



Request for Proposal (RFP)

January 4, 2013

Dear Sir/Madam,

Subject: RFP Request for Strategy Work for phase 2 2013-2016 project concept document for the Business Call to Action.

1. You are requested to submit a proposal for consultancy services, as per enclosed Terms of Reference (TOR).
2. To enable you to submit a proposal, attached are:
 - i. Instructions to Offerors : Annex I
 - ii. General Conditions of Contract : Annex II
 - iii. Terms of Reference: Annex III
 - iv. Proposal Submission Form: Annex IV
 - v. Price Schedule: Annex V
3. Your offer comprising of technical proposal and financial proposal should be sent separately to Deborah.Quintana@undp.org (technical proposal only) and Tatiana.Bessarabova@undp.org (financial proposal only) no later than **January 15, 2012 6pm EST**. Financial proposals must be password-protected (password will then be requested for proposals who passed the technical evaluation).
4. If you request additional information, we would endeavor to provide information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Casper Sonesson', written over a circular stamp or watermark.

Casper Sonesson

Acting Director

Innovation and Development Alliances Cluster
Bureau for External Relations and Advocacy

Instructions to Offerors**A. Introduction****1. General**

The purpose of this Request for Proposal is to generate qualified offers for the consultancy services requested by the Business Call to Action Initiative for Strategy Work and Support for phase 2 2013-2016 project concept document development for the Business Call to Action Initiative.

2. Cost of proposal

The Offeror shall bear all costs associated with the preparation and submission of the Proposal, the UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

B. Solicitation Documents**3. Contents of solicitation documents**

Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The Offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Offeror's risk and may affect the evaluation of the Proposal.

4. Clarification of solicitation documents

A prospective Offeror requiring any clarification of the Solicitation Documents may notify the procuring UNDP entity in writing at the organisation's email address indicated in the RFP. The procuring UNDP entity will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than 1 week prior to the deadline for the submission of Proposals. Written copies of the organisation's response (including an explanation of the query but without identifying the source of inquiry) will be posted to the UNDP Procurement Notice Website. All interested vendors should regularly check the website for any additional information regarding this RFP.

5. Amendments of solicitation documents

At any time prior to the deadline for submission of Proposals, the procuring UNDP entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation Documents by amendment.

All prospective Offerors that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.

In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, the procuring UNDP entity may, at its discretion, extend the deadline for the submission of Proposals.

C. Preparation of Proposals

6. Language of the proposal

The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and the procuring UNDP entity shall be written in the English language.

7. Documents comprising the proposal

The Proposal shall comprise the following components:

- (a) Proposal submission form;
- (b) Technical part of the Proposal;
- (c) Price schedule, completed in accordance with clauses 8 and 9;

8. Technical proposal

The Offeror shall structure the technical part of its Proposal as follows:

(a) Part I: Expertise and experience

This section should provide a brief description of the Offeror's present activities and previous experience in undertaking similar type of work, focusing on services related to the Proposal. It should also make mention of two publications in the area of inclusive business that the Offeror has published which should be included as samples as part of the submission

(b) Part II: Resource plan

This section should explain the Offeror's resources in terms of personnel to be involved in this project (including CVs) and facilities necessary for conducting the tasks listed in the TORs. The Offeror should identify the person(s) representing the Offeror in any future dealing with the procuring UNDP entity.

(c) Part III: Detailed work plan

This section should demonstrate the Offeror's responsiveness to the specification by including:

- A written component in which the Offeror will provide a description of your proposed approach and methodology to fulfill outputs delineated by terms of reference
- A detailed work plan with timelines and specific steps to be undertaken / components to be developed from start to end of the project in order to ensure quality and timely delivery of outputs as specified in the TORs.

The technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price Schedules.

It is mandatory that the Offeror's Proposal numbering system corresponds with the numbering system used in the body of this RFP. All references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexes to the Proposal/response.

Information which the Offeror considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will then be treated as such accordingly.

9. Proposal prices

The Offeror shall indicate on an appropriate Price Schedule, an example of which is contained in these Solicitation Documents, the prices of services it proposes to supply under the contract. Financial Proposal should be in a separate file.

10. Proposal currencies

All prices shall be quoted in US dollars.

11. Period of validity of proposals

Proposals shall remain valid for sixty (60) days after the date of Proposal submission prescribed by the procuring UNDP entity, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by the procuring UNDP entity on the grounds that it is non-responsive.

In exceptional circumstances, the procuring UNDP entity may solicit the Offeror's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. An Offeror granting the request will not be required nor permitted to modify its Proposal.

12. Format and signing of proposals

The Proposal shall be typed or written in indelible ink and shall be signed by the Offeror or a person or persons duly authorised to bind the Offeror to the contract. The latter authorisation shall be indicated by written power-of-attorney accompanying the Proposal.

A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialed by the person or persons signing the Proposal.

13. Payment

UNDP shall effect payments to the Contractor after acceptance by UNDP of the invoices submitted by the contractor, upon achievement of the corresponding milestones.

D. Submission of Proposals

14. Deadline for submission of proposals

Proposals must be received by the procuring UNDP entity at the email address specified above no later than **January 15, 2012 6pm EST.**

The procuring UNDP entity may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause *Amendments of Solicitation Documents*, in which case all rights and obligations of the procuring UNDP entity and Offerors previously subject to the deadline will thereafter be subject to the deadline as extended.

15. Late Proposals

Any Proposal received by the procuring UNDP entity after the deadline for submission of proposals, pursuant to clause *Deadline for the submission of proposals*, will be rejected.

16. Modification and withdrawal of Proposals

The Offeror may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by the procuring UNDP entity prior to the deadline prescribed for submission of Proposals.

The Offeror's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause *Deadline for Submission of Proposals*. The withdrawal notice may also be sent by telex or fax but followed by a signed confirmation copy.

No Proposal may be modified subsequent to the deadline for submission of proposals.

No Proposal may be withdrawn in the Interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Offeror on the Proposal Submission Form.

E. Opening and Evaluation of Proposals

17. Opening of proposals

The procuring entity will open the Proposals in the presence of the evaluation committee.

18. Clarification of proposals

To assist in the examination, evaluation and comparison of Proposals, the Purchaser may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

19. Preliminary examination

The Purchaser will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Offeror does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. The Purchaser’s determination of a Proposal’s responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.

A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Offeror by correction of the non-conformity.

20. Evaluation and comparison of proposals

A two-stage procedure is utilised in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The financial proposal will be opened only for submissions that passed the minimum technical score of 70% in the evaluation of the technical proposals.

The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

In the Second Stage, the price proposal of all contractors who have attained minimum 70% score in the technical evaluation will be compared. A Cumulative Analysis will then be applied, by which the technical score will weight 70%, and the financial score 30%, in the final rating.

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Company / Other Entity				
				A	B	C	D	E
1.	Expertise and experience	30%	30					
2.	Resource plan	20%	20					
3.	Detailed work plan	50%	50					
	- Specific steps to be undertaken with their respective timelines	25%	25					
	- Written component a description of your proposed approach and methodology to fulfill outputs delineated by terms of reference	25%	25					
Total								

The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process.

F. Award of Contract

21. Award criteria, award of contract

The procuring UNDP entity reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Offeror or any obligation to inform the affected Offeror or Offerors of the grounds for the Purchaser's action

Prior to expiration of the period of proposal validity, the procuring UNDP entity will award the contract to the qualified Offeror whose Proposal after being evaluated is considered to be the most responsive to the needs of the organisation and activity concerned.

22. Purchaser's right to vary requirements at time of award

The Purchaser reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFP without any change in price or other terms and conditions.

23. Signing of the contract

Within 30 days of receipt of the contract the successful Offeror shall sign and date the contract and return it to the Purchaser.

Annex II

General Conditions of Contract

1. LEGAL STATUS

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis UNDP. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2. SOURCE OF INSTRUCTIONS

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action which may adversely affect UNDP or the United Nations and shall fulfil its commitments with the fullest regard to the interests of UNDP.

3. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4. ASSIGNMENT

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

5. SUB-CONTRACTING

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform with the provisions of this Contract.

6. OFFICIALS NOT TO BENEFIT

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7. INDEMNIFICATION

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8. INSURANCE AND LIABILITIES TO THIRD PARTIES

- 8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- 8.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

8.4 Except for the workmen's compensation insurance, the insurance policies under this Article shall:

- (i) Name UNDP as additional insured;
- (ii) Include a waiver of subrogation of the Contractor's rights to the insurance carrier against UNDP;
- (iii) Provide that UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

8.5 The Contractor shall, upon request, provide UNDP with satisfactory evidence of the insurance required under this Article.

9. ENCUMBRANCES/LIENS

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10. TITLE TO EQUIPMENT

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS

UNDP shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of this Contract. At the UNDP's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to UNDP in compliance with the requirements of the applicable law.

12. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or the United Nations, or any abbreviation of the name of UNDP or the United Nations in connection with its business or otherwise.

13. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION

- 13.1 All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of UNDP, shall be treated as confidential and shall be delivered only to UNDP authorized officials on completion of work under this Contract.
- 13.2 The Contractor may not communicate at any time to any other person, Government or authority external to UNDP, any information known to it by reason of its association with UNDP which has not been made public except with the authorization of UNDP; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract.

14. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

- 14.1 Force majeure, as used in this Article, means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force which are beyond the control of the Parties.
- 14.2 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify UNDP of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of this Contract. The notice shall include steps proposed by the Contractor to be taken including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this Article, UNDP shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 14.3 If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

15. TERMINATION

- 15.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16 "Settlement of Disputes" below shall not be deemed a termination of this Contract.
- 15.2 UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3 In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract. The Contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimize losses and further expenditures.

15.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, UNDP may, without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The Contractor shall immediately inform UNDP of the occurrence of any of the above events.

16. SETTLEMENT OF DISPUTES

16.1. Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

16.2. Arbitration

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

PRIVILEGES AND IMMUNITIES

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

TAX EXEMPTION

- 18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with UNDP to determine a mutually acceptable procedure.
- 18.2 Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19 CHILD LABOUR

- 19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.
- 19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

MINES

- 20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.
- 20.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

OBSERVANCE OF THE LAW

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

AUTHORITY TO MODIFY

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the authorized official of UNDP.

Terms of Reference (TORs)

BACKGROUND

The Business Call to Action (BCtA) is a global initiative that seeks to harness the power of business investments to meet the UN Millennium Development Goals and reduce extreme poverty.

Launched in 2008, the BCtA challenges companies to develop inclusive business models that offer the potential for development impact along with commercial success. In more than 20 countries, business leaders are spearheading efforts to provide the poor with the tools and resources they need to succeed by promoting economic opportunity.

The BCtA provides member companies with the opportunity to showcase results at high-visibility events around the globe and within its network of donor partners.

BCtA is supported by the United Nations Development Programme (UNDP), which hosts the BCtA Secretariat, the UK Department for International Development (DFID), the US Agency for International Development (USAID) the Australian Agency for International Development (AusAID), the Netherlands Ministry of Foreign Affairs, the Swedish International Development Agency, the United Nations Global Compact (UNGC), the Clinton Global Initiative (CGI), and the International Business Leaders Forum (IBLF).

OBJECTIVES OF RFP AND PHASE II STRATEGY OUTPUTS

The Business Call to Action Secretariat at UNDP is in the process of the creation of a draft strategy and project document for the second phase of BCTA (2013-2016) that is consistent with original BCTA mission while creating new milestones in terms of service delivery, commitments signed and in generating an enhanced profile for BCTA. As part of this strategy work and under the supervision of the Acting Programme Manager of the Business Call to Action, the organization would like to undertake the services of a firm to do deliver the following set of deliverables to be completed by end of May 31 2013 as background documents and inputs for the project document:

1) Strategy White Paper focusing on the following

- a) Benchmark Analysis of BCTA within the landscape of inclusive business initiatives and commitment based multi-stakholder alliances and successful value proposition of other actors including review of mission, vision ,governance and M&E frameworks
- b) Country focus analysis of which countries present the best, most conducive ecosystems to intensify pursuit of BCTA goals. This analysis is expected to yield insights on how to further focus BCTA efforts and delivery.
- c) Sector focus analysis: similarly to the country focus analysis; the firm will also examine certain sectors (especially sectors that are global in nature) to further understand how BCTA can focus efforts and delivery.
- d) Partnership Strategy : Along with a better understanding of partnership strategy, the firm will also develop a list of institutions that represent potential partnership targets for BCTA and prioritize these institutions. This will focus outreach, communications and programme delivery.
- e) Innovation trends: the firm will also document clear innovation trends in the inclusive business sector currently happening including M&E frameworks. These innovation trends will be really at

the cutting-edge of inclusive business, so that BCTA can best determine how to participate in these trends with the appropriate risk management process.

2) **Inputs for BCTA Phase II Inception Workshop**

The firm will be responsible for developing content (30 slide powerpoint presentation and 10 page document framing white paper research questions, early findings, options) and facilitation support to the Acting Programme Manager of the BCTA Initiative during the 2 day Steering Committee and inception workshop to be held in Sweden end of February during Q1 2013 for the next phase of the Initiative

3) **Stakeholder Consultations and Experts Interviews for Final White Paper**

Undertake 20 interviews and at least 3 stakeholder consultations (only one face to face in New York at UN HQ and the rest virtual) with key BCTA member companies, external experts, key multilateral and bilateral stakeholders, civil society and business association representatives and donors and host country governments to validate findings of white paper in coordination with BCTA Secretariat and under supervision of Acting Programme Manager

TRAVEL AND EXTERNAL CONSULTATIONS

- The consulting firm will be responsible for organizing their own travel and all related expenses for the following stakeholder meetings for the selected firm while all other associated costs for experts and logistics/venue will be borne by UNDP
 - 3 days of meetings and joint work with Business Call to Action Secretariat in Q1 2013 in New York
 - 3 days Steering Committee and Inception Workshop in Q1 2013 in Sweden end of February
 - 2 day Experts Meeting in New York in Q2 2013

In addition, the consulting firm will be responsible for developing content (30 slide powerpoint presentation and 10 page document) and co facilitation and providing support to the Acting Managing Programme of the 2 day Steering Committee and inception workshop in Q1 2013 in Sweden end of February

REQUIRED QUALIFICATIONS AND EXPERIENCE

- Experts to have a Minimum of a Master degree in economics, development studies, public policy or related field
- Firm to have at least 5-10 years of relevant experience in both the private sector and in international organizations.
- Outstanding communication skills, verbal and written in English
- Excellent writing skills, as well as strong analytical aptitude, communication and presentation skills. Previous experience developing similar reports is a strong asset.

- Experience in terms of strategy work for multilateral/bilateral organizations or multistakeholder alliances in the area of inclusive business preferred
- Expertise in issues related to the role of the private sector in development and in-depth knowledge of inclusive business models and their potential to contribute to development.
- Track record of externally published reports, publications around inclusive business

SELECTION PROCESS

Consulting firm must submit the following documents/information to demonstrate their qualifications:

1. A cover letter explaining why they are the most suitable for the work
2. Two writing samples of publications related to inclusive business
3. A personal CV including past experience in similar projects and at least 3 references
4. A technical proposal
5. A financial proposal

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

All envisaged travel costs (**including travel to the 3 external consultations specified**) must be included in the financial proposal.

PROPOSAL SUBMISSION FORM

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Professional Consulting services for project titled **“Strategy Work and Support for phase 2 2013-2016 project concept document for the Business Call to Action “** for the sum as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal.

We undertake, if our Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Proposal for a period of 60 days from the date fixed for opening of Proposals in the Invitation for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

Dated this day /month of year

Signature

(In the capacity of)

Duly authorised to sign Proposal for and on behalf of

PRICE SCHEDULE

Price Quotation for “Strategy Work and Support for phase 2 2013-2016 project concept document for the Business Call to Action.” (in US dollars)

Submissions due by January 15, 2012

Deliverables	Budget
First Draft Strategy White Paper	
<i>Expense category 1 (please detail)</i>	
<i>Expense category 2</i>	
<i>Expense category 3</i>	
Inception Workshop and Steering Committee Consultations and 10 page Options Paper/30 Page PPT	
<i>Expense category 1</i>	
<i>Expense category 2</i>	
<i>Expense category 3</i>	
Final Draft Strategy White Paper and Stakeholder Consultations	
<i>Expense category 1</i>	
<i>Expense category 2</i>	
<i>Expense category 3</i>	
Travel	
Other	
TOTAL	USD

Submitted by:

Name _____

Address _____

Telephone _____ Fax _____

E-mail _____

Signature _____ Date _____

For technical questions regarding this bid, please contact: Tatiana.Bessarabova@undp.org

