



## REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

NAME & ADDRESS OF FIRM	DATE: May 17, 2021
	REFERENCE: MyRFP2021_011

Dear Sir / Madam:

We kindly request you to submit your Proposal for Consultancy to Organize Research project on Temporary Basic Income (herein referred as “Service Provider” or “Consultant” interchangeably).

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

Proposals may be submitted on or before **Monday, 7 June 2021** and **via email**, to the address below:

United Nations Development Programme  
Menara PJH, Level 10, No 2, Jalan Tun Abdul Razak, Precinct 2, 62100 Putrajaya.  
[procurement.my@undp.org](mailto:procurement.my@undp.org)

Your Proposal must be expressed in the English Language, and valid for a minimum period of **120 days**.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the email 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 per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 4.

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:

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

UNDP encourages every prospective Service Provider 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/unscc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Patrick Pee*  
*Assistant Resident Representative (Operations)*  
17 May 2021

## Description of Requirements

Context of the Requirement	<p>Consultancy to Organize Research Project on Temporary Basic Income</p> <p>The research project's objective is to assess the role of TBI as an effective social protection mechanism in a time of economic crisis. Temporary basic income (TBI) is a form of social protection measure that can reduce income uncertainty<sup>1</sup>. The overarching aim of this project is to increase evidence for a continuous and inclusive cash-based intervention by testing pilot intervention that the GOM can employ and replicate.</p>
Implementing Partner for the project	Not applicable
Brief Description of the Required Services <sup>1</sup>	The Required Service is for the Service Provider to conduct a pilot study to assess the role of TBI as an effective social protection mechanism in times of economic crisis. The conduct of the pilot study must meet a minimum criteria set by UNDP elaborated further in Annex 1, section 3.0 of this RFP. Generally, the pilot study must be conducted using a Randomised Control Trial (RCT) method at a minimum of two project locations proposed by the Service Provider, specifically one pilot in an urban setting and one pilot in a rural setting. Additionally, the Service Provider is expected to demonstrate plans to leverage on existing cash assistance programme, identify and nominate for project execution (engage if awarded) any entity(ies) that meet the criteria set by UNDP in Annex 1, section 8.0 of this RFP to manage the TBI fund disbursement to these communities.
List and Description of Expected Outputs to be Delivered	Refer to detailed Terms of Reference (Annex 1)
Person to Supervise the Work/Performance of the Service Provider	UNDP Project Management Team for the TBI project i.e. TBI Project Manager and Head of Portfolio IDG
Frequency of Reporting	Weekly, Bi-weekly, or as needed
Progress Reporting Requirements	Update on progress of consultancy & consultancy deliverables every quarter
Location of work	<input checked="" type="checkbox"/> At Contractor's Location, with 2 missions to Putrajaya/proposed location (if any)
Expected duration of work	12 calendar-months from July 2021 to June 2022
Pre-proposal conference	<p>Will be Conducted</p> <p>Time: 3:00 PM, (GMT+8)</p> <p>Date: May, 20, 2021 (Thursday)</p>

<sup>1</sup> 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.

	<p>Register in advance for this Pre-proposal conference  <a href="https://undp.zoom.us/webinar/register/WN_KmuEDQ0-QqygfHN792poMw">https://undp.zoom.us/webinar/register/WN_KmuEDQ0-QqygfHN792poMw</a></p> <p>The UNDP focal point for the arrangement is:  Ms. Laine Liew  E-mail: <a href="mailto:procurement.my@undp.org">procurement.my@undp.org</a></p>
Target start date	July 2021
Latest completion date	June 2022
Travels Expected	Two 3-day missions to Putrajaya and proposed location may be required (if any). Travels will take into account COVID-19 travel restrictions and quarantine requirements. Should travel restrictions continue to be in place, virtual sessions shall be arranged in lieu of in-person missions. The Service Provider should quote for optional domestic travel costs, and payment to the Service Provider for domestic travel will only be effected if in-person missions are carried, and upon completion of the two travel missions (if any). Domestic travel and inclusion of travel insurance to the pilot study is expected to be covered under the bidder's cost (if needed).
Special Security Requirements	<input checked="" type="checkbox"/> Comprehensive Travel Insurance
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Others <ul style="list-style-type: none"> <li>• all costs relating to the government's consultations and workshops.</li> <li>• Proof reading of the full draft of Final Report by UNDP Regional Bureau of Asia Pacific</li> </ul>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency <b>Ringgit Malaysia</b>
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> Not permitted

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Payment Terms <sup>3</sup>	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>• Satisfactory submission and acceptance of an Inception Report</td> <td>20%</td> <td>July - August 2021</td> <td rowspan="4">           Within thirty (30) days from the date of meeting the following conditions:            a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and            b) Receipt of invoice from the Service Provider.         </td> </tr> <tr> <td>• Satisfactory submission and acceptance of Progress Report 1</td> <td>20%</td> <td>September 2021 - January 2022</td> </tr> <tr> <td>• Satisfactory submission and acceptance of Progress Report 2</td> <td>20%</td> <td>February - May 2022</td> </tr> <tr> <td>• Satisfactory submission and acceptance of Final Report</td> <td>40%</td> <td>May - June 2022</td> </tr> <tr> <td><b>Total</b></td> <td><b>100%</b></td> <td></td> <td></td> </tr> <tr> <td><b>Optional:</b> Domestics Travel Cost (if any)</td> <td></td> <td>Upon completion</td> <td></td> </tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release	• Satisfactory submission and acceptance of an Inception Report	20%	July - August 2021	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	• Satisfactory submission and acceptance of Progress Report 1	20%	September 2021 - January 2022	• Satisfactory submission and acceptance of Progress Report 2	20%	February - May 2022	• Satisfactory submission and acceptance of Final Report	40%	May - June 2022	<b>Total</b>	<b>100%</b>			<b>Optional:</b> Domestics Travel Cost (if any)		Upon completion	
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Assistant Resident Representative (Programme)																									
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services																									
Criteria for Contract Award	<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 UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. <b>Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</b>																									
Criteria for the Assessment of Proposal	<b>Technical Proposal (70%)</b> <input checked="" type="checkbox"/> Expertise of the Firm (30 points) <input checked="" type="checkbox"/> Methodologies, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (45 points) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (25 points)  Only Service Provider obtaining a minimum of 70 points out of 100 points (for the 70% of the total technical points) would be considered for the Financial Evaluation.  <b>Financial Proposal (30%)</b>																									

<sup>3</sup> UNDP 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, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	<p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>Note:  <i>Incomplete applications will not be considered for shortlisting. Only shortlisted candidates will be invited to a pre-bit meeting (if any) and an interview. The dates will be informed to the shortlisted candidates directly.</i></p> <p><i>UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, aboriginal groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence</i></p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions <sup>4</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP <sup>5</sup>	<input checked="" type="checkbox"/> Detailed TOR (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Others <sup>6</sup> Technical Note on Development of TBI Indicators (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions of UNDP (Annex 4)
Contact Person for Inquiries (Written inquiries only) <sup>7</sup>	<p>procurement.my@undp.org</p> <p>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.</p>
Other Information [pls. specify]	Please refer to the detailed Terms of Reference (TOR) for all other information.

<sup>4</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>5</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>6</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>7</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.

## Detailed Terms of Reference

### 1.0 BACKGROUND

The Coronavirus pandemic 2019 (COVID-19) has impacted Malaysia's economic growth. The enforcement of the Movement Control Order (MCO) by the Government of Malaysia (GOM) since March 2020 resulted in a 17.1% contraction of Malaysia's Gross Domestic Product in Q2 of 2020 compared to the corresponding quarter in 2019. Department of Statistics Malaysia (DOSM) reported that the overall Malaysian economy contracted 5.6% in 2020 as compared to a positive growth of 4.3% in 2019 which reflected the unprecedented impact of the stringent containment measures of COVID-19. This is the lowest contraction of Malaysia's economy observed since 2009 (-1.5%) and 1998 (-7.4%). This—coupled with gaps in the social safety net—has worsened the economic security of low-income households across Malaysia .

In response, the GOM implemented monetary and fiscal measures to mitigate the socio-economic impact caused by the COVID-19 pandemic. The *Bantuan Prihatin Nasional* (PRIHATIN), *Pelan Jana Semula Ekonomi Negara* (PENJANA), and *Kita Prihatin* packages provided mostly one-off financial assistance to many affected citizens and small and medium enterprises (SMEs). Malaysia's effort towards COVID-19 is commendable as in short amount of time when the pandemic started, many initiatives were carried out.

However, these financial assistances exclude certain sections of society primarily by virtue of its design that favours formal sector/registered businesses and therefore fail to provide similar coverages to workers and entrepreneurs in the informal economy or those earning unstable stream of income, which is highly represented by the self-employed and women.

Cash assistance is channeled solely to the head of the household, where intrahousehold distribution and its effect on gender inequality, children nutrition, elderly care are unclear. As Malaysia approaches developed country status, it is important that social protection is more inclusive and needs to restructure its social safety net.

The provision of a temporary basic income (TBI) is a form of social protection measure that can reduce income uncertainty. TBI provides continuous and unconditional assistance, making it a valuable intervention during a crisis to secure the financial stability and security of vulnerable households. TBI has been experimented—not only in lower-income countries—but also in developed countries such as Finland and Germany. Preliminary findings from an ongoing study in Germany shows that unconditional cash assistance is more effective and accessible than targeted assistance schemes. Some of the targeted programmes in Asia from high exclusion error. For example, the error of exclusion of intended recipients were as high as 48 percent in the Philippines' (4P) Pantawid programme and 82 percent in Indonesia's Programme Keluarga Harapan (PKH) conditional cash transfer.

Cash assistance is proven to be a better option than other assistance modalities such as subsidies and in-kind assistance. By injecting cash to people living below or just above the poverty line, the government is encouraging their participation in economic activities, which in turn will lead to additional spending in the community. The multiplier effect of additional consumption by the TBI receiving households on the community is one of the often-cited benefits of TBI. Finally, gender-inclusive modes of cash-based interventions promote gender equality through improved self-esteem, bargaining power, decision-making capacity, and reduction in partner violence.

Therefore, a TBI pilot project in an upper middle-income country such as Malaysia is a promising initiative that can show how pockets of vulnerability brought about seasonal and emerging trends of non-standard forms of employment can be addressed. The overarching aim of this study is to increase evidence for a continuous and inclusive cash-based intervention as a means to improve livelihood and socio-economic security. This will be accomplished by testing a social protection intervention that the GOM can employ and replicate. Therefore:

The project will:

- Measure the impact of a ‘safety net’ income on household’s nutrition, health and education consumption, protection and accumulation of productive assets and the diversification of livelihoods including in encouraging the entry into entrepreneurship.
- Capture the impact of gender-responsive cash disbursement at the household level and the community level.
- Assess recipients’ openness to digital payment as a mode of payment as a more efficient means of funds transfer and spending.

Refer to Annex 3 for the pilot project null hypotheses and guideline to TBI indicators to achieve the project objectives.

## 2.0 OBJECTIVES

The project will ensure adequate **proof of concept and policy recommendation** with emphasis on **gender perspective** can be drawn to advance social protection intervention in Malaysia particularly during a crisis where income stability is severely compromised.

The outputs and activity results are:

- Output 1: A report that synthesizes changes made by TBI in each community (at various levels) in the pilot project.
  - o Activity Result 1.1: TBI transfer is distributed to at least two communities of minimum 100 households of treatment group in each sampling group over a period of six months
  - o Activity Result 1.2: Indicators of change (qualitative and quantitative) will be tracked, including but not limited to expenditures on education, nutrition, clean water and sanitation and so on and so forth.
- Output 2: An implementation guideline be developed that incorporation policy insights and recommendations based on TBI into strengthening government social protection policy especially during crises.
  - o Activity Result 2.1: Policy recommendations on TBI impact and potential upscaling to be shared with the national and sub-national stakeholders
  - o Activity Result 2.2: Communications and Dissemination of TBI pilot findings

## 3.0 UNDP’S REQUIREMENT FOR THE TBI PILOT

This pilot study will be conducted in a minimum two selected **communities, at location(s)** that meet the criteria below:

- i. experience high negative socio-economic impacts due to COVID-19;
- ii. high incidence of precarious income earners; and

- iii. at least one pilot in an urban setting and one pilot in a rural setting

The pilot will be conducted for six months involving eligible households depending on number of persons in each household, split equally into treatment and control groups in each of the communities based on the Service Provider's proposed TBI locations based on the above criteria. Therefore, selection of the communities must have similar demographic and socio-economic characteristics.

Households in the treatment group should be a mix of male and female-headed households, in order to surface gender-based nuances. Recipients will be given the option of receiving the TBI as direct cash handouts or digital payments to assess preference for payment modalities. This option will allow for comparison on acceptability and efficiency of the two distribution channels.

The Service Provider must employ, at a minimum two methodological approaches below:

- i. Quantitative analysis
  - A cluster Randomised Controlled Trial (RCT) methodology to generate evidence about the impacts of different levels of TBI support of the basic income level in the local context.
- ii. Qualitative analysis
  - Desk review of existing literature, data collection, policies and programmes;
  - An economic and sociological analysis; to complement and confirm survey findings, primarily on the interaction between the community socio-cultural practices and TBI; and
  - Include active consultations with key stakeholders.

When submitting the proposal for the RFP, the Service Provider is required to:

- i. propose the TBI intervention i.e. top-ups to existing average incomes or/and uniform lump sum etc. while taking into account the basic needs' expenditure level, and it must be based on scientifically recommended international/regional practice and make reference of the adopted TBI approaches for Malaysian context;
- ii. provide a detailed description of technical proposal on the recommended methodologies including where and how the proposed locations are selected, sampling process and how potential bias are addressed; detailed elaboration on criteria and cost of the estimated amount of TBI to be disbursed to the selected households; detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place while demonstrating that the methodological approaches (above) will be appropriate to the local conditions and context of the work;
- iii. nominate any established registered entity(ies) for TBI disbursement, the strategy for TBI be disbursed by cash and digital be carried out, monitoring and evaluation mechanism of the disbursement or should there be any other arrangements the Service Provider see fit to carry out the activities on the ground should the partnership is seen not required;
- iv. demonstrate plan how to leverage existing cash assistance programmes by the established entity(ies) to align to the objectives of the TBI pilot;
- v. identify the potential social and economic risk and propose mitigation action; and
- vi. include the implementation schedule indicating the breakdown and timing of activities/ sub-activities, partners and stakeholders mapping, communication strategies and other relevant matters to ensure the smooth-running of the project.

#### **4.0 DESCRIPTION OF RESPONSIBILITIES OF THE SERVICE PROVIDER**

The appointed Service Provider shall work closely with UNDP and Implementing Partners (if any). The Service Provider will support the design, development, and implementation of the TBI pilot which consists of the following responsibilities:

- i. To undertake a literature review on global practices or experiments on TBI, its implementation mechanism and evidence-based impacts;
- ii. To design the survey instruments including suitable indicators as per Annex 3 (as a guide) that will track the improvement for well-being and welfare of the vulnerable group;
- iii. To develop criteria for the selection of the communities and households eligible for this pilot;
- iv. To identify comparable demographic and socio-economic indicators of the proposed communities specifically at least one pilot in an urban setting and one pilot in a rural setting;
- v. To engage and be in partnership with any established entity(ies) relevant to the study sites including the execution of the TBI pilot;
- vi. To manage and monitor the identified entity(ies) who will be disbursing the fund to the community. The Service Provider should plan how to leverage existing cash assistance programmes to align to the objectives of the TBI pilot;
- vii. To incorporate gender perspectives and risk management into the pilot design to mitigate future risks of the pandemic, and including political instability and other exogenous shocks;
- viii. To coordinate project activities among the main stakeholders, ensuring that the project document and project revisions are verified following established procedures, and providing direction, guideline and presentation on the project-related issues;
- ix. To conduct TBI pilot including carrying out survey/interview and data collection including economic and sociological analysis to complement RCT;
- x. To prepare a draft final report consist of key findings and analysis that synthesizes changes made by TBI in each community (at various levels) in the pilot project;
- xi. To prepare a Final Report including policy recommendation, lesson learned, also an implementation guide for potential replication of this pilot by the Government;
- xii. To prepare a policy brief focusing on policy and programming recommendations for UNDP submission to the Government.

Please refer to the Section 9.0 for detailed tasks.

#### **5.0 DELIVERABLES AND TIMELINE**

The Service Provider shall perform the services with the timeline as described in Terms of Reference. Payment milestones will be made upon recommendation by UNDP Assistant Resident Representative (Programme) with the advice from the Technical Working Committee and the Project Steering Committee.

#### **6.0 TERMS OF PAYMENT**

The fee is payable upon satisfactory completion and acceptance of the deliverables by UNDP Malaysia as per the below schedule of payments. Prices should be in local currency (MYR) per deliverable inclusive of all expenses (insurance, local travels, and communications) related to the assignment. The Service Provider is responsible for payment of all relevant taxes. Breakdown and schedule of payments is in Section 9.0 and in **Annex 2**.

## 7.0 DURATION

The project is expected to be completed in the course of **twelfth (12) months** after signing of work contract by successful Service Provider. The deliverables and timeline are as per the Financial Proposal form. The consultancy will take place from July or upon further advice.

## 8.0 PROFESSIONAL QUALIFICATIONS OF THE SUCCESSFUL SERVICE PROVIDER, PARTNERED ENTITY(IES) AND ITS KEY PERSONNEL

Competencies of the Service Provider should include:

- Strong experience in the development and implementation of development/social protection projects, with knowledge in social protection analysis;
- Project experience in developing countries on the key areas covered under the consultancy preferred;
- Has existing partnership with established relevant entity(ies) for disbursement of fund activity is preferred
- Demonstrates plan how to leverage existing cash assistance programmes by the established entity(ies) to align to the objectives of the TBI pilot
- Experience working with government ministries and agencies;
- Strong analytical skills;
- Focuses on impact and result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Strong skills in stakeholder engagements is preferred;
- Demonstrated ability to engage in strategic analysis to produce high quality reports and project management; and
- Ability to make impactful presentations and consultations with stakeholders.

The team shall have a **minimum number of 2 key personnel's** and shall have demonstrated a successful completion of similar project. The minimum professional qualifications of key personnel are described below:

### 1. Project Team Leader

- Minimum Master's degree in Economics, Statistics, Public Policy, Sustainable Development, or other Social Sciences or related discipline; Bachelor's degree with 7 years working experience in lieu of Master's qualification is accepted;
- Minimum 10 years of relevant working experience in the field of development economics, statistics, poverty eradication, social protection;
- Experience in development of Randomised Controlled Trial Experiment, and/or other similar types of primary data collection methods and interviews is a must;
- Extensive knowledge and proven working experience in poverty eradication policies and primary data collection work with vulnerable groups;
- Previous successful experience in development or related work, with the UN, governmental institutions, NGO/think-tank, or consulting firm is an added advantage.
- Language proficiency in English and Bahasa Malaysia.

### 2. Project Team Member

- Minimum Bachelor's degree in Economics, Statistics, Sociology, Public Policy, Sustainable Development, or other Social Sciences or related discipline;
- Minimum 5 years of relevant working experience in the field of development economics, statistics, poverty eradication, social protection;
- Experience in development of Randomised Controlled Trial Experiment, and/or other similar types of

- primary data collection methods and interviews is preferred.
- Experience in desk research, primary data collection and data analysis, and
- Experience in governmental institutions, NGO/think-tank, and communities' engagements.
- Language proficiency in English and Bahasa Malaysia.

Nomination of the established entity(ies) for the disbursement of TBI fund activity should follow the below criteria:

- A registered entity (NGOs and CSOs including cooperatives, registered social enterprises);
- Has established reputation as an organization with extensive community experience on the ground/proposed site locations;
- Has experience on disbursement of fund with communities (by cash and digital) with good record keeping;
- Has experience in conducting activities of public interest or public purpose; and
- Has existing due diligence & safeguards procedures (e.g. Project termination, blacklisting of individuals, not only organisations undertaken for unusual cases; e.g. Grassroots initiative where personal bank accounts may need to be used)

## 9.0 PRICE AND SCHEDULE OF PAYMENTS

The contract price is based on professional fee, travel, vehicles and other relevant costs such as allowances, taxes to deliver the outputs. The service provider shall be paid upon satisfactory submission and acceptance of deliverables by UNDP according to the following schedule.

Outputs	Percentage	Timing	Condition for Payment Release
<p>Satisfactory submission and acceptance of an Inception Report which consist of:</p> <ul style="list-style-type: none"> <li>• Workplan for the consultancy;</li> <li>• The vision of the overall project and its two components (pilot and policy research);</li> <li>• Structure of project components and key elements such as site location, delivery partners, method of engagement, strategies to conduct the pilot and data collection (including frequency) to capture impacts on wellbeing, including gender empowerment, disbursement by cash and digital options strategies and monitoring mechanism etc.;</li> <li>• Methodologies (qualitative and quantitative) and timeline to develop and operationalize the project;</li> <li>• Set the measurable indicators for the project and determine parameters of cash assistance RCTs for each site inclusive of the following (but not limited to) Annex 3.</li> <li>• Establish, engage and provide clear partnership with any established registered entity(ies) for TBI disbursement by providing the following supporting documents: <ul style="list-style-type: none"> <li>a) Registration of entity/ROC/ROS;</li> <li>b) Related existing/past cash assistance programme to communities;</li> <li>c) Details of key personnel(s) who potentially be involved in this project; and</li> <li>d) Written confirmation for participation from</li> </ul> </li> </ul>	20	July - August 2021	<p>Within thirty (30) days from the date of meeting the following conditions:</p> <ul style="list-style-type: none"> <li>c) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and</li> <li>d) Receipt of invoice from the Service Provider.</li> </ul>

<p>organisation</p> <ul style="list-style-type: none"> <li>• Provide monitoring and evaluation mechanism of the disbursement or detailed plan should there be any other arrangements the Service Provider see fit to carry out the activities on the ground should the partnership is not established;</li> <li>• Submission and satisfactory acceptance of draft questionnaires design to capture impacts on wellbeing, including gender empowerment, expenditure, and multidimensional poverty elements etc.</li> </ul>			
<p>Satisfactory submission and acceptance of Progress Report 1 which consist of:</p> <p>1) Presentation of a short analysis of baseline study and measurable indicators for the project:</p> <ul style="list-style-type: none"> <li>• Conduct survey to collect baseline indicators data to achieve the project's objectives (average basic needs expenditure, breakdown of expenditure, household characteristics etc.)</li> </ul> <p>2) TBI Pilot Period: 1 out of 2 reports on data collection activities</p> <ul style="list-style-type: none"> <li>• Monitoring of cumulative evidence of disbursement by cash and digital for the first three months</li> </ul> <p><i>The Service Provider must maintain adequate record and must be able to provide proof/evidence/receipt of expenditure/disbursement as Annex in the Progress Report. And if further documentation is required, the Service Provider must be able to produce at any time as requested by UNDP.</i></p>	20	September 2021 - January 2022	
<p>Satisfactory submission and acceptance of Progress Report 2 which consist of:</p> <p>1) TBI Pilot Period: 2 out of 2 reports on data collection activities for the last three months</p> <ul style="list-style-type: none"> <li>• Monitoring of cumulative evidence of disbursement by cash and digital</li> </ul> <p><i>The Service Provider must maintain adequate record and must be able to provide proof/evidence/receipt of expenditure/disbursement as Annex in the Progress Report. And if further documentation is required, the Service Provider must be able to produce at any time as requested by UNDP</i></p> <p>2) TBI Draft Final Report that consist of:</p> <ul style="list-style-type: none"> <li>• key findings and conduct results validation workshop – including economic and sociological analysis component; and</li> <li>• A report that synthesizes changes made by TBI in each community (at various levels) in the pilot project.</li> </ul>	20	February - May 2022	
<p>Satisfactory submission and acceptance of Final Report to stakeholders which consist of at least the following:</p> <ul style="list-style-type: none"> <li>• Executive Summary.</li> <li>• Introduction</li> <li>• Description of the project</li> <li>• Methodology – context of project evaluation, method of pilot execution, team, limitations, etc.)</li> </ul>	40	May - June 2022	

<ul style="list-style-type: none"> <li>• Analysis</li> <li>• Findings, Conclusions and Recommendations including replication of project to other area.</li> <li>• Lessons Learned</li> <li>• An implementation guideline based on TBI into strengthening government social protection policy especially during crises.</li> <li>• Appendices (if necessary)</li> <li>• References</li> </ul>			
<b>Total</b>	<b>100</b>		
<b>Optional:</b> Domestics Travel Cost (if any)		Upon completion	

Prices are in local currency and include shall expenses (including local travels) related to the assignment. The service provider is responsible for payment of all relevant taxes.

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>8</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>9</sup>)*

[insert: Location].

[insert: Date]

To: Resident Representative  
UNDP Malaysia, Singapore and Brunei Darussalam

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 [specify date] , 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 (if applicable):*

- 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 UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) *Certificates and Accreditation*
- 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.*
- g) *Nomination of minimum one (1) Partner Entity(ies) for disbursement activity with summary of related past/existing cash assistance programme to communities*

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

*The Service Provider must describe:*

- a) *propose the TBI intervention i.e. top-ups to existing average incomes or/and uniform lump sum etc. while taking into account the basic needs' expenditure level, and it must be based on scientifically recommended international/regional practice and make reference of the adopted TBI approaches for Malaysian context;*
- b) *provide a detailed description of technical proposal on the recommended methodologies including where and how the proposed locations are selected, sampling process and how potential bias are addressed; detailed elaboration criteria and cost of the estimated amount of TBI to be disbursed to the selected households;*
- c) *provide detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place while demonstrating that the methodological approaches*

<sup>8</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>9</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes.

- (above) will be appropriate to the local conditions and context of the work;*
- d) nominate any established registered entity(ies) for TBI disbursement, the strategy for TBI be disbursed by cash and digital be carried out, monitoring and evaluation mechanism of the disbursement or should there be any other arrangements the Service Provider see fit to carry out the activities on the ground should the partnership is seen not required;*
  - e) demonstrate plan how to leverage existing cash assistance programmes by the established entity(ies) to align to the objectives of the TBI pilot;*
  - f) identify the potential social and economic risk and propose mitigation action; and*
  - g) include the implementation schedule indicating the breakdown and timing of activities/ sub-activities, partners and stakeholders mapping, communication strategies and other relevant matters to ensure the smooth-running of the project.*

**C. Qualifications of Key Personnel**

- 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 as 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\***

<b>Outputs</b>	<b>Percentage</b>	<b>Price (Lump Sum, All Inclusive)</b>
Submission of an inception report outlining: <ul style="list-style-type: none"> <li>• Workplan for the consultancy;</li> <li>• The vision of the overall project and its two components (pilot and policy research);</li> <li>• Structure of project components and key elements such as site location, delivery partners, method of engagement, strategies to conduct the pilot and data collection (including frequency) to capture impacts on wellbeing, including gender empowerment, disbursement by cash and digital options strategies and monitoring mechanism etc.;</li> <li>• Methodologies (qualitative and quantitative) and timeline to develop and operationalize the project;</li> <li>• Set the measurable indicators for the project and determine parameters of cash assistance RCTs for each site inclusive of the following (but not limited to) Annex 3.</li> <li>• Establish, engage and provide clear partnership with any established registered entity(ies) for TBI disbursement by providing the following supporting documents:               <ul style="list-style-type: none"> <li>a) Registration of entity/ROC/ROS;</li> <li>b) Related existing/past cash assistance programme to communities;</li> <li>c) Details of key personnel(s) who potentially be involved in this project; and</li> <li>d) Written confirmation for participation from organisation</li> </ul> </li> <li>• Provide monitoring and evaluation mechanism of the disbursement or detailed plan should there be any other arrangements the Service Provider see fit to carry out the activities on the ground should the partnership is not established;</li> </ul>	20%	

<ul style="list-style-type: none"> <li>Submission and satisfactory acceptance of draft questionnaires design to capture impacts on wellbeing, including gender empowerment, expenditure, and multidimensional poverty elements etc.</li> </ul>		
<p>Progress Report 1 consist of:</p> <p>1) Presentation of a short analysis of baseline study and measurable indicators for the project:</p> <ul style="list-style-type: none"> <li>Conduct survey to collect baseline indicators data to achieve the project’s objectives (average basic needs expenditure, breakdown of expenditure, household characteristics etc.)</li> </ul> <p>2) TBI Pilot Period: 1 out of 2 reports on data collection activities</p> <ul style="list-style-type: none"> <li>Monitoring of cumulative evidence of disbursement by cash and digital for the first three months <i>The Service Provider must maintain adequate record and must be able to provide proof/evidence/receipt of expenditure/disbursement as Annex in the Progress Report. And if further documentation is required, the Service Provider must be able to produce at any time as requested by UNDP.</i></li> </ul>	20%	
<p>Progress Report 2 consist of:</p> <p>1) TBI Pilot Period: 2 out of 2 reports on data collection activities for the last three months</p> <ul style="list-style-type: none"> <li>Monitoring of cumulative evidence of disbursement by cash and digital <i>The Service Provider must maintain adequate record and must be able to provide proof/evidence/receipt of expenditure/disbursement as Annex in the Progress Report. And if further documentation is required, the Service Provider must be able to produce at any time as requested by UNDP</i></li> </ul> <p>2) TBI Draft Final Report that consist of:</p> <ul style="list-style-type: none"> <li>key findings and conduct results validation workshop – including economic and sociological analysis component; and</li> <li>A report that synthesizes changes made by TBI in each community (at various levels) in the pilot project.</li> </ul>	20%	
<p>Presentation to stakeholders a satisfactory Final Report that consists at least the following:</p> <ul style="list-style-type: none"> <li>Executive Summary.</li> <li>Introduction</li> <li>Description of the project</li> <li>Methodology – context of project evaluation, method of pilot execution, team, limitations, etc.)</li> <li>Analysis</li> <li>Findings, Conclusions and Recommendations including replication of project to other area.</li> <li>Lessons Learned</li> <li>An implementation guideline based on TBI into strengthening government social protection policy especially during crises</li> <li>Appendices (if necessary)</li> <li>References</li> </ul>	40%	
<b>Total</b>	<b>100%</b>	
<p><b>Optional:</b> Domestic travel costs for: Two 3-day missions to Putrajaya and proposed location may be required for 4 consultation workshops with key stakeholders for the development of the draft standards and final draft standards (if needed). Travels will take into account COVID-19 travel restrictions and quarantine requirements. Should travel restrictions continue to be in place, virtual consultation sessions will be arranged in lieu of in-person missions. Payment to</p>	Upon completion of the 2 missions (if any)	

the Service Provider will only be effected if in-person missions are carried, and payment will be made upon completion of the two travel missions.		
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*\*This shall be the basis of the payment tranches*

**E. Cost Breakdown by Cost Component**

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Project Team Leader				
b. Project Team Member				
<b>II. Out of Pocket Expenses</b>				
1. Domestic Travel				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. TBI Disbursement Arrangement (if any)</b>				
<b>IV. Other Related Costs</b>				

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

## Technical Note on Development of TBI Indicators

This note is prepared as a guide for the Service Provider to propose revision or add additional TBI indicators (if any) to capture the objectives and illustrate results of the study.

The hypothesis of the study is that:

1. the TBI intervention can stabilize households' economic conditions during economic crises and lead to an improved well-being, livelihood, and socio-economic security.
2. That a well-designed and implemented TBI can create women's empowerment and improve gender equality in households.

All indicators shall be monitored at sex-disaggregated level where applicable and shall be collected through qualitative and quantitative methodologies as appropriate.

Household Level			
No	Category	Indicators	Relevance
1	Economic Security /Income	Change in volatility and amount of household income (among adult household members)	Economic security is the ability of individuals, households or communities to cover their essential needs sustainably. This can vary according to an individual's needs, the environment, prevailing cultural standards and income.
		Change in quality of work (job satisfaction, work life balance, job security, safety etc.)	
		Change in entrepreneurship activity (number of household members participating, and amount of income derived).	
2	Monetary Poverty	Percentage of household income spent on essential items including: i. food and transportation, ii. rental and utilities, iii. self-care/recreational, vi. education	Cash transfers change households' purchasing power observable in expenditure. The additional income may be spent to increase of basic needs, savings, investment or protection to increase resilience towards future financial shock.
		Access to financial services including start up to entrepreneurship	
		Affordability to regular insurance or medical coverage	
3	Living Environment	Availability and accessibility of clean water and sewage	Environmental conditions-affect human health and wellbeing. Utilities play a key role in shaping living environments.
		Availability and accessibility of electricity	
		Availability and accessibility of internet services	
4	Education	Accessibility due to associated cost to education for boys and girls	Cash transfers may remove direct and indirect financial barriers to education.
		School attendance for boys and girls	
5	Household Nutrition	Body mass index	Improvement in household financial security can prevent cases of acute or chronic undernutrition.
		Availability and accessibility to nutritious food	
6	Well-being (physical and mental health)	Level of stress	Households usually prioritise food security over healthcare and may fail to attend to important health services. Expenditure on health
		Accessibility due to associated cost to health services i.e., antenatal services among pregnant women, postnatal services among	

		women with recent birth, child health care, general health services for elderly, PWD etc. Lifestyle changes including exercising, healthy diets, quit smoking etc.	must be examined together with health status, to assess whether changes in expenditure reflect improvements or setbacks in wellbeing.
7	Time Scarcity/Social Relationship	Time spent on family activities/ spouse relationship Time spent with friends Participation in key community activities/roles	The struggle to battle poverty and make ends meet is time consuming. Freedom from constant preoccupation may shift how recipients utilised their time, functioned in relationships, and participated in meaningful activities.
8	Gender Mainstreaming in Economic Freedom (Decision making)	Decision making (autonomy) between men and women in the household Change of pooling expenses between heads of household	Cash transfers can have impacts on the economic freedom of the household and its constituent members, shaped by individuals' and households' preferences and decision-making processes.
9	Social Protection/aid	Desirability or stigma of social protection	Stigma and perception of receiving aids may play a role in aid application by society and household at large

<b>Community Level</b>			
<b>No</b>	<b>Category</b>	<b>Indicators</b>	<b>Relevance</b>
1	Economic opportunities /labour market participation	Change in labour market participation (e.g., withdrawing from or joining the labour market) Change in number of hours worked Shifting labour patterns – for example shifts from on-farm to non-farm work, or between informal, formal work and business	Cash transfers are also associated with improved health, education, and nutrition outcomes that could lead to increased or changed of labour market participation.
2	Local economy and goods and services markets	Change in the overall demand of goods and services in the local markets	Trading activities and economic exchange in local markets can be stimulated by cash transfers, providing spill-over benefits to local businesses.
3	Sociocultural norms and social cohesion	Change in number of crime and incidences of police reports Change in participation in community events	Behavioural change may trigger peer effects within the community, such as changes in choices and behaviour.

<sup>i</sup> UNDP Temporary Basic Income 2020