



Impact Capital
for Development

REQUEST FOR PROPOSAL (RFP)

TO INTERESTED VENDORS/COMPANIES	DATE: March 20, 2023
	REFERENCE: 97627

Dear Sir / Madam:

We kindly request you to submit your Proposal for the design, construction, and financing of orange economy facilities for IncluCity hubs in Africa.

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

Proposals may be submitted on or before **Friday, April 14, 2023** via email, at 5:00 PM New York EST to the address below:

United Nations Capital Development Fund
uncdf.procurement@uncdf.org

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

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

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

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

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

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

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

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

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNCDF in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

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

UNCDF's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

UNCDF Procurement Team

Description of Requirements

Context of the Requirement	Advisory Services for the Design and Implementation of Orange economy Hubs in Select Cities
Implementing Partner of UNCDF	UNCDF is the implementor, in collaboration with Local Municipalities across Africa, in the select countries, such as: Morocco, Senegal, Uganda, Rwanda, Tanzania, and Seychelles. The primary beneficiaries of the programme include municipalities, local artists, and women and youth-led businesses.
Brief Description of the Required Services ¹	<p>The consultancy services required for this RFP will be implemented as part of UNCDF’s Inclusive Cities Financing project (IncluCity) based in the Local Transformative Financing practice. UNCDF will utilize its inclusive investment model developed as part of the IncluCity² programme to finance economic and cultural infrastructure in target cities in Africa. With strong partnerships with the city mayors and municipalities, IncluCity provides a comprehensive approach to mayors and city planners through technical assistance, capacity building, new tools, and direct financing to deploy innovative solutions to address growing economic exclusions by focusing on the creative and cultural infrastructure, aka the orange economy.</p> <ul style="list-style-type: none"> • The consultant will provide advice and support to UNCDF and its clients in the design and implementation of the orange economy element within ’s IncluCity hubs in Africa. Selection of hubs according to the criteria defined by the IncluCity. • Integration of orange economy ‘products’ within each hub, leading to the design and layout of the orange economy facilities within each hub • Integration of outputs from the orange economy facilities within the local and global creative economies. • Sourcing of potential financiers to co-finance the orange economy hubs. • Replication and scale up of the orange economy ‘model’ to other locations not directly covered by IncluCity support. • Catalyze partnerships and networking among local governments and key stakeholders in the orange economy value chain. • Raising the profile of the orange economy facilities within the IncluCity hubs, particularly through documenting and disseminating achievements and impacts. • Supervision of consultants and technical specialists work to ensure consistency and conformity to UNCDF standards; evaluate studies and sector-related project documentation. • Provide required information for regular performance monitoring and reporting on project achievements, delivery, and other areas of accountability.

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

² <https://www.uncdf.org/article/6567/inclucity-addressing-growing-income-inequalities-in-cities-through-inclusive-local-financing>

List and Description of Expected Outputs to be Delivered	<ol style="list-style-type: none"> 1. Completed documents related to the selection of hubs and countries, according to IncluCity criterion, approved by UNCDF; 2. Completed and retrofitted designs and orange economy arrangements for 10 IncluCity hubs across Africa, accepted and approved by UNCDF; 3. Concessional and / or non-concessional funding packages from global orange economy networks for 10 IncluCity hubs across Africa, accepted and approved by UNCDF. 4. Outline and Implementation of local government stakeholder workshops in the orange economy value chain associated with supporting orange economy hubs in public procurement; service delivery; regulation of public and private space; and facilitating enterprise support and incentives, accepted, and approved by UNCDF; 5. Case studies related to local orange economy projects completed to be posted on UNCDF website. 6. Local government consultations for replication and scale up of the OE model to other locations not directly covered by IncluCity support 			
Person to Supervise the Work/Performance of the Service Provider	<i>UNCDF IncluCity Program Manager and Director of the Local Transformative Practice, UNCDF</i>			
Frequency of Reporting	<i>[Weekly reporting expected. Ad-hoc reporting may be required]</i>			
Progress Reporting Requirements	<p>In between the submission of the deliverables, the technical service provider will be required to provide a short update every other week (via email or video call) on the overall progress of the project and the current status of implementation.</p> <p>Other information on implementation will be requested as needed.</p>			
Location of work	<input checked="" type="checkbox"/> Exact Address/es <i>[pls. specify]</i> Expected to travel to and work with local Municipalities in Morocco, Senegal, Uganda, Rwanda, Tanzania, and Seychelles during the engagement period) <input type="checkbox"/> At Contractor's Location			
Expected duration of work	Working days: 150			
Target start date	May 2023			
Latest completion date	April 2025			
Travels Expected	Destinations³	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s

³ Final list of target countries to be finalized after the consultation with the UNCDF country and regional teams

	Morocco, Senegal, Uganda, Rwanda, Tanzania, Seychelles	30 Working Days	On site visits and selection of orange economy hubs according to criteria to be defined by TaCP	May -Oct 2023
	Morocco, Senegal, Uganda, Rwanda, Tanzania, Seychelles	15 Working Days	Conduct local government stakeholder workshops in the orange economy value chain associated with supporting orange economy hubs in public procurement; service delivery; regulation of public and private space; and facilitating enterprise support and incentives.	Oct 2023- May 2024
	Morocco, Senegal, Uganda, Rwanda, Tanzania, Seychelles	20 Working Days	Design and retrofit the OE facilities within each hub.	December 2023-Oct 2024
	Morocco, Senegal, Uganda, Rwanda, Tanzania, Seychelles	15 Working Days	Case studies and training materials posted on the UNCDF website.	January 2024- December 2024
	Morocco, Senegal, Uganda, Rwanda, Tanzania, Seychelles	30 Working Days	Replicate and scale up the orange economy model to other locations not directly covered by IncluCity support	August 2024-April 2025
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance			

	<input checked="" type="checkbox"/> Others Security of the Contractor's Personnel shall be the sole responsibility of the Contractor
Facilities to be Provided by UNCDF (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others None to be provided by UNCDF. However, the Local Municipalities in Morocco, Senegal, Uganda, Rwanda, Tanzania, and Seychelles, are expected to provide office space for the Contractor during the engagement period.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input type="checkbox"/> Local Currency
Value Added Tax on Price Proposal ⁴	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNCDF may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms ⁵	

⁴ VAT exemption status varies from one country to another. Pls. check whatever is applicable to UNCDF requiring the service.

⁵ UNCDF preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000,

Outputs	Percentage	Timing	Condition for Payment Release
Completed documents related to the selection of hubs and countries, according to IncluCity criterion, approved by UNCDF;	20%	Oct 2023	Within thirty (30) days from the date of meeting the following conditions: a) UNCDF's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Completed and retrofitted designs and orange economy arrangements for 10 IncluCity hubs across Africa, accepted and approved by UNCDF;	10%	March 2024	
Concessional and / or non-concessional funding packages from global orange economy networks for 10 IncluCity hubs across Africa, accepted and approved by UNCDF.	15%	May 2024	
Outline and Implementation of local government stakeholder	25%	September 2024	

UNCDF shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNCDF, in the same amount as the payment advanced by UNCDF to the Service Provider.

	workshops in the orange economy value chain associated with supporting orange economy hubs in public procurement; service delivery; regulation of public and private space; and facilitating enterprise support and incentives, accepted, and approved by UNCDF;			
	Case studies related to local orange economy projects completed to be posted on UNCDF website.	10%	Dec 2024	
	Local government consultations for replication and scale up of the OE model to other locations not directly covered by IncluCity support	20%	April 2025	
Person(s) to review/inspect/ approve outputs/completed services and authorize the	UNCDF IncluCity Program Manager and Director, Local Transformative Finance, UNCDF			

disbursement of payment	
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNCDF Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm 20% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 35% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 15% <p><u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNCDF.</p>
UNCDF will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNCDF (this template is also utilized for Long-Term Agreement ⁶ and <i>if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.</i>) <input type="checkbox"/> Other Type/s of Contract
Contract General Terms and Conditions ⁷	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimi contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

⁶ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

⁷ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

Annexes to this RFP ⁸	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (<i>Annex 3</i>) <input type="checkbox"/> Others ⁹ [<i>pls. specify</i>]
Contact Person for Inquiries (Written inquiries only) ¹⁰	Any delay in UNCDF's response shall be not used as a reason for extending the deadline for submission, unless UNCDF determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [<i>pls. specify</i>]	Not applicable.

⁸ Where the information is available in the web, a URL for the information may simply be provided.

⁹ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

¹⁰ This contact person and address is officially designated by UNCDF. If inquiries are sent to other person/s or address/es, even if they are UNCDF staff, UNCDF shall have no obligation to respond nor can UNCDF confirm that the query was received.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹¹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹²)

[insert: Location].

[insert: Date]

To: UNCDF focal point

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNCDF in conformity with the requirements defined in the RFP dated 3/1/2023 , and all of its attachments, as well as the provisions of the UNCDF General Contract Terms and Conditions:

A. Qualifications of the Service Provider

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

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

B. Proposed Methodology for the Completion of Services

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

¹¹ This serves as a guide to the Service Provider in preparing the Proposal.

¹² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes.

C. Qualifications of Key Personnel

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

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

D. Cost Breakdown per Deliverable*

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

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

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

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

III. Other Related Costs				
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*[Name and Signature of the Service Provider's
Authorized Person]*

[Designation]

[Date]

ANNEX 3

TERMS OF REFERENCE

United Nations Capital Development Fund

Location:	Morocco, Senegal, Uganda, Rwanda, Tanzania, Seychelles
Application Deadline:	14 April 2023
Assignment Title:	Consultancy to design, construct, and finance orange economy facilities for 10 IncluCity hubs.
Language Required:	English
Starting Date	May 2023
Expected Duration of Assignment:	Approximately 150 working days between May 2023 and April 2025

1. *Project Background and Description*

Music is increasingly recognized as a transformative power, not only as a cultural staple but also as a social and economic driver for cities. However, many local music artists in cities, are faced with a lack of affordable access to creative spaces such as music studios, because many are unemployed; and the inadequate building capability within arts and cultural institutions. Evidence also suggests that local music artists, consistently receive inadequate compensation, credit, and recognition for original works. UNCDF aims to partner with cities in Africa, to build public will for equity and inclusion. The heightened importance of local music artists and in elevating their status, is based on the premise of the far-reaching benefits of the creative sector and the need to make music and culture part of citizens daily lives, as well as building a flourishing creative economy. This includes a growing fund for the arts as well as promoting its economic, social, cultural, and environmental value and supporting professional development opportunities.

UNCDF will utilize its inclusive investment model developed as part of the IncluCity project to finance economic and cultural infrastructure in target cities in Africa. With strong partnerships with the city mayors and municipalities, IncluCity will provide a comprehensive approach to mayors and city planners through technical assistance, capacity building, new tools, and direct financing to deploy innovative solutions to address growing economic exclusions by focusing on the creative and cultural infrastructure.

The Project envisages establishing an incubator of local and emerging talents and creative entrepreneurs, aiming to strengthen the capacities and increase job opportunities in the music industry, especially targeting youth, women, and people from disadvantaged groups; The Project will strengthen the music ecosystem (SDG 8: Economic Growth; SDG 9: Industry Innovation and Infrastructure; SDG 11: Sustainable Cities and Communities) by stimulating infrastructure investments such as markets with added performance spaces, cultural labs and recording studios) in the sector and city through recording projects; and set up a Music Development Hub and/or an international educational platform based on a network of residences and students.

IncluCity includes a plan to directly design, build and finance 10 IncluCity hubs in at least 6 countries over 4 years. The IncluCity model also includes accelerate the scaling up of these hubs through third party institutions and financiers in other cities not directly supported by IncluCity investment in a hub.

IncluCity hubs comprise, *inter alia*, the following elements.

- Transport facilities (bus station, rail station, etc.)
- Retail facilities specifically oriented to local business with accessible rental terms.
- Food and produce market facilities specifically oriented to local producers and sellers with accessible rental terms.
- Schools, Health centers and other social infrastructure
- Housing specifically oriented to local residents on accessible terms.
- Light industry and agricultural processing units
- Orange economy facilities (film and recording studio, performance space, etc.)

The total construction cost of IncluCity hubs will range between \$0.5m and \$5m. IncluCity hubs will be designed on a demand driven and city friendly basis. Whilst central government approval is necessary, IncluCity hubs are developed with the objective of boosting local government capacity, local fiscal space, and the local economy. As such, IncluCity hubs will be directly connected to locally led plans and initiatives.

2. Role of the Cities Advisor

The Orange Economy advisor will provide advice and support to UNCDF and its clients in the implementation of the orange economy element within the IncluCity hubs. This will include, inter alia:

- Support to IncluCity project manager in selection of hubs and countries according to criteria to be defined IncluCity project
- Design and layout of the orange economy facilities within each hub.
- Mix of orange economy products' for each hub.
- Integration of the outputs from the orange economy facilities within the local and global creative economies
- Sourcing of potential financiers to co-finance the orange economy hubs
- Replication and scale up of the orange economy 'model' to other locations not directly covered by IncluCity support.
- Catalyze partnerships and networking among local governments and key stakeholders in the orange economy value chain.
- Raising the profile of the orange economy facilities within the IncluCity hubs, particularly through documenting and disseminating achievements and impacts.
- Supervision of consultants and technical specialists work to ensure consistency and conformity to UNCDF standards; evaluate studies and sector-related project documentation.
- Provide required information for regular performance monitoring and reporting on project achievements, delivery, and other areas of accountability.

The Cities Orange Economy Advisor will report to the IncluCity manager and the Director of the UN Subnational Finance Hub. The following deliverables will be provided.

- Completed legal documents related to the selection of hubs and countries, according to IncluCity project criterion, approved by UNCDF;
- Completed and retrofitted designs and orange economy arrangements for 10 IncluCity hubs across Africa, accepted, and approved by UNCDF;
- Concessional and / or non-concessional funding packages from global orange economy networks for 10 IncluCity hubs across Africa, accepted, and approved by UNCDF.

- Outline of stakeholder workshops in the orange economy value chain associated with supporting OE hubs in public procurement; service delivery; regulation of public and private space; and facilitating enterprise support and incentives, accepted, and approved by UNCDF;
- Implementation of local government stakeholder workshops in the orange economy value chain associated with supporting orange economy hubs in public procurement; service delivery; regulation of public and private space; and facilitating enterprise support and incentives, accepted, and approved by UNCDF;
- Case studies and orange economy training materials to be posted on UNCDF website.

3. *Scope of Work*

Output for each IncluCity hub is indicated below:

- 1.1. **Conduct consultations:** With the Local Municipalities of each target country, via a focal point assigned by the cities to identify internal and external stakeholders for input on feasibility study and to get feedback from the cities on key areas of importance to them for this engagement.
- 1.2. **Feasibility study and presentation of milestones:** The feasibility study must cover the following components:
 - a. **Site Selection and Technical analysis:** Review legal and regulatory framework enabling local governments jurisdiction over the orange economy facilities and IncluCity hubs. Establish locational suitability, propriety of the proposed size, according to the criteria to be defined by the IncluCity project.
 - b. **Capacity Building and Advisory for developing country Local Governments:** Structure and present training courses on the orange economy to a variety of local government counterparts and their implementing agencies in aspects related to public procurement; service delivery; regulation of public and private space; and facilitating enterprise support and incentives.
 - c. **Mobilizing Private Investment and Catalyzing Partnerships:** Mobilize savings from potential financiers and African American diaspora, promoting investment in the OE hubs, which will enhance income and skills especially for youth, women and minorities in secondary cities and rural areas.
 - d. **Retrofit OE facilities within IncluCity hubs:** Integrate orange economy products, leading to the design and layout of the orange economy facilities within each hub. Integration of the outputs from the orange economy facilities within the local and global creative economies. Replication and scale up of the OE model to other countries and municipalities.

4. *Expected Outputs and Deliverables*

4.1 Deliverable and output table

The estimated duration to complete is for each deliverable:

Deliverables/ Outputs	Estimated Duration to Complete <i>(# of working days)</i>	Target Due Dates	Review and Approvals Required <i>(designation of person who will review output and confirm acceptance)</i>
1. Completed documents related to the selection of hubs and countries, according to IncluCity project criterion, approved by UNCDF	30	October 2023	IncluCity Project Manager and Director of UN Subnational Finance Hub
2. Completed and retrofitted designs and orange economy arrangements for 10 IncluCity hubs across Africa, accepted and approved by UNCDF;	15	March 2024	
3. Concessional and / or non-concessional funding packages from global orange economy networks for 10 IncluCity hubs across Africa, accepted and approved by UNCDF.	22	May 2024	
4. Outline and Implementation of local government stakeholder workshops in the orange economy value chain associated with supporting orange economy hubs in public procurement; service delivery; regulation of public and private space; and facilitating enterprise support and incentives, accepted, and approved by UNCDF;	38	Sep 2024	
5. Case studies related to local orange economy projects completed to be posted on UNCDF website.	15	Dec 2024	

6. Local government consultations for replication and scale up of the OE model to other locations not directly covered by IncluCity support	30	April 2025	
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5. Institutional Arrangement

The service provider will work under the overall guidance from the IncluCity Programme Manager, and Director of the UN Subnational Finance Hub based in New York. The service provider will interact regularly with the beneficiaries and with the other relevant partners identified during the inception phase of this assignment. The Director of Planning is the key focal person for the Local Municipalities in Morocco, Senegal, Uganda, Rwanda, Tanzania, and Seychelles, during the implementation. The Local Municipalities in the target countries across Africa, will provide office space on its premises during the engagement period.

6. Duration of the Work

The service provider will be engaged for a maximum of one hundred and fifty (150) working days during the period from May 2023 to April 2025. If a longer duration is proposed, UNCDF shall consider accordingly if the methodology driving the timelines is rendered by UNCDF as valuable to the project.

It is estimated that a reasonable period of not less than fourteen (14) days is required for review of outputs by UNCDF to provide feedback and to certify outputs for payments. For any foreseen delay, the Service Provider shall notify UNCDF in a timely manner for a possible granting of permissible delay and extension of the contract duration at no additional cost to UNCDF.

7. Duty Station

It is expected that the assignment will be carried out across Africa, in Morocco, Senegal, Uganda, Rwanda, Tanzania and Seychelles. If the Service Provider is a foreign entity, it is expected to have an office, a liaison team, or a partner entity in the target countries. There is no travel expected outside of Morocco Senegal, Uganda, Rwanda, Tanzania, and Seychelles.

8. Qualifications of the Implementing Team by the Firm

Below are the recruitment qualifications of the successful service provider:

Minimum Qualifications:

- 20 years of qualifying work experience as a Producer, Director and/or an Artist
- Excellent track record in the entertainment industry as a producer, director and an artist with progressively increasing professional attainment at prestigious and recognized institutions.
- A minimum of 10 years' experience collaborating with local musicians, producers, and directors from developing countries and deep understanding of cultural infrastructure and music scene in Africa, is required.
- At least ten years' experience at the national and international levels in advocacy for the Orange Economy as a development pathway with a focus on developing countries is desirable.

- Proven experience in engaging with senior decision/policymakers on Orange Economy based projects, and ability to navigate complex institutional environments are essential.
- Successful track record of working in LDC's would be considered an advantage.

Functional competencies:

- Excellent interpersonal skills and the ability to lead teams and function effectively as a member of a multi-disciplinary team;
- Advanced capacity building skills at higher education level (teaching, tutoring, and mentoring) in music production and sound engineering; ability to adapt to local situations.
- Proven track record of delivery of high-quality outputs while working under pressure, in a multi-sector environment, and within tight deadlines.

Language and Other Skills:

- Fluent command of written and spoken English. Knowledge of French and another widely used language in Africa is a plus.
- Ability to write reports clearly and concisely, coherent arguments in presentation and group interactions.
- Ability to facilitate and communicate with different qualifications and experiences participating in the training.
- Capacity for sound systems, recording and editing methods and equipment.

8. Scope of Price Proposal and Schedule of Payments

Applicants are to provide a lump sum amount in United States Dollars when submitting an offer. Please note the following for each lot:

- The lump sum amount must be “all-inclusive.”
- The contract price is fixed regardless of changes in the cost components.

Schedule of payment of based on outputs for each lot:

Deliverables/ Outputs	% of lump sum
1) Completed documents related to the selection of OE hubs according to criteria to be defined by the IncluCity project criterion (TaCP)	20%
2) Completed and retrofitted designs and orange economy arrangements for 10 IncluCity hubs across Africa, accepted and approved by UNCDF;	10%
3) Concessional and / or non-concessional funding packages from global orange economy networks for 10 IncluCity hubs across Africa, accepted and approved by UNCDF.	15%
4) Outline and Implementation of local government stakeholder workshops in the orange economy value chain associated	25%

<p>with supporting orange economy hubs in public procurement; service delivery; regulation of public and private space; and facilitating enterprise support and incentives, accepted, and approved by UNCDF;</p>	
<p>5) Case studies related to local orange economy projects completed to be posted on UNCDF website.</p>	<p>10%</p>
<p>6) Local government consultations for replication and scale up of the OE model to other locations not directly covered by IncluCity support</p>	<p>20%</p>