*</p>

<p>development, risk financing, insurance markets, and or inclusive insurance, which is a must.</p> <p>[specify the name of employing organization and project title]</p> <p>[attach links to the reports]</p> <ul style="list-style-type: none"> – A proven track record in assessing key relevant areas, such as insurance legislation, regulation and institutions, industry capacity and engagement, and consumer awareness and protection <p>[specify the details of relevant experience]</p> <ul style="list-style-type: none"> – Understanding of both inclusive insurance and risk financing markets, especially in developing countries, with expertise in broader risk management being a plus <p>[specify the details of relevant experience]</p> <ul style="list-style-type: none"> – Previous experience with international organizations particularly with the UN/UNDP will be an asset <p>[specify the details of relevant experience]</p> <ul style="list-style-type: none"> – Excellent writing skills in English. Ability to communicate and write in local languages that may include, French, Portuguese, and Spanish. <p>[specify the languages and level of knowledge]</p> <ul style="list-style-type: none"> – Confirmation that the suggested expert is staff of the contractor. 	<p>Yes/No*</p> <p>Yes/No*</p> <p>Yes/No*</p> <p>Yes/No*</p> <p>Yes/No*</p>
<p>Supporting Expert</p> <ul style="list-style-type: none"> – Master's degree (or Bachelor's degree with extensive international consulting experience) in International Development, Inclusive Insurance, Economics, Actuarial Science, Business, or other closely related field; <p>[specify the name of the university and area of study as well as the degree received]</p> <ul style="list-style-type: none"> – At least 5 years' experience in insurance for development, risk financing, insurance markets, and or inclusive insurance; <p>[specify the name of employing organization and project title]</p> <p>[specify the period of work]</p> <ul style="list-style-type: none"> – Experience writing high-quality reports on insurance for development, risk financing, insurance markets, and or inclusive insurance being desirable <p>[specify the name of employing organization and project title]</p>	<p>Yes/No**</p> <p>Yes/No*</p> <p>Yes/No*</p>

<p>[attach links to the reports]</p> <ul style="list-style-type: none"> – A proven track record in assessing key relevant areas, such as insurance legislation, regulation and institutions, industry capacity and engagement, and consumer awareness and protection 	Yes/No*
<p>[specify the details of relevant experience]</p> <ul style="list-style-type: none"> – Excellent understanding of both inclusive insurance and risk financing markets, especially in developing countries, with expertise in broader risk management being a plus 	Yes/No*
<p>[specify the details of relevant experience]</p> <ul style="list-style-type: none"> – Previous experience with international organizations particularly with the UN/UNDP 	Yes/No*
<p>[specify the details of relevant experience]</p> <ul style="list-style-type: none"> – Excellent writing skills in English. Ability to communicate and write in local languages that may include, French, Portuguese, and Spanish. 	Yes/No*
<p>[specify the languages and level of knowledge]</p> <ul style="list-style-type: none"> – Confirmation that the suggested expert is staff of the contractor. 	Yes/No*

* leave the selected Yes/No answer for the expert and delete unnecessary

FINANCIAL PROPOSAL FORM

(This Form must be submitted only using the Contractor's Official Letterhead/Stationery)

The price proposed by the Bidder should be a general fixed price **reflecting the total cost of the provision of services. The total price is final and is not subject to modifications.**

The calculation of the price proposal shall include all costs for completion of activities indicated in the number of working days of personnel engaged in the provision of services: team lead, experts, etc. All required travel costs shall be included in the proposal.

Currency: USD

Item No.	Description/Specification of Services	% ¹	Unit Price, USD
1	Deliverable 1. Completion of an inception report. The inception report shall include work plan, details of important stakeholders, approach and methodology, initial findings from desk research	20%	
2	Deliverable 2. Summary of the analysis of information and data collected that is proposed to be included in the report	30%	
3	Deliverable 3. Draft final report and validation workshop	30%	
4	Deliverable 4. Final report completed including feedback from stakeholders	20%	
TOTAL			

¹% for each deliverable is fixed and cannot be changed.

The Financial proposal shall be duly authorized and signed.

[Name and Signature of the Offeror's Authorized Person]
[Designation]

[Date]

Breakdown of Fees

Elements of Financial Proposal	UOM	Qty	Unit Price, USD	Total Price, USD
Personnel				
Lead Expert	Working day			
Supporting Expert	Working day			
<i>Other experts (delete or add lines)</i>				
<i>Other experts</i>				
Other expenses <i>(delete or add lines)</i>				
International flights				
Subsistence allowance				
Local Transportation				
Communication				
Other Costs: (please specify)				
Total				

Technical Scoring Table

Criteria		Max scores	Offers				
			A	B	C	D	E
1.	Company's experience	200	(passing score 140)				
1.1	Minimum 5 years of previous working experience on sustainable development with a focus on insurance for development	40					
1.2	<i>More than 5 years of previous working experience on sustainable development with a focus on insurance for development – 10 points for each additional year but not more than 30 points</i>	30					
1.3	Previous experience in producing at least 5 high-level reports on insurance for development topics, preferably on inclusive insurance and insurance markets	50*					
1.4	Ability to conduct required analysis within the agreed timelines	30*					
1.5	<i>Experience working with UN agencies or other development agencies, especially on the development of reports is desirable</i>	20					
1.6	Suggested methodology and workplan for provision of services	30*					
2.	Company's staff	500					
2.1	Lead Expert	300	(passing score 210)				
2.1.1	Master's degree (or equivalent) in International Development, Inclusive Insurance, Economics, Actuarial Science, Business, or other closely related field	50					
2.1.2	At least 10 years' experience in insurance for development, risk financing, insurance markets, and or inclusive insurance	50					
2.1.3	<i>More than 10 years' experience in insurance for development, risk financing, insurance markets, and or inclusive insurance - 10 points for each additional year but not more than 30 points</i>	30					
2.1.4	Experience writing high-quality reports on insurance for development, risk financing, insurance markets, and or inclusive insurance is a must	60*					
2.1.5	<i>Understanding of both inclusive insurance and risk financing markets, especially in developing countries, with expertise in broader risk management will be a plus</i>	30					
2.1.6	A proven track record in assessing key relevant areas, such as insurance legislation, regulation and	50*					

	institutions, industry capacity and engagement, consumer awareness and protection						
2.1.7	<i>Previous experience with international organizations particularly with the UN/UNDP will be an asset</i>	30					
2.2	Supporting Expert	200	(passing score 140)				
2.2.1	Master's degree (or equivalent) in International Development, Inclusive Insurance, Economics, Actuarial Science, Business, or other closely related field	30					
2.2.2	At least 5 years' experience in insurance for development, risk financing, insurance markets, and or inclusive insurance	30					
2.2.3	<i>More than 5 years' experience in insurance for development, risk financing, insurance markets, and or inclusive insurance - 10 points for each additional year but not more than 20 points</i>	20					
2.2.4	Experience writing high-quality reports on insurance for development, risk financing, insurance markets, and or inclusive insurance is a must	40*					
2.2.5	<i>Understanding of both inclusive insurance and risk financing markets, especially in developing countries, with expertise in broader risk management will be a plus</i>	20					
2.2.6	A proven track record in assessing key relevant areas, such as insurance legislation, regulation and institutions, industry capacity and engagement, consumer awareness and protection	40*					
2.2.7	<i>Previous experience with international organizations particularly with the UN/UNDP will be an asset</i>	20					
Total for Technical Evaluation (70%)		700					
Financial Proposal (30%)		300					
TOTAL		1000					

* Applied scoring system:

Degree of compliance of the candidate with the required competence	Degree of compliance Supporting Evidence Scoring scale (% from maximum available score for the given sub-criteria)	% from maximum available score for the given criteria
<i>Excellent</i>	<i>Excellent evidence of ability to exceed contract requirements</i>	80-100%
<i>Good</i>	<i>Good evidence of ability to exceed contract requirements</i>	60-80%
<i>Satisfactory</i>	<i>Satisfactory evidence of ability to support contract requirements</i>	40-60%
<i>Poor</i>	<i>Marginally acceptable or weak evidence of ability to comply with contract requirements</i>	10- 40%
<i>Very poor</i>	<i>Lack of evidence to demonstrate ability to comply with contract requirements</i>	0-10%
<i>No submission</i>	<i>Information has not been submitted or is unacceptable</i>	0%

Offers will be reviewed for technical compliance under the 3 technical categories specified in the table. Only offers of companies **that score 70% or more under each section of technical evaluation (company's experience, experience of Lead Expert, experience of Supporting Expert) will be admitted** for financial evaluation. The lowest offer from a technically qualified proposal receives 300 points, and all the other technically qualified proposals receive points in inverse proportion according to the formula:

$P=Y*(L/Z)$, where

P=points for the financial proposal being evaluated

Y=maximum number of points for the financial proposal

L= price of the lowest price proposal

Z=price of the proposal being evaluated