



REQUEST FOR PROPOSAL

“Business Planning Assistance and Customized Business Development Services to nano/micro women enterprises in Karnataka”

RFP No.: RFP/114/IND-2022

Project: Project Code Unnati

Country: INDIA

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SECTION 1. LETTER OF INVITATION

Subject: “Business Planning Assistance and Customized Business Development Services to nano/micro women enterprises in Karnataka”

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

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

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

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

Please acknowledge receipt of this RFP by sending an email to manikandan.srinivasan@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the “Accept Invitation” function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

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

Issued by:

Approved by:

Name: Manikandan Srinivasan
Title: Procurement Assistant
Date: **September 9, 2022**

Name: Arun Arumughan
Title: Procurement Analyst
Date: **September 9, 2022**

SECTION 2. INSTRUCTION TO BIDDERS

A. GENERAL PROVISIONS	
<i>1. Introduction</i>	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
<i>2. Fraud & Corruption, Gifts and Hospitality</i>	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p>
<i>3. Eligibility</i>	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

<p>4. <i>Conflict of Interests</i></p>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
<p>B. PREPARATION OF PROPOSALS</p>	
<p>5. <i>General Considerations</i></p>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
<p>6. <i>Cost of Preparation of Proposal</i></p>	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
<p>7. <i>Language</i></p>	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>

<p>8. <i>Documents Comprising the Proposal</i></p>	<p>8.1 The Proposal shall comprise of the following documents:</p> <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
<p>9. <i>Documents Establishing the Eligibility and Qualifications of the Bidder</i></p>	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
<p>10. <i>Technical Proposal Format and Content</i></p>	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
<p>11. <i>Financial Proposals</i></p>	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<p>12. <i>Proposal Security</i></p>	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in</p>

	<p>the event of any one or combination, of the following conditions:</p> <p>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</p> <p>b) In the event that the successful Bidder fails:</p> <p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
<p>13. <i>Currencies</i></p>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
<p>14. <i>Joint Venture, Consortium or Association</i></p>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or</p>

	<p>those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<p>15. <i>Only One Proposal</i></p>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> f) they have at least one controlling partner, director or shareholder in common; or g) any one of them receive or have received any direct or indirect subsidy from the other/s; or h) they have the same legal representative for purposes of this RFP; or i) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; j) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or k) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
<p>16. <i>Proposal Validity Period</i></p>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<p>17. <i>Extension of Proposal Validity Period</i></p>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<p>18. <i>Clarification of Proposal</i></p>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems</p>

	that such an extension is justified and necessary.
19. <i>Amendment of Proposals</i>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
20. <i>Alternative Proposals</i>	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as “Main Proposal” and “Alternative Proposal”</p>
21. <i>Pre-Bid Conference</i>	<p>21.1 When appropriate, a Bidder’s conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder’s conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder’s Conference or issued/posted as an amendment to RFP.</p>
C. SUBMISSION AND OPENING OF PROPOSALS	
22. <i>Submission</i>	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>a) The signed Proposal shall be marked “Original”, and its copies marked “Copy” as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each</p>

<p>Email Submission</p> <p>eTendering submission</p>	<p>envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall:</p> <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS iii. Bear a warning that states “<i>Not to be opened before the time and date for proposal opening</i>” as specified in the BDS. <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected. <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/
<p>23. <i>Deadline for Submission of Proposals and Late</i></p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for</p>

<i>Proposals</i>	the submission of Proposals.
24. <i>Withdrawal, Substitution, and Modification of Proposals</i>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as “WITHDRAWAL” “SUBSTITUTION,” or “MODIFICATION”</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. <i>Proposal Opening</i>	25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.
D. EVALUATION OF PROPOSALS	
26. <i>Confidentiality</i>	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP’s decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP’s vendor sanctions procedures.</p>
27. <i>Evaluation of Proposals</i>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps: a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals</p>
28. <i>Preliminary Examination</i>	28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right

	to reject any Proposal at this stage.
<p>29. <i>Evaluation of Eligibility and Qualification</i></p>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> e) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; f) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, g) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; h) They are able to comply fully with UNDP General Terms and Conditions of Contract; i) They do not have a consistent history of court/arbitral award decisions against the Bidder; and j) They have a record of timely and satisfactory performance with their clients.

<p>30. <i>Evaluation of Technical and Financial Proposals</i></p>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<p>31. <i>Due Diligence</i></p>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ol style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;

	<ul style="list-style-type: none"> e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. <i>Clarification of Proposals</i>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. <i>Responsiveness of Proposal</i>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. <i>Nonconformities, Reparable Errors and Omissions</i>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>

E. AWARD OF CONTRACT	
35. <i>Right to Accept, Reject, Any or All Proposals</i>	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. <i>Award Criteria</i>	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. <i>Debriefing</i>	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. <i>Right to Vary Requirements at the Time of Award</i>	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. <i>Contract Signature</i>	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. <i>Contract Type and General Terms and Conditions</i>	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. <i>Performance Security</i>	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. <i>Bank Guarantee for Advanced Payment</i>	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. <i>Liquidated</i>	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.

<i>Damages</i>	
<i>44. Payment Provisions</i>	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
<i>45. Vendor Protest</i>	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html
<i>46. Other Provisions</i>	46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence. 46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence. 46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer

SECTION 3. BID DATA SHEET

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p>Will be Conducted Date and Time : September 16, 2022 11:00 AM Venue : ZOOM Meeting.</p> <p>The UNDP focal point for the arrangement is: [Manikandan Srinivasan] E-mail: [manikandan.srinivasan@undp.org]</p> <p>NOTE: Interested bidders are advised to share the details of meeting participants to focal point by 15 Sep 2022 so that meeting link can be shared with them.</p>
5	10	Proposal Validity Period	120 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed

8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Not Required
10	18	Currency of Proposal	Preferred Currency of Bid : Indian Rupees (INR) Bids in other currency also allowed. <i>Reference date for determining UN Operational Exchange Rate : Date of bid submission</i>
11	31	Deadline for submitting requests for clarifications/ questions	05 (Five) days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: [Manikandan Srinivasan] Address: [55, Lodhi Estate, New Delhi-110003] E-mail address: [manikandan.srinivasan@undp.org]
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering Once uploaded, Prospective Proposers (i.e. Proposers those have accepted the bid invitation in the system) will be notified via email that changes have occurred. It is the responsibility of the Proposers to view the respective changes and clarifications in the system.
14	23	Deadline for Submission	Date and Time: As indicated in eTendering system. Note that system time zone indicated in the system is EST/EDT (New York) Time zone. PLEASE NOTE: 1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline.

			UNDP will not accept any bid that is not submitted directly in the system. 2. <u>Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.</u>
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	https://etendering.partneragencies.org
16	22	Electronic submission (eTendering ONLY) requirements	Format: PDF files only File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. All files must be free of viruses and not corrupted. Password for financial proposal must not be provided until requested by UNDP
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	Click here to enter a date.
19		Maximum expected duration of contract	12 months (Oct 2022 to Sep 2023)
20	35	UNDP will award the contract to:	One Proposer Only Contract will be awarded to highest ranked bidder according to the combined scores (Technical 70% + Financial 30%).
21	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services</p> <p>http://www.undp.org/content/dam/undp/library/corporate/Procurement/english/3.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf</p>
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SECTION 4. EVALUATION CRITERIA

Preliminary Examination Criteria

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

1. Technical proposal is submitted separate to financial proposal.
2. Financial proposal is password encrypted; **further do not disclose price on the technical proposal/ on eTendering portal, otherwise proposal will get disqualified.**
3. Submission of CVs of proposed key personnel to be engaged.
4. Submission of latest Business Registration Certificate.
5. Submission of latest Audited Financial Statements for 3 years, including profit & loss account.

Minimum Eligibility and Qualification Criteria

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

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

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

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

<p>Previous Experience</p>	<ul style="list-style-type: none"> • Minimum 7 years of work experience in the entrepreneurship/livelihood promotion /Business Development Service field for the growth of the women micro and nano enterprises. • Minimum 2 years of experience on supporting women enterprises local market linkages, onboard with digital markets/e-commerce/ GeM etc, • Minimum two similar contracts implemented in partnership with the Government/development private sector <p style="text-align: center;"><u>Please attach -</u> Company Profile which should not exceed ten (10) pages including copy of incorporation/ registration. A Table demonstrating past contracts executed by the bidder indicating client name, contract value, planned and actual delivery date.</p> <p>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</p>	<p>Form D: Qualification Form</p>
<p>Financial Standing</p>	<ul style="list-style-type: none"> • The bidder should have average annual turnover of at least INR 1 crores (~USD 125,000) over the past three years to be supported with audited balance sheets. <p>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</p>	<p>Form D: Qualification Form</p>

Note: Bidders are required to submit evidences (details / documents) in support of compliance to above criteria - otherwise proposal may be disqualified.

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and relevant experience.	200
2.	Appropriateness of the proposed methodology, timelines, Implementation plan and quality assurance systems.	300
3.	Qualification and experience of Proposed Team Leader and other key personnel as specified in the Terms of Reference.	180
4.	Organizational commitment to Sustainability	20
Total		700

Section 1. Expertise & experience of the bidder		Points obtainable
1.1	<p>Contracts implemented related to:</p> <ul style="list-style-type: none"> Minimum 7 years of work experience in the entrepreneurship/livelihood promotion /Business Development Service field for the growth of the women micro and nano enterprises. (50 marks) <p>For every additional year of experience beyond 7 years: 5 marks each upto a maximum of 10 marks.</p> <p>Documents required: Bidders are required to submit evidences (details / documents) in support of compliance to above criteria</p>	60
1.2	<p>Minimum 2 years of experience on supporting women enterprises local market linkages, onboard with digital markets/e-commerce/ GeM etc, (50 marks)</p> <p>For every additional year of experience beyond 2 years: 5 marks each upto a maximum of 10 marks.</p>	60
1.3	<p>Contracts implemented related to:</p> <p>Minimum two similar contracts implemented in partnership with the Government/development private</p> <ul style="list-style-type: none"> Executed minimum of two similar contracts, <u>each</u> for a value of at least INR 50 lakhs (\$62,500) or more in the last three years. (35 marks) For every additional similar Contract beyond two, 5 marks each up to a maximum of 3 contracts. (15 marks) 	50

Section 1. Expertise & experience of the bidder		Points obtainable
	Documents required: Bidders are required to submit evidences (details / documents) in support of compliance to above criteria	
1.4	<p>Contracts implemented related to:</p> <ul style="list-style-type: none"> • Service provider with existing staff/visibility in Karnataka (20 marks) • Service provider with previous working relationship with at least 2 state government departments/international organizations would be a critical asset. (10 marks) <p><u>Documents required:</u> Copy of relevant contracts/ work order and completion certificate as proof of experience in the required areas.</p>	30
Total Section 1		200

Section 2. Appropriateness of the proposed methodology, timelines, Implementation plan and quality assurance systems		Points obtainable
2.1	<p>Proposed Methodology, and Implementation Plan - program activities, training and mobilization approach, (100)</p> <p>Best practices, proven models, market linkages and other details as mentioned in scope of work (100)</p> <p>Proposed timelines to achieve the deliverables - a detailed GANTT chart with deliverables/ program activities (50)</p> <p>What Quality Assurance Procedures are put in place? - M and E, capacity building of team, field staff, mobilisers etc. (30)</p> <p>What Risk identification and mitigation plan are put in place? (20)</p>	300
Total Section 2		300

Section 3. Qualification and experience of Proposed Team				
Team Member	Key Experience	Qualification (preferred)	Engagement	Points Obtainable
<i>Project Lead cum BDS Specialist (1)</i>	At least 10 years of experience in project management with majority of experience in women economic empowerment farm and non-farm livelihoods related	Advanced university postgraduate degree in Business Management/ rural development/ rural management/	Full-time	60

	project, previous experience of working with international organisation or UN agency will be an asset. (Marks : 50)	entrepreneurship sciences or any other relevant field (Marks : 10)		
Market Linkages Specialist -1 (1)	At least 7 years of experience in providing Business Development Services and/or in the domain of entrepreneurship development. (Marks : 30)	Master's degree in economics, Rural Management, Business management, entrepreneurship, or any other related field (Marks : 10)	Full-time	40
BDS Coordinators - 8 (2 per district)	At least 5 years of experience in a supervisory role with a development organization/business preferably in the domain of entrepreneurship development. (Marks : 30)	Bachelor's/Master's degree in Rural Management, entrepreneurship, business management, or any other related field. (Marks : 10)	Full-time	40
Short Term BDS experts	At least 2+ years of experience with a development organization/business / Industry association preferably in the domain of entrepreneurship development. (Marks : 35)	Bachelor's degree in Social Work , entrepreneurship, business management, or any other related field. (Marks : 5)	Part-time (10-15 days in a month for the entire project duration)	40
		Total section 3		180

Section 4. Organizational commitment to Sustainability		Points obtainable
4.1	Organizational Commitment to Sustainability -Organization is compliant with ISO 14001 or ISO 14064 or equivalent - 10 points - Organization is a member of the UN Global Compact - 05 points (<i>if organization is applied for membership of the UN Global Compact - 5 points</i>) -Organization demonstrates significant commitment to sustainability through	20

	some other means- 05 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	
	Total Section 4	20

SECTION 5. TERMS OF REFERENCE

Title: Business Planning Assistance and Customized Business Development Services to nano/micro women enterprises in Karnataka

Objective: To promote growth of existing women-owned micro/nano enterprises by providing targeted and tailored Business Development Services (BDS).

Location: Bangalore Urban, Bangalore Rural, Raichur, Dakshina Kannada, Karnataka

Duration: October 2022- September 2023

Background

Taking forward UNDP's work on skilling and entrepreneurship as well as on the cross-cutting theme of women's economic empowerment, the **Ministry of Skill Development and Entrepreneurship (MSDE)**, Govt. of India and UNDP have partnered on programme '**Promoting Inclusive Growth through Enhanced Access to Local Livelihood Opportunity, Education to Work Transition and Social Protection Schemes (PROGRESS)**' with the overall goal to secure local livelihoods, increased incomes, and improved quality of life for marginalized sections of the society, specifically youth, women, and migrants.

The programme aims to enable marginalized populations to identify and access meaningful long-term employment and local livelihood opportunities through facilitation of career guidance, transferable skills and digital skills, tailored local placement opportunities, opening-up of new job roles in traditional value chains for the educated new generation and a menu of measures including local mentorship and application of digital means for entrepreneurship. Similarly, PROGRESS plans to support robust outreach and implementation of national programmes at the district/subdistrict level through strengthening of the capacity of State Skill Missions/District Skill Committees, and capacity building of human resources.

The key planned outcomes of PROGRESS are

- Effective implementation of national flagship policies and programmes with a focus on inclusion
- Youth and women make informed and aspirational vocational choices and transition into gainful employment and productive economic activities
- Integrated model of sustainable local livelihoods promotion and resilience building

Under the aegis of programme PROGRESS, UNDP has been implementing multiple

projects in partnerships with private sector, government and other foundation, bilateral and multilateral agencies.

Project Code Unnati: Empowering Youth and Women for Future Employability Skills and Entrepreneurship, is a partnership between UNDP, UNV and SAP Labs India, being implemented in three districts of Karnataka viz. Bangalore Rural, Dakshin Kannada and Raichur.

The project aims to improve access to entrepreneurship and employment opportunities for 17,000 youth and 5000 women, while also empowering them to make informed decisions. Across the two proposed target groups (youth and women), the interventions are working towards increased awareness, enhancing 21-century skills, employability, business skills capacity, facilitation of linkages to Internship/apprenticeship/job opportunities, mentorship support and nurturing the innovation potential of youth and women of rural and urban areas.

Project Pragati is a three-year partnership between UNDP & American Express to drive women economic empowerment in India. The project will enable women to make informed and aspirational vocational choices and transition into gainful employment and productive economic activities. The two key approaches are Enhancing Access to Apprenticeship and Employment Opportunities, Entrepreneurship Development and Accelerating Enterprise Growth. It is being implemented in Delhi NCR, Haryana, Karnataka, Maharashtra/Gujarat/Madhya Pradesh with an objective to engage 31,000 women in gainful employment and productive economic activities.

These project builds on UNDP's experiences on youth and women empowerment globally and specifically in India, its deep engagement with the state government of Karnataka. It also incorporates the essence of SAP Labs India initiatives to make a meaningful contribution to communities, emphasising the Sustainable Development Goals (SDGs).

Project Background

Women Entrepreneurship, Business Development Services and Mentorship

In India, women constitute only 14 percent of the total entrepreneurs in the country (Sixth Economic Census, Government of India). Lack of awareness about opportunities, difficulty in market access and access to forward-backward business linkages, finance, lack of management skills and absence of mentorship and handholding support are some of the major challenges faced by the women who wish to start/scaleup enterprises.

To address the above challenge, the creation of a *community-based cadre of mentors* for entrepreneurship promotion is a well-accepted methodology and has been included under various Government programs as local level women mentors for supporting rural women

to start/scale their small businesses have proven to be highly effective. Similarly, UNDP also created '**Biz-Sakhi**' Curriculum and training materials for certifying 'Business Sakhis' as Community Mentors for entrepreneurship promotion. The curriculum, jointly developed by UNDP, TISS, NIESBUD and NIRDPR, consists of two components - first, the psycho-social aspects of mentorship, that is very much needed for women to start enterprises, and second, the business support mentorship.

In addition to mentorship support, access to wide range of quality business development services (BDS) is crucial to steer women enterprises in a start-up/scale-up mode towards profitability and growth. These business development services can also support the felt need of many women entrepreneurs to scale up their enterprises by facilitating access for appropriate technology, machinery and equipment's which will catapult their enterprises to higher growth orbit. Through multiple visits, UNDP has found that women are managing Papad, Pickle, Masala, Agarbatti, Agri trading, Oil, cereal, milk-based food products, other food products, paper cups, textiles, etc. and are able to achieve breakeven scale with their group of women workers. Most of these enterprises were started with SHG funds and support from other government programmes but they are struggling for scaling up. The business advisory support needs to be complemented with the skills to operate semi-automatic or automatic machines which can help them in increasing their productivity and package the product well to increase their marketability. The provision of equipments to the group enterprises will

- Increase efficiencies and productivity. It will enable women to work faster and reduce manual and repetitive work.
- Improve safety and security. It will enable to women to work in a safer manner with less chances of injury as well as improve the hygiene during the production process.
- Remain competitive. It will enable the women groups to compete in the market by reducing the unit cost and increasing standardization and uniformity of the product.
- Access to Vendor Support and Warranties. It will enable the women groups to know the vendor for better and repeat services.
- Motivate others to purchase machines by seeing the growth of group enterprises

The basic premise behind combining the machinery installation to a few women enterprises with business development service providers is to create a demonstration effect within the different cohorts of women enterprises across the different districts. Each district will have one women group enterprise successfully operating the machinery and scaling up their enterprises which can be showcased to other enterprises.

UNDP already has a trained pool of 10 Master Trainers and a cadre of 125 Unnati Sakhis as per the Unnati Sakhi Curriculum, a customized version of the Biz-Sakhi Curriculum with respect to Karnataka state context and translated in Kannada. The '*cadre of mentors - Unnati Sakhis*', from the local population in the project locations, encourage and mentor rural aspiring and budding women microentrepreneurs from their local communities

towards entrepreneurial activities and handhold them in terms of business-related technical inputs and psycho-social support.

The service provider is expected to leverage the Unnati Sakhi network and execute the program. UNDP team shall facilitate the discussion and on-ground connection.

UNDP in partnership with the Government of Karnataka has also developed **Santhe Kaushalkar**- a women self-help group and artisan profiling platform to create a digital identity for the existing women-led enterprises. **Santhe Kaushalkar** promotes women entrepreneurship and enables online outreach and market access to women enterprises.

All the women registered on the platform can be potentially offered business planning assistance and BDS in order to enable them to formalize their enterprises in relation to registration, certification, branding, marketing, etc.

Biz-Sakhi training content in English language can be downloaded at:

https://www.in.undp.org/content/india/en/home/library/poverty/Biz_Sakhi_curriculum.html

Unnati-Sakhi training content in Kannada language can be downloaded at:

https://drive.google.com/file/d/1d8hl02P_cm5VF3Q118iPPzSrFKeVOU6/view?usp=sharing

Link to the Santhe Kaushalkar platform: <https://santhe.kaushalkar.com/>

In this context, UNDP is looking to avail the services of experienced service provider for enhancing the viability of women owned microenterprises through strengthening the ecosystem of business development service provider and Unnati Sakhi in the districts of Bengaluru Urban, Bengaluru Rural, Raichur & Dakshin Kannada in Karnataka.

Project Location

The project will focus on Bangalore Urban, Bangalore Rural, Dakshina Kannada, Raichur

Objectives

The assignment envisages to promote growth of existing women-owned micro/nano enterprises by providing targeted and tailored Business Development Services (BDS), including facilitating access to markets, finance, handholding support, technology, machinery and equipments for select enterprises. The aim is to provide need based customised expert Business Development Services (BDS) to 1,500 women entrepreneurs for improved turnover and profitability.

Scope of Work

The Service Provider is expected to undertake the following activities during the term of the contract:

I. Identification, profiling, and orientation of women-owned enterprises and capturing their business planning and BDS requirements

- Identification of at least 2,000 women-owned nano-enterprises/ women engaged in home-based self-employment activities with a potential of upscaling into nano/micro enterprises in the focus districts. For identification, the following can be leveraged:
 - Women enterprises registered on the *Santhe Kaushalkar* platform – a women self-help group and artisan profiling digital platform.
 - Support from NRLM, NABARD, industry associations, related government departments and agencies, etc.
- Register and capture baseline and other details (format to be decided in consultation with UNDP) for these 2,000 women-led enterprises
 - sector-wise categorization
 - basic enterprise growth indicators such as business /transaction volumes and profitability
 - business planning assistance and BDS requirements such as registration/licenses, banking, digital payments, packaging, branding, advertising, machinery and equipment sourcing, input sourcing, etc. to enable their transition into the formal sector and improve their profitability and market access.
 - The break-up of the target would be 300 in Bangalore urban and 1700 women enterprise in other districts.

Deliverable 1: 2,000 women-owned nano-enterprises/ self-employed women identified, registered, oriented, baseline and business planning, BDS requirements collected

II. Provide Business Development Services

- The service provider is expected to create awareness about the advantage and availability of expert BDS service amongst all 2,000 identified women enterprises and **directly support 1500 women owned enterprises with one or more need-based business development services**. Focus should be on identifying BDS services required by group of enterprises. **Indicative (not all inclusive)** list of such services is given below:

- **Business registration & licenses** - choosing the business name and form of registration, trademark registration, registration with DIC, local authorities, Udhdyog Aadhar, FSSAI certifications, PAN card and GST registration, etc.
 - **Financial inclusion, digital banking, and credit linkages** - linkages to microcredit, soft loans, government schemes/grants, setting up of online banking, UPI, online credit facilities, etc.
 - **Machinery & Equipment (M&E)** - Support in choosing the right M&E given the production, linking with local or relevant M&E suppliers/ vendors, etc.
 - **Marketing support** - Branding, labelling, packaging, advertising, development of samples/ prototypes, digital marketing including social media promotions, WhatsApp business accounts creation, etc.
 - **Market access** - Trade fairs/ product exhibitions, linkages to buyers including traders, distributors, wholesalers, retailers, local entrepreneurs, etc., linkages to online business profiling platforms/ directories, e-commerce, etc.
 - **Business infrastructure and logistics** - Transport and delivery, storage/ warehousing, /postal/courier, ICT, utilities, etc.
 - **Technical assistance** - GST and other tax return filing, accounting, and bookkeeping, technical/ sectoral training linkages, etc.
 - Any other relevant categories
- **BDS Clinic cum Workshops** - To create awareness and prepare the enterprises for receiving need based BDS, at least 32 sector/theme-wise one-day BDS workshops (around 8 per district) should be organized. To develop BDS market in the district ecosystem, the service provider is expected to identify the existing BDS providers at the district/ state level and should inbuilt the provision of BDS clinic in the awareness workshops - wherein select BDS providers are able to participate and interact with the enterprises.

Through these clinics cum workshops, it is expected that **on-the-spot linkages between the women entrepreneurs and the BDS providers** would develop, and market-based transactions will take place - specifically for those services not being provided under direct BDS support. Indicatively, the BDS workshop themes can include (but not restricted to) registrations/ licenses, banking, digital payments, digital marketing, packaging, branding, advertising, machinery and equipment sourcing, input sourcing, etc.

The BDS workshop details should be circulated to the 2,000 women and 125 trained Unnati Sakhis and facilitate their participation in the BDS workshop as per the identified need and interest. A minimum of 75% of the registered/ profiled women entrepreneurs from each district are required to attend at least 2 - 3 unique BDS workshops.

The service provider is free to use an internal/external pool of experts to ensure delivery of targeted, customised, and need based business development services to 1,500

enterprises. However, overall responsibility of cost efficiency and quality of service remains with the service provider.

The service provider may also identify institutional **mentors** and link them with the interested women entrepreneurs. The mentors may include successful women entrepreneurs, business leaders, community leaders, sector specific experts, etc. for enabling mentorship and hand-holding support to the women entrepreneurs and showcasing success stories through real-life role models to be established for strengthening the approach.

The service provider should propose a minimal budget for a basic business kit to initiate the business for the above component as a part of the financial proposal. This may include company registration cost, first time branding and packaging cost, certification/licences cost if any, etc.

The break-up of the target would be 250 in Bangalore Urban and 1250 women enterprise in other districts.

The service provider should provide full details on the approach and methodology that it intends to adopt in its technical proposal.

Deliverable 2: At least 1500 women entrepreneurs (out of 2,000 registered women enterprise) directly supported with one or more business development services.

III. Facilitating market linkages

Within the overall BDS support provisioning, specific focus is planned on facilitating market linkages for 500 enterprises from the larger pool of 2,000 identified enterprises.

- Identifying at least 200 (50 per district) local demand-side actors including buyers, traders, distributors, retailers, wholesalers, entrepreneurs, etc. across sectors in the focus districts.
- Map the demand / capture their requirements as per the identified products of the women enterprises
- Organize buyer-seller meets to facilitate linkages
 - Facilitate supply-demand matching between enterprises and the local demand side actors including buyers, traders, distributors, wholesalers, retailers, entrepreneurs, etc. across sectors in the focus districts
 - Facilitate women enterprises to register on digital marketing platforms such as e-commerce, GeM, etc. and support them to transact on these platforms.

Deliverable 3: Supply-demand matching facilitated for at least 500 enterprises with the demand side actors including buyers, traders, distributors, wholesalers, retailers, entrepreneurs, online market platforms etc.

IV. Installation of machinery and equipments at 3 women group/enterprises (excluding Bangalore Urban district)

Within the overall framework of BDS support provisioning, the service provider will focus on installation of machinery and equipments to four women enterprises to demonstrate the impact of machinery and technology in scaling up of micro-enterprises

- The location and kind of enterprises are

S.No	Manufacturing Unit	Block	District	Budget
1	Fish Pickle	Bjape	Dakshin Kannada	INR 10,00,000 for each unit should be budgeted
2	Mango/fruit/veg pickle	Dodaballapur	Rural Bengaluru	
3	Digital Embroidery Unit	Manvi	Raichur	

- Assessment of availability of space, shed, electricity connections, electrical wiring, and other factors required for successful installation of the equipments for the enterprise.
- Identification of at least three vendors nearest to the group enterprises for each of the equipments nearest to the group enterprise by distance who are provide onsite free service for at least one year from the date of installation with at least one year warrantee on the machines and equipments. There can be separate vendor for each enterprises. The selected vendor should be cost competitive and able to provide onsite installation service for the equipments.
- The service provider has to ensure that equipment is installed in the presence of group members and videography of complete installation process is carried out. Appropriate space & infrastructure (especially, safe wiring in the space and government approved electricity connection) availability should be ensured at the selected location for successful installation of the equipments.
- The service provider has to train ten women in each of the group enterprise to successfully operate the machine. The service provider has to create a simple training manual for operation of each machines and translate in Hindi, English and local language and print 2-5 copies of the same for the reference of women. The service provider has to list and resolve all the issues including service breakdown or warrantee related issues related to machinery and equipment in the first six months of installation.
- The service provider will also identify one Biz Sakhi/mentor trained by the project for each of the enterprise and associate them with the enterprise and build their capabilities to track the production , sales , wastage, revenue, expenditure etc related to the enterprise business.
- The service provider has to submit separate monthly reports on financial and production related indicators for each of the six enterprises for six-month duration from the date of installation.

Deliverable 4: Successful installation of equipment's at the enterprise site with wall hangings/posters of terms and conditions of the warrantee and service of the equipment's in Hindi and local languages from English or vice versa at the enterprise site.

V. Communication & Documentation

- The service provider has to create four communication videos documenting various component and impact of the project.
- The service provider has to submit all the project reports, MIS reports in agreed template, SOP, training manual, records of enterprises business growth etc .
- The service providers have to submit fifty high-resolution photos of these enterprises in action documenting from the selection stage to operation stage of machinery as well as women in action.

Deliverable 5 : 4 communication videos (one for each enterprise) of less than 3 mins with 50 high resolution photographs, 10 human interest stories, 2 blogs and one story of changes

EXPECTED INDICATORS OF SUCCESS

Indicator 1: 70% or more women entrepreneurs who have been provided BDS support under the project confirm at least 1 out of the following two statements:

- Received active BDS support and are satisfied with it
- Feel more confident and capable to take business decisions

Indicator 2: 20% of the women entrepreneurs who have been provided BDS support under the project report enhanced sales volume of at least 10% (to be verified against the baseline by the service provider and/ or the UNDP project team)

These will be gauged through a third-party impact evaluation study at the end of the project.

Key Deliverables

S No.	Deliverables	Supporting Documents (to be furnished)
1	2,000 women-owned nano-enterprises/ self-employed women identified, registered, oriented, baseline and business planning, BDS requirements collected	Details of all 2,000 entrepreneurs in an Excel sheet/open source secured web platforms. This will be the Entrepreneurs Master Sheet for the project.
2	At least 1,500 women entrepreneurs	1-2-page summary report on each of

	(out of registered women enterprises) directly supported with one or more business development services	the 1,500 entrepreneurs with type of service provided, proof of pre and post BDS support intervention, etc.
3	Supply-demand matching facilitated for at least 500 enterprises (out of 1,500 women enterprise)	Details of matchmaking captured in the Entrepreneurs Master Sheet
4.	Installation of machineries and equipment for 3 group enterprises	Copies of Original invoices and , photographs of installation and Certification by UNDP team and group leader of successful installation of equipments
5	4 communication videos (one for each enterprise) of less than 3 mins with 50 high-resolution photographs, 10 human interest stories, 2 blogs and one story of changes	Copies of raw footage and images

Reporting

The service provider will work under the direct supervision of State Project Head , Karnataka with overall guidance of Value Chain Expert, New Delhi, UNDP.

Duration of the assignment

To be completed by September 31, 2023 (specific project deadlines will be decided once the service provider is onboarded).

Payment Terms

S. No.	Deliverable	Percentage
1	Submission of inception report and detailed work plan that includes detailed deliverables, time frame, etc.	20%
2	Submission of the interim report and MIS data on the completion of the following including: <ul style="list-style-type: none"> a. 2000 women entrepreneurs registered, oriented, categorized/profiled for business planning assistance and BDS intervention b. 250 women entrepreneurs directly supported one or more business development services and liked 	30%

	<p>the BDS service providers through the BDS Workshops.</p> <p>c. Installation of machineries and equipment for 3 group enterprises</p>	
3	<p>Submission of interim report and MIS data on the completion of the following including:</p> <p>a. 1,250 additional women entrepreneurs directly supported one or more business development services and liked to the BDS service providers through the BDS Workshops.</p> <p>b. Supply-demand matching achieved for at least 200 women entrepreneurs</p>	30%
4	<p>a. Supply-demand matching achieved for at least 300 additional women entrepreneurs.</p> <p>b. Submission of 4 communication videos with 50 high-resolution photos and 10 human interest stories, 2 blogs and one story of change</p> <p>c. Submission of the project completion report, final database/ folders, files with edit package/timeline files, and associated raw files, graphics, licenses, consent forms, etc.</p>	20%

All the outcomes should be verifiable through appropriate documentation maintained by the service provider and make the same available for any cross-checks within the project period. The service provider will be responsible for all the deliverables/ outcomes as mentioned in the ToR.

All the deliverables need to meet UNDP requirements, branding guidelines and quality standards. Payment will only be made for work satisfactorily completed and accepted by UNDP and reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work and quality outputs are incomplete, or not delivered or for failure to meet deadlines.

Quality performance at each of the four instalments will result in a continuation of the contract, but unsatisfactory delivery at any of the four instalments will result in a cancellation of the contract and the selection of an alternative service provider to undertake the subsequent deliverables.

Team Composition

Please note that the selected service provider will be responsible for the creation of an implementation team for timely achievement of project objectives. The following key team

members should be there in the project team. This excludes non-technical staff and additional field staff/outreach officer/s that might be required for the project.

The service provider should submit a detailed team composition in the technical proposal as per their experience and TOR. The same should be accounted for in the financial proposal.

Key Experts:

<i>S No.</i>	<i>Role</i>	<i>Level of Engagement</i>	<i>Profile</i>
1	<i>Project Lead cum BDS Specialist - 1</i>	Full Time	<ul style="list-style-type: none"> • Advanced university postgraduate degree in Business Management/ rural development/ rural management/ entrepreneurship sciences or any other relevant field with a minimum of 10 years of experience working in the social sector, government programs, UN Projects, etc. • Experience in implementing entrepreneurship promoting and business service projects with a myriad of stakeholders and partners, including government, • private sector, civil society, international organizations, donors, grassroots organizations and interagency committees. • Demonstrated experience and expertise in designing and implementing multi-sectoral initiatives in partnership with a wide range of stakeholders including government and communities. • Fluency in English a must and knowledge of regional language would be an advantage.
2	<i>Market Linkages Specialist -1</i>	Full Time	<ul style="list-style-type: none"> • Master's degree in economics, Rural Management, Business management, entrepreneurship, or any other related field

			<ul style="list-style-type: none"> • At least 7 years of experience in providing Business Development Services and/or in the domain of entrepreneurship development. • Must have in-depth knowledge of bank linkages, market linkages, credit facilitation, funding schemes, Govt. subsidiary schemes and business registration procedures. • Experience in conducting market research and identifying potential markets and demand supply analysis. • Ability to manage multiple enterprises concurrently, identify new business opportunities and partners and meet deadlines as per the project plan. • Understanding the right ideas and best practices and technological solutions for business • Design business profiling templates and baseline methodology and create enterprise sector wise business plan templates. • Ensure customization and implementation of tech platform form for business growth tracking and consolidation and reporting of periodic financial reports of all registered enterprises • Provide guidance, mentoring, to district coordinators and associates to ensure realization of project objectives. • Fluency in English a must with knowledge of regional language (Kannada).
3	BDS Coordinators -8 (2 per district)	Full-time	<ul style="list-style-type: none"> • Bachelor's/Master's degree in Rural Management, entrepreneurship, business management, or any other related field.

			<ul style="list-style-type: none"> • At least 3 years of experience in a supervisory role with a development organization/business preferably in the domain of entrepreneurship development. • Ability to devise tools and methods to identify and register aspiring entrepreneurs identify their business needs and build strong network among them • Ability to devise tools and methods to identify BDS providers in their districts to match the identified enterprise needs, to onboard BDS providers and build strong network between BDS providers and entrepreneurs. • Ability to organize events like BDS workshops involving multiple stakeholders as per project schedule and ensure participation of entrepreneurs. • Identify business opportunities in target area and to generate enterprise sector wise leads. • Facilitate Business Plan Formulation, market linkage and other BDS provision to registered enterprises. • Ensure implementation of tech platform form for business growth tracking and consolidation and reporting of periodic financial reports of all registered enterprises. • Fluency in English a must with knowledge of regional language (Kannada).
4	<i>Short Term BDS experts</i>	Part-time (10-15 days in a month for the entire project duration)	At least 2+ years of experience with a development organization/business / Industry association preferably in the domain of entrepreneurship development.

			Bachelor's degree in Social Work , entrepreneurship, business management, or any other related field.
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Intellectual Property

All materials as part of the project/assigned work to be submitted to UNDP. All copyright over the publicity material is with UNDP and the same may not be used, reproduced, or otherwise disseminated or authorized to others for use, reproduction, or dissemination of such works without prior consent from UNDP. UNDP may or may not acknowledge the service provider’s name for use of the materials on other projects.

Please note:

1. The training content/handbook/IEC developed/adapted under the project by the service provider will be submitted to UNDP and will be UNDP’s intellectual property with both UNDP’s and service provider’s logos.
2. All the communication and branding materials will include UNDP logo and credits.

If no proposal meets the criteria, UNDP reserves the right not to reward the tender to any of the applicants. The convincing business case is a necessary condition.

SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

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

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

Technical Proposal Envelope:

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

Financial Proposal Envelope

(Must be submitted as a separate password protected file)

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

FORM A: TECHNICAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[RFP-XXX-IND-2022]		

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

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

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

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

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

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

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

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

Name: _____
Title: _____
Date: _____
Signature: _____

[Stamp with official stamp of the Bidder]

FORM B: BIDDER INFORMATION FORM

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Power of Attorney

FORM C: JOINT VENTURE/ CONSORTIUM/ ASSOCIATION INFORMATION FORM

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

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/ Consortium/ Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture **OR** JV/Consortium/ Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/ Consortium/ Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner:

Name of partner:

Signature: _____

Signature: _____

Date: _____

Date: _____

Name of partner:

Name of partner:

Signature: _____

Signature: _____

Date: _____

Date: _____

FORM D: QUALIFICATION FORM

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

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

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 5 years.

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

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

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

Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

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

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

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

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

FORM E: FORMAT OF TECHNICAL PROPOSAL

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[RFP-114-IND-2022]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel proposed

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.
- Project Lead cum BDS Specialist
 - Market Linkages Specialist
 - BDS Coordinators
 - Short Term BDS experts
 - Any other personnel (such as Data manager, LMS expert etc.)

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i> <ul style="list-style-type: none">▪ Name of institution: [Insert]▪ Date of certification: [Insert]
Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>

	Reference 1: [Insert]
	Reference 2: [Insert]

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

Signature of Personnel

Date (Day/Month/Year)

Section 4: Organizational commitment to Sustainability

Please provide documents in support of the following:

Organizational Commitment to Sustainability

- Organization is compliant with ISO 14001 or ISO 14064 or equivalent
- Organization is a member of the UN Global Compact
- Organization demonstrates significant commitment to sustainability through some other means - for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues

FORM F: FINANCIAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[RFP-114-IND-2022]		

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

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

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

FORM G: FINANCIAL PROPOSAL FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[RFP/114/IND-2022]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in a separate password protected file from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification. The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Financial proposal to include resources to be allocated to each activity, one-time and recurring costs, activities and events to be deployed for certification and any others as deemed relevant activity-wise breakup, travel cost, etc.

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees*

Name	Position with specialization	Fee Rate	No. of Days/months	Engagement	Total Amount
		A	B		C=A*B
	Project Lead cum BDS Specialist		12 months	Full-time	
	Market Linkages Specialist		11 months	Full-time	
	BDS Coordinators		10 months	Full-time	
	Short Term BDS experts		10-15 days in a month for the entire project duration	Part-time	
	Support Executives (Outreach officers, mobilisers, data management, MIS, LMS etc.)		120 working days	Part-time	
Subtotal Professional Fees:					

**Structure of the team is to be proposed by the Proposer in accordance to their understanding of the ToR.*

Table 3: Breakdown of Other Costs

Description/ Project Activity	UOM	Quantity	Unit Price	Total Amount
1. Unnati Sakhi Honorarium (1000 PM for 125 Unnati Sakhi for 12 months)*	12	125	1000	15,00,000
2. Mobilization and Registration of women self-employed/nano/micro entrepreneurs,				
3. BDS Clinic Cum Workshops (including refresher trainings)				
4. Business Advisory, handholding, and extension support services for women				
5. Common Facility Centre – Equipment and setup Cost*	1	3	10,00,000	30,00,000
6. Networking Events and workshops	20			
7. Travel Expenses				
8. Documentation and Printing				
9. Communication				
10. Others				
Subtotal Other Costs:				

*This should include complete workshop cost such as trainers/ facilitators' fees, logistic , refreshments for participants, booklets or cost for any other self-learning material, stationery etc.

* The service provider should propose a budget of INR 15,00,000 (INR 1,000 per month as honorarium to Unnati Sakhi for 125 Unnati Sakhi for a period of one year) to towards the cost of travel, food etc so that these Unnati Sakhis are able to deliver their task.

* The service provider should propose a budget of INR 30,00,000 (INR 10,00,000 per common facility center for procurement, Installation of machinery and equipment's). The machinery, plan of installation, location should be approved by UNDP team. The service provider is responsible for identification of location, vendors, initialization, training of women group enterprises etc, as specified in the RFP.

NOTE: UNDP shall use the cost breakdown for the calculation of price in the event that both parties have agreed to add new deliverables to the scope of services.

Table 4: Breakdown of Price per Deliverable/Activity**

S. No.	Deliverable	Percentage
1	Submission of inception report and detailed work plan that includes detailed deliverables, time frame, etc.	20%
2	Submission of the interim report and MIS data on the completion of the following including: <ul style="list-style-type: none"> d. 2000 women entrepreneurs registered, oriented, categorized/profiled for business planning assistance and BDS intervention e. 250 women entrepreneurs directly supported one or more business development services and liked the BDS service providers through the BDS Workshops. f. Installation of machineries and equipment for 4 group enterprises 	30%
3	Submission of interim report and MIS data on the completion of the following including: <ul style="list-style-type: none"> c. 1,250 additional women entrepreneurs directly supported one or more business development services and liked to the BDS service providers through the BDS Workshops. d. Supply-demand matching achieved for at least 200 women entrepreneurs 	30%
4	<ul style="list-style-type: none"> a. Supply-demand matching achieved for at least 300 additional women entrepreneurs. b. Submission of 4 communication videos with 50 high-resolution photos and 10 human interest stories, 2 blogs and one story of change c. Submission of the project completion report, final database/ folders, files with edit package/timeline files, and associated raw files, graphics, licenses, consent forms, etc. 	20%

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