

## Description of Requirements

Context of the Requirement	Technical Guideline for Thematic Municipal Bonds Issuance in Indonesia
Implementing Partner of UNDP	Ministry of Finance of the Republic of Indonesia
Brief Description of the Required Services <sup>1</sup>	<p>The assignment aims to produce a detailed step by step technical guideline for subnational governments to issue thematic municipal bonds and sukuk in Indonesia, and the requirements associated with the pre-issuance until the post-issuance process. These include the relevant regulatory frameworks, key principles of thematic (municipal) bonds and sukuk, the stakeholders to approach—including the specific Sharia-compliant criteria and principles for thematic municipal sukuk. The guideline will also provide guidance on selecting eligible projects to be financed through thematic municipal bonds.</p> <p>For the above purpose, UNDP is seeking a team of consultants (hereinafter, “Service Provider”) to undertake this assignment. The Service Provider will undertake activities which include data collection, meetings and discussions with key stakeholders, development of the technical guideline, as well as support for the technical guideline’s dissemination.</p> <p>Please refer to the Terms of Reference (Annex 3) for a detailed information of the required services.</p>
List and Description of Expected Outputs to be Delivered	<p>The expected outputs are as follows:</p> <ol style="list-style-type: none"> <li>1. Inception report including the detailed work plan for the development of the technical guideline and its proposed outline, the planned methodology and approach, and a map of existing regulations, strategic documents, applicable standard and principles, as well as key stakeholders that underlies the technical guideline.</li> <li>2. Draft of the technical guideline, with the inclusion of the detailed steps, processes, and requirements on thematic municipal bond issuance.</li> <li>3. Final draft of the technical guideline, with the inclusion of an outline of key stakeholders, partners, and/or service providers, and guidance for project selection.</li> </ol>
Person(s) to Supervise the Work/ Performance of the Service Provider	National Project Manager – ASSIST Joint Programme and Technical Associate for Sustainable Finance - UNDP

<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.

Frequency of Reporting	Please refer to the Terms of Reference (Annex 3)
Progress Reporting Requirements	Please refer to the Terms of Reference (Annex 3)
Location of work	<input checked="" type="checkbox"/> At Contractor's Location, if required, for technical works specifically indicated in the proposal
Expected duration of work	60 working days within 6 (six) months
Target start date	November 2022
Latest completion date	April 2023
Travels Expected	N/A
Special Security Requirements	<input checked="" type="checkbox"/> Others N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Liaise with the relevant stakeholders, venue for meetings and any relevant document
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"/> United States Dollars OR <input checked="" type="checkbox"/> Local Currency <b>for Local Bidders</b>
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals ( <i>Counting for the last day of submission of quotes</i> )	<input checked="" type="checkbox"/> 90 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>	Deliverables/Outputs	Payment Schedule (# of weeks after completion of the deliverable)	Payment Amount
	Deliverable 1: Inception report including the detailed work plan for the development of the technical guideline and its proposed outline, the planned methodology and approach, and a map of existing regulations, strategic documents, applicable standard and principles, as well as key stakeholders that underlies the technical guideline.	November 2022	20%
	Deliverable 2: Final draft of the technical guideline, with the inclusion of the detailed steps, processes, and requirements on thematic municipal bond issuance, as well as an outline of key stakeholders, partners, and/or service providers, and guidance for project selection.	April 2023	80%
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	National Project Manager for ASSIST Joint Programme		
Type of Contract to be Signed	<input checked="" type="checkbox"/> Professional Service Contract		
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)		

<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.

	<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. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><b>Technical Proposal (70%)</b></p> <p><input checked="" type="checkbox"/> Expertise of the Firm 28%</p> <p><input checked="" type="checkbox"/> Gender Equality and Social Inclusion – An additional 2% will be given to an organization demonstrates significant commitment to value diversity, promote equality and sensitivity towards women and social inclusion of other marginal groups, for example internal company policy documents on women empowerment, people with disabilities, or membership of institutions/associations promoting such issues.</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30%</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30%</p> <p><b>Note: only bidder(s) who received minimum of 63 points (out of maximum 90 points) will be invited for presentation</b></p> <p><input checked="" type="checkbox"/> Presentation (10%)</p> <p><b>NOTE: only bidder(s) who received 70 points (out of maximum 100 point) where the financial proposal will be opened</b></p> <p><b>Financial Proposal (30%)</b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</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>	<p><input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p>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> </p>
Annexes to this RFP <sup>5</sup>	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> Detailed TOR (Annex 3)</p> <p><input checked="" type="checkbox"/> Others<sup>6</sup> Sample Written Self Declaration of Impartiality</p>

<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.

Contact Person for Inquiries (Written inquiries only) <sup>7</sup>	<p><i>Dwi Arisanty / Yusef Saiful Millah</i>  <i>Procurement Unit</i>  <i>dwi.arisanty@undp.org and yusef.millah@undp.org</i>  Mandatory subject of email: RFP/UNDP/ASSIST/ 196827/034/2022 – Technical Guideline for Thematic Municipal Bonds Issuance in Indonesia</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 <i>[pls. specify]</i>	<ul style="list-style-type: none"> <li>▪ Format: PDF files only</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: N/A</li> </ul>

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<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.