



*Empowered lives.
Resilient nations.*

REQUEST FOR PROPOSAL

RFP: Resilient, Gender Transformative Enterprises for Accelerating COVID-19 Socio-Economic Resilience and Recovery in Myanmar

RFP No.: 2021/PROC/UNDP-MMR/PN/019

Project: Economic Empowerment of Women and Youth

Country: MYANMAR

Issued on 30 July 2021

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SECTION 1. LETTER OF INVITATION

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

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

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

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

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

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

Issued by:



Name: Moungh Kee Aung
Title: Procurement Analyst
Date: **July 29, 2021**

Approved by:



Name: Irene Dabare
Title: Operation Advisor
Date: **July 29, 2021**

SECTION 2. INSTRUCTION TO BIDDERS

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

<p><i>4. Conflict of Interests</i></p>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
<p><i>5. General Considerations</i></p>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
<p><i>6. Cost of Preparation of Proposal</i></p>	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
<p><i>7. Language</i></p>	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
<p><i>8. Documents</i></p>	<p>8.1 The Proposal shall comprise of the following documents:</p>

<p><i>Comprising the Proposal</i></p>	<p>a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.</p>
<p><i>9. Documents Establishing the Eligibility and Qualifications of the Bidder</i></p>	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
<p><i>10. Technical Proposal Format and Content</i></p>	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
<p><i>11. Financial Proposals</i></p>	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<p><i>12. Proposal Security</i></p>	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <p>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</p> <p>b) In the event that the successful Bidder fails:</p>

	<p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
<p>13. <i>Currencies</i></p>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
<p>14. <i>Joint Venture, Consortium or Association</i></p>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>

<p>15. Only One Proposal</p>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> f) they have at least one controlling partner, director or shareholder in common; or g) any one of them receive or have received any direct or indirect subsidy from the other/s; or h) they have the same legal representative for purposes of this RFP; or i) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; j) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or k) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
<p>16. Proposal Validity Period</p>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<p>17. Extension of Proposal Validity Period</p>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<p>18. Clarification of Proposal</p>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<p>19. Amendment of Proposals</p>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p>

	19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
<i>20. Alternative Proposals</i>	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
<i>21. Pre-Bid Conference</i>	21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.
C. SUBMISSION AND OPENING OF PROPOSALS	
<i>22. Submission</i>	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>

<p>E-Tendering submission</p>	<p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: https://www.undp.org/content/undp/en/home/procurement/business/reso_urces-for-bidders
<p>23. <i>Deadline for Submission of Proposals and Late Proposals</i></p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p>24. <i>Withdrawal, Substitution, and Modification of</i></p>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its</p>
<p><i>Proposals</i></p>	<p>Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>

25. <i>Proposal Opening</i>	25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.
D. EVALUATION OF PROPOSALS	
26. <i>Confidentiality</i>	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. <i>Evaluation of Proposals</i>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals
28. <i>Preliminary Examination</i>	28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.
29. <i>Evaluation of Eligibility and Qualification</i>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> e) They are not included in the UN Security Council 1267/1989 Committee's
	<p>list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;</p> <ol style="list-style-type: none"> f) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, g) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; h) They are able to comply fully with UNDP General Terms and Conditions of Contract; i) They do not have a consistent history of court/arbitral award decisions against the Bidder; and j) They have a record of timely and satisfactory performance with their clients.

30. *Evaluation of Technical and Financial Proposals*

- 30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.
- 30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.
- 30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.
- 30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:

Rating the Technical Proposal (TP):

$$\text{TP Rating} = (\text{Total Score Obtained by the Offer} / \text{Max. Obtainable Score for TP}) \times 100$$

Rating the Financial Proposal (FP):

$$\text{FP Rating} = (\text{Lowest Priced Offer} / \text{Price of the Offer Being Reviewed}) \times 100$$

Total Combined Score:

$$\text{Combined Score} = (\text{TP Rating}) \times (\text{Weight of TP, e.g. 70\%}) + (\text{FP Rating}) \times (\text{Weight of FP, e.g., 30\%})$$

<p>31. <i>Due Diligence</i></p>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
<p>32. <i>Clarification of Proposals</i></p>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
<p>33. <i>Responsiveness of Proposal</i></p>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<p>34. <i>Nonconformities, Reparable Errors and Omissions</i></p>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion

	<p>of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;</p> <p>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35. <i>Right to Accept, Reject, Any or All Proposals</i>	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. <i>Award Criteria</i>	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. <i>Debriefing</i>	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. <i>Right to Vary Requirements at the Time of Award</i>	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. <i>Contract Signature</i>	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. <i>Contract Type and General Terms and Conditions</i>	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. <i>Performance Security</i>	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract

	effective.
42. <i>Bank Guarantee for Advanced Payment</i>	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. <i>Liquidated Damages</i>	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. <i>Payment Provisions</i>	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45. <i>Vendor Protest</i>	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html
46. <i>Other Provisions</i>	46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence. 46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence. 46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer

SECTION 3. BID DATA SHEET

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p>Will be Conducted Time: TBC Date: August 3, 2021 12:00 AM Venue: Online conference (Zoom/ Team TBC)</p> <p>The UNDP focal point for the arrangement is: Mr. Kyaw Win Htun, UNDP procurement E-mail: kyaw.win.htun@undp.org; :mmr.procurement@undp.org</p> <p>Kindly register to mmr.procurement@undp.org for your attendance <i>no later than (August 2, 2021: 3 Pm Myanmar Time)</i></p>
5	10	Proposal Validity Period	120 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed

9	40	Performance Security	Not Required
10	18	Currency of Proposal	Local currency for Local Firm, USD for International Firm, (UNORE will be applied for comparison)
11	31	Deadline for submitting requests for clarifications/ questions	7 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Kyaw Win Htun Address: United Nations Development Programme, No.6 Natmauk, Tarmwe Township, Yangon, Myanmar E-mail address: kyaw.win.htun@undp.org ; mmr.procurement@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posting on the website https://procurement-notices.undp.org/
14	23	Deadline for Submission	<u>13/08/2021 07:00 AM EDT</u> For eTendering submission - as indicated in eTendering system. <u>Note that system time zone is in EST/EDT (New York) time zone.</u>
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	https://etendering.partneragencies.org <u>MMR10 Event ID: 0000009950</u> Attention: Operation Advisor Reference: 2021/UNDP-MMR/PN/019 United Nations Development Programme, No.6 Natmauk, Tarmwe Township, Yangon, Myanmar
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ All files must be free of viruses and not corrupted. ▪ Password for financial proposal <u>must</u> be provided to UNDP until requested by UNDP ▪ Max. File Size per transmission: 10 MB RFP Ref. No.2021/PROC/UNDP –MMR/PN/019

17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	<i>August 31, 2021</i>
19		Maximum expected duration of contract	Approximately 8 months, August 2021 – 30 April 2022
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Contract for Goods and Services on behalf of UN Entities http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Other Information Related to the RFP	<i>[All other instructions and information not yet mentioned so far in this Data Sheet but are relevant to the RFP must be cited here, and any further entries that may be added below this table row]</i>

Section 4. Evaluation Criteria

Preliminary Examination Criteria

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

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity

Minimum Eligibility and Qualification Criteria

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

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

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Minimum 3 years years of relevant experience.	Form D: Qualification Form
	Minimum 2 contracts of similar value, nature and complexity implemented over the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should</i>	Form D: Qualification Form

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

	<i>meet requirement).</i>	
Financial Standing	Minimum average annual turnover of USD50,000 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Any additional criteria if required	

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Expertise of Firm / Organization	400
2.	Proposed Methodology, Approach and Implementation Plan	300
3.	Management Structure and Key Personnel	300
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	At least 2 contracts on designing and implementing MSMEs capacity building programmes (40 Points for 2 previous contracts; 10 marks for each extra (maximum up to 80))	80
1.2	At least 2 contracts on designing and implementing accelerator programmes (40 Points for 2 previous contracts; 10 marks for each extra (maximum up to 80))	80
1.3	Previous experience of designing and implementing accelerator programmes in Myanmar Minimum 2 designed and implemented in Myanmar – 25 points for two such project; 5 points for each additional project; maximum up to 50)	50
1.4	Previous experience designing and implementing entrepreneurial capacity development programmes for women entrepreneurs and women led MSMEs Minimum 1 designed and implemented in Myanmar – 45 points for 1 such project; 10 points for each additional project; maximum up to 90)	90
1.5	Demonstrated experience in developing and managing cohorts of entrepreneurs through training and acceleration programmes Maximum of 5 cohorts managed - 25 points for 5 cohorts; 5 points for each additional project; maximum up to 50	50
1.6	Close working relations with the MSMEs ecosystem players, including bankers, investors and impact investors Minimum 2 projects executed in partnership with at least one or more ecosystem players, bankers, investors and or impact investors; 25 points for 2 such project: 5 points for each additional maximum up to 50)	50
Total Section 1		400

Section 2. Proposed Methodology, Approach and Implementation Plan	Sub-Score	Points obtainable
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2.1	Context: <ul style="list-style-type: none"> - To what degree does the Proposer understand the task and objectives? - Does the proposal demonstrate an understanding of the project environment and has this been properly used in the preparation of the proposal? 	50 points 50 points	100
2.2	Methodology: <ul style="list-style-type: none"> - To what degree does the Proposer understand the task and objectives? - To what degree is the Proposer's approach to delivery of the project strategic and effective? 	50 points 50 points	100
2.3	Planning and Delivery <ul style="list-style-type: none"> - Is the scope of task well defined and does it correspond to the TOR? - Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project? 	50 points 50 points	100
Total Section 2			300

	Points obtainable	Sub-Score	Points obtainable
3.1	Does the management structure support effective and efficient delivery?		50
3.2	Qualifications of Team Leader (1 person only)		100
	- At least 3 years work experience in managing and executing accelerator programmes	30	
	- Minimum 5 years of relevant work experience and/or equivalent entrepreneurial work experience with a demonstrable ability to manage startup & entrepreneurial programmes and providing technical expertise in the areas of business development, including green business development, impact investment, gender, and economic empowerment	20	
	- Very good multi-stakeholder understanding with strong focus on SMEs and private sector. Experience of working with UN agencies is an advantage	10	
	- Very good understanding of SME sectors in Asia, start up and investors landscape	10	
	- Masters' degree in economics, business administration, gender studies, public policy, law, international relations or other related field	20	
	- Excellent English language skills.	10	
3.3	Qualifications of Team Members (Project Coordinator)		150

	<ul style="list-style-type: none"> - Bachelors' degree and/or comparable experience in the fields of economics, business administration, gender studies, public policy, law, international relations, impact investing or other related fields - Minimum 3 years of relevant work experience and/or equivalent entrepreneurial work experience - Experience in supporting women and business development in the Asian region, in particular SME sectors in Asia, start up and investors landscape Specific experience working on research or projects related to women's economic empowerment is an asset - Excellent experience in setting up and implementing acceleration programs - Excellent understanding of impact investing, gender equality, entrepreneurship, and economic dynamics and actors in the Asian region - Excellent English writing and oral skills 	5 10 10 5 5 5	
3.4	<p>Qualifications of Team Members (MSME Expert- 1 person - National)</p> <ul style="list-style-type: none"> - Previous founding / co-founding experience of a growth-stage startup - Experience in developing women-focused programs ideally in the Asian region - Deep knowledge and application of the most common innovation and entrepreneurship frameworks/methodologies and deep understanding of the latest tools in marketing, sales, user behavior, analytics, etc. that startups use on a regular basis - Proven expertise in at least two core areas of business (Product / Marketing / Tech /Operations / Customer Success / etc.) with a better-than-average understanding of other areas - Proven ability to mentor startups on a vast array of topics (testimonials would be helpful) - Excellent Myanmar and English language skills 	5 10 10 5 5 5	40
3.5	<p>Qualifications of Team Members (Community and Event Manager)</p> <ul style="list-style-type: none"> - Minimum 2 years of experiencing in performing similar functions - Bachelor's Degree in management or related field - Experience in organizing and managing (remote) events - Experience in managing entrepreneurship and innovation communities remotely - Demonstrated knowledge of community management (especially for women) is considered an advantage 	5 5 10 10 10	40

3.6	Qualifications of Team Members <ul style="list-style-type: none"> - Minimum Bachelor's degree in management or related field - Minimum 3 years of relevant experience in the area of specialization as required by the ToR (eg. Digital Marketing, Community Building) - Technical expertise in women's economic empowerment and entrepreneurship ideally applied in multi-stakeholder environments - International Working Experience. Experience of working in the Asian region will be an advantage - Strong Myanmar and/or English language skills 	<p style="text-align: center;">5</p> <p style="text-align: center;">5</p> <p style="text-align: center;">10</p> <p style="text-align: center;">5</p> <p style="text-align: center;">5</p>	30
	Total Section 3	300	

Section 5. Terms of Reference

Title	Resilient, Gender Transformative Enterprises for Accelerating COVID-19 Socio-Economic Resilience and Recovery in Myanmar
Type of Contract	Professional Contract for Services
Start/End Dates	15 August 2021 – 30 April 2022
Duration	8 months
Location	Myanmar
Supervisor	Deputy Resident Representative, UNDP

I. Background

COVID-19 brought a socio-economic shock at the significant scale and severity, which further aggravated pre-existing structural weaknesses in Myanmar’s financial sector vis-à-vis its growth needs as one of the fastest growing Least Developed countries in South-East Asia. MSMEs are the backbone of the economy in every country, and especially in developing countries such as Myanmar with less matured and diversified structure of the economy. Despite making some commendable progress, Myanmar still records some of the lowest levels of access to financial services in the world. Lack of access to finance has been rated consistently across surveys over the years by businesses, as the biggest bottleneck to doing business in Myanmar.

The current political and security context in the country is likely to increase immense economic distress to Myanmar businesses and households, which were already badly strained after a year of COVID-19 restrictions. As stated by UN Special Envoy for Myanmar² “the ongoing crises are adversely affecting the workers, producers, business owners, domestic and international investors in an unprecedented manner”. The World Bank projected an economic contraction of 10 percent in 2021 due to a combination of substantial employment and income losses, government relief not matching earning losses, stimulus not offsetting output shortfalls and public investment not being accelerated and scaled up.³

A UNDP study warns that, if unchecked, the combined effect of these two double-shock crises, COVID-19 and the military takeover, could push up to 12 million people into poverty. That could result in as much as 25 million people - nearly half of Myanmar’s population - living below the national poverty line by early 2022, a level of impoverishment not seen in the country since 2005. In the case of the business community, it is small and medium size firms as well as women-entrepreneurs who are likely to be hit the hardest by the compounded crisis. For instance, 94 percent of enterprises experienced a decline in sales due to COVID-19, 29 percent of enterprises closed completely.⁴

With further business activities being disrupted by the recent events, entrepreneurs face prolonged impact on their operations including on working capital, cash flows and employment. Forecasts before February 2021 predicted a 23.5 percent increase in extreme poverty in the country due to COVID-19, threatening to reverse decades of development progress and attainment of SDGs in the country (UN, 2020).

² UN special envoy for Myanmar, Christine Schraner Burgener <https://news.un.org/en/story/2021/03/1086572>

³ <https://www.worldbank.org/en/region/eap/publication/uneven-recovery-east-asia-and-pacific-economic-update-april-2021>

⁴ https://asiapacific.unwomen.org/en/digital-library/publications/2020/06/asia-pacific-needs-assessment-for-more-gender-inclusive-entrepreneurship?fbclid=IwAR2VN_KdF_Wcimxi2_va7LNI5uoacp5ZN7HrLjrrYacbmn0XfAuuq0kAB_U

According to the Myanmar Economic Monitor (June 2020), pre-February, women owned businesses were already experiencing severe difficulties in accessing credit and experiencing reductions in sales and cash-flow shortages. An additional study by ONOW (April 2020) reported that there were higher job losses and higher emergency borrowing among women. These findings are consistent with some of the barriers women entrepreneurs face on both socio-cultural and the financial sides in order to formalize, grow and to cope and be resilient to unforeseen shocks and the criticality of building in targeted COVID-19 and post-coup recovery related interventions for women owned firms. Women-led businesses often lag behind male-owned enterprises in terms of size and productivity and tend to be less profitable, with less potential for further expansion.

Women entrepreneurs are constrained by less access to technical business development support to develop or scale their business, tend to have lower levels of financial and digital capabilities than men and may have to face structural gender-based discrimination in running a business sustainably that can inhibit the use of financial products. Women-led MSMEs are more likely to obtain access to credit from informal sources, such as money lenders and family and friends, compared to men, most of the formal credit comes from MFIs (FinScope 2018). Specifically, they more often have inadequate business skills related to financial management, business planning and investment pitching, as well as limited access to market information and business networks, while also often lacking the time and opportunities for networking. Based on UN Women study in Myanmar (2020), women entrepreneurs identified the following need for support: 1) Self-esteem and confidence building; 2) access to networks; 3) business support and financial literacy training; 4) female mentorship; 5) women entrepreneurs as role models; 6) time management skills; 7) digital skills; 8) access to finance; and 9) entrepreneurship education.

The United Nations' Framework for the Immediate Socio-Economic Response to COVID-19 in Myanmar (UN-SERF) endorsed in 2020 and currently being reviewed to comply with the compounded crises provides a concrete opportunity for addressing these challenges and cushioning the negative effect of COVID-19 on women-led MSMEs and address key barriers they are facing, in the partnership with key stakeholders and accelerate their development in an integrated manner. To support these efforts, three UN agencies – United Nations Development Programme (UNDP), United Nations Capital Development Fund (UNCDF), and UN Women (UNW) are jointly implementing the Accelerating COVID-19 Socio-Economic Recovery in Myanmar through Resilient and Gender Transformative Enterprises programme.

The “Accelerating COVID-19 Socio-Economic Recovery in Myanmar through Resilient and Gender Transformative Enterprises programme” will support the design and roll out a dedicated customized accelerator programme for impacted women-MSMEs directing them towards more resilient and recovery pathway. Synergies will be developed with the Participating UN Organizations' (PUNO's) ongoing and planned MSME capacity building initiatives.

The project aims to support women-MSMEs in the missing middle, that have an established business and are hoping to scale, after managing through the current crisis.

The PUNOs are looking for a business acceleration service provider that wants to make their services more gender inclusive and transformative with the support of women entrepreneurship experts and is willing to invest in developing its own capacity on the topic. The programme should go beyond the sector normalised inclusion criteria and address the gendered challenges women entrepreneurs face. The programme will also function as a best practice example on how to go from inclusive acceleration to gender transformative acceleration. Programme elements can be used and replicated in other programmes run by this service provider to enable scale, and the business accelerator will share its learnings with the broader ecosystem of business support providers in peer sharing sessions hosted by UN Women.

II. Scope of Work, Outputs and Deliverables

Working under the overall supervision of the Deputy Resident Representative, UNDP and oversight and coordination of the JP Coordination Specialist and the MPTF UNDP Project Manager, and in close consultation with the UNCDF and UNW, the service provider in designing, roll out and implementation of the accelerator programme, will ensure the implementation of the following activities:

Activity 1 – Capacity building programme development:

- Conduct a gender impact assessment, including a feasibility analysis to identify the gendered capacity needs of targeted women led/owned MSMEs leveraging UNDP and UN Women’s gender analysis tools, with support of experts.
- Conceptualize, design and implement an innovative, environmentally friendly and gender transformative accelerator programme for women led MSMEs that is informed by a baseline capacity assessment.
- Work with UN Women’s subcontractor to identify which part of the normal acceleration programme need to be adjusted or extended to make the programme and gender transformative; participate in the business co-creation workshop organized by UN Women subcontractor Incorporate gender transformative elements into the programme such as gender sensitive outreach activities for the women to join the programme, trainings on challenges that entrepreneurs face as women (co-facilitated and prepared by UN Women’s implementing partner), female mentors, networking sessions and specific green training modules.
- Allocate time for its own team members to participate in trainings on women entrepreneurship and mainstreaming streaming of green products and services in enterprises organized by the PUNOs. PUNOs with UN Women’s lead will provide content to leverage and coaching to the team members.
- Develop client specific metrics and key performance indicators for effective monitoring and progress reporting.
- In close consultation with the PUNOs develop a methodology and criteria for identifying and selecting not less than 50 women owned or managed MSMEs in two cohorts for the accelerator programme. Criteria may include, but not be limited to small- and medium-sized enterprises (<300 employees) legally registered in Myanmar that are: (a) women owned or led, meeting at least one of these criteria: (1) fully managed by women, (2) or 50% owned by a women or (3) 30% owned by a women but day to day operations are led by a women or (4) in exceptional cases, general MSMEs with a clear focus on women empowerment activities can be selected; (b) ready to fully or partially incorporate digitization into the business model (such as, move to web-based platform for merchandizing, marketing etc., or developing an app to help stabilize and grow business) in financially viable, potentially scalable and unique ways; (c) mission driven and contributing to reduce the economic and environmental impact of COVID-19 on the most vulnerable populations; and (d) demonstrate potential to provide solutions at scale to other MSMEs and unlock the potential for a broader transformative systemic impact in the context of gender empowerment, and digital transformation.
- In close consultation with UNCDF, identify a network of bankers and impact investors interested to finance the capacitated 50 women led MSMEs in the next few years. This will also include development of investable pitch books and proposals on all the 50 women enterprises capacitated.

Activity 2 – Capacity building programme delivery

- Support the women owned or managed businesses to assist through the current crisis and pivot their business model if needed. Provide business strategy support through intense customized business advisory, coaching and mentorship services as a follow up to the online trainings, with focus on improving women led MSMEs business performance, and digital transformation of business processes provided for enhanced efficiency and profitability
- Implement the gender smart elements identified in activity 1 into the programme, with the support of PUNO’s women’s entrepreneurship. Including: the practical organization and co-facilitation of 5 gender transformative trainings given by women entrepreneurship experts, setting up peer support and female mentoring and networking events, and organizing gender smart outreach to source entrepreneurs.
- Develop and implement strategy to promote networking, business to business linkages (B2B), supply chain integration and business of consumer (B2C) transaction linkages while leveraging digital channels in partnership with public and private sector ecosystem actors including online portals and logistic partners.
- The duration of the accelerator programme should be for 8 months, and will include mentoring from experienced entrepreneurs and advisors, including experts from PUNOs, and culminate in a (online) Demo Day during which the MSMEs will present their pitch to potential investors and others relevant stakeholders.
- Develop a communications and outreach plan with the objective of rolling out, amplifying, and expanding the accelerator programme.
- Conduct end-line capacity assessment including documentation of lessons learnt and recommendations for future expansion of the programme.
- Participate and contribute to a Train the Trainer session with all accelerators and incubators at the end of the programme to share knowledge and learnings with other ecosystem players.

All activities will need to be continuously assessed and adapted to respond to the post-coup, changing COVID-19 impacted environment, findings from upcoming analytical works, and to be in alignment with the UN Country Team’s Engagement Principles.

Expected Outputs and Deliverables

<u>Deliverables</u>	<u>Timelines</u>	<u>Payment</u>
<u>Milestone 1:</u>		
Deliverables: 1.1 Inception report prepared, including workplan, draft selection criteria and outline of capacity building training modules, participate in the UN Women sub-contractor co-creation design workshop to development the of gender transformative programme elements, training plan of own staff on women entrepreneurship content, including potential list of mentors, investors and bankers Documentation: Inception report	6 weeks since the contract signing: Payment	20%

<u>Milestone 2:</u>		
<p>Deliverables:</p> <p>2.1. Developed capacity development modules with coaching and mentoring plan;</p> <p>2.2. Developed M&E framework and quarterly M&E report prepared</p> <p>2.3. At least 50 women owned or managed MSMEs selected for the program, which will be divided into two cohorts</p> <p>2.4. At least of 10% of training and coaching/mentoring plan completed</p> <p>2.5. Baseline capacity assessment report prepared</p> <p>Documentation: Training modules design and material; M&E framework and report; MSME participants list, Training and coaching/mentoring reports; Baseline report</p>	3 months since the contract signing	35%
<u>Milestone 3:</u>		
<p>Deliverables:</p> <p>3.1. At least of 30% of training and coaching/mentoring plan completed</p> <p>3.2. MSME Pitch books are outlined (in initial drafting phase) for at least 30 MSMEs that demonstrated good results</p> <p>3.3. Samples of accounting documents (financial statements and projections) are developed</p> <p>3.3. Quarterly M&E report</p> <p>Documentation: Periodic progress report</p>	6 months since the contract signing	30%
<u>Milestone 4:</u>		
<p>Deliverables:</p> <p>4.1. Training and coaching/mentoring plan completed</p> <p>4.2. At least 50 MSME business plans are completed</p> <p>4.3. End-line capacity assessment report completed</p> <p>4.4. Lessons Learned Report with recommendations completed</p> <p>4.5. 2 quarterly M&E reports</p> <p>Documentation: Final report, inclusive of end-line study, Lessons Learned Report</p>	By the end of the contract	15%

III. Institutional Arrangements

- The Service Provider will report to the Deputy Resident Representative (or delegated official) and obtain certificate of acceptance of outputs from him/her
- Upon signing of the contract, the Service Provider is expected to attend an inception workshop with UNDP, UNCDF and UN Women to review the scope of work, deliverables, site locations, reporting tools and formats. UNDP and the Service Provider will agree on data collection and reporting tools and formats.
- The Service Provider will take full responsibility for the overall management of activities, and bear all substantive, operational, financial and monitoring responsibilities. The Service Provider will

provide progress reports, as per agreed schedule, including detailed updates on implementation progress, results achieved, challenges, forward planning and financial delivery.

- UNDP, UNCDF and UNW will facilitate access to stakeholders and would support in the administrative and logistical preparation of visits and meetings.
- There is no additional provision to cover transportation, accommodation, and other administrative and logistics costs associated with the assignment. The service provider is expected to arrange those expenses within the limits of overall contact budget.
- The Service Provider will work closely with other service providers recruited under the Programme to ensure synergy of interventions
- The Service Provider will closely with the Project Manager, Economic Empowerment of Women and Youth in Myanmar

IV. Expected duration of the contract

The implementation period for this contract will be 8 months.

V. Qualifications Required

The service provider shall meet the following criteria:

- Demonstrated experience in designing and implementing accelerator programmes,
- At least a basic understanding of gender mainstreaming and development of entrepreneurial capacity development programmes for women entrepreneurs and women led MSMEs;
- Demonstrated experience in developing and managing cohorts of entrepreneurs and companies through incubation and acceleration programmes;
- Strong networks with the MSME ecosystem players including bankers, investors and impact investors;
- Broad in-house expertise related in managing accelerator programmes;
- Previous work with the UN System in Myanmar is an asset;
- Excellent written and spoken capacities in English and Myanmar languages are required; knowledge of ethnic minority languages is an asset.
- Ability to be agile and resilient in execution, Able to find ways to keep delivering the programme with the continuous changes in circumstances since February 1st 2021.

Team Composition:

The service provider's team should include a minimum of the following key professionals: Team Leader; Project Coordinator; MSME expert; and Community and Event Manager.

Team Leader

The Team Leader will be responsible for the day to day technical delivery of the programme, overseeing the design and implementation and execution of all work streams:

- Masters' degree in economics, business administration, gender studies, public policy, law, international relations or other related field
- At least 3 years work experience in managing and executing accelerator programmes
- Minimum 5 years of relevant work experience and/or equivalent entrepreneurial work experience with a demonstrable ability to manage startup & entrepreneurial programmes and providing technical expertise in the areas of business development, including green business development, impact investment, gender, and economic empowerment
- Very good multi-stakeholder understanding with strong focus on SMEs and private sector. Experience of working with UN agencies is an advantage
- Very good understanding of SME sectors in Asia, start up and investors landscape
- Excellent English language skills.

Project Coordinator

- Bachelors' degree and/or comparable experience in the fields of economics, business administration, gender studies, public policy, law, international relations, impact investing or other related fields
- Minimum 3 years of relevant work experience and/or equivalent entrepreneurial work experience
- Experience in supporting women and business development in the Asian region, in particular SME sectors in Asia, start up and investors landscape Specific experience working on research or projects related to women's economic empowerment is an asset
- Excellent experience in setting up and implementing acceleration programs
- Excellent understanding of impact investing, gender equality, entrepreneurship, and economic dynamics and actors in the Asian region.
- Excellent understanding of impact investing, gender equality, entrepreneurship, and economic dynamics and actors in the Asian region.

MSME Expert

- Previous founding / co-founding experience of a growth-stage startup
- Experience in developing women-focused programs ideally in the Asian region
- Deep knowledge and application of the most common innovation and entrepreneurship frameworks/methodologies and deep understanding of the latest tools in marketing, sales, user behavior, analytics, etc. that startups use on a regular basis
- Proven expertise in at least two core areas of business (Product / Marketing / Tech /Operations / Customer Success / etc.) with a better-than-average understanding of other areas
- Proven ability to mentor startups on a vast array of topics (testimonials would be helpful)
- Excellent Myanmar and English language skills

Community and Event Manager

- Minimum 2 years of experiencing in performing similar functions
- Bachelor's Degree in management or related field
- Experience in organizing and managing (remote) events
- Experience in managing entrepreneurship and innovation communities remotely
- Demonstrated knowledge of community management (especially for women) is considered an advantage

Other team members:

- Minimum Bachelor's degree in management or related field
- Minimum 3 years of relevant experience in the area of specialization as required by the ToR (eg. Digital Marketing, Community Building)
- Technical expertise in women's economic empowerment and entrepreneurship ideally applied in multi-stakeholder environments
- International Working Experience. Experience of working in the Asian region will be an advantage

FORM E: FORMAT OF TECHNICAL PROPOSAL

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

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

SECTION 1: Bidder's qualification, capacity and expertise

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

SECTION 2: Proposed Methodology, Approach and Implementation Plan

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

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

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

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

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.

- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

NAME OF PERSONNEL	[INSERT]
POSITION FOR THIS ASSIGNMENT	[INSERT]
NATIONALITY	[INSERT]
LANGUAGE PROFICIENCY	[INSERT]
EDUCATION / QUALIFICATIONS	<p><i>[SUMMARIZE COLLEGE/UNIVERSITY AND OTHER SPECIALIZED EDUCATION OF PERSONNEL MEMBER, GIVING NAMES OF SCHOOLS, DATES ATTENDED, AND DEGREES/QUALIFICATIONS OBTAINED.]</i></p>

PROFESSIONAL CERTIFICATIONS	<p>[INSERT]</p>
	<p><i>[PROVIDE DETAILS OF PROFESSIONAL CERTIFICATIONS RELEVANT TO THE SCOPE OF SERVICES]</i></p>
	<ul style="list-style-type: none"> ▪ NAME OF INSTITUTION: [INSERT] ▪ DATE OF CERTIFICATION: [INSERT]
EMPLOYMENT RECORD/ EXPERIENCE	<p><i>[LIST ALL POSITIONS HELD BY PERSONNEL (STARTING WITH PRESENT POSITION, LIST IN REVERSE ORDER), GIVING DATES, NAMES OF EMPLOYING ORGANIZATION, TITLE OF POSITION HELD AND LOCATION OF EMPLOYMENT. FOR EXPERIENCE IN LAST FIVE YEARS, DETAIL THE TYPE OF ACTIVITIES PERFORMED, DEGREE OF RESPONSIBILITIES, LOCATION OF ASSIGNMENTS AND ANY OTHER INFORMATION OR PROFESSIONAL EXPERIENCE CONSIDERED PERTINENT FOR THIS ASSIGNMENT.]</i></p>
	<p>[INSERT]</p>

REFERENCES

[PROVIDE NAMES, ADDRESSES, PHONE AND EMAIL CONTACT INFORMATION FOR TWO (2) REFERENCES]

REFERENCE 1:

[INSERT]

REFERENCE 2:

[INSERT]

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

Signature of Personnel

Date (Day/Month/Year)

FORM F: FINANCIAL PROPOSAL SUBMISSION FORM

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

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

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

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

FORM G: FINANCIAL PROPOSAL FORM

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

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder’s disqualification.

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

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices

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

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		A	B	C=A+B
In-Country				
Home Based				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1				
Deliverable 2				
Deliverable 3				
.....				

FORM H: FORM OF PROPOSAL SECURITY

Not required