United Nations Development Programme

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REQUEST FOR PROPOSAL

BUILDING CAPACITIES FOR ENGAGING SLOVAK PRIVATE SECTOR IN DEVELOPMET COOPERATION

RFP No.: UNDP-IRH-201901-RFP-04
Project: **UNDP-Slovakia Partnership: Effective Development Cooperation Solutions for the SDGs**

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Contents

Section 1. Letter of Invitation 4
Section 2. Instruction to Bidders 5
A. GENERAL PROVISIONS 5
1. Introduction 5
2. Fraud & Corruption, Gifts and Hospitality 5
3. Eligibility 5
4. Conflict of Interests 6
B. PREPARATION OF PROPOSALS 6
5. General Considerations 6
6. Cost of Preparation of Proposal 6
7. Language 6
8. Documents Comprising the Proposal 6
9. Documents Establishing the Eligibility and Qualifications of the Bidder 7
10. Technical Proposal Format and Content 7
11. Financial Proposals 7
12. Proposal Security 7
13. Currencies 8
14. Joint Venture, Consortium or Association 8
15. Only One Proposal 9
16. Proposal Validity Period 9
17. Extension of Proposal Validity Period 9
18. Clarification of Proposal 9
19. Amendment of Proposals 9
20. Alternative Proposals 10
21. Pre-Bid Conference 10
C. SUBMISSION AND OPENING OF PROPOSALS 10
22. Submission 10
23. Deadline for Submission of Proposals and Late Proposals 11
24. Withdrawal, Substitution, and Modification of Proposals 11
25. Proposal Opening 12
D. EVALUATION OF PROPOSALS 12
26. Confidentiality 12
27. Evaluation of Proposals 12
28. Preliminary Examination 12
29. Evaluation of Eligibility and Qualification 12
30. Evaluation of Technical and Financial Proposals 13
31. Due Diligence 14

32. Clarification of Proposals 14
33. Responsiveness of Proposal 14
34. Nonconformities, Reparable Errors and Omissions 14
E. AWARD OF CONTRACT 15
35. Right to Accept, Reject, Any or All Proposals 15
36. Award Criteria 15
37. Debriefing 15
38. Right to Vary Requirements at the Time of Award 15
39. Contract Signature 15
40. Contract Type and General Terms and Conditions 15
41. Performance Security 15
42. Bank Guarantee for Advanced Payment 16
43. Liquidated Damages 16
44. Payment Provisions 16
45. Vendor Protest 16
46. Other Provisions 16
Section 3. Bid Data Sheet 17
Section 4. Evaluation Criteria 20
Section 5. Terms of Reference 24
Section 6: Returnable Bidding Forms / Checklist 39
form a: technical proposal submission form 40
form b: bidder information form 42
form c: joint venture/consortium/association information form 43
form d: qualification form 44
form e: format of technical proposal 46
form f: financial proposal submission form 53
form g: financial proposal form 1
form h: form of proposal security ..... **Error! Bookmark not defined.**

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

- Form A: Technical Proposal Submission Form
- Form B: Bidder Information Form
- Form C: Joint Venture/Consortium/Association Information Form
- Form D: Qualification Form
- Form E: Format of Technical Proposal
- Form F: Financial Proposal Submission Form
- 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 **procurement.irh@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.

Approved by:
UNDP RBEC IRH

Date: **January 21, 2019**

SECTION 2. INSTRUCTION TO BIDDERS

A. GENERAL PROVISIONS	
1. *Introduction*	**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 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. 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.
2. *Fraud & Corruption, Gifts and Hospitality*	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 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. 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. 2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf
3. *Eligibility*	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. 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.

4. Conflict of Interests	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: 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. 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. 4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following: 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. Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure. 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.
B. PREPARATION OF PROPOSALS	
5. General Considerations	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. 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
6. Cost of Preparation of Proposal	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.
7. Language	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.
8. Documents	8.1 The Proposal shall comprise of the following documents:

Comprising the Proposal	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.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	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.
10. Technical Proposal Format and Content	10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP. 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. 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 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.
11. Financial Proposals	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. 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. 11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.
12. Proposal Security	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. 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. 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. 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. 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: a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails:

	i. to sign the Contract after UNDP has issued an award; or 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.
13. Currencies	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: 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 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.
14. Joint Venture, Consortium or Association	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. 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. 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. 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. 14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between: a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. 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. 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.

15. Only One Proposal	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. 15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) 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; e) 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 f) 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.
16. Proposal Validity Period	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. 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.
17. Extension of Proposal Validity Period	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. 17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal. 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.
18. Clarification of Proposal	**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. **18.2** UNDP will provide the responses to clarifications through the method specified in the BDS. 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.
19. Amendment of Proposals	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.

	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.
20. Alternative Proposals	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.
	20.2	If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"
21. Pre-Bid Conference	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		
22. Submission	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.
	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.
	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.
Hard copy (manual) submission	22.4	Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows: a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS

Email Submission	iii. Bear a warning that states "*Not to be opened before the time and date for proposal opening*" as specified in the BDS. If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.
eTendering submission	22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows: 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. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) 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 correct password may result in the proposal being rejected. 22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows: 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: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/
23. Deadline for Submission of Proposals and Late Proposals	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 23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.
24. Withdrawal, Substitution, and Modification of	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. 24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its

Proposals	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" 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. 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
25. Proposal Opening	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. Confidentiality	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. 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.
27. Evaluation of Proposals	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. 27.2 Evaluation of proposals is made of the following steps: 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. Preliminary Examination	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. Evaluation of Eligibility and Qualification	29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria). 29.2 In general terms, vendors that meet the following criteria may be considered qualified: a) They are not included in the UN Security Council 1267/1989 Committee's

	list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) 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; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) 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): **TP Rating** = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100 Rating the Financial Proposal (FP): **FP Rating** = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100 Total Combined Score: **Combined Score =** (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)

31. Due Diligence	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: 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.
32. Clarification of Proposals	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. 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. 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.
33. Responsiveness of Proposal	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. 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.
34. Nonconformities, Reparable Errors and Omissions	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. 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. 34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows: 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

		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; 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 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. 34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.
E. AWARD OF CONTRACT		
35. Right to Accept, Reject, Any or All Proposals	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. Award Criteria	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. Debriefing	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. Right to Vary Requirements at the Time of Award	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. Contract Signature	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. Contract Type and General Terms and Conditions	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. Performance Security	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. Bank Guarantee for Advanced Payment	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. Liquidated Damages	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. Payment Provisions	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. Vendor Protest	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. Other Provisions	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	Will not be conducted
5	10	Proposal Validity Period	90 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	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	All queries must be received on 13th of February latest.
12	31	Contact Details for submitting clarifications/questions	E-mail address: procurement.irh@undp.org

13	18, 19 and 21		Direct communication to prospective Proposers by email and Posting on the website __ www.tr.undp.org www.undp.org www.ungm.org
14	23	Deadline for Submission	22 February 2019 17:00 PM Istanbul Time (GMT +3)
14	22	Allowable Manner of Submitting Proposals	Submission by email
15	22	Proposal Submission Address	E-mail address: procurement.irh@undp.org
16	22	Electronic submission requirements	▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Password for technical proposal must not be provided to UNDP until a request raised by UNDP ▪ Password for financial proposal must not be provided to UNDP until requested by UNDP ▪ Max. File Size per transmission: 35 MB with maximum 3 transactions ▪ Mandatory subject of email: *UNDP-IRH-201901-RFP-04-RfP-Submission-Company Name*
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	*March 1, 2019*
19		Maximum expected duration of contract	24 months
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Contract for Goods and Services on bahalf 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	UNDP shall affect payments to the Contractor as per the payment schedule provided in Part SCHEDULE AND DELIVERABLES of the TOR given in Section 5 of the RFP.100% of each payment to the Contractor shall be affected upon acceptance and approval by UNDP, of the respective deliverables and related invoices submitted by the contractor. Invoices shall be paid within 30 (thirty) days of the date of their acceptance by UNDP.

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 Contracts[1]	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 **6** years of relevant experience.	Form D: Qualification Form
	Minimum **2** contracts of similar value, nature and complexity implemented over the last **3** years. *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).*	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.

Financial Standing	Minimum average annual turnover of **EUR 2,5M** for the last **3** years. *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).*	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).*	Form D: Qualification Form

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	300
	Total	**1000**

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	At least 6 years of demonstrated experience in business intermediary services, advisory services on foreign trade and business development, consultancy to the private sector and/or public bodies and governmental institutions	100
1.2	At least 2 engagements over the past 3 years where the firm cooperated with stakeholders from the private sector, government institutions, international organizations, including IFIs, IGOs, and especially the the EU Financial and Development Cooperation Institutions	90
1.3	At least 2 engagements over the past 3 years where the firm applied for or advised on applying for the EU development cooperation instruments	80
1.4	Proven track record in organizing at least 4 events (workshops and trainings) of scale and scope comparable to the ones in this assignment. References will be required	30
	Total section 1	300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points Obtainable
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	100
2.2	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	30
2.3	Evidence based previously completed project results	30
2.4	Overall presentation/submission of the proposal in line with ToR	55
2.5	The efficiency of the timeline planning for the activities linked to deliverables	65
2.6	A detail preliminary event schedule for the workshops/seminars to be organized	120
	Total Section 2	400

Section 3. Management Structure and Key Personnel			Points Obtainable
3.1	**Private sector engagement/partnership expert**		**100**
		Sub-Score	

	General Qualification		80	
	Suitability for the Project			
	- Degree of Education	20		
	- Years of experience	20		
	- 10 years experience in providing advisory services to private and public bodies in the Slovak Republic, in the region of Central and Eastern Europe in the field of development cooperation, foreign trade and business development, project and/or programme management	20		
	- 5 years experience with developing a portfolio of services and board/taskforce of experts and mentors	20		
	- Reference letter		10	
	- Language Qualifications (Slovak/English)		10	
			100	
3.2	**Communications and engagement officers X 2**			**50 X 2**
			Sub-Score	
	General Qualification		40	
	Suitability for the Project			
	- Degree of Education	10		
	- Years of experience	10		
	- 5 years experience with PR, communication and marketing for both private and public companies in the Slovak Republic and countries for Central and Eastern Europe	10		
	- Experience with organizing at least 3 events (workshops, trainings, study tours) of scale and scope comparable to the ones in this assignment.	10		
	- Reference letter		5	
	- Language Qualifications (Slovak/English)		5	
			50	
3.3	**Business focal points X 2**			**50 X 2**
			Sub-Score	
	General Qualification		40	
	Suitability for the Project			
	- Degree of Education	10		
	- Years of experience	10		
	- 6 years experience in providing advisory services to private and public bodies in the Slovak Republic, in the region of Central and Eastern Europe in the field of development cooperation, foreign trade and business development, project and/or programme management	10		
	- 5 years experience in procurement (tendering) and project management in the projects funded by EU development cooperation institutions and instruments	10		
	- Reference letter		5	
	- Language Qualification (Slovak/English)		5	
			100	
	Total Section 3			300

SECTION 5. TERMS OF REFERENCE

BUILDING CAPACITY OF SLOVAK COMPANIES AND NATIONAL STAKEHOLDERS FOR STRONGER PRIVATE SECTOR ENGAGEMENT IN SLOVAKIA'S ODA

PROJECT DETAILS

Project title and ID: UNDP-Slovakia Partnership: Effective Development Cooperation Solutions for the SDGs; 00111827

Output 1: Creating an enabling environment for Slovak private companies to contribute to Slovakia's international development cooperation

- Activity Result 1: The capacity of Slovak companies and other relevant national stakeholders that can contribute to the engagement of the private sector in Slovakia's ODA is strengthened.
- Activity Result 2: New programmatic tools for engaging private sector in development cooperation through a shared-value approach are piloted (Private Sector Facility)

Donor: Ministry of Foreign and European Affairs of the Slovak Republic (MFEA SR)

BACKGROUND

Engaging private sector in development cooperation is a globally recognized priority, as emphasized in the Addis Ababa Agenda for Action, and as called for in the Agenda 2030 for Sustainable Development. Traditional and emerging donors alike, as well as the international financial institutions (IFIs) are increasingly focusing on opportunities to collaborate with private sector investors to create a leverage effect and to ensure long-term sustainability of development assistance.

Slovakia too is looking at increased involvement of the private sector in development cooperation as a way of contributing to job creation, domestic resource mobilization and economic growth in developing countries, and to reduce the poverty in beneficiary countries. Private sector engagement is featured in the Slovak Medium-Term Strategy for Development Cooperation 2014 – 2018, and it will form a prominent part in the new strategy that is currently under development. Slovakia has already dedicated some efforts to incentivize private sector involvement in development cooperation, through several initiatives, including the Business Partnership Programme ran by Slovak Agency for International Development Cooperation (further referred to as the SlovakAid agency), and the so called 'Rozvojmajstri'[2] programme (RM) run by the Ministry of Finance of the Slovak Republic (MF SR) in cooperation with UNDP. Several results were achieved as part of these initiatives: some initial pilots on private sector development in beneficiary countries have been tested (through small grants and feasibility studies preparation support), Slovak companies have received mentoring, training and networking support to increase their competitiveness in bidding for IFI projects on topics relevant to Slovakia's ODA policy, and some seed funding for identifying opportunities for engagement and preparing feasibility studies/building an investment case for Slovak companies' engagement in development initiatives.

[2] Rozvojmajtsri has been initially implemented within the joint MF SR, MFEA SR (Slovak Ministry of Foreign and European Affairs) and UNDP partnership project (2014-2018). More information is available at www.rozvojmajstri.com.

Having said the above, capacity and/or interest of the private sector, including the Slovak, in terms of becoming the inherent stakeholder in development cooperation is still rather limited, due to low awareness on opportunities, missing experiences in international tenders, but also low trust in fairness of procurement processes.[3] To address that, and building on the results already achieved in this field, one of the components of the **"UNDP-Slovakia Partnership: Effective Development Cooperation Solutions" project,** 2018-2021, focuses *on 'creating an enabling environment for Slovak private companies to contribute to Slovakia's international development cooperation'* – **Private sector engagement (PSE),** through piloting new ODA programming modalities capitalizing on additional financial and non-financial resources from the private sector.

PSE is to be supported via two, mutually related, sets of activities / services:

Activity Result 1: The capacity of Slovak companies and other relevant national stakeholders that can contribute to the engagement of the private sector in Slovakia's ODA is strengthened.

- Design and implement activities rising awareness, visibility and capacity of Slovak business entities, MFEA SR, SlovakAid agency and other stakeholder of Slovak ODA on tools, opportunities and modalities for Slovak companies to participate in development aid frameworks and procedures, with a special focus on EU development programmes.

Activity Result 2: New programmatic tools for engaging private sector in development cooperation through a shared-value approach are piloted

- Project will design and implement the so called Private Sector Engagement Facility (PSEF), inviting the private sector to co-design, co-finance and implement joint projects transferring Slovak expertise and innovative solutions for SDGs to partner countries, as well as to share in-kind and financial resources, risks and responsibilities. Its main objective is to increase development impact, mobilize resources, and by doing so help companies enhance their core business. Projects shall focus on the following thematic priorities, namely water and waste management, energy efficiency, agriculture; with the geographic focus on Western Balkan countries and Moldova.

OBJECTIVES

The overall goal of involving Slovak private sector to development cooperation is the mobilization of private financial resources, knowledge, expertise and technologies that have the potential to support achievement of the SDGs.

Specific objectives of the assignment are:

1. **Capacity building and awareness raising of the Slovak private sector for their engagement in development cooperation**
2. **Awareness rising, visibility and advisory services especially to MFEA SR and other 'Slovak ODA' institutions, and UNDP, to strengthen their ability to better engage the Slovak private sector in development cooperation**
3. **Support to Private Sector Engagement Facility (PSEF)**

Selected applicant is expected to respond to the following capacity development needs identified after consultations with the MFEA SR:

[3] Proclamation based on businesses declarations during the RM implementation in 2015-2016.

- Additional capacity building and awareness raising events focused on the opportunities for Slovak business sector to transfer their transition experience and sectoral expertise to developing and emerging markets as defined in the list of Slovak development aid partner countries;
- Policy advocacy and capacity building among Slovak companies towards increased participation in EU procurement procedures with the aim to generate success stories and increase trust of Slovak business community in the system;
- Capacity building and coaching for Slovak companies on including sustainability in their business practices;
- Promotion of networking of Slovak companies and other stakeholders, including CSOs and NGOs already active in the partner countries;
- Proactive and on-demand advisory to MFEA SR on the actions required to support private sector engagement in EU development aid frameworks and procedures;
- Proactive and on-demand advisory to the UNDP and MFEA SR on the actions required to mobilize private sector funding including in cooperation with CSOs (alternative sources of financing) for maximizing the impact of Slovakia-sponsored development initiatives that are implemented wholly or partially through the UNDP;
- Coaching and capacity building of the MFEA respective staff via tailor-made trainings, with special focus on economic diplomats;
- Packaging the overall Rozvojmajstri experience and offering it through UNDP or SlovakAid as part of Slovakia's knowledge transfer to other emerging donors.

Overall capacity development efforts will be directed towards **involvement with the European Union (EU) development policy** and towards strengthened ability of Slovak private sector to participate in **utilization of European Union development instruments, focusing especially at the Instrument for Pre-Accession Assistance, IPA and the European Neighborhood Instrument, ENI.**

To make this assistance for PSE as effective as possible, it will ideally build up on and use the results of the existing 'Rozvojmajstri' initiative, supported by MF SR. Key results of the RM programme, established in 2015 are:

- Existing and utilized tools for engaging private sector in development, such as RM website, https://rozvojmajstri.com/, presenting the virtual platform for companies and experts willing and able to participate in development business, Business Readiness Checklist, https://rozvojmajstri.com/#checklist – list of minimal readiness criteria the company must comply with in order to be supported by RM; Slovak Development Business Portfolio, https://rozvojmajstri.com/#partners – currently containing portfolio of 30 Slovak companies already active or interested to enter the global development market place;
- At least 40 companies coached in several aspects of development cooperation, such as identification of priority thematic areas in Slovak ODA programme countries, finding local partners in programme countries, IFIs / IGOs financing opportunities and procedures, and tenders' documents preparation
- At least 15 companies entered the tenders of IFIs such as CEB, EBRD, WB / IFC, with 5 tenders with Slovak companies succeeding;
- Helped prepare and launch Slovak Technical Assistance (TA) Fund with the International Investment Bank and mobilize the market toward several TA assignments for the benefit of Slovak suppliers and investors in Cuba, Mongolia and Vietnam
- Helped prepare and launch Resource Mobilization Facility under the UNDP, facilitated project development with country offices in BiH, Montenegro and Serbia, mobilized Slovak companies into participating in the ensuing tenders for consultants, resulting in 3 Slovak entities, 1 Czechoslovak consortium and 1 Croatian entity being contracted by UNDP and 3 Slovak investors expressing interest to finance UNDP's investments in the region in the amount of up to 20 million USD

- Enlisting 9 municipalities in BiH and 2 municipalities in Montenegro for partnership with UNDP within the RMF
- Several policy papers for the Slovak Ministry of Finance prepared, demonstrating the leverage effect options for Slovak ODA contributions and expert assistance to Eximbanka SR with preparation for EU DG DEVCO's pillar assessment that will leverage further funds, including for the partnership with the UNDP
- Facilitated approval by the EU DG NEAR of 1.8 million USD for UNDP's Ukraine office toward covering their costs related to implementing EIB's loan facility for reconstruction of conflict-affected regions under control of Ukraine government
-

Besides the fact that Rozvojmajstri already has a well-established system for private companies' capacity development and networking, such arrangement would facilitate closer cooperation among the MFEA SR and MF SR. Need for better coordination and cooperation among the ministries involved in Slovak ODA was highlighted by the "OECD DAC REVIEW OF THE DEVELOPMENT CO-OPERATION POLICIES AND PROGRAMMES OF THE SLOVAK REPUBLIC", conducted in September 2018.

SCOPE

Within the scope of the contract, the Contractor will undertake key tasks outlined below:

1. Capacity building and awareness raising of the Slovak private sector for their engagement in development cooperation

1.1 Developing criteria for identifying the Slovak companies and consultants capable and interested in utilization of the EU development instruments
1.2 Developing a portfolio of Slovak businesses that are capable and interested in utilization of the EU development instruments
1.3 Prepare the list of events (training, workshop, conference), including the type and frequency of events to be organized throughout the assignment duration
1.4 Prepare and deliver series P of training for the Slovak private sector and NGOs on principles, opportunities and conditions of their participation in the EU development instruments
1.5 Coaching companies throughout the procurement processes, and in project management and reporting to Slovak companies succeeding in such processes, if any;
1.6 Organize networking and experience sharing workshops on private sector engagement for Slovak private sector, Slovak national partners engaged in disbursing and managing Slovakia's ODA, including CSOs and NGOs already active in partner countries
1.7 Organize and facilitate field missions to identify priority areas, to match potential business partners, to identify relevant partners in beneficiary countries, and to promote the positioning of the Slovak private sector in development cooperation;

2. Awareness rising, visibility and advisory services especially to MFEA SR and other 'Slovak ODA' institutions, and UNDP, to strengthen their ability to better engage the Slovak private sector in development cooperation

2.1 Preparing and delivering deliver training sessions for MFEA economic diplomats on involving business sector in development cooperation

2.2 Supporting the SlovakAid Agency in preparing inputs for the Pillar Assessment Report, Annex 5 to the EU Pillar Assessment to be contracted by entities requesting to be entrusted with implementation of the EU budget under indirect management
2.3 Provide pro-active and on-demand advisory services to MFEA, SlovakAid Agency and potentially other national stakeholders on how to engage better private sector in development cooperation, including in EU development programmes
2.4 Prepare knowledge management products documenting best practices/resources for private sector engagement in development, including on a better sustainability of their business practices

3. Support to Private Sector Engagement Facility (PSEF)

3.1 Analyzing the market / profit opportunity for addressing the priority development challenge(s) pre-identified by the UNDP – MFEA Partnership Project and selected UNDP COs;
3.2 Prepare and run awareness rising and communication campaign (online, print) directed towards Slovak business community on the existence of and opportunities within the PSEF
3.3 Support UNDP Project Manager and selected UNDP COs in identifying and formulating the country-specific development challenges, within the thematic priorities listed above, to be selected for the PSEF 'call for proposals'.
3.4 Organize event for the interested companies, aiming to explain the principles and opportunities to participate in PSEF
3.5 Advising and coaching interested companies throughout the preparation of project proposal to be submitted to PSEF for co-funding

APPROACH AND METHODOLOGY

This section has been prepared to provide guidance to the proposers. Proposers shall develop and provide a detailed methodology in line with the following prescribed scope of services. The methodology shall elaborate on how the proposer intend to undertake the outlined activities within the allocated time and resources.

Approach and Methodology considerations for the tasks listed above will be as follows:

1. Capacity building and awareness raising of the Slovak private sector for their engagement in development cooperation

1.1 Developing the set of criteria for identifying the Slovak companies and consultants capable and interested in utilization of the EU development instruments
- Criteria will be based on, but not limited to the existing 'Business Readiness Checklist' developed by the Rozvojmajstri programme, available at https://rozvojmajstri.com/#checklist. It presents the list of "standard" prerequisites that a company shall meet prior to succeeding in tendering processes set by development institutions.
- Contractor will submit the criteria at as the electronic document to the Project manager and after it is recommended that the set of criteria becomes part of, or is aligned with the online RM Programme checklist (https://rozvojmajstri.com/#checklist)

1.2 Developing list and portfolio of Slovak businesses that are capable and interested in utilization of the EU development instruments
- The list will be based on, but not limited to the existing 'Slovak development business portfolio' prepared by the RM programme, available at https://rozvojmajstri.com/#partners

- It is recommended that the additional companies' portfolio is included in the on-line 'Slovak development business portfolio', managed by the UNDP Rozvojmajstri programme

1.3 Prepare the list of events (training, workshop, conference), to be organized throughout the assignment duration
- List will include the type of event (conference, training, etc.), title / thematic focus, target audience, preliminary dates, place, estimated number of participants;
- Please see more detailed specifications of the types of events listed below.

1.4 Prepare and deliver series of training for the Slovak private sector and NGOs on principles, opportunities and conditions of their participation in the EU development instruments
- Contractor shall prepare and organize minimum 2 training sessions a year / 4 in total, in Slovakia, most probably Bratislava, with the duration of max 1.5 days, for app. 30 participants, with the involvement of interpreters and translators, if needed
- Training shall cover at minimum, but be not limited to, the following topics: (i) Private sector and development cooperation – introduction, opportunities and modalities to get involved; (ii) Introduction to European Union development instruments (especially IPA and ENI): principles, opportunities and conditions for applying; (iii) Sustainable and inclusive business models; (iv) Business models and SDGs; (v) Project proposal preparation, including monitoring and evaluation framework; There may be more than one training dedicated to the same topic, if needed
- Prior to each training session, the contractor will prepare and submit for the review the training materials, at least the training agenda, logistics note, list of invitees / participants, related PowerPoint presentations, training evaluation method and template(s), and list of additional resource materials (if applicable);
- Each training will include best practice / resources sessions
- After each training the contractor will prepare and submit the training evaluation report, evaluating the satisfaction and level of knowledge gained by the participants
- Contractor is expected to cover all the training related costs, including the resource persons fees and organizational costs (venue, equipment, meals, etc.); Participants will not be charged any training fee.

- 1.5 Coaching companies throughout the EU procurement processes, and in project management
  Coaching will focus on Slovak consultancies and suppliers
- Contractor is expected to provide services by one-to-one in person coaching and / or by providing written inputs in procurement procedures, or project management / reporting related documents;
- As a result, at least 4 Slovak private entities will participate in EU procurement processes throughout the project duration

1.6 Organize networking and experience sharing workshops on private sector engagement for Slovak private sector, Slovak national partners engaged in disbursing and managing Slovakia's ODA, including CSOs and NGOs already active in partner countries
- Contractor is expected to organize at two such events in total, with the duration of max. 1,5 days, in Slovakia, most probably Bratislava, for app. 40 participants, with the involvement of interpreters and translators, if needed
- Aim of the workshop will be to bring together the representatives of EU, partner countries from Western Balkans and Eastern Europe, Slovak private sector and NGOs, as well as the Slovak government ODA actors (relevant ministries and agencies) – to share experience, to present development challenges of Slovak ODA programme countries, to present funding and market opportunities for addressing those challenges;
- Prior to each workshop, the contractor will prepare and submit for the review at a minimum the workshop agenda, logistics note, list of invitees / participants, related PowerPoint presentations,

workshop evaluation method and template(s), and list of additional resource materials (if applicable);
- Each workshop will include best practice / resources sessions
- After each workshop the contractor will prepare and submit the workshop evaluation report
- Contractor is expected to cover all the workshop related costs, including the resource persons fees and organizational costs (venue, equipment, meals, etc.) and including the travel cost of state or municipal administration from the partner countries, if applicable; excluding the costs of UNDP Country Offices representatives and private sector representatives, if applicable and if not agreed otherwise

1.7 Organize and facilitate field missions to identify priority areas, to match potential business partners, to identify relevant partners in beneficiary countries, and to promote the positioning of the Slovak private sector in development cooperation;
- Contractor is expected to organize at least 5 missions in total, in some of the Slovak ODA programme countries of Western Balkans and / or Eastern Europe, and Belgium, Brussels, with the duration of 2 working days per mission
- Contractor is expected to be represented by max. two of its experts per mission, whose travel costs are covered by the contractor
- Prior each mission the contractor will prepare and submit at least the mission agenda and objective, list of participants, list of persons to meet
- After the mission the contractor will submit brief mission report including the evaluation by participants

2. Awareness rising, visibility and advisory services especially to MFEA SR and other 'Slovak ODA' institutions, and UNDP, to strengthen their ability to better engage the Slovak private sector in development cooperation

2.1 Preparing and delivering training sessions for MFEA economic diplomats on involving business sector in development cooperation
- Contractor will organize 2 training sessions in 2019; each training will last hours, 12 hours in total; for up to 12 participants
- Objective of the training is to introduce the aspect of private sector involvement in development cooperation, inform on the market and existing funding opportunities mechanisms, all with including the concrete examples and good practice of private sector engagement, taken from but not limited to the Rozvojmajstri programme experience and results
- Prior to each training, the contractor will prepare and submit for the review at least the workshop agenda, training curriculum or related presentations, list of invitees / participants, related PowerPoint presentations, workshop evaluation method and template(s), and list of additional resource materials (if applicable);
- After each training the contractor will prepare and submit the training evaluation report, evaluating the satisfaction and level of knowledge gained by the participants
- Contractor is expected to cover no, or minor organizational costs since the training will take place in Bratislava, Slovakia, in the MFEA premises and the all the participants are based at MFEA

2.2 Supporting the SlovakAid Agency in preparing inputs for Pillar Assessment Report, Annex 5 to the EU Pillar Assessment to be contracted by entities requesting to be entrusted with implementation of the EU budget under indirect management
- This is a new instrument of the ODA that the MFEA seeks to implement in line with the new mid-term Development Cooperation Strategy 2019-23. SlovakAid Agency, becoming the entity eligible to implement some of the EU budget, must meet requirements in up to seven areas relating to the internal control system, the accounting system, an independent external audit and rules and

procedures for providing financing from EU funds through grants, procurement and financial instruments and Sub-Delegation. On this basis, entities wishing to work with EU funds under the indirect management mode must successfully pass a Pillar Assessment (https://ec.europa.eu/europeaid/funding/about-funding-and-procedures/audit-and-control/pillar-assessments_en)
- Contractor is expected allocate 20 MDs to support the SlovakAid Agency in preparing the Annex 5 to Pillar Assessment – Pillar Assessment Report.

2.3 Provide pro-active and on-demand advisory services to MFEA, SlovakAid Agency and potentially other national stakeholders on how to engage better private sector in development cooperation, including in EU development programmes
- Objective is to advise on the actions required to mobilize private sector funding including in cooperation with CSOs (alternative sources of financing) for maximizing the impact of Slovakia-sponsored development initiatives; Slovak national ODA actors need support in terms of modalities and contacts for communication with private businesses and EU institutions, and on how to make private sector engagement SDGs-sensitive
- Contractor is expected to provide services by one-to-one in person coaching and / or by providing written inputs and / or products (policy papers, one-pagers, briefings) related to the private sector engagement in development cooperation;
- Contractor is expected to allocate in average 3 MDs / month, making it 72 MDs in total throughout the project duration

2.4 Prepare knowledge management products documenting best practices/resources for private sector engagement in development, including on a better sustainability of their business practices
- Objective is to continuously increase the quantity and quality of the Slovak private sector engagement in development cooperation, as well as to strengthen visibility of Slovakia as donor throughout Slovak business community
- At least 5 knowledge products shall be produced throughout the project duration, documenting good practice of companies operating worldwide but ideally also those based in Europe, resp. Central and Eastern Europe.
- Contractor is expected to suggest the content and form of knowledge products to be developed in its technical proposal, and include the cost in the financial proposal accordingly;

3. Support to Private Sector Engagement Facility (PSEF)

3.1 Analyzing the market / profit opportunity for addressing the priority development challenge(s) pre-identified by the UNDP – MFEA Partnership Project and selected UNDP COs;
- Following the MFEA – UNDP Partnership Project, thematic priorities are water and waste management, energy efficiency, agriculture and state administration digitalization (IT sector); with the geographic focus on Western Balkan countries and Moldova.

3.2 Prepare and run awareness rising and communication campaign directed towards Slovak business community on the existence of and opportunities within the PSEF
- Objective is the spread the information on the opportunity to participate in PSEF as wide as possible throughout the Slovak private sector community;
- Contractor is expected to realize it by two types of actions: (i) pro-actively preparing the list of Slovak companies, incl. contact details, to be informed (possibly by the MFEA and UNDP) on the opportunities provided by the PSEF (related to 3.4 below), and by (ii) disseminating the information using preferably the existing business support services and business-related media and / or other communication channels

3.3 Support UNDP in identifying and formulating the country-specific development challenges, within the thematic priorities listed above, to be selected for the PSEF 'call for proposals'
- UNDP plans to travel to at least 3 countries (Western Balkan countries and Moldova) to work, together with the respective UNDP Country Offices (COs) on identifying and selecting the priority country-specific development challenges, within the thematic priorities listed above;
- Contractor will send 1 expert to each country visit that will last no longer than two working days
- Contractor / selected expert shall allocate 3 additional MDs to assist UNDP with the substantive part of the mission preparation and to preparing the brief mission report including description of the pre-selected country-specific development challenges
- Contractor is not responsible for logistics organization of the country visit and besides covering the time spent on the task it covers the travel-related costs of the involved expert;

3.4 Organize meeting for the interested companies, aiming to explain the principles and opportunities to participate in PSEF
- Contractor is expected to organize one, max. half-day PSEF introductory meeting , in Slovakia, Bratislava, for representatives of app. 50 Slovak companies;
- Prior to the meeting , the contractor will prepare and submit for the review at least the meeting structure / agenda, , logistics note, list of invitees / participants, related PowerPoint presentations, , and list of additional resource materials (if applicable);
- After the meeting event contractor will prepare and submit the brief meeting report
- Contractor is expected to cover all the meeting related costs, including the resource persons fees (if applicable) and organizational costs (venue, equipment, refreshment, etc.); excluding the travel costs of private sector representatives and of UNDP Country Offices representatives (if applicable)

3.5 Advising and coaching interested companies throughout the preparation of project proposal to be submitted to PSEF for co-funding
- Objective is to strengthen the quality of submitted proposals
- Contractor is expected to support interested company also in finding the local implementing partners (if requested), which must be identified in the submitted proposal, and possibly also with identifying and partnering with potential financial partners from public/private sector, international / EU financial institutions, donors etc. that could finance the implementation of the solution proposed by the projects and scaling up
- Contractor is expected to provide services by one-to-one in person coaching and / or by providing written inputs in the project proposal;
- Contractor is expected to allocate app. max. 15 MDs in total to these advisory services and coaching

SCHEDULE AND DELIVERABLES

Proposed schedule, number and sequence of deliverables shall be considered as tentative. Precise time frame and list of deliverables will be set after the suggestions and consultations with the company selected to conduct the assignment. It will be after reflected in the assignment work plan and communication plan.

Contract duration: 24 months (March 2019 – March 2021)

Deliverables and payment schedule:

Note: Each progress report will be accompanied with one pager summary on the key achievements and challenges faced throughout the implementation

Act No.	**Activity**	**Deliverable / *Performance indicators***	**Payment**	**Delivery date**

	Prepare the assignments detailed work plan, including the list and preliminary dates of events and knowledge products to be produced	Work plan and list of events and of knowledge products	10%	30 April 2019
	Reach-out / communication plan, including the one related to the PSE Facility	Communication plan		
1.1	Developing set of criteria for identifying the Slovak companies and consultants capable and interested in utilization of the EU development instruments	Set of criteria aligned with the RM Programme checklist	20%	30 Aug 2019
1.2	Developing list and portfolio of Slovak businesses that are capable and interested in utilization of the EU development instruments	List and portfolio included in the electronic RM business portfolio		
1.3	Prepare the list of events (training, workshop, conference), to be organized throughout the assignment duration	List of events – see 02 above		
3.4	Organize meeting for the interested companies, aiming to explain the principles and opportunities to participate in PSEF	1 meeting; agenda, LoP, PPTs, meeting report		
2.1	Preparing and delivering deliver training sessions for MFEA economic diplomats on involving business sector in development cooperation	One training: training curriculum / presentations, LoP, training evaluation report		
2.3	Provide pro-active and on-demand advisory services to MFEA, SlovakAid Agency and potentially other national stakeholders on how to engage better private sector in development cooperation	Reporting on the advisory services and their outputs		
3.1	Analyzing the market / profit opportunity for addressing the priority development challenge(s) pre-identified by the UNDP – MFEA Partnership Project and selected UNDP COs;	Market opportunity analysis in electronic form, in English		
3.2	Prepare and run awareness rising and communication campaign directed towards Slovak business community on the existence of and opportunities within the PSEF	List and contacts of companies to be approached; info on PSEF opportunity published at least in 5 business related communication channels		
3.3	Support UNDP in identifying and formulating the country-specific development challenges, within the thematic priorities listed above, to be selected for the PSEF 'call for proposals'	3 missions: Mission preparation brief (applying the 3.1 deliverable); mission report / country-specific challenge description;		
	Prepare the 1st progress report	Report in electronic format, in English; max. 10 pages		
1.4	Prepare and deliver training for the Slovak private sector and NGOs on principles, opportunities and conditions of their participation in the EU development instruments	One training session: Training agenda, LoP, training materials (PPTs), evaluation method and template, training evaluation report	20%	31 Dec 2019
1.5	Coaching companies throughout the EU procurement processes	Service acceptance protocols from the coached companies		
1.6	Organize networking and experience sharing workshops on private sector engagement for Slovak private sector, Slovak national partners engaged in disbursing and managing Slovakia's ODA, including CSOs and NGOs already active in partner countries	One workshop: Workshop agenda, resource materials (PPTs and other), LoP, workshop evaluation		

		method and template / format, workshop evaluation report		
1.7	Organize and facilitate field missions to identify priority areas, to match potential business partners, to identify relevant partners in beneficiary countries, and to promote the positioning of the Slovak private sector in EU development cooperation;	2 missions: mission agenda and objective, list of participants, list of persons to meet; mission report incl. evaluation by participating companies		
2.1	Preparing and delivering training sessions for MFEA economic diplomats on involving business sector in development cooperation	One training: training curriculum / presentations, LoP, 1 training delivered, training evaluation report		
2.2	Supporting the SlovakAid Agency in preparing the Pillar Assessment Report, Annex 5 to the EU Pillar Assessment to be contracted by entities requesting to be entrusted with implementation of the EU budget under indirect management	EU Pillar Assessment Annex 5 – Questionnaire filled-in, accepted by SAIDC		
2.3	Provide pro-active and on-demand advisory services to MFEA, SlovakAid Agency and potentially other national stakeholders on how to engage better private sector in development cooperation	Reporting on the advisory services and their outputs /		
2.4	Prepare knowledge management products documenting best practices/resources for private sector engagement in development	1 product; content and format, and amount (if printed) as per the contractor technical proposal / work plan;		
3.5	Advising and coaching interested companies throughout the preparation of project proposal to be submitted to PSEF for co-funding	Service acceptance protocols from the coached companies;		
	Prepare the 2nd progress report	Report in electronic format, in English; max. 10 pages		
1.2	Update list and portfolio of Slovak businesses that are capable and interested in utilization of the EU development instruments	Updated list and portfolio included in the electronic RM business portfolio		
1.4	Prepare and deliver training for the Slovak private sector and NGOs on principles, opportunities and conditions of their participation in the EU development instruments	Two training sessions: Training agenda, LoP, training materials (PPTs), evaluation method and template, training evaluation report	20%	30 June 2020
1.5	Advising and coaching companies throughout the EU procurement procedures	Service acceptance protocols from the coached companies		
1.7	Organize and facilitate field missions to identify priority areas, to match potential business partners, to identify relevant partners in beneficiary countries, and to promote the positioning of the Slovak private sector in development cooperation;	2 missions: mission agenda and objective, list of participants, list of persons to meet; mission report incl.		

		evaluation by participating companies		
2.3	Provide pro-active and on-demand advisory services to MFEA, SlovakAid Agency and potentially other national stakeholders on how to engage better private sector in development cooperation	Reporting on the advisory services and their outputs /		
2.4	Prepare knowledge management products documenting best practices/resources for private sector engagement in development	2 products; content and format, and amount (if printed) as per the contractor technical proposal / work plan;		
	Prepare 3rd progress report	Report in electronic format, in English; max. 10 pages		
1.4	Prepare and deliver training for the Slovak private sector and NGOs on principles, opportunities and conditions of their participation in the EU development instruments	One training: Training agenda, LoP, training materials (PPTs), evaluation method and template, training evaluation report	20%	31 Dec 2020
1.5	Advising and coaching companies throughout the EU procurement procedures	Service acceptance protocols from the coached companies		
1.6	Organize networking and experience sharing workshops on private sector engagement for Slovak private sector, Slovak national partners engaged in disbursing and managing Slovakia's ODA, including CSOs and NGOs already active in partner countries	One workshop: agenda, resource materials (PPTs and other), LoP, workshop evaluation method and template / format, workshop evaluation report		
1.7	Organize and facilitate field missions to identify priority areas, to match potential business partners, to identify relevant partners in beneficiary countries, and to promote the positioning of the Slovak private sector in EU development cooperation;	1 mission: mission agenda and objective, list of participants, list of persons to meet; mission report incl. evaluation by participating companies		
2.3	Provide pro-active and on-demand advisory services to MFEA, SlovakAid Agency and potentially other national stakeholders on how to engage better private sector in development cooperation	Reporting on the advisory services and their outputs		
2.4	Prepare knowledge management products documenting best practices/resources for private sector engagement in development	2 products; content and format, and amount (if printed) as per the contractor technical proposal / work plan;		
	Prepare 4th progress report	Report in electronic format, in English; max. 10 pages		
	Prepare the final narrative and financial report, including the lessons learned and follow-up recommendations + report summary in the PPT format	Report in electronic format, in English; max. 20 pages	10%	28 Feb 2021

INSTITUTIONAL ARRANGEMENTS

The contractor will seek acceptance of the outputs/deliverables from the UNDP project manager.

The contractor is expected to liaise with the of the MFEA SR Directorate General for International Organizations, Development Assistance and Humanitarian Aid and other relevant Slovak institutions as needed, as well as relevant business intermediary organizations (chambers of commerce and industry, business and trade associations, investment promotion industries).

The Contractor will send report to the UNDP project manager on a bi-annual basis. UNDP Project Manager will also approve all the deliverables. The contractor is responsible for gathering information necessary for results monitoring (e.g. information about web traffic, number of event participants and clients served, clients feedback on services provided and success rate in tenders - via questionnaires and interviews). The reporting requirements (programmatic and financial) will be specified in the Contract, signed between the contractor and UNDP.

The final report should be delivered to UNDP in electronic and printed versions. Electronic versions of other written outputs should be sent to UNDP via email. The working language for all reporting is English. The final report will be prepared in English.

The contractor will not be provided with any facility, support personnel, support service or logistics. The contractor will be responsible for the timely collection of all necessary documents, such as procurement-related documents, account invoices, receipts, payroll records and other documents that confirm the legality of expenditures and that may be requested in support of financial reporting as needed. In addition, the contractor should provide the UNDP with all photos and other visual materials collected/made during this assignment.

If applicable, the contractor will fully cooperate with the external evaluator / evaluation team to be hired by UNDP to conduct the final evaluation of the project: UNDP-Slovakia Partnership: Effective Development Cooperation Solutions for the SDGs.

At the end of assignment, the contractor will cooperate with the evaluator/evaluation team selected by UNDP. The evaluation will be conducted in 2021, and the contractor will provide the evaluator with all necessary information. The contractor is expected to liaise with the evaluator orally and via email as requested by the evaluation team.

QUALIFICATION CRITERIA

Expertise of Firm/Organization

- An organization/institution with proven at least 6 years of experience in business intermediary services, advisory services on foreign trade and business development, consultancy to the private sector and/or public bodies and governmental institutions.
- At least 2 engagements over the past 3 years where the firm cooperated with stakeholders from the private sector, government institutions, international organizations, including IFIs or IGOs identified as priorities (European Union Financial Institutions).
- At least 2 engagements over the past 3 years where the firm applied or advised on applying the EU development cooperation instruments
- Proven track record in organizing at least 4 events (workshops and trainings) of scale and scope comparable to the ones in this assignment. References will be required.
-

Personnel

The team should consist of 5 experts dedicated to the project. In the case of a smaller team, access to high-calibre expertise is an asset, but shall not be institutionalized via a formal Advisory Board. The "external" experts will be approached if and as needed. The members of the team should cover the following roles (and demonstrate appropriate qualifications and experience):

- **Private sector engagement/partnership expert and team manager**: conducting needs assessments, establishing benchmarks, building relations with Slovak authorities and IFIs, including EU financial and development cooperation programmes; developing a portfolio of services and board/taskforce of experts and mentors.
- **Communications and engagement officers** (2): implementing the communications strategy, maintaining the website, organising events.
- **Business focal points** (2): supporting participation in EU procurement processes, maintaining database of contacts, providing advisory services throughout the procurement process, matchmaking of IFIs/IGOs, incl. EU opportunities with Slovak companies.

The staff involved in implementation should meet the following **qualification criteria**:

<u>Private sector engagement/partnership expert and team manager</u>

- Advanced (MA) university degree in economics, law, business administration, international development, international relations, or equivalent.
- At least 10 years of experience in providing advisory services to private and public bodies in the Slovak Republic and in the region of Central and Eastern Europe in the field of development cooperation, foreign trade and business development
- At least 7 years of experience in applying and advising public and private bodies in Slovakia on procurement and management of projects funded by IFIs/IGOs, including the EU financing institutions and EU development cooperation instruments (writing projects/preparing bids for international tenders, building partnerships/consortia and/or successful implementation of projects).
- At least 5 years of experience as the team leader / project supervisor who develops portfolio of services and board/taskforce of experts and mentors
- Proven experience in cooperation with international organizations or other bodies responsible for formulating and monitoring of public policies (at least 3 similar assignments); previous working experience with UNDP or other international agencies will be an asset;
- Proficiency (verbal and written) in English and Slovak, knowledge of Russian or other relevant language is an asset.
- Excellent communication, analytical, facilitation and presentation skills.
- Strong organizational awareness, client orientation and advisory skills.
- Ability to establish effective working relations in a multicultural team environment.

<u>Communications and engagement officers</u>

- Advanced (MA) university degree in marketing, public / economic relations, international development, international relations, or equivalent.
- At least 5 years of experience with PR, communication and marketing for both private and public companies in the Slovak Republic
- Proven track record in organizing at least 3 events (workshops, trainings, study tours), preferably for a private sector target group, of scale and scope comparable to the ones in this assignment. References will be required.
- Experience with maintaining web sites, on-line databased and application of public and social media

- Proficiency (verbal and written) in English and Slovak, knowledge of Russian or other relevant language is an asset.
- Excellent communication, analytical, facilitation and presentation skills.
- Strong organizational awareness, client orientation and advisory skills.
- Ability to establish effective working relations in a multicultural team environment

Business focal points

- Advanced (MA) university degree in economics, law, business administration, international development, international relations, or equivalent.
- At least 6 years of experience in providing advisory services to private and public bodies in the Slovak Republic, in the region of Central and Eastern Europe in the field of development cooperation, foreign trade and business development, project and/or programme management
- At least 5 years of experience in procurement (tendering, writing projects/preparing bids for international tenders, building partnerships/consortia and/or successful implementation) directed towards projects funded by IFIs/IGOs, including the EU development cooperation institutions and instruments
- Demonstrated cooperation with international organizations or other bodies responsible for formulating and monitoring of public policies (at least 2 similar assignments); previous working experience with UNDP or other international agencies will be an asset;
- Proficiency (verbal and written) in English and Slovak, knowledge of Russian or other relevant language is an asset.
- Excellent communication, analytical, facilitation and presentation skills.
- Strong organizational awareness, client orientation and advisory skills.
- Ability to establish effective working relations in a multicultural team environment.

SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	☐
▪ Form B: Bidder Information Form	☐
▪ Form C: Joint Venture/Consortium/ Association Information Form	☐
▪ Form D: Qualification Form	☐
▪ Form E: Format of Technical Proposal	☐
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	☐

Financial Proposal Envelope

(Must be submitted in a separate sealed envelope/password protected email)

▪ Form F: Financial Proposal Submission Form	☐
▪ Form G: Financial Proposal Form	☐

FORM A: TECHNICAL 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.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;

b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;

c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;

d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);

e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;

f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we *embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.*

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

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

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

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] *to sign this Proposal and bind it should UNDP accept this Proposal.*

Name: _____

Title: _____

Date: _____

Signature: _____

[*Stamp with official stamp of the Bidder*]

FORM B: BIDDER INFORMATION FORM

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	☐ Yes ☐ No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	☐ Yes ☐ No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (*If yes, provide a Copy of the valid Certificate):*	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? *(If yes, provide a Copy of the valid Certificate):*	[Complete]
Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)*	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Power of Attorney

FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

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

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	**Name of Partner and contact information** *(address, telephone numbers, fax numbers, e-mail address)*	**Proposed proportion of responsibilities (in %) and type of services to be performed**
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture ***OR*** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

FORM D: QUALIFICATION FORM

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

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

☐ Contract non-performance did not occur for the last 3 years
☐ Contract(s) not performed for the last 3 years

Year	**Non- performed portion of contract**	**Contract Identification**	**Total Contract Amount** (current value in US$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

☐ No litigation history for the last 3 years
☐ Litigation History as indicated below

Year of dispute	**Amount in dispute** (in US$)	**Contract Identification**	**Total Contract Amount** (current value in US$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.
List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year Year Year	USD USD USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US$ equivalent)	**Historic information for the last 3 years**		
	Year 1	Year 2	Year 3
	Information from Balance Sheet		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	Information from Income Statement		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
b) Historic financial statements must be audited by a certified public accountant;
c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

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.

1.6 At least 6 years of demonstrated experience in business intermediary services, advisory services on foreign trade and business development, consultancy to the private sector and/or public bodies and governmental institutions

1.7 At least 2 engagements over the past 3 years where the firm cooperated with stakeholders from the private sector, government institutions, international organizations, including IFIs or IGOs, including the EU Financial Institutions and EU development cooperation instruments

1.8 At least 2 engagements over the past 3 years where the firm applied or advised on applying the EU development cooperation instruments

1.9 Proven track record in organizing at least 4 events (workshops and trainings) of scale and scope comparable to the ones in this assignment. References will be required.

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 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.

2.3 Evidence based previously completed project results

2.4 Overall presentation/submission of the proposal in line with ToR

2.5 The efficiency of the timeline planning for the activities linked to deliverables

2.6 A detail preliminary event schedule for the workshops/seminars to be organized

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 the members of the team and should cover the following roles (and demonstrate appropriate qualifications and experience):

3.2.1 Private sector engagement/partnership expert and team manager: conducting needs assessments, establishing benchmarks, building relations with Slovak authorities and IFIs, including EU financial institutions and EU development cooperation instruments; developing a portfolio of services and board/taskforce of experts and mentors.

3.2.2 Communications and engagement officers (2): implementing the communications strategy, maintaining the website, organising events.

3.2.3 Business focal points (2): supporting participation in EU procurement processes, maintaining database of contacts, providing advisory services throughout the tendering process, matchmaking of IFIs/IGOs, incl. EU opportunities with Slovak companies.

Format for CV of Proposed Key Personnel

NAME OF PERSONNEL	[INSERT]
POSITION FOR THIS ASSIGNMENT	[INSERT]
NATIONALITY	[INSERT]
LANGUAGE PROFICIENCY	[INSERT]

EDUCATION/ QUALIFICATIONS	*[SUMMARIZE COLLEGE/UNIVERSITY AND OTHER SPECIALIZED EDUCATION OF PERSONNEL MEMBER, GIVING NAMES OF SCHOOLS, DATES ATTENDED, AND DEGREES/QUALIFICATIONS OBTAINED.]* [INSERT]
PROFESSIONAL CERTIFICATIONS	*[PROVIDE DETAILS OF PROFESSIONAL CERTIFICATIONS RELEVANT TO THE SCOPE OF SERVICES]* ▪ NAME OF INSTITUTION: [INSERT] ▪ DATE OF CERTIFICATION: [INSERT]
EMPLOYMENT RECORD/	*[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.]*

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

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.

PLEASE REFER TO EXCEL FILE.