**Annex 1**

**Description of Requirements**

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| Context of the Requirement | The UN Capital Development Fund (UNCDF) makes public and private finance work for the poor in the world’s 47 least developed countries. With its capital mandate and instruments, UNCDF offers “last mile” finance models that unlock public and private resources, especially at the domestic level, to reduce poverty and support local economic development.  UNCDF’s financing models work through two channels:  • Financial inclusion that expands the opportunities for individuals, households, and small businesses to participate in the local economy, providing them with the tools they need to climb out of poverty and manage their financial lives.  • And by showing how localized investments — through fiscal decentralization, innovative municipal finance, and structured project finance — can drive public and private funding that underpins local economic expansion and sustainable development.  By strengthening how finance works for poor people at the household, small enterprise, and local infrastructure levels, UNCDF contributes to SDG 1 on eradicating poverty and SDG 17 on the means of implementation. By identifying those market segments where innovative financing models can have transformational impact in helping to reach the last mile and address exclusion and inequalities of access, UNCDF contributes to several different SDGs.  Since 2008, UNCDF has been supporting digital finance with significant success, with digital finance currently the largest part of its inclusive finance portfolio. This includes digital innovations linked to off-grid energy, agriculture, employment, health and transport. UNCDF is also host to the Secretariat of the Better than Cash Alliance, a partnership of governments, companies, and international organizations that accelerates the transition from cash to digital payments in order to reduce poverty and drive inclusive growth.  With many professionals with strong digital finance experience across the globe and with several hundreds of projects on digital finance on-going, UNCDF is one of the leading development agencies in digital finance with a mission and expertise to reach low-income customers in some of the world’s most difficult markets.  Based on this experience UNCDF started in 2017 to expand the scope of its programmatic agenda to go beyond digital finance using its newly launched strategy “Leaving no one behind in the digital era”. Through this strategy it intends to move its focus from digital finance (DF) to digital economies which constitutes a logical integration of UNCDF experience in financial inclusion and digital, developed over many years. The legacy of UNCDF intervention programmes was built through a range of country/regional programmes and global thematic initiatives, which has established a very strong reputation for UNCDF vis-à-vis donors and peers. |
| Implementing Partner of UNDP | Central Bank of Solomon Islands (CBSI), Telecommunications Commission of Solomon Islands (TCSI) |
| Brief Description of the Required Services[[1]](#footnote-1) | Under the supervision of the Regional Digital Lead for the Pacific region, the Inclusive Digital Economy Firm will be responsible for the following activities and deliverables:  Activities:   * The team will use UNCDF’s diagnostic tools to conduct a country assessment to identify the main market constraints of the Digital Finance sector in Solomon Islands. This will include close collaboration with existing UNCDF team working on policy, remittances, and energy related projects. * As part of the preliminary scoping the team will assess the inclusiveness of Solomon Islands’s digital economy and support the Government of Solomon Islands in implementing the IDES score card. * Based on the recommendations of the country assessment and feedback from UNCDF’s team the team will draft a plan for UNCDF for technical and financial assistance and provide technical inputs for the work plan for 2021.   Expected outputs:   * Market assessment. * Analysis of existing digital innovations/solutions in inclusive finance and their relevance to the Solomon Islands ecosystem. * Reports/Business case and concept notes for digital economy/Digital Finance projects * Project Appraisal Documents (PAD) * Interview reports. * Recommendations report detailing key proposed interventions. * Baseline assessment of Solomon Island’s digital economy score card. * New Employee onboarding and hand-over report. * Workshop to present results to UNCDF and key stakeholders. * Proposed approach for technical and financial assistance |
| List and Description of Expected Outputs to be Delivered | The table below outlines the list of key deliverables and due dates foreseen:   |  |  |  |  | | --- | --- | --- | --- | | Deliverable/Output | | Target Submission Date from Sign of Contract | | | First Output | |  | | | Report: Digital Economy Framework for Solomon Islands | | Week2 | | | Report: Identify Gaps in Regulations to implement the National Payment Systems | |  | | | Report: Market assessment for launch and scale of Mobile Money service | | Week 4 | | |  | |  | | | Study: Baseline assessment of Solomon Islands Digital Economy Score Card (IDES) including interview plan. | | Week 8 | | | Report: Digital Finance Assessment and narrative of SOI based on the IDES Scorecard | |  | | | To include field visit to selected stakeholders and interview reports | |  | | | Workshop: Launch workshop for National Financial Inclusion Strategy and IDES Score card | | Week 10 | | | Second Output | |  | | | Report: Detailed plan to set up SIM-registration database - Including market and regulatory landscape analysis | | Week 12 | | | Programme Appraisal Document (PAD): for the SIM-registration database project with selected government partner. | |  | | |  | |  | | | Report: Opportunities to enhance impact and reach of Seasonal workers in Solomon Islands. | | Week 14 | | | Plan: Proposal to implement the project with detailed stakeholders, timelines, scope of work and costing. | |  | | | Programme Appraisal Document (PAD): to implement the SWP project. | | Week 16 | | | Third Output | |  | | | Report: Detailed Handover and interview report for incoming UNCDF staff. | | Week 20 | | | Stakeholder List: Key stakeholder lists in Solomon Islands along with their contact details for Incoming UNCDF Staff | |  | | | Archiving of information: Uploading of all project material  onto the UNCDF shared drive to assist in transition of  responsibilities to Incoming UNCDF staff. | |  | | |  |  | |  | | |
| Person to Supervise the Work/Performance of the Service Provider | For the duration of the contract, the successful bidder will report to the UNCDF Regional Lead, or his delegate based in Fiji |
| Frequency of Reporting | Fortnightly |
| Progress Reporting Requirements | As and when required |
| Location of work | Currently Home-based however preferred to work from Solomon Is if countrys boarder travel restrictions permit. |
| Expected duration of work | 120 Days |
| Target start date | 01st June 2021 |
| Latest completion date | 31st October 2021 |
| Pre-Bid conference | Will be Conducted via zoom. Refer details below:  Date: 11th May 2021  Time: 2.30pm (Fiji Time)  Mode: Zoom  <https://undp.zoom.us/j/84391030066?pwd=RnlYZHNwNE5PdkZra0g4aEE2WENyQT09&from=addon>;  Contact Person: [dale.kacivi@undp.org](mailto:dale.kacivi@undp.org) |
| Travels Expected | Minimal to no travel expected on account of border closures due to Covid-19. If any travel is required then UNCDF will pay this separately. Such travel will be discussed and mutually agreed prior to undertaking travel. |
| Special Security Requirements | Not applicable as this is homebased. If travel is required some security measures specific to the country maybe imposed hence bidders will be advised accordingly. |
| Facilities to be Provided by the Central Bank Partners or the UNCDF offices in Suva or Honiara | None |
| 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 | United States Dollars |
| Value Added Tax on Price Proposal[[2]](#footnote-2) | Must be exclusive of VAT and other applicable indirect taxes |
| Validity Period of Proposals *(Counting for the last day of submission of quotes)* | 120 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal. |
| Partial Quotes | Not permitted |
| Payment Terms[[3]](#footnote-3) | |  |  |  |  | | --- | --- | --- | --- | | **Outputs** | **%** | **Timing** | **Condition for Payment Release** | | First Deliverable | 30% | Week 8 | Within thirty (30) days from the date of meeting the following conditions:   1. UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and 2. Receipt of invoice from the Service Provider. | | Second Deliverable | 40% | Week 12 | | Third Deliverable | 30% | Week 20 | |
| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | Bram Peters, Regional Lead UNCDF based in UNDP Pacific Office in Fiji |
| Deadline for Submission | 20th May 2021  As indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.  **Note:**  **Date and time visible on the main screen of the event (on eTendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. is the responsibility of the bidder to make sure proposals are submitted before the deadline. UNDP will not accept any proposal that is not submitted directly in the system.**  **Bidders must avoid submitting bid at the last minute or on the day of the deadline as UNDP may not be able to assist in a timely manner should there be any technical issues as it may take some time to resolve. Therefore UNDP wont be responsible for non-submission of bid by the bidders as sufficient time was provided to all bidders to submit before the deadline.** |
| Mode of Submission | The proposal shall only be submitted through UNDP eTendering system.  **BU Code: FJI**  **Event ID: 0000009165**  <https://etendering.partneragencies.org> |
| Instructions on Submission of Financial Proposal | **While entering the financial proposal in the e-Tendering system, always mention your bid price as 1.  Please do not mention the value of your financial proposal in the e-Tendering system.  It should be uploaded as an attachment in the submission**  **The proposals of the Bidders who will reveal the value of their financial proposal in the eTendering system will automatically be disqualified.** |
| Type of Contract to be Signed | Contract for Services |
| Criteria for Contract Award | Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)  **Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.** |
| Criteria for the Assessment of Proposal | **Technical Proposal (70%)**   * Expertise of the Firm – 20% * Proposed methodology/approach - 30% * Management Structure and Key Personnel – 20%   **Financial Proposal (30%)**  To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP. |
| UNDP will award the contract to: | One and only one Service Provider |
| Annexes to this RFP[[4]](#footnote-4) | Form for Submission of Proposal (Annex 2)  General Terms and Conditions / Special Conditions (Annex 3)[[5]](#footnote-5) |
| Contact Person for Inquiries  (Written inquiries only)[[6]](#footnote-6) | Mr. Dale Kacivi  Procurement Associate  Ph: 3312500  Email: [procurement](mailto:procurement).fj@undp.org    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 | **Company Qualification**   * The proposed company should be legally registered in their home country * The company should have at least 5 years of financial inclusion experience, policy development on digital economies and digital Financial Services.   **Composition of team.**   * The expected minimum composition of the proposed team shall be minimum of 1 and maximum of 2. * The Project lead shall have a minimum of a master’s degree in Economics, business administration, Finance, Banking, Development, ICT or related fields or equivalent experience. * Each member should have a minimum of 5 years of experience in the of financial inclusion experience, policy development on digital economies and digital Financial Services. * All members must have familiarity with the concepts of financial inclusion, a broad knowledge of related disciplines, as well as an in-depth knowledge of relevant policies and procedures * Must have experience with developing digital economy programmes, strategies and digital inclusion (minimum two projects) * Adequate understanding of legal, regulatory and policy development * Experience working with the mass market, including rural or low-income communities, preferably related to financial services and digital inclusion (minimum two projects) * Previous work in the Pacific or other developing country and having presence in Solomon Islands is a plus. |

1. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)
4. [↑](#footnote-ref-4)
5. [↑](#footnote-ref-5)
6. [↑](#footnote-ref-6)