



REQUEST FOR PROPOSAL (RFP)

To: National Qualified Companies/Firms/Institutions registered in Cabo Verde	DATE: September 21, 2020
	REFERENCE: RFP/07/2020 – DFA

Dear Sir / Madam:

We kindly request you to submit your Proposal for Consultancy Services for the **Development Finance Assessment**, in Cabo Verde.

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

Proposals may be submitted on or before **Monday, October 05, 2020, 16:00Hrs** to the email address indicated below. Please refer to Annex 1 for the Conditions and Procedures for electronic submission. No submissions will be accepted thereafter.

Email : procurement.cv@cv.jo.un.org

Ref.: RFP/07/2020 – DFA

Your Proposal must be expressed in the **English** language, and valid for a minimum period of **Sixty (60) Days**.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Salette Bettencourt
Operations Manager
9/21/2020


Description of Requirements

Context of the Requirement	<p>As the first step towards implementing the Integrated National Financing Frameworks (INFF) process in Cabo Verde, a Development Finance Assessment (DFA) will offer a review of the post-COVID-19 financing landscape (including public and private domestic and international financing flows), which will also identify opportunities to mobilize additional sources of finance and use of existing financial resources more efficiently towards SDG achievement.</p> <p>The DFA is a tool to help governments put in place robust integrated financing strategies as recommended by the Addis Ababa Action Agenda to respond to and build forward after the COVID-19 pandemic. The Inter-Agency Task Force for Financing for Development (IATF) has identified four building blocks for operationalizing an INFF outlined in the DFA Guidance Note 3.0, which will be adapted to the context of Cabo Verde. Within the context of COVID-19, the DFA can help governments find new ways to finance recovery and sustainable development, building on the concept of an INFF to help strengthen policies, institutions and actions for mobilizing different types of finance for economic, environmental, social and institutional results into a single, coherent financing framework that can be integrated within Ambition 2030. The DFA can particularly support the Government of Cabo Verde in the inception, assessment and diagnostic phases of this process, culminating in the articulation of an INFF roadmap harmonized with the broader set of recommendations identified as part of the PCNA+ process.</p> <p>The DFA offers support for governments and their partners in identifying and building consensus around solutions to address financing challenges, particularly with regards to institutional reforms that offer enhanced incentive structures for financing flows. The aim is also to make finance issues accessible to policy and decision makers beyond the technical specialists in ministries of finance. It follows a process of multi-stakeholder consultation informed by accessible analysis on finance policy issues and what they mean for a wide range of actors and builds an agreed roadmap.</p> <p>The DFA is structured as a government-led process, with an oversight team (OT) normally led by the Ministry of Finance, in coordination with relevant ministries and units. The DFA builds consensus for reform in the areas above under the leadership of the oversight team and through consultations that engender participation in, and ownership of, reforms from a wide spectrum of actors throughout the country drawing from public and private spheres and all levels of organization (i.e. local, island, and country-level). It aims to demystify technical debate on public and private finance and brings together decision makers from across government, the private sector, International Financial Institutions (IFIs), CSOs, development partners and other actors. By engaging this wide group of actors and making financing dialogue more accessible, the DFA aims both to build a broader base of support for reform agendas and to identify innovative solutions to the challenges of financing the SDGs in the post-COVID-19 recovery phase.</p> <p>The DFA contracted Consulting Firm or Institution will support the UNDP Country Office in its role of assisting the government in the INFF implementation process through the initial Development Finance Assessment and will offer an outline of technical assistance needs, including capacity development of key ministries and policy makers, within the Integrated National Financing Framework roadmap.</p> <p>Please see attached Terms of Reference (ToR).</p>
Implementing Partner of UNDP	N/A

Brief Description of the Required Services	<p>The contracted Firm or Institution will lead the Development Finance Assessment (DFA) process which will result in a DFA report, including a proposed roadmap for the establishment of an INFF in Cabo Verde, and relevant contributions to the PCNA+ (either in the form of a chapter or dedicated INFF sections within various chapters – to be determined by the PCNA+ technical coordination team) in order to harmonize the DFA within the broader strategic framework of the post-COVID-19 recovery phase and the Ambition 2030.</p> <p>Please see attached Terms of Reference (ToR).</p>
List and Description of Expected Outputs to be Delivered	Please see attached Terms of Reference (ToR).
Person to Supervise the Work/Performance of the Service Provider	The Consulting Firm or Institution will work under the close supervision of the UNDP Country Office (CO) represented by the INFF focal point (Country Programme Specialist) within the Policy and Strategy Unit and receive additional guidance from the UNCT and the UNDP Africa Finance Sector Hub throughout the assignment period, and the leadership of an International Consultant (IC).
Frequency of Reporting	Reporting is per the timelines indicated in the ToR.
Progress Reporting Requirements	Please see attached Terms of Reference (ToR).
Location of work	<input checked="" type="checkbox"/> At Contractor's Location <input checked="" type="checkbox"/> Praia, Cabo Verde
Expected duration of work	60 working days within 180 days
Target start date	October 2020
Latest completion date	March 15, 2021
Travels Expected	No. Please see ToR for additional details.
Special Security Requirements	<input checked="" type="checkbox"/> N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Please see attached Terms of Reference (ToR).
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required. To be included in the technical proposal.
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required. Technical proposals must identify the roles of Team members.
Currency of Proposal	<input checked="" type="checkbox"/> Cape Verdean Escudos.
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> Must be exclusive of VAT (IVA) and other applicable indirect taxes. If not possible to exclude IVA, the amount should be indicated separately.
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 60 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in

	this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																							
Partial Quotes	<input checked="" type="checkbox"/> Not permitted																							
Payment Terms	<table><tr><th>Outputs</th><th>%</th><th>Timing</th><th>Condition for Payment Release</th></tr><tr><td>Inception scoping</td><td>20%</td><td>October 2020</td><td rowspan="7">Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.</td></tr><tr><td>Consultation workshop</td><td rowspan="3">50%</td><td>November 2020</td></tr><tr><td>First draft report</td><td>December 2020</td></tr><tr><td>OT/UNCT technical team review</td><td>December 2020</td></tr><tr><td>Validation workshops</td><td rowspan="2">30%</td><td>January 2021</td></tr><tr><td>Final draft report including PCNA+ contribution and roadmap</td><td>March 2021</td></tr></table>				Outputs	%	Timing	Condition for Payment Release	Inception scoping	20%	October 2020	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	Consultation workshop	50%	November 2020	First draft report	December 2020	OT/UNCT technical team review	December 2020	Validation workshops	30%	January 2021	Final draft report including PCNA+ contribution and roadmap	March 2021
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	The INFF focal point (Country Programme Specialist) within the Policy and Strategy Unit and receive additional guidance from the UNCT and the UNDP Africa Finance Sector Hub throughout the assignment period, and the leadership of an International Consultant (IC)																							
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet for Professional Services																							
Contract General Terms and Conditions ¹	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html																							
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC).																							
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of Firm / Organization submitting Proposal - 300 pts <input checked="" type="checkbox"/> Proposed Methodology, Approach and Implementation Plan - 400 pts <input checked="" type="checkbox"/> Key Personnel - 300 points <u>Financial Proposal: 300 points (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.																							
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider																							

¹ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Technical and Financial Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR and Annexes <input checked="" type="checkbox"/> UNDP General Terms and Conditions for Contracts
Contact Person for Inquiries (Written inquiries only) ²	<p>Contact Person : Procurement Unit</p> <p>Email : humanresources.cv@cv.jo.un.org</p> <p>Deadline for submitting requests for clarifications/ questions: 3 business days before the submission deadline</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
A pre-proposal meeting will be held on:	N/A
Required Documents that must be Submitted to Establish Qualification of Proposers (In "Certified True Copy" form only)	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1 and Terms of Reference; <input checked="" type="checkbox"/> Company Profile, which should <u>not</u> exceed ten (10) pages, including printed brochures and product catalogues relevant to the services being procured; <input checked="" type="checkbox"/> 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; <input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value for the past 2 years <input checked="" type="checkbox"/> All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded <input checked="" type="checkbox"/> Written self-declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division or Other Ineligibility List <input checked="" type="checkbox"/> INPS Certification issued by the relevant authority evidencing that the Bidders is updated with its Social Security payments

²This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

<p>Other Information: Conditions and Procedures for electronic submission and opening</p>	<p>Official email address: procurement.cv@cv.jo.un.org</p> <p><input checked="" type="checkbox"/> Free from virus and corrupted files</p> <p><input checked="" type="checkbox"/> Format : PDF files only</p> <p><input checked="" type="checkbox"/> Financial proposal Password protected, and must not be provided until requested</p> <p><input checked="" type="checkbox"/> Password for Financial Proposal will be requested from those Proposers whose Technical proposals found to be Technically Qualified by Technical Evaluation Panel.</p> <p><input checked="" type="checkbox"/> For electronically transferred data, the maximum capacity is 8MB.</p> <p><input checked="" type="checkbox"/> Mandatory email subject line: your Technical and Financial proposals shall be sent into two separate emails as per the following subject lines:</p> <p>1. For Technical Document: RFP/07/2020 – DFA – Technical [insert Proposing Firm Business Name]</p> <p>2. For Financial Document: RFP/07/2020 – DFA – Financial [insert Proposing Firm Business Name]</p>
<p>Joint Venture, Consortium or Association</p>	<p>If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of 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 joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>After the Proposal has been submitted to UNDP, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of UNDP. Furthermore, neither the lead entity nor the member entities of the joint venture can:</p> <p>a) Submit another proposal, either in its own capacity; nor</p> <p>b) As a lead entity or a member entity for another joint venture submitting another Proposal.</p> <p>The description of the organization of the joint venture/consortium/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 Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by UNDP.</p>