



REQUEST FOR PROPOSAL (RFP)

Hiring a Local Consultancy Firm/NGO/CSO to develop capacity building tools to establish Local Authority Companies	DATE: August 11, 2022
	REFERENCE: MDV/RFP/22/08

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Hiring a Local Consultancy Firm/NGO/CSO to develop capacity building tools to establish Local Authority Companies**

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

Proposals may be submitted on or before **Thursday, August 25, 2022** and via e-tendering.

With the subject line: **“Hiring a Local Consultancy Firm/NGO/CSO to develop capacity building tools to establish Local Authority Companies.”**

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

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

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

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

The Proposal that complies with all 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/unscoc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely Yours,

DocuSigned by:

3026C8690F374EB...

Shafag Athif

Operations Manager
11 August 2022

Annex 1

Description of Requirements

Context of the Requirement	“Hiring a Local Consultancy Firm/NGO/CSO to develop capacity building tools to establish Local Authority Companies”
Implementing Partner of UNDP	UNDP Maldives
Brief Description of the Required Services ¹	Hiring a Local Consultancy Firm/NGO/CSO to develop capacity building tools to establish Local Authority Companies
List and Description of Expected Outputs to be Delivered	Please see attached TOR (Annex 2)
Person to Supervise the Work/Performance of the Service Provider	Ahmed Naaif Mohamed, Programme Officer, Integrated Governance Programme, UNDP
Frequency of Reporting	<i>Weekly meetings with the focal point.</i>
Progress Reporting Requirements	Weekly
Location of work	<input type="checkbox"/> Exact Address/es: Home-based.
Expected duration of work	04 months
Target start date	September 2022
Latest completion date	December 2022
Travels Expected	Location of the pilot trainings are to be decided.
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN’s Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Others: Please see attached TOR (Annex 2)

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

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

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

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

	<input type="checkbox"/> Long-Term Agreement ⁴ (if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Other Type of Contract [pls. specify]
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Criteria 1: Overall Experience and Expertise of the Firm/Institution <input checked="" type="checkbox"/> Criteria 2: Expertise of key personnel <input checked="" type="checkbox"/> Criteria 3: Workplan, Methodology & Timeline in the technical proposal
	<p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>Financial proposals must be password-protected and must not be attached to the same document containing the technical proposal. Submission of a single document containing both technical and financial proposals will be disqualified. None of the financial proposal data is disclosed in other documents of the submission. UNDP shall request password for opening the financial proposal only from the proposals who pass the technical evaluation as per the criteria is established and disclosed in the solicitation document. The proposal shall assume the responsibility for not encrypting the financial proposal.</p> <p>DO NOT DISCLOSE YOUR PRICE IN THE LINE ITEMS. YOU MUST PUT PRICE AS "1" IN THE SYSTEM AND PROVIDE THE FINANCIAL PROPOSAL AS ENCRYPTED FILE AS EXPLAINED ABOVE.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions ⁴	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

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

Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 3) <input checked="" type="checkbox"/> Detailed TOR (Annex 2)
Contact Person for Inquiries (Written inquiries only) ⁶	<p><i>Aishath Loona Moosa</i> <i>Executive Assistant</i> <i>proc.mv@undp.org</i></p> <p>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.</p>

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

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

Annex 2**Terms of Reference**

TOR Number	TOR/2022/02
Location:	Maldives
Consultancy Title:	Hiring a Local Consultancy Firm/NGO/CSO to develop capacity building tools to establish Local Authority Companies
Type of Contract:	Institutional Contract for Services
Languages required:	Dhivehi, English
Contract period:	September - December 2022
Project Title:	Integrated Governance Programme
Prompt ID:	MDV-0000191592

A - BACKGROUND

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

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

Since 2008, the Republic of Maldives has embarked on an ambitious decentralization program aimed at strengthening local government and administration. The main objectives of decentralizing the administrative divisions of the Maldives was to allow the island communities to make their own decisions

in a democratic and accountable way, improving living standards of the community through social, economic and cultural development and empowering the citizens to create an environment of peace and prosperity.

With renewed commitment from the current government to strengthen the decentralization system to empower the local communities, there has been significant work to reform the national policies and the Decentralization Act to revitalize decentralization system of Maldives. In this regard the 8th and 9th amendment brought to Decentralization Act, includes the legal framework to empower local councils financially and institutionally. Section 11 of Decentralization Act provides the opportunity for local councils to carryout business initiatives at local level. This would be a great opportunity for councils to seek financial empowerment as majority of local councils are heavily dependent on the block grant given by central government and many councils do not generate additional revenue. In order to provide opportunity to attain the fiscal empowerment, the recent amendments to Decentralization Act allows local councils to establish a company named as “Local Authority Company” (LAC). The purpose of this company is to work towards the development of the island, while conducting businesses and earning income to gain financial independence, so that council can implement developmental activities for the island community. LAC enables City councils, Atoll councils and Island councils to establish wholly or partly owned companies to carry out government approved business activities. While the regulation regarding the operation of Local Authority Companies by councils was published in April 2021, local councils are facing challenges in registering Local Authority companies. Therefore, an amendment was brought to the regulation in May 2022 to eliminate the limitations that councils have been facing to register the LACs and conduct small business initiatives at the community level to develop local economy.

To support this effort further, in partnership with the oversight body of councils the Local Government Authority (LGA), UNDP will introduce a handbook/manual that will support and guide councils to register and run the LACs. This handbook/manual will act as backbone materials that will give the guidance to create and run a LAC in a feasible and sustainable way so that it would lead to enhanced capacity of the councils, specifically to start and operate small business initiatives at the community level to develop local economies.

In this regard UNDP together with LGA is seeking the support of a local consultancy firm to develop a handbook/manual for councils on operation of LAC, formulating small business initiatives and on sustainable business management.

B - DUTIES AND RESPONSIBILITIES

Scope of Work

Under the guidance of UNDP and Local Government Authority, the consultancy firm/institution will support the development of the handbook/manual, training materials and facilitation of a training program for councils. Accordingly, the tasks to be undertaken by the consultancy firm/institution under the Terms of Reference include, but are not necessarily limited to, the following:

1. Inception report: Undertake desk research in existing relevant literature on developing handbooks, manuals, toolkits and course curriculums by global and local institutions on entrepreneurial and financial capacities on small business initiatives of local councils, and other publicly available materials, related legislations, assessments, and inputs from stakeholder consultation to identify current and specific training needs areas. The desk research should

specifically focus on the local viability and context. Submit the final draft of the inception report including the desk review findings, outline of the modules of the training program (including but not limited to a module on sustainability of business models), proposed methodology and relevant implementing partners

2. Training program and related materials: Based on preliminary findings, develop a definitive training program encompassing outcomes, teaching strategy, evaluation methods (participant performance evaluation tools at the theoretical and practical level) with the course content in Dhivehi and designed to be administered both virtually and physically. This will also include all training materials, presentations, resource texts, which are outside program outline, teaching strategy, pre/post tests to measure knowledge change, and any other relevant component for the training program.
3. Conducting the training of trainers and oversee training programs: Conduct a Training of Trainers (ToT) program for a select pool of staff from LGA, and other relevant stakeholders and partner institutions. Once the ToT is done, assist the pool of trainers to conduct at least 2 trainings aimed for the councils.
4. Finalization of the program and creating e-training modules: From the insights gained from the ToT and the two programs conducted with oversight, revise the training module where necessary and create e-training modules fit for the Kiyeveni Portal. This includes the development of video content and assessments as per the requirements of the Kiyeveni portal.
5. End mission report: Submit final end mission report highlighting lessons learned and recommendations for way forward

Expected Outputs and Deliverables

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

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

Inception Report: Undertake desk research in existing relevant literature on developing handbooks, manuals, toolkits and course curriculums by global and local institutions on entrepreneurial and financial capacities on small business initiatives of local councils, and other publicly available materials, related legislations, assessments, and inputs from stakeholder consultation to identify current and specific training needs areas. The desk research should specifically focus on the local viability and context. Submit the final draft of the inception report including the desk review findings, outline of the modules of the training program (including a module on sustainability of business models), proposed methodology and relevant implementing partners

Development of the Training Program and related materials - Development of a handbook that reflect the needs and gaps identified in the inception phase. The program should feature supporting material such as detailed training modules for all topics to be covered, trainers' guides, teaching strategy, participant handbooks, training material (including but not limited to presentation slides and activity handouts), monitoring and evaluation tools, and external resources where necessary. The program should be designed with two modes of delivery in mind: both physical and virtual. The handbook and supporting training material should include the following components by minimum, and the firm is expected to develop more on topics to support the components mentioned below, and on areas identified through the inception report:

1: Developing a toolkit required for a feasibility study, which will outline how to assess the practicality and viability of a potential business. It should include how to identify opportunities and problems, assessing situations, technical challenges and its outcome, including the cost and benefits associated with opportunities and problems, etc. Ideation of available business and livelihood opportunities in the local community, specially focusing on how LACs can venture into businesses while considering the private business environment of the community should also be focused. Formats, structures and explanation on how to conduct such study in local context should be included.

2: Developing a toolkit for business environment analysis to evaluate the opportunities and risks in various local factors. The business environment analysis should specially focus on the political, social, economic, environmental, legal and technological aspects unique to Maldivian local environment; among others. In addition to this, other tools and techniques useful to the analysis of local business environment for LACs should also be included. How to conduct the analysis, utilization of the tools needs to be detailed in this toolkit.

3: Toolkit for the required for the strategic business plan, marketing plan, operational plan, financial plan and proposals, etc. The financial plan/proposals should include how to utilize and map out the company finances to maintain financial sustainability and how to acquire finances for business maintaining and start-ups.

4: Developing a toolkit on the administrative and financial procedures required for the establishment of LACs, the following areas should be covered; Local Authority Company registration, business registration, regulatory environment, legal framework and financing architecture through Maldivian financial system. It should highlight on financing opportunities that are available to LACs

5: A module on resource mobilization, relevant to local councils which might not pursue the creation of a LAC, focusing on areas, inter alia, local level resource mapping to identify opportunities for planning, areas of possible investment and interventions to build a council and a community that can generate enough revenue to fund projects specified in the island development plan.

Conducting the ToT and assist in piloting in select regions - The consultancy firm/institution will conduct a Training of Trainers (ToT) program for a select pool of staff from LGA, and other relevant stakeholders and partner institutions. Following this, the firm will oversee and assist the said trainers to conduct 2 trainings as pilot in 2 select locations. The feedback collected after the pilot training will be used to modify the program and strengthen its components and delivery.

Finalization of the program and creating e-training modules: From the insights gained from the ToT and the two programs conducted with oversight, bring the necessary revisions to the training modules and create e-training modules fit for the Kiyeveni Portal. This includes the development of video content and assessments as per the requirements of the Kiyeveni portal and must be done in close collaboration with the Local Government Authority.

Final Report - A final report based on the lessons learnt, key considerations while delivering the programme, additional recommendations, and a mapping of possible avenues for business opportunities in the three regions of the Maldives must be submitted to UNDP.

Duration of the Assignment

This assignment will take place within 4 months, and as per the deliverable dates stipulated in the terms of reference and is expected to start in September 2022. The consultancy firm/institution should come up with a clear timeline while submitting the proposal taking into consideration the estimated time durations for each deliverable as stipulated above.

Institutional Arrangement

The Consultant will closely coordinate with LGA and will be accountable to the UNDP Programme Officer. Monthly meetings will be held with Programme Officer of UNDP Maldives at a minimum. The consultancy firm/institution will have weekly meetings with the focal point at UNDP and LGA. A briefing and debriefing meeting will be organized with the senior management of UNDP and LGA at the beginning and end of assignment.

Duty Station and Expected Places of Travel

Home-based. Training of Trainers will be conducted in Male'. Location of the pilot trainings are to be decided. Logistical arrangements for both will be done by UNDP Maldives.

C -PAYMENT TERMS

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

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

Deliverable	Tentative Target due date	Percentage	Review and Approvals Required
Inception report (15 days)	29 September 2022	30%	Review and approval of Programme Manager and Assistant Resident Representative – Governance
Development of the training program and related materials and Conducting the ToT and pilot trainings (35 days)	17 November 2022	40%	Review and approval of Programme Manager and Assistant Resident Representative – Governance
Finalized Training Program with creation of e-training modules and End mission report (15 days)	8 December 2022	30%	Review and approval of Programme Manager and Assistant Resident Representative – Governance

D - REQUIRED SKILLS AND EXPERIENCE

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

Language Requirements:

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

Evaluation Method and Criteria

Cumulative analysis

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

Technical Criteria for Evaluation (Maximum 70 points)

Evaluation criteria	Maximum marks obtainable
Criteria 1: Overall Experience and Expertise of the Firm/Institution	15
1.1 The firm/institution has a professional network of community development practitioners, with a proven track of Decentralization/Public Policy or Entrepreneurship work done.	5
1.2 The firm/institution has a <u>minimum of 3 years</u> of experience in facilitating relevant trainings and workshops. (Duration to be determined by summing up the total amount of time spent on delivering similar trainings and workshops).	5
1.3 the Firm/institution has a <u>minimum of 2 years</u> of experience in conducting community development initiatives. (<i>Duration to be determined by summing up the total amount of time spent on conducting community development initiatives</i>).	5
Criteria 2: Expertise of key personnel	45
<u>Team composition</u>	
2.1 The team must have at least 3 members. <ul style="list-style-type: none"> - Team leader must have a Development or Public Policy background. - The team should have an economics/business development background. - The team should have a third member who has a background in facilitation and coordination - If the team leader does not have a public policy or related background, the team 	5

should also have another member with a background in development related work.	
<u>Educational qualifications of the team members</u>	
2.2 Team Leader: The team leader has at least a bachelor's degree in development studies, law, public policy or relevant discipline. (If team leader does not have development or related academic background, the team should have someone with a development or related relevant academic background.)	4
2.3 Economic expert: This team member has at least a bachelor's degree in economics, economic empowerment, financial literacy, business development or a relevant discipline.	3
2.4 Coordinator/Facilitator: This team member has at least a bachelor's degree in development studies, gender studies, economic empowerment, or a relevant field.	3
<u>Professional experience and qualifications of the team members</u>	
2.5 The team (one or more members of it) has at least 1 year of experience in developing training programs/curriculums. <i>(Duration to be determined by summing up the total amount of time spent on developing manuals).</i>	5
2.6 The team (one or more members of it) must have developed at least 1 training program/curriculum in a similar field.	5
2.7 The team (one or more members of it) combined has a <u>minimum of 3 years</u> of experience in facilitating relevant trainings and workshops. <i>(Duration to be determined by summing up the total amount of time spent on delivering similar trainings and workshops).</i>	5
2.8 The team (one or more members of it) combined has a <u>minimum of 2 years</u> of experience in conducting community development initiatives. <i>(Duration to be determined by summing up the total amount of time spent on conducting community development initiatives).</i>	5
2.9 The team (one or more members of it) combined has a <u>minimum of 1 year</u> of experience in the Maldivian startup ecosystem, business environment and relevant legislation/policy framework and practices. <i>(Duration to be determined by summing up the total amount of time spent on declared initiatives).</i>	5

2.10 The team leader must demonstrate previous professional experience in facilitating training sessions.	2.5
2.11 The coordinator/facilitator must demonstrate previous professional experience in organizing logistics, facilitating workshops and training sessions.	2.5
Criteria 3: Workplan, Methodology & Timeline in the technical proposal	10
3.1 Overall understanding of the assignment & proposed solution	5
3.2 Proposed workplan and timeline relevant to the assignment as per the Terms of Reference.	5
TOTAL	70 points

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

Documentation required.

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

1. Technical Proposal

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

2. Financial proposal (Should be password protected)

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

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

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

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

[insert: Location]

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

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

B. Proposed Methodology for the Completion of Services

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

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

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

C. Qualifications of Key Personnel

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

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

D. Cost Breakdown per Deliverable*

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

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

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

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

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

[Designation]

[Date]