

# United Nations Development Programme



## REQUEST FOR PROPOSAL (RFP)

Date: 22 September 2022

Dear Sir/Madam,

We kindly request you to submit your proposal on implementation of “UNDP Start-It-UP”: Empowering the Start-up Ecosystem”.

Please be guided by the form attached hereto as Annex II, in preparing your Proposal. Your Proposal must be expressed in English, and valid for a minimum period of 30 days.

Proposals may be submitted on or before Thursday, October 06, 2022 (proposals cannot be received after 16:30 Tehran local time) and via below email address:

[bid.ir@undp.org](mailto:bid.ir@undp.org)

**Please note that the subject of your submission email should be ONLY:**

**IRNUNDP22070**

**Using any other subject for your email will result in disqualification of your proposal by UNDP automated emailing system.**

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

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

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

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

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five percent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies

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that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex III.

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

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

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

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

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

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/cond\\_uct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/cond_uct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

DocuSigned by:

*Youssef Landolsi*

Youssef Landolsi...

Operations Manager

Enclosed Documents:

- Annex I, Description of Requirements
- Annex II, Forms for Submitting Service Provider's Proposal
- Annex III, General Terms and Conditions for Services
- Annex IV, Terms of Reference

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# United Nations Development Programme



## Annex I Description of Requirements

Context of the Requirement	<p>UNDP works in about 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion – while promoting sustainable and ‘green’ pathways to development. The United Nations Development Programme’s (UNDP) strategic plan is powered by three enablers for scale and speed: strategic innovation, digitalization and development financing.</p> <p>This initiative aims to support UNDP’s mandate by empowering the start-up ecosystem as a follow-up to past experiences focusing on (a) promoting the rural producers’ income generation and helping to ‘green’ their products; and (b) providing equitable access to digital markets. Efforts in this regard are aligned with the strong tendency of the government to move towards a knowledge-based economy, the vision of Digital Iran (2020-2025) as the national digital roadmap, and UNDP Iran’s niche relative to enabling and promoting sustainable livelihoods while preserving the environment.</p> <p>To “connect the dots” and to support the Government for raising Iran’s profile as a knowledge-driven economy, this project aims to explore and experiment with innovative and scalable solutions addressing complex and emerging development challenges at national level for empowerment of start-ups.</p> <p>In view of the above, UNDP Iran plans to engage the professional service contractor to design, implement and coordinate UNDP Start It Up project to identify, evaluate, harvest, and empower innovation ecosystem.</p>
Implementing Partner of UNDP	Not Applicable
Brief Description of the Required Services	The overall objective is to design and implement three innovation challenge events in three pilot cities and implement a pre-acceleration and acceleration programme for the 3 winners’ concept solutions that result in prototypes built and developed into tech-based products (applications).
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> <li>• Work package 1: Talent and ideas harvesting</li> <li>• Work package 2: Implementation of pre-acceleration programme for selected teams</li> <li>• Work package 3: Implementation of Acceleration programme for the selected teams</li> </ul> <p>For further information, please see Annex IV, Terms of Reference</p>
Person to Supervise the Work/Performance of the Service Provider	UNDP Iran’s Programme team and the assigned Programme Officer/Analyst
Frequency of Reporting	Please see Annex IV, Terms of Reference

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Progress Reporting Requirements	Updates on the progress of the activities as per the attached Annex IV, TOR
Location of work	Kashan, Zahedan, and Urmia cities
Expected duration of work	Approximately two months
Target start date of Contract	End October 2022
Latest completion date of Contract	End December 2022
Travels Expected	Yes
Special Security Requirements	Not Applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Not Applicable
Implementation Schedule indicating breakdown and timing of activities/sub-activities	Required
Names and curriculum vitae of individuals who will be involved in completing the services	Required
Currency of Proposal	IRR
Value Added Tax on Price Proposal	Must be inclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	30 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	Not permitted
Payment Terms	Instalments as per Annex IV, TOR
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP
Type of Contract to be Signed	Professional Service Contract
Criteria for Contract Award	<ul style="list-style-type: none"> <li>• Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively, where the minimum passing score of technical proposal is 70%.</li> <li>• Full acceptance of the UNDP Contract General Terms and Conditions (GTC).</li> </ul>
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <ul style="list-style-type: none"> <li>• Expertise of the Firm - 45%</li> <li>• Action Plan – 25%</li> <li>• Qualification of Key Personnel – 30%</li> </ul> <p><b><u>Financial Proposal (30%)</u></b></p>

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	Financial offer will be considered for evaluation only if the technical score of proposal obtains 70% of total technical score
UNDP will award the contract to:	One and only one Service Provider
Annexes to this RFP	Form for Submission of Proposal (Annex II) General Terms and Conditions / Special Conditions (Annex III) <sup>1</sup> Detailed Terms of Reference (Annex IV)
Contact Person for Inquiries (Written inquiries only) <sup>2</sup>	Focal Person in UNDP: Ms. Zahra Golshan Address: No. 8 Shahrzad Blvd, Darrous, Tehran – Iran Fax No.: +98 21 - 22 86 95 47 E-mail address dedicated for this purpose: <a href="mailto:procurement.ir@undp.org">procurement.ir@undp.org</a>  Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information <i>[pls. specify]</i>	Your offer comprising of complete and signed technical and financial proposals should be sent to UNDP email address:  <a href="mailto:bid.ir@undp.org">bid.ir@undp.org</a>  <u><a href="#">A Pre-bid meeting will be held on 28 September 2022, therefore, the bidders who are interested in participating pre-bid conference, please contact Ms. Zahra Golshan procurement.ir@undp.org by CoB of 26 September 2022.</a></u>

<sup>1</sup>Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>2</sup>This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

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## **Annex II**

### **FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>3</sup>**

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>4</sup>)*

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated 19 September 2022 and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

#### **A. Qualifications of the Service Provider**

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

**Item A-a: Profile** – Please describe the nature of business, field of expertise, licenses, certifications, accreditations and procedure of decision making;

**Item A-b: Business Licenses** – Please submit the Registration Papers, etc. and complete Item A-b;

**Item A-c: Latest Financial Statement** – Please attach the income statement and balance sheet to indicate your financial stability, liquidity, credit standing, and market reputation, etc. and list the attached documents in the following Item A-c;

**Item A-d: Track Record** – List of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references. Please use Item A-d as a guide to provide the requested information;

**Item A-e: Written Self-Declaration** – Please note that by completing the following item A-e you declare that your company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

#### **Item A-a**

##### **Profile of the Firm/Organization**

- Full name of organization (in Farsi):
- Full name of organization (in English):
- Central office address:
- Tel No:
- Fax No:
- E-mail:
- Website:

<sup>3</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>4</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes.



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**Item A-c**

**Latest Financial Statement:** Please list the required documents you have attached to indicate your financial stability, standing and market reputation, etc.

- Please explain your organization's experience in start up programs, hackathons or acceleration programmes.
  
- Please explain your previous related experience in organizing and implementing national start up programs, hackathons or acceleration programmes (including full support to event design, branding, organization, implementation and follow-up mentoring).
  
- Please provide previous related three success stories (prototypes built and developed into tech-based products) as the follow-up of hackathons and start-up programmes.
  
- Please elaborate and provide evidence of having access to networks of mentors and advisors with an interest in the theme of "innovation in Waste Management, Agriculture Supply Chain Transparency and Water Efficiency Improvement" with proven document ( MOU/contacts ,...).



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- [illegible]

### Item A-d

**Track Record and Experiences:** Provide the following information regarding corporate experience within the last ten years which are related or relevant to those required for this contract.

[illegible]

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### Item A-e

### Written Self-Declaration

Hereby I declare that my company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

(Please note that by completing and signing this proposal you declare and confirm that your company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.)

### B. Proposed Methodology for the Completion of Services

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

**Item B**

### Proposed Methodology for the Completion of Services

Please explain your methodology and approach for carrying out the activities and obtaining the expected outputs.

Please explain your understanding of the expected challenges and problems in implementation of this work and explain your approach to address and resolve them:

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Please develop an action plan with steps and timeframe for activities to be conducted by your organization including coordination with other organizations required for implementation of the work.

Example:

Steps	Involved entities (if applicable)	Timeframe	Responsible entity/individual (if applicable)

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### **C. Qualifications of Key Personnel**

*Please provide:*

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs of the key personnel that will perform the services which demonstrates qualifications; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract. Please include the following sentence at the end of each individual's CV to be signed by the nominated member.*

*"I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement"*

#### **Item C-a**

**CV of individual(s) to be assigned as Team Leader for the work of this contract (for minimum requirements please see TOR) - please use similar templates for all introduced staff, if applicable.**

**1. Name of Firm/Organization:**

**2. Full Name of individual:**

**3. Date of Birth:**

**4. Nationality:**

**5. Education:**

**6. Countries of Work Experience:**

**7. English Proficiency (for team leader)** [Please indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

**8. Farsi Proficiency** [Please indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

**9. Employment Record and previous experiences** [Starting with present position, list in reverse order every employment held by individuals since graduation relevant to the work of this work, giving for each employment (see **Attachment A**): dates of employment, name of employing organization, positions held.]

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**CV of individual(s) to be assigned as Product Development Expert for the work of this contract (for minimum requirements please see TOR) - please use similar templates for all introduced staff, if applicable.**

1. Name of Firm/Organization:
2. Full Name of individual:
3. Date of Birth:
4. Nationality:
5. Education:
6. Countries of Work Experience:
7. English Proficiency (for team leader) [*Please indicate proficiency: good, fair, or poor in speaking, reading, and writing]:*
8. Farsi Proficiency [*Please indicate proficiency: good, fair, or poor in speaking, reading, and writing]:*
9. Employment Record and previous experiences [*Starting with present position, list in reverse order every employment held by individuals since graduation relevant to the work of this work, giving for each employment (see **Attachment A**): dates of employment, name of employing organization, positions held.*]

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### **Financial Proposal**

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

**Important Note:** *This is a template which the bidders must use to provide their financial proposal. The word format of this template is provided to enable the bidders to modify it based on the requirements and their proposal. In case any of the cost items below are not applicable or will not impose cost on the bidder can be deleted and likewise if any cost item that has not been foreseen in the below table can be added by the bidder by inserting lines in tables.*

**Table A: Summary of Overall Prices**

<b>Cost Component</b>	<b>Amount(s)</b>
<b>Professional Fees</b> (to be read from <u>Table 1</u> )	
<b>Travel costs</b> (to be read from <u>Table 2</u> )	
<b>Reporting and communications</b> (to be read from <u>Table 3</u> )	
<b>Costs of events of Work package 1</b> (to be read from <u>Table 4- a, 4-b and 4-c</u> )	
<b>Costs of events of Work package 2</b> (to be read from <u>Table 5-a, 5-b and 5-c</u> )	
<b>Costs of events of Work package 3</b> (to be read from <u>Table 6</u> )	
<b>Costs of Mentors and Specialists</b> (to be read from <u>Table 7</u> )	
<b>Total all-inclusive amount of Financial Proposal</b>	

**Table 1: Breakdown of Professional Fees**

<b>Name</b>	<b>Position</b>	<b>Fee Rate/day IRR</b>	<b>No. of Days</b>	<b>Total Amount IRR</b>
		<i>A</i>	<i>B</i>	<i>C=AXB</i>
Technical Team (Please indicate the position of other team members if you have considered any)	Team Leader			
	Product Development Expert			
<b>Subtotal Professional Fees:</b>				

**Table 2: Breakdown of Travel costs required for all deliverables**

<b>Description</b>	<b>Quantity</b>	<b>Unit Price (IRR)</b>	<b>Total Amount (IRR)</b>
<b>Transportation of personnel</b>			
Cost of tickets for personnel to Kashan (Please indicate the mode of travel for each site) Please note that up to 3 trips to each pilot city is expected			
Cost of tickets for personnel to Urmia (Please indicate the mode of travel for each site) Please note that up to 3 trips to each pilot city is			

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expected			
Cost of tickets for personnel to Zahedan (Please indicate the mode of travel for each site) Please note that up to 3 trips to each pilot city is expected			
Cost of in-town transportation Please see ToR for the sites that are expected to be visited			
<b>Accommodation of personnel</b>			
Accommodation of personnel in Kashan <i>Please specify the number of personnel and number of nights of stay</i>			
Accommodation of personnel in Urmia <i>Please specify the number of personnel and number of nights of stay</i>			
Accommodation of personnel in Zahedan <i>Please specify the number of personnel and number of nights of stay</i>			

**Table 3: Cost of Reporting and communications required for all deliverables**

Description	Quantity	Unit Price (IRR)	Total Amount (IRR)
<b>Reporting for all deliverables</b>			
<i>Please specify the cost items and add rows. example: a file/Zoonkan of project documents</i>			
<b>Other Expenses</b>			
Communication			
Information Webpage			
Email for registration and idea submission			
Plan and organize one virtual ideation event (reverse pitch)			
Provision of Photo of each event	15 qty		
15 minutes video of the events	2 qty		
Any other costs (please specify) <b><u>If you foresee any other costs you must change the description and exactly specify the cost item.</u></b>			
<b>Subtotal Other Costs:</b>			

**Table 4: Breakdown of related costs to events of Work package 1:**

**Table 4-a – Kashan City Event**

Description	Quantity	Unit Price (IRR)	Total Amount (IRR)
Venue should have the below qualities: <ul style="list-style-type: none"> <li>the space must have minimum 100 people capacity</li> <li>a space for participatory workshops</li> <li>a presentation stage</li> </ul>	3 days		

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<ul style="list-style-type: none"> <li>wifi access</li> <li>required video and audio equipment</li> </ul> [please refer to Annex IV for more details on event facilities requirements]			
<b><i>(Please provide the detail of refreshment and lunch in below lines)</i></b>			
Lunch shall contain Persian food for all the participants at each day [please provide the details of suggested lunch]	3 days		
Serving two refreshments per day [please mention the refreshments and the related costs]	3 days Twice per day		
Any other costs (please specify) <b><u>If you foresee any other costs you must change the description and exactly specify the cost item.</u></b>			
<b>Total of cost components:</b>			

***Table 4-b – Urmia City Event***

<b>Description</b>	<b>Quantity</b>	<b>Unit Price (IRR)</b>	<b>Total Amount (IRR)</b>
Venue should have the below qualities: <ul style="list-style-type: none"> <li>the space must have minimum 100 people capacity</li> <li>a space for participatory workshops</li> <li>a presentation stage</li> <li>wifi access</li> <li>required video and audio equipment</li> </ul> [please refer to Annex IV for more details on event facilities requirements]	3 days		
<b><i>(Please provide the detail of refreshment and lunch in below lines)</i></b>			
Lunch shall contain Persian food for all the participants at each day [please provide the details of suggested lunch]	3 days		
Serving two refreshments per day [please mention the refreshments and the related costs]	3 days Twice per day		
Any other costs (please specify) <b><u>If you foresee any other costs you must change the description and exactly specify the cost item.</u></b>			
<b>Total of cost components:</b>			

***Table 4-c – Zahedan City Event***

<b>Description</b>	<b>Quantity</b>	<b>Unit Price (IRR)</b>	<b>Total Amount (IRR)</b>
Venue should have the below qualities: <ul style="list-style-type: none"> <li>the space must have minimum 100 people capacity</li> <li>a space for participatory workshops</li> <li>a presentation stage</li> <li>wifi access</li> <li>required video and audio equipment</li> </ul> [please refer to Annex IV for more details on event facilities requirements]	3 days		



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<i>(Please provide the detail of refreshment and lunch in below lines)</i>			
Lunch shall contain Persian food for all the participants at each day [please provide the details of suggested lunch]	3 days		
Serving two refreshments per day [please mention the refreshments and the related costs]	3 days Twice per day		
Any other costs (please specify) <b><u>If you foresee any other costs you must change the description and exactly specify the cost item.</u></b>			
<b>Total of cost components:</b>			

**Table 5: Breakdown of related costs to events of Work package 2:**

***Table 5-a – Kashan City Event***

Description	Quantity	Unit Price (IRR)	Total Amount (IRR)
workspace for the 3 selected startups in startup hubs [please refer to Annex IV for more details on workshop facilities requirements]			
Related costs to training sessions for the selected teams [please provide the details of costs]			
Any other costs (please specify) <b><u>If you foresee any other costs you must change the description and exactly specify the cost item.</u></b>			
<b>Total of cost components:</b>			

***Table 5-b – Urmia City Event***

Description	Quantity	Unit Price (IRR)	Total Amount (IRR)
workspace for the 3 selected startups in startup hubs [please refer to Annex IV for more details on workshop facilities requirements]			
Related costs to training sessions for the selected teams [please provide the details of costs]			
Any other costs (please specify) <b><u>If you foresee any other costs you must change the description and exactly specify the cost item.</u></b>			
<b>Total of cost components:</b>			

***Table 5-c – Zahedan City Event***

Description	Quantity	Unit Price (IRR)	Total Amount (IRR)
workspace for the 3 selected startups in startup hubs [please refer to Annex IV for more details on			

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workshop facilities requirements]			
Related costs to training sessions for the selected teams [please provide the details of costs]			
Any other costs (please specify) <b><u>If you foresee any other costs you must change the description and exactly specify the cost item.</u></b>			
<b>Total of cost components:</b>			

**Table 6: Breakdown of related costs to events of Work package 3:**

***Table 6-a – Kashan City Event***

Description	Quantity	Unit Price (IRR)	Total Amount (IRR)
workspace for the 3 selected startups in startup hubs [please refer to Annex IV for more details on workshop facilities requirements]			
Related costs to training sessions for the selected teams [please provide the details of costs]			
Related costs to investment pitch event :			
Venue should have the below qualities: <ul style="list-style-type: none"> <li>• 50 people capacity</li> <li>• a presentation stage</li> <li>• required video and audio equipment</li> </ul> [please refer to Annex IV for more details on event facilities requirements]			
Any other costs (please specify) <b><u>If you foresee any other costs you must change the description and exactly specify the cost item.</u></b>			
<b>Total of cost components:</b>			

***Table 6-b – Urmia City Event***

Description	Quantity	Unit Price (IRR)	Total Amount (IRR)
workspace for the 3 selected startups in startup hubs [please refer to Annex IV for more details on workshop facilities requirements]			
Related costs to training sessions for the selected teams [please provide the details of costs]			
Related costs to investment pitch event :			
Venue should have the below qualities: <ul style="list-style-type: none"> <li>• 50 people capacity</li> <li>• a presentation stage</li> <li>• required video and audio equipment</li> </ul> [please refer to Annex IV for more details on event facilities requirements]			
Any other costs (please specify) <b><u>If you foresee any other costs you must</u></b>			

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<b><u>change the description and exactly specify the cost item.</u></b>			
<b>Total of cost components:</b>			

**Table 6-c – Zahedan City Event**

Description	Quantity	Unit Price (IRR)	Total Amount (IRR)
workspace for the 3 selected startups in startup hubs [please refer to Annex IV for more details on workshop facilities requirements]			
Related costs to training sessions for the selected teams [please provide the details of costs]			
Related costs to investment pitch event :			
Venue should have the below qualities: <ul style="list-style-type: none"> <li>• 50 people capacity</li> <li>• a presentation stage</li> <li>• required video and audio equipment</li> </ul> [please refer to Annex IV for more details on event facilities requirements]			
Any other costs (please specify) <b><u>If you foresee any other costs you must change the description and exactly specify the cost item.</u></b>			
<b>Total of cost components:</b>			

**Table 7: Costs of Mentors/Specialists required for all deliverables**

Position	Fee Rate/day IRR	No. of Days	Total Amount IRR
	<i>A</i>	<i>B</i>	<i>C=AXB</i>
Mentors/Specialists for Kashan			
Mentors/Specialists for Urmia			
Mentors/Specialists for Zahedan			
<b>Subtotal Mentors Fees:</b>			

**Table 7: Breakdown of Price per Deliverable/Activity**

Deliverable/Activity description	Total IRR
Inception Report of innovation challenge event of Work package 1	
Interim Report of innovation challenge event of Work package 1	
Interim Report of pre-acceleration programme – Work package 2	
Final report of acceleration programme – Work package 3	
<b>Total</b>	

*\*Please note that the total cost of this table (Table 7) should be the same as Table A.*

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

# United Nations Development Programme



## **Annex III General Terms and Conditions for Services**

### **1.0 LEGAL STATUS:**

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

### **2.0 SOURCE OF INSTRUCTIONS:**

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

### **3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:**

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

### **4.0 ASSIGNMENT:**

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

### **5.0 SUB-CONTRACTING:**

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

### **6.0 OFFICIALS NOT TO BENEFIT:**

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

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## 7.0 INDEMNIFICATION:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

## 8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

- 8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- 8.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.
- 8.4 Except for the workmen's compensation insurance, the insurance policies under this Article shall:
  - 8.4.1 Name UNDP as additional insured;
  - 8.4.2 Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;
  - 8.4.3 Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
- 8.5 The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

## 9.0 ENCUMBRANCES/LIENS:

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

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### **10.0 TITLE TO EQUIPMENT:**

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

### **11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:**

- 11.1** Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.
- 11.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.
- 11.3** At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.
- 11.4** Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

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### **12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:**

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

### **13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:**

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

#### **13.1** The recipient ("Recipient") of such information shall:

**13.1.1** use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,

**13.1.2** use the Discloser's Information solely for the purpose for which it was disclosed.

#### **13.2** Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

**13.2.1** any other party with the Discloser's prior written consent; and,

**13.2.2** the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

**13.2.2.1** a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

**13.2.2.2** any entity over which the Party exercises effective managerial control; or,

**13.2.2.3** for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

#### **13.3** The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the

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disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

- 13.4** The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.
- 13.5** The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.
- 13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

### **14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS**

- 14.1** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.
- 14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.
- 14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract.



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## 15.0 TERMINATION

- 15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.
- 15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

## 16.0 SETTLEMENT OF DISPUTES

- 16.1 Amicable Settlement:** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.
- 16.2 Arbitration:** Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information

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provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 (“Interim Measures of Protection”) and Article 32 (“Form and Effect of the Award”) of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate (“LIBOR”) then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

### **17.0 PRIVILEGES AND IMMUNITIES:**

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

### **18.0 TAX EXEMPTION**

**18.1** Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

**18.2** Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

### **19.0 CHILD LABOUR**

**19.1** The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

**19.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

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## **20.0 MINES:**

- 20.1** The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.
- 20.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

## **21.0 OBSERVANCE OF THE LAW:**

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

## **22.0 SEXUAL EXPLOITATION:**

- 22.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.
- 22.2** The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

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### **23.0 AUTHORITY TO MODIFY:**

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official.

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## Annex IV Terms of Reference (TOR) For Implementation of “UNDP Start-It-UP”: Empowering the start-up ecosystem

### GENERAL INFORMATION

**Services/Work Description:** Development and Coordination of the UNDP Start-It-Up project.

**Duration:** End October 2022 to End December 2022.

### I. BACKGROUND / PROJECT DESCRIPTION

UNDP works in about 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion – while promoting sustainable and ‘green’ pathways to development. The United Nations Development Programme’s (UNDP) strategic plan is powered by three enablers for scale and speed: strategic innovation, digitalization and development financing.

In Islamic Republic of Iran, UNDP, as a partner of the Government, has been working since 1966 to support fulfilment of the country’s development aspirations. UNDP has also been engaged closely with other development partners, such as academic institutions and the private sector, by providing knowledge products, policy and technical assistance, and innovative development solutions for more than 50 years. Connecting to UNDP Global network of expertise and South-South cooperation are an integral part of UNDP’ work. UNDP is committed to helping Iran achieve the National Development Goals (NDP) and the Global Goals (SDG) as articulated in the Country Programme Document. In response to Covid-19 pandemic, UNDP is fully engaged in supporting a new development paradigm (a new normal) looking at digitalization, resilience and a more balanced approach with nature. UNDP-Iran Country Office is seeking to embed innovative solutions into its programmes and projects to address national and regional priority issues while thoroughly exploring potential entry points and partnerships in the innovation ecosystem of Iran.

This initiative aims to support UNDP’s mandate by empowering the start-up ecosystem as a follow-up to past experiences focusing on (a) promoting the rural producers’ income generation and helping to ‘green’ their products; and (b) providing equitable access to digital markets. Efforts in this regard are aligned with the strong tendency of the government to move towards a knowledge-based economy, the vision of Digital Iran (2020-2025) as the national digital roadmap, and UNDP Iran’s niche relative to enabling and promoting sustainable livelihoods while preserving the environment.

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To “connect the dots” and to support the Government for raising Iran’s profile as a knowledge-driven economy, this project aims to explore and experiment with innovative and scalable solutions addressing complex and emerging development challenges at national level for empowerment of start-ups.

In view of the above, UNDP-Iran plans to engage a professional service provider to design, implement and coordinate UNDP Start-It-Up project to identify, evaluate, harvest, and empower innovation ecosystem.

### II. Specific objective

The overall objective of this activity is to design and implement three innovation challenge events in three pilot cities, and implement a pre-acceleration and acceleration programme for the three winners’ concept solutions that result in prototypes built and developed into tech-based products (applications).

The service contractor is expected to work in close cooperation with UNDP-Iran to ensure that the organized programme meets the needs of the target communities and provides the best innovative solutions for the issues revealed. The areas of challenge and their desired pilot cities are identified as mentioned below:

- **Waste Management Application | Kashan**

Waste management refers to the entire process which happens from the collection of various kinds of wastes to their disposal in the appropriate manner. This includes the proper procedure of waste management; the reduction and reuse, animal feeding, recycling, composting, fermentation, landfills, incineration, and land application, meanwhile, can help in saving resources, reducing pollution, saving energy, taking care of the environment, and so on. Insofar as the capacities of waste management systems and hazards related to them can be eliminated by employing certain technology at work, advanced analytics can solve a lot of management-related issues and can help in understanding the further requirements of the system to be able to dispose of the waste successfully with minimum hazards by just providing the abandoned information which is already present but hasn’t been used up to its potential.

- **Agriculture Supply Chain Transparency application | Urmia**

The Supply chain transparency provides complete visibility to the status of goods throughout the entire supply chain. It will help business owners to manage their logistics accordingly. Recent global disruptions have revealed vulnerabilities in the supply chain. The sudden shift to the online world led to supply chain being unable to maintain the same levels of efficiency as before. That is why supply chain

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transparency technology is necessary, shifting to the digital realm, improve operational efficiency and manage logistics much more effectively provide supply chain visibility within their market.

- **Water Efficiency Improvement application | Zahedan**

The water sector is a critical infrastructure sector that is fundamental to public health and the economy and it also plays a critical role in mitigating the effects of climate change by conserving and protecting natural resource management for the restoration of wetland ecosystems and support to alternative livelihoods development of local communities in the Sistan area watersheds. To ensure that everyone has access to safe, clean water, the water sector must overcome a number of challenges, including managing freshwater resources in an increasingly arid world, protecting watersheds from pollution and climate change effects providing waste water treatment services to growing urban populations, and deploying innovative technologies to improve water efficiency. Water efficiency is the practice of reducing water wastage by measuring the amount of water required for a particular purpose and the amount of water used or delivered.

Implementation of the above initiatives is expected to have a positive impact on the development of entrepreneurship especially in less developed provinces. This programme can also help to enhance and scale up the existing initiatives of UNDP-Iran, specifically with regards to empowerment of local businesses and job generation in the longer term.

The deliverables describe the activities of the innovation challenge, pre-acceleration and acceleration programme, including timelines and a collection of operational recommendations for the relevant partners.

### III. Scope of the work

The present assignment is composed of the three following work packages in the three mentioned pilot cities.

Geography: **Kashan, Zahedan, and Urmia**

#### **Work package 1: Talent and ideas harvesting**

##### **1.1. Preparation and designing the innovation challenge**

The innovation challenge events are expected to be three all-day events with up to 100 participants in each pilot city. The service contractor is expected to design the process of implementing one innovation challenge, three-day event, in each pilot city (total of three



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events) to support the below required actions:

- To design the framework of the innovation challenge including preparing the roadmap, guidelines, setting the timelines, communication plan, selection criteria for the jury members, and evaluation criteria for winners;
- To develop a day-by-day event agenda including event description and plans, calendar, venue, and detailed budget and to agree on it with the responsible UNDP Iran;
- To propose potential event stakeholders; discuss with potential co-organizers (university, gov, municipality, innovation hubs, etc.);
- To find and introduce at least three mentors/specialists (specialized in water, waste management and agriculture value chain) and form a jury (an internal committee composed of UNDP Iran representatives, selected mentors and service provider management team) for the events;
- To develop and agree with UNDP Iran responsible calendar plan and budget for all the activities necessary for successful innovation challenge implementation;
- To prepare inception report in Farsi and an executive summary report in English which includes the designed programme structure, event description and brand design together with the marketing and informational strategy for the event, calendar and detailed budget.

### 1.2. Implementing the innovation challenge in three piloted cities

The overall goal of this assignment is that the contractor manages the whole process of organizing innovation challenge events in three pilot cities for up to 100 participants (including developing the concept, branding, marketing and conducting innovation challenge) and follow-up mentoring to help three the most successful teams to enter per-acceleration programme after the end of innovation challenge.

An innovation challenge is a three-day event that participants will have intensive all-day training for team building, developing a Business Model Canvas, and preparing a pitch deck to present to the Jury committee at the end of the 3<sup>rd</sup> day. At the end of the innovation challenge events, the winning teams will enter the pre-acceleration programme.

The service provider should announce the call for ideas, screen, and select the startups to enter each innovation challenge in the pilot cities. It is noted that the contractor will be responsible for finding participants to join the programme. The participants must be nationals/reside in the targeted cities and should have a business idea. The service



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contractor is expected to make all the necessary arrangements for the event, which include but are not limited to:

- To create a Webpage for announcing information on the innovation challenge events (through the service contractor's Website);
- To communicate the innovation challenge widely through related audiences (Service contractor's website, social media, universities, Science and technology parks, etc.) in coordination with UNDP Iran communication unit to gather more participants and local stakeholders' outreach and to ensure business engagement for sponsorship and mentorship where relevant;
- To create an email for registration and idea submission;
- To plan and organize at least one virtual ideation event (reverse pitch) in the related challenge areas
- To add final event agenda, pitch procedures, introduction to mentors, etc. on the created Webpage;
- To respond to participants' concerns and provide guidance in Persian and English;
- To collect submissions and do a pre-evaluation;
- To find and provide event space (preferably a conference hall in 3-star hotel, a university, science and technology park, or an innovation factory) in each pilot city. The space must have but not limited to minimum 100 people capacity, a space for participatory workshops, a presentation stage, wifi access, and required video and audio equipment;
- To provide catering and event's venue for 3 days for conducting the event in each pilot city in interaction with the responsible UNDP Iran for all the participants at each day. The venue must include two refreshments (preferably Tea, coffee and pastry) and Persian food for lunch (equivalent to rice and different types of stew); To supervise a group of experts/mentors (Jury committee) to do the final evaluation and identify 3 concept solutions as winners;
- To coordinate activities on the creation of the photo and video report (minimum of 15 photos and two 15-minute video) on the event (Using mobile phone to capture photo and video is acceptable). Content of the video report should be pre-agreed with the UNDP Iran Communication Department;
- To prepare full interim report of innovation challenge events in Farsi and an executive summary in English. The report should cover detailed and a summary of the events, including marketing activities undertaken, list of participants, mentors, experts, winners, list of held training and mentorship sessions along with the budget spending.

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### Work package 2: Implementation of pre-acceleration programme for selected teams

The pre-acceleration programme is a two-week mentorship programme to support the 3 selected teams and practice with the aim of structuring ideas and forming the core of teams. At the end of the pre-acceleration programme, the teams will enter the acceleration programme. The service contractor is expected to implement the following tasks:

- To provide workspace for the three selected startups in startup hubs (Science and Technology parks, Innovation Centers, Incubation Centers, etc.) located in each pilot city for training and working on their product in programme duration;
- To find and introduce at least three mentors for mentorship programmes (specialized in water, waste management and agriculture value chain);
- To provide and coordinate face to face and online specialized and general business mentorship and soft skills empowerment based on the industry and thematic area of each team (minimum of 60 hours training sessions for the selected teams);
- To support startups to define their value propositions;
- To prepare the full interim report in Farsi and executive summary in English covering a brief description of all the work done and the results obtained, including: detailed budget spending, list of training and mentorship sessions, progress report on teams along with 15 photos and two 15-minute video clips report.

### Work package 3: Implementation of Acceleration programme for the selected teams

The 2 weeks acceleration programme will give the opportunity to top 3 selected concept solutions from innovation challenges to speed up their movement in product development and reach the target market in a short period of time. The service contractor is expected to implement the following tasks:

- To provide workspace (it can be the same space as previous) for the 3 selected startups in startup hubs (Science and Technology parks, Innovation centers, incubation centers, etc.) located in each pilot city for training and working on their product in programme duration;
- To find and introduce at least three mentors for mentorship programmes (specialized in water, waste management and agriculture value chain);
- To provide and coordinate face to face and online specialized and general business mentorship and soft skills empowerment in defining operation, marketing strategy and

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product market fit based on the industry and thematic area of each team (minimum of 60 hours training sessions for the selected teams);

- To support the startups to build a product prototype and minimum viable product (MVP) by the end of the programme while being supported by experts and mentors in the whole process (the service contractor is expected to cover the cost of developing MVP);
- To prepare startups for the investment pitch;
- To hold an investment pitch event at the end of the programme to present the achievements of the startups to the selected investors and stakeholders, with the aim of introducing and facilitating their next round of investment. The service contractor is expected to provide space (preferably a conference hall in 3-star hotel, a university, science and technology park, or an innovation factory). The space must have but not limited to minimum 50 people capacity, a presentation stage, and required video and audio equipment) and one refreshment (preferably tea, coffee and pastry) for 3-5 hours event for the participants;
- To prepare full Final report in Farsi and an executive summary in English, including a brief description of all the work done, budget spending, and the results obtained, lessons learnt, recommendations for future programming, along with 15 photos and two 15-minute video clips of the programme.

### III. Expected Outputs and Deliverables

Based on the scope of work outlined above, the service contractor will be expected to deliver the following outputs and will be responsible for the delivery of the outputs within the suggested times.

	<b>Deliverables / Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Review and Approvals Required</b>
<b>Work package 1: preparation and designing the innovation challenge, talent and ideas harvesting</b>	Inception report which includes the designed programme structure, event description and brand design together with the marketing and informational strategy for the event, calendar	1 weeks after signing the contract	Yes (UNDP)

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	and detailed budget submitted to and endorsed by UNDP Iran		
	Interim Report of innovation challenge event prepared, submitted to and endorsed by UNDP Iran. The report should cover detailed summary of the events, including marketing activities undertaken, list of participants, mentors, experts, and winners,	4 weeks after signing the contract	Yes (UNDP)
<b>Work package 2: Implementation of pre-acceleration programme for selected teams</b>	Interim Report prepared, submitted to and endorsed by UNDP Iran. The report will cover a brief description of all the work done and the results obtained, including: detailed budget spending, list of training and mentorship sessions, progress report on teams along with photos and video report on the programme	6 weeks after signing contract	Yes (UNDP)
<b>Work package 3: Implementation of Acceleration programme for the selected teams</b>	Final Report prepared, submitted to and endorsed by UNDP Iran. The report will include a brief description of all the work done, budget spending, and the results obtained, lessons learnt, recommendations for future programming along with photos and video report on the programme	8 weeks after signing contract	Yes (UNDP)

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### IV. Institutional Arrangement / Reporting Relationships

The service contractor will work under direct supervision of the UNDP Iran's Programme team and the assigned Programme Officer/Analyst. All deliverables should reflect the technical and methodological guidance provided by UNDP. The expected structure and content of expected outputs will be discussed with UNDP and agreed upon beforehand; each output will go through at least two rounds of reviews prior to receiving final approval by UNDP. The service contractor is expected to submit the required reports as indicated in the deliverables to UNDP in Farsi, in addition summary of final report in English is mandatory.

### V. Duration of the Work

The Contractor is expected to finalize the tasks from End October 2022 to End Dec 2022.

### VI. Qualifications Required

#### Organizational:

The entity shall possess the following qualifications:

#### Mandatory requirements:

- A registered firm with relevant mission and vision to the objectives of this assignment;
- A firm must have previous experience but not limited to implementing start up programs, hackathons or acceleration programmes;
- Having a well-established structure with required operational, managerial and financial capacity.
- The offerors shall be tax registered;
- Min two years of proven experience in organizing and implementing national start up programs, hackathons or acceleration programmes (including full support to event design, organization, implementation and follow-up mentoring), to be supported with at least three 2 proven track record (copy of Contract or recommendation letter);
- Three success stories (prototypes built and developed into tech-based products) as the follow-up of hackathons and startup programmes (copy of Contract or recommendation letter).

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Following requirements would be an advantage:

- Having access to networks of mentors and advisors with an interest in the theme of “innovation in Waste Management, Agriculture and Water” any other related field with proven document ( MOU/contacts ,...);
- Experience in the development and implementation of startup programmes on the specific topics related to development challenges;
- Previous working experience with UN or international organizations.

### **Qualifications of key staff:**

The service contractor should assign a qualified team to undertake this activity. The team of the service contractor shall comprise the following staff:

The service contractor will preferably have a Team leader and at least one Expert with the following competencies and qualifications:

- **Team Leader:**

Mandatory:

- At least a Bachelor degree in IT, Management, business, entrepreneurship, innovation related field;
- At least 3 years of experience in startup programme management, coordination of teams, networks of experts' groups in the field related to start-up programmes development;
- At least 3 previous experiences in mentoring the start-up programs;
- A very good command of written and verbal English and Persian.

Desirable:

- Previous experience with international organization is an advantage.

- **Product Development Expert:**

Mandatory:

- University degree in IT, Computer Science or related field;
- At least 2 years of experience as software/product developer
- At least 4 years of experience/ Projects in acceleration programmes and startup events as Min. Viable Product (MVP) development mentor.

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### VII. Payment Milestones and Authority

In full consideration for the services performed by the Contractor under the terms of this agreement the United Nation Development Programme shall pay the contractor the total offered and approved amount upon verification by the relevant authorities that the services have been satisfactorily performed and according to the installments stipulated in table below.

Deliverables or Documents to be Delivered	Installment of Payment/ Period	Approval should be obtained	Payment %
Work package 1	Inception Report	Yes	10%
	Interim Report of innovation challenge event	Yes	30%
Work package 2	Interim Report of pre-acceleration programme	Yes	30%
Work package 3	Final report of acceleration programme	Yes	30%

- The contract's total payment is expected to cover full implementation cost including management cost, communication costs, travel cost (up to 3 trips to each pilot city), cost of organizing events (including rent of workspace, venue and catering fee including lunch and coffee breaks, mentors and speakers fee), cost of conducting training sessions online and offline, costs of preparing the soft and hard copies of documents, cost of small cash capital for day-to-day expenses of the selected teams in pre-acceleration and acceleration period, any other relevant administration and logistic –preparation costs regarding this activity.
- The Contractor shall not do any work, provide any equipment, materials and supplies or perform any other services which may result in any costs in excess of the total contract amount.
- Upon receiving and verification of deliverables, payments will be transferred by UNDP to the account number of the contractor introduced through an official letter indicating SHEBA (شبا) identification number.
- Each payment will be made within 30 days from receiving verification and request by UNDP.
- Payments will be made according to UNDP regulations as explained in the contract documents.