REQUEST FOR PROPOSAL (RFP)

To INTERESTED VENDORS

DATE: August 30, 2022
REFERENCE: RFP 95028

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Technical Advisors (TAs) to design and draft the Somaliland/Puntland Local Government Finance Commission legislation**.

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

Proposals may be submitted on or before Thursday, September 22, 2022 and via email, uncdf.procurement@uncdf.org

Your Proposal must be expressed in **English** 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 UNCDF 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.

The Technical Proposal and Financial Proposal files **MUST BE COMPLETELY SEPARATE and sent separately and clearly marked as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL,”** as appropriate. Each document shall include the Proposer’s name and address.

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 UNCDF 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 UNCDF, 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 UNCDF’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 UNCDF after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNCDF 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 UNCDF/UNDP in this link: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

Please be advised that UNCDF 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.

UNCDF’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/protestandsanctions/

UNCDF encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNCDF 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.

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,
Mkhululi Ncube
Programme Manager, UNCDF Somalia Office
8/26/2022
## Description of Requirements

<table>
<thead>
<tr>
<th>Context of the Requirement</th>
<th>The UN Joint Programme on Local Governance and Decentralized Service Delivery in Somalia (UN JPLG) is a five-year joint programme comprising ILO, UNCDF, UNDP, UN-HABITAT, and UNICEF. The Programme’s overall goal is “creating an enabling environment for improved service delivery and greater stability, through improved legal, policy and system frameworks – building the knowledge of those working in and with local governments.” JPLG commenced in April 2008 and has now entered its third phase (2018-2023). It expanded geographically with average annual work-plans and budgets of USD 25-32M/year. JPLG works with the Federal Government of Somalia, the Governments of Puntland, Somaliland, Southwest, Jubaland, HirShabelle, Galmudug, local governments, communities and non-state actors. UNCDF is the UN’s capital investment agency for the world’s 48 least developed countries (LDCs). With its capital mandate and instruments, UNCDF offers “last mile” finance models that unlock public and private resources, especially at the domestic level, to reduce poverty and support local economic development. This last mile is where available resources for development are scarcest; where market failures are most pronounced; and where benefits from national growth tend to leave people excluded. UNCDF’s financing models work through two channels: savings-led financial inclusion that expands the opportunities for individuals, households, and small businesses to participate in the local economy, providing them with the tools they need to climb out of poverty and manage their financial lives; and by showing how localized investments — through fiscal decentralization, innovative municipal finance, and structured project finance — can drive public and private funding that underpins local economic expansion and sustainable development. UNCDF financing models are applied in thematic areas where addressing barriers to finance at the local level can have a transformational effect for poor and excluded people and communities. Under the JPLG projects, UNCDF among others is specifically responsible for providing technical assistance to fiscal decentralization, local revenue mobilization and implementation of a discretionary Local Development Fund (LDF) modality for enhancing locally prioritized service delivery and enhancing capacities for sub-national Public Financial Management (PFM). UNCDF supports the review and development of policy, legal and regulatory frameworks for fiscal decentralization and local revenue mobilization including innovative approaches for resource mobilization that leverage the private sector, diaspora, and financial institutions.</th>
</tr>
</thead>
</table>
The governments of Somaliland and Puntland seek to establish Local Government Finance Commissions (LGFC) in their respective jurisdictions. An LGFC is an entity that is expected to improve the Inter-Governmental Fiscal Relations system in Somaliland and Puntland and support the fiscal decentration agenda of both jurisdictions. UNCDF will support the design and establishment of the Local Government Finance Commissions in Somaliland and Puntland.

### Implementing Partner of UNCDF

### Brief Description of the Required Services

#### Key Results Expected
Under the supervision of the UNCDF Programme Manager and in close collaboration with the Ministries of Finance Development and Interior, the firm will produce (a) concept note outlining the rationale, mandate and costing of the LGFC and (b) piece of legislation to underpin the Local Government Finance Commissions of Somaliland and Puntland. The process will be consultive.

The assignment is divided into two parts (A&B), and the following results are expected:

**A.**

(i) Provide a concept note/narrative consisting of, among other things, (a) the rationale and mandate of the LGFC; possible vision, mission, structure, composition, conduct, location in the intergovernmental fiscal relations system, financing; (b) a brief review of case studies of similar institutions found in other countries, focusing on their mandate, role, structure, composition, relationship with parliament and government, accountability, financing and location in the intergovernmental fiscal relations system; (c) propose good practice and model of a local government finance commission suitable to the Somaliland and Puntland context and compliant with the Laws of Somaliland and Puntland, and (d) Estimate the annual cost of establishing an LGFC for the first three years.

**B.**

(i) Review relevant government documents, including the Local Governance law, the constitution, the Decentralization policy, the Fiscal Decentralization strategy, the PFM act, and other relevant regulations.

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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.
and policies to identify gaps that may have a bearing on the intergovernmental fiscal transfers system and LGFC.

(ii) Conduct interviews and gather stakeholders’ (e.g. from ministries of Finance and Interior, Parliament, Organized LG associations, Women and Youth Organizations, Mayors, World Bank and JPLG/UNCDF) inputs to inform the proposed legislation.

(iii) Facilitate a consultative stakeholder workshop (e.g., with ministries of Finance and Interior, Parliament, Associations of local governments, Mayors, Women, and youth formations, World Bank, and UNCDF) to gather views and information on draft legislation to underpin Somaliland and Puntland Local Government Finance Commission.

(iv) Provide draft legislation that will underpin the LGFC. The legislation should contain, among other things, the powers and functions of the LGFC, its structure, selection of Commissioners, duration of Commission, composition, operational procedures, administration, location in the intergovernmental fiscal relations system, accountability and financing.

| List and Description of Expected Outputs to be Delivered | 1. An Inception Report with a work plan agreed upon with the Somaliland government and UNCDF upon signing of a contract
2. Draft narrative report addressing at least issues suggested in A(i) above. The report to be presented to the relevant ministries and UNCDF. In addition, to the narrative in A(i) above, prepare a presentation (slides) covering the essential elements of A(i).
3. A report from the consultation and validation workshop summarizing key inputs provided by participants.
4. Final legislation to underpin the LGFC. In addition, to the legislation, prepare a presentation (slides) covering the essential elements of the final legislation. |
| Person to Supervise the Work/Performance of the Service Provider | Programme Manager |
| Frequency of Reporting | Bi-weekly |
| Progress Reporting Requirements | • Bi-weekly progress call will be held.
• Written report highlighting progress in achieving |
| Location of work | ☒ Exact Address/es Hargeisa, Somaliland and Garowe, Puntland  
☐ At Contractor’s Location |
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Expected duration of work</td>
<td>40 days</td>
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<tr>
<td>Target start date</td>
<td>30 September 2022</td>
</tr>
<tr>
<td>Latest completion date</td>
<td>15 November 2022</td>
</tr>
<tr>
<td>Travels Expected Travel cost should be part of financial proposal</td>
<td>Destination/s</td>
</tr>
<tr>
<td>Hargeisa</td>
<td>10 days</td>
</tr>
<tr>
<td>Garowe</td>
<td>10 days</td>
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<tr>
<td>Special Security Requirements</td>
<td>☒ Safety and security of the Service Provider’s staff shall be the responsibility of the Service Provider and not by UNCDF</td>
</tr>
<tr>
<td>Facilities to be Provided by UNCDF (i.e., must be excluded from Price Proposal)</td>
<td>None. All costs needed to achieve the deliverables set forth in this RFP are to be included in the financial proposals from the applicant/bidding entity (transport, professional fees, software, hardware, communication, consumables, etc.)</td>
</tr>
</tbody>
</table>
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | ☒ Required  
Must be included in the technical proposal and must capture activities to be undertaken in order to achieve milestones required for the disbursement of payment |
| Names and curriculum vitae of individuals who will be involved in completing the services | ☒ Required  
☐ Not Required |
<p>| Currency of Proposal | ☒ United States Dollars |</p>
<table>
<thead>
<tr>
<th>Value Added Tax on Price Proposal²</th>
<th>☐ must be inclusive of VAT and other applicable indirect taxes. VAT should be included as a separate line from other costs if applicable. ☒ must be exclusive of VAT and other applicable indirect taxes</th>
</tr>
</thead>
</table>
| Validity Period of Proposals (Counting for the last day of submission of quotes) | ☒ 120 days  
In exceptional circumstances, UNCDF 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 | ☒ Not permitted |
| Payment Terms³ | | | | Outputs | Percentage | Timing (Approximated level of effort) | Condition for Payment Release |
| | An Inception Report with a detailed Workplan | 20% | 5 working days | Within thirty (30) days from the date of meeting the following conditions:  
a) UNCDF’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and  
b) Receipt of invoice from the Service Provider. |
| | An acceptable draft narrative report addressing the issues suggested in A(i) above. The report is to be presented to the relevant ministries and UNCDF. In addition, submit a presentation (slides) covering the essential elements of A(i). | 30% | 15 working days | |
| | An acceptable report from a validation workshop – summarising key | 20% | 3 working days | |
inputs provided by participants.

| An acceptable Final legislation to underpin the LGFC. In addition, to the legislation, submit a presentation (slides) covering the essential elements of the final legislation. | 30% | 15 working days |

| **Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment** | Programme Manager |

| **Type of Contract to be Signed** | ☒ Contract for Professional Services |

| **Criteria for Contract Award** | ☒ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)  
☒ Full acceptance of the UNCDF 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%)**  
☒ Expertise of the Firm 20%  
☒ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 25%  
☒ Management Structure and Qualification of Key Personnel 25%  

**Financial Proposal (30%)**  
To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNCDF. |

| **UNCDF will award the contract to:** | ☒ One and only one Service Provider |
| Annexes to this RFP⁴ | ☒ Form for Submission of Proposal (Annex 2)  
| ☒ General Terms and Conditions / Special Conditions (Annex 3)⁵  
| ☒ Detailed TOR | □ Others⁶  *[pls. specify]* |

| Contact Person for Inquiries  (Written inquiries only)⁷ | *Mkhululi Ncube*  
| *Programme Manager, UNCDF Somalia*  
| *Mkhululi.ncube@uncdf.org*  
| Any delay in UNCDF’s response shall be not used as a reason for extending the deadline for submission, unless UNCDF determines that such an extension is necessary and communicates a new deadline to the Proposers. |

| Other Information  *[pls. specify]* |
FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL

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

[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 UNCDF in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNCDF 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 UNCDF 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 UNCDF, indicating description of contract scope, contract duration, contract value, contact 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.

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8 This serves as a guide to the Service Provider in preparing the Proposal.
9 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**

<table>
<thead>
<tr>
<th>Deliverables [list them as referred to in the RFP]</th>
<th>Percentage of Total Price (Weight for payment)</th>
<th>Price (Lump Sum, All Inclusive)</th>
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<tbody>
<tr>
<td>1</td>
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<td>3</td>
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<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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*This shall be the basis of the payment tranches*

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

<table>
<thead>
<tr>
<th>Description of Activity</th>
<th>Remuneration per Unit of Time</th>
<th>Total Period of Engagement</th>
<th>No. of Personnel</th>
<th>Total Rate</th>
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<tbody>
<tr>
<td><strong>I. Personnel Services</strong></td>
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<tr>
<td>1. Services from Home Office</td>
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<tr>
<td>a. Expertise 1</td>
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<tr>
<td>b. Expertise 2</td>
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<tr>
<td>2. Services from Field Offices</td>
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<tr>
<td>a. Expertise 1 (International)</td>
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<td>b. Expertise 2 (National)</td>
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<td>3. Services from Overseas</td>
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<tr>
<td>a. Expertise 1</td>
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<td>b. Expertise 2</td>
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<td><strong>II. Out of Pocket Expenses</strong></td>
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<tr>
<td>1. Travel Costs</td>
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<td>2. Daily Allowance</td>
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<td>3. Communications</td>
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<td>4. Reproduction</td>
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<tr>
<td>5. Equipment Lease</td>
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<td>6. Others</td>
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<td><strong>III. Other Related Costs</strong></td>
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</table>

[Name and Signature of the Service Provider’s Authorized Person]
[Designation][Date]
SOMALIA/SOMALILAND CONSULTANT TERMS OF REFERENCE

Location: Somalia
Application Deadline: 
Assignment Description: Technical Advisors (TAs) to design and draft the Somaliland/Puntland Local Government Finance Commission legislation
Languages Required: English and Somali
Starting Date: 30 September 2022
Expected Duration: 40 Days Working days

Any request for clarification must be sent in writing, or by standard electronic communication to the address or email indicated above. UNCDF will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND AND CONTEXT

The UN Joint Programme on Local Governance and Decentralized Service Delivery in Somalia (UN JPLG) is a five-year joint programme comprising ILO, UNCDF, UNDP, UN-HABITAT, and UNICEF. The Programme’s overall goal is “creating an enabling environment for improved service delivery and greater stability, through improved legal, policy and system frameworks – building the knowledge of those working in and with local governments.” JPLG commenced in April 2008 and has now entered its third phase (2018-2023). It expanded geographically with average annual work plans and budgets of USD 25 - 32M / year. JPLG works with the Federal Government of Somalia, the Governments of Puntland, Somaliland, Southwest, Jubaland, HirShabelle, Galmudug, local governments, communities, and non-state actors.

UNCDF is the UN’s capital investment agency for the world’s 48 least developed countries (LDCs). With its capital mandate and instruments, UNCDF offers “last mile” finance models that unlock public and private resources, especially at the domestic level, to reduce poverty and support local economic development. This last mile is where available resources for development are scarcest; where market failures are most pronounced; and where benefits from national growth tend to leave people excluded. UNCDF’s financing models work through two channels: savings-led financial inclusion that expands the opportunities for individuals, households, and small businesses to participate in the local economy, providing them with the tools they need to climb out of poverty and manage their financial lives; and by showing how localized investments — through fiscal decentralization, innovative municipal finance, and structured project finance — can drive public and private funding that underpins local economic expansion and sustainable development. UNCDF financing models are applied in thematic areas were addressing barriers to finance at the local level can have a transformational effect on poor and excluded people and communities.

Under the JPLG projects, UNCDF among others is specifically responsible for providing technical assistance to fiscal decentralization, local revenue mobilization, and implementation of a discretionary Local Development Fund (LDF)
modality for enhancing locally prioritized service delivery and enhancing capacities for sub-national Public Financial Management (PFM)

UNCDF supports the review and development of policy, legal and regulatory frameworks for fiscal decentralization and local revenue mobilization including innovative approaches for resource mobilization that leverage the private sector, diaspora, and financial institutions.

The governments of Somaliland and Puntland seek to establish Local Government Finance Commissions (LGFC) in their respective jurisdictions. An LGFC is an entity that is expected to improve the Inter-Governmental Fiscal Relations system in Somaliland and Puntland and support the fiscal decentration agenda of both jurisdictions. UNCDF will support the design and establishment of the Local Government Finance Commissions in Somaliland and Puntland.

2. DESCRIPTION OF RESPONSIBILITIES OF CONSULTANTS

The assignment will fall within the following Outcome areas
1: Policy, Legal and regulatory frameworks on local governance and
2: Local governments have the capacity to deliver equitable and sustainable services, and promote economic development and peace.

Specific Objectives

Under the supervision of the UNCDF Programme Manager and in close collaboration with the Ministries of Finance Development and Interior, the Consultants will produce (a) a concept note outlining the rationale, mandate, structure, and costing of the LGFC and (b) draft piece of legislation to underpin the Local Government Finance Commissions of Somaliland and Puntland. The process will be consultative.

The assignment is divided into two parts (A&B), and the following results are expected:

A.

i. Provide a concept note/narrative consisting of, among other things, (a) the rationale and mandate of the LGFC; possible vision, mission, structure, composition, conduct, location in the intergovernmental fiscal relations system, financing; (b) a brief review of case studies of similar institutions found in other countries, focusing on their mandate, role, structure, composition, relationship with parliament and government, accountability, financing and location in the intergovernmental fiscal relations system); (c) propose good practice and model of a local government finance commission suitable to the Somaliland and Puntland context and compliant with the Laws of Somaliland and Puntland, and (d) Estimate the annual cost of establishing an LGFC for the first three years.

B.

i. Review relevant government documents, including the Local Governance law, the constitution, the Decentralisation policy, the Fiscal Decentralisation strategy, the PFM act, and other relevant regulations and policies to identify gaps that may have a bearing on the intergovernmental fiscal transfers system and LGFC.

ii. Conduct interviews and gather stakeholders’ (e.g. from ministries of Finance and Interior, Parliament, Organised LG associations, Women and Youth Organisations, Mayors, World Bank, and JPLG/UNCDF) inputs to inform the proposed legislation.
iii. Facilitate a consultative stakeholder workshop (e.g., with ministries of Finance and Interior, Parliament, Associations of local governments, Mayors, Women, and youth formations, World Bank, and UNCDF) to gather views and information on draft legislation to underpin Somaliland and Puntland Local Government Finance Commission.

iv. Provide draft legislation that will underpin the LGFC. The legislation should contain, among other things, the powers and functions of the LGFC, its structure, selection of Commissioners, duration of Commission, composition, operational procedures, administration, location in the intergovernmental fiscal relations system, accountability and financing.

3. DELIVERABLES/EXPECTED RESULTS

<table>
<thead>
<tr>
<th>Activities</th>
<th>Deliverables/Outputs</th>
<th>Target due dates</th>
<th>% payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare a work plan addressing (a) the rationale, mandate, structure, and cost of the LGFC and (b) legislation to underpin the Local Government Finance Commissions of Somaliland and Puntland. The process will be consultative.</td>
<td>An acceptable Inception Report with a work plan agreed upon with the Somaliland and Puntland government and UNCDF upon signing of a contract</td>
<td>05th October 2022</td>
<td>20%</td>
</tr>
<tr>
<td>Provide a concept note/narrative consisting of, among other things, (a) the rationale and mandate of the LGFC; possible vision, mission, structure, composition, conduct, location in the intergovernmental fiscal relations system, financing; (b) a brief review of case studies of similar institutions found in other countries, focusing on their mandate, role, structure, composition, relationship with parliament and government, accountability, financing and location in the intergovernmental fiscal relations system); (c) propose good practice and model of a local government finance commission suitable to the Somaliland and Puntland context and compliant with the Laws of Somaliland and Puntland, and (d) Estimate the</td>
<td>An acceptable narrative report addressing at least issues suggested in A(i) above. The report is to be presented to the relevant ministries and UNCDF. In addition, to submit a presentation (slides) covering the essential elements of A(i).</td>
<td>17th October 2022</td>
<td>30%</td>
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<tr>
<td><strong>annual cost of establishing an LGFC for the first three years.</strong></td>
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</tbody>
</table>
| i. Review relevant government documents and other relevant regulations and policies to identify gaps that may have a bearing on the intergovernmental fiscal transfers system and LGFC.  
ii. Conduct interviews and gather stakeholders’ inputs to inform the proposed legislation.  
iii. Facilitate a consultative stakeholder workshop to gather views and information on draft legislation to underpin Somaliland and Puntland Local Government Finance Commission. | An acceptable report from the consultation and validation workshop summarizing key inputs provided by participants. | 31st October 2022 | 20% |

Provide draft legislation that will underpin the LGFC. The legislation should contain, among other things, the powers and functions of the LGFC, its structure, selection of Commissioners, duration of Commission, composition, operational procedures, administration, location in the intergovernmental fiscal relations system, accountability and financing.

Submit final legislation to underpin the LGFC. In addition, submit a presentation (slides) covering the essential elements of the final legislation.

| 09th November 2022 | 30% |

### 4. KEY PERFORMANCE INDICATORS AND SERVICE LEVEL

- A kick-off meeting will be conducted at the beginning of the assessment to agree on the minimum standard of services acceptable. UNCDF must be informed and be part of decision-making if there are any deviations from the sampling protocol, tool change, or any other augmentation. Changes to the team are requested in writing.
- At least two progress meetings will be required per output. The first meeting will be to discuss the planning and the second meeting will be to approve the deliverables.
- Monitoring of progress shall be measured both per the activities of the contractor as well as the performance of the UNCDF partners involved in the assessment.
- Payments will be linked to the approval of deliverables. Should a deliverable not meet the standard agreed upon, UNCDF will withhold payment and discuss remedial actions with the contractor.
- Upon submission of a certificate of payment from the service provider, UNCDF Programme Manager will clear deliverables and authorize payment. The team will work under close supervision, guidance and reports to the UNCDF Programme Manager.

### 5. ASSIGNMENT DURATION

The duration of the assignment will be **40 days** from the date of signing the contract. All the work must be finalized before **15th November 2022** at the latest.

**Duty Station**
Home-based with expected travel. Costs related to travels within the country and in-out of Somalia will be covered by UNCDF.

6. FACILITIES TO BE PROVIDED BY UNCDF

No facilities will be provided by UNCDF.

All costs needed to achieve the deliverables set forth in this RFP are to be included in the financial proposals from the applicant/bidding entity (transport, professional fees, software, hardware, communication, consumables, etc.).

1) REQUIREMENTS FOR EXPERIENCE, COMPETENCE, AND QUALIFICATIONS

Requirements of the Successful Consulting Firm

- The firm should have successfully conducted similar study assignments in Somalia and/or the Eastern African Region with proven excellent results.
- Should have experience in the local development and decentralization through governance reform, particularly fiscal decentralization and PFM reforms, with at least three such assignments in the last five years.
- Ability to mobilize a team of experts in various disciplines relevant to the scope of the study.

Required qualifications and skills for team leader (International Consultant)

Education:
- Ph.D. or master’s degree in public finance, economic policy, public policy, or any relevant subject.

Experience:
- A minimum of 10 years of experience in the field of fiscal decentralization, public expenditure or financial management, and intergovernmental fiscal relations.
- Sound experience in developing local fiscal management systems and subsequent management of a Local Development Fund or similar grant transfer mechanisms.
- Demonstrated experience in designing and/or managing local government finances, including tax/revenue assignment and administration as subnational borrowing.
- Demonstrated experience in the design and implementation of grant transfer mechanisms.
- Demonstrated experience in designing and/or managing local government finance institution legislation.
- Experience in the assessment of government systems and processes.
- Experience in international development partner support to Least Developed Countries in Africa.
- Demonstrated expertise and knowledge of governance issues in Somalia and/or the Eastern African Region is desirable.

Language Requirements:
- Demonstrated excellence in written and spoken English is essential.

Required qualifications and skills for the team member (Local Consultant)

Education:
- Master’s degree (preferable) or bachelor’s degree (with extensive experience) in public finance, economic policy, public policy, or any relevant subject.

Experience:
- A minimum of 5 years of experience in the field of fiscal decentralization, public expenditure or financial management, and intergovernmental fiscal relations.
- Sound experience in developing local fiscal management systems and subsequent management of a Local Development Fund or similar grant transfer mechanisms.
- Demonstrated sound knowledge and understanding of fiscal decentralization issues, particularly in Somaliland and/or Puntland.
- Demonstrated experience in the design and implementation of grant transfer mechanisms.
- Demonstrated experience in designing and/or managing local government finance institution legislation.
- Experience in the assessment of government systems and processes.
- Experience in international development partner support to Least Developed Countries in Africa.
  Demonstrated expertise and knowledge of governance issues in Somalia and/or the Eastern African Region is desirable.

Language Requirements:
- Demonstrated excellence in written and spoken English and Somali is essential.

APPLICATION PROCESS AND EVALUATION METHOD

EVALUATION METHOD
The award of the contract shall be made to the firm whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and
b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. Example 70%-30%.

* Technical Criteria weight; 70%
* Financial Criteria weight; 30%

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation

Technical Criteria – Maximum 70 points
Criteria
Management structure and qualification of key personnel: (25 points)
- Key personnel 1 – Team Leader: Should have A minimum of 10 years of experience in the field of fiscal decentralization, public expenditure or finance management, and intergovernmental fiscal relations. Sound experience in developing local fiscal management systems and subsequent management of a Local Development Fund or similar grant transfer mechanisms. Demonstrated experience in the design and implementation of grant transfer mechanisms. Demonstrated experience in designing and/or managing local government finances, including tax/revenue assignment and administration as subnational borrowing- 15
  
- Key Personnel 2 -Team Members - Should have A minimum of 5 years of experience in the field of fiscal decentralization, public expenditure or financial management, and intergovernmental fiscal relations. Sound experience in developing local fiscal management systems and subsequent management of a Local Development Fund or similar grant transfer mechanisms. 10

The expertise of the Consulting Firm: (20 points)
- The firm should have successfully conducted similar study assignments in Somalia and/or the Eastern
African Region with proven excellent results. Should have experience in the field of fiscal decentralization, public expenditure or finance management, and intergovernmental fiscal relations, with at least three such assignments in the last five years. Ability to mobilize a team of experts in various disciplines relevant to the scope of the study.

Description of approach/methodology and its appropriateness to the implementation plan/assignment - (25 points)