



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: November 11, 2022
	REFERENCE: RFP/UNDP/RWA/2022/060

Dear Sir / Madam:

Recruitment of a firm to conceptualize an investment matchmaking dealroom platform.

We kindly request you to submit your Proposal to **HIRE A CONSULTANCY FIRM TO CONCEPTUALIZE AN INVESTMENT MATCHMAKING DEALROOM PLATFORM** Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **24th Nov 2022** and via email in to the address below:

United Nations Development Program
KN 67 Street No 4
 P.O Box 445 Kigali, Rwanda, 12 Avenue de l'Armée, Kigali, Rwanda
Attn: Head of Procurement Unit
 Send my Email: offers.rw@undp.org

Your Proposal must be expressed in the ENGLISH, and valid for a minimum period of 90 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/business/protest-and-sanctions.html>

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.

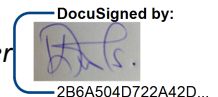
UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of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

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/duct_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Shelagh Rwitare
UNDP Operations Manager
11/11/2022



Annex 1

Description of Requirements

Context of the Requirement	<p>The objective of the project is to design and develop a mockup of a multi-user platform that will allow companies, BDS (Business Development Services) providers, and investors to find each other in one place.</p> <p>Today, Rwanda benefits from significant donor funded programs aimed at promoting entrepreneurship for example with a key focus on gender, youth, or economic sectors.</p> <p>RDB has identifies around 130 private equity and venture capital funds that have the mandate to invest in Rwandan companies. However, many of them are yet to close their first deal in Rwanda. RDB is often contacted by these investors to link them to potential deal pipeline. This platform will enhance RDB's ability to develop, maintain, and curate a database of potential deals.</p> <p>Furthermore, many Rwandan companies are not yet investment ready and are in need advisory services. While around 70 BDS providers exist, there is no depository of their services which has made it challenging for companies to access to right providers for investment-readiness support.</p> <p>Currently the ecosystem operates within silos with little interactions between actors, creating inefficiencies and a lack of investment for Rwandan companies. There is no one place where investors can interact with companies and advisory services.</p> <p>This in turn makes it difficult for the government to assess challenges and enact potential interventions.</p> <p>To address this challenge, there is a need to create a centralized database of information on investors and advisory service providers across all industries, to allow these players to interact with each other and companies as well as to allow RDB to make the right introductions and referrals.</p> <p>The data gathered from these interactions, whether they lead to successful transactions or not, will allow RDB, government partners and other investment ecosystem actors to make informed and data-driven decisions aimed at addressing identified challenges.</p>
Implementing Partner of UNDP	Direct Implementation
Brief Description of the Required Services ¹	<p>The assignment can be clustered but not limited to the following:</p> <ol style="list-style-type: none"> 1. Understanding the concept note and other strategic documentation 2. Gather user requirement specifications, 3. Combine gathered user requirement specifications, and strategic documentations and translate them into a system requirement specification

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	(SRS), 4. Design and develop, a mock-up with a clickable interface of the platform 5. Considering user experience, the system to be developed must be easy to navigate, mobile friendly and meet software security requirements. 6. Provide a comparative analysis for the full development of this platform versus procuring and adapting a similar solution available on the market. 7. Provide a list of existing applications with a similar approach and a detailed explanation of their shortcomings. 8. Provide a cost/benefit analysis of a full development from scratch versus purchasing available solutions to be customized to fit RDB context.																
List and Description of Expected Outputs to be Delivered	Listed in ToR																
Person to Supervise the Work/Performance of the Service Provider	Listed in ToR																
Frequency of Reporting	AS PER ToR																
Progress Reporting Requirements	AS PER THE TOR																
Location of work	<input type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> At Contractor's Location																
Expected duration of work	The duration of the consultancy will be for 90 working days																
Target start date	IMMEDIATELY																
Latest completion date	See ToR attached.																
Travels Expected	<table border="1"> <thead> <tr> <th>Destination/s</th> <th>Estimated Duration</th> <th>Brief Description of Purpose of the Travel</th> <th>Target Date/s</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s												
Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s														
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others Not required																
Facilities to be Provided by UNDP (i.e., must be excluded from	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others Not required																

Price Proposal)									
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required								
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required								
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (RWF)								
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes								
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 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 <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>								
Payment Terms ³	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Acceptable inception report and SRS</td> <td>20%</td> <td></td> <td>Within thirty (30) days from the date of</td> </tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release	Acceptable inception report and SRS	20%		Within thirty (30) days from the date of
Outputs	Percentage	Timing	Condition for Payment Release						
Acceptable inception report and SRS	20%		Within thirty (30) days from the date of						

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	Mock Up	40%		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.
	ToRs & Estimated Budget for the full IT platform	15%		
	Final and Handover report	25%		
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Christa Uwamahoro Munezero, christa.uwamahoro@undp.org			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i> <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>			
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.			
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel			
	<p><u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the</p>			

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

	proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors
Contract General Terms and Conditions ⁵	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁶	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others ⁷ [pls. specify]
Contact Person for Inquiries (Written inquiries only) ⁸	<i>Nadine Umuhire</i> <i>Procurement Associate</i> <i>Nadine.umuhire@undp.org</i> 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.
Other Information	N/A

⁵ 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.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁸ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

**This shall be the basis of the payment tranches*

E. Cost Breakdown by Cost Component [This is only an Example]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

[Name and Signature of the Service Provider's Authorized Person]



THE UNITED NATIONS DEVELOPMENT PROGRAMME-RWANDA



TERMS OF REFERENCE

HIRING A CONSULTANCY FIRM TO CONCEPTUALIZE AN INVESTMENT MATCHMAKING DEALROOM PLATFORM

Contract Type	National Consulting Firm
Category:	Software Development & System Designs
Duty Station:	Kigali
Deadline for application:	24/11/2022
Duration of assignment:	8 Weeks

I. INTRODUCTION

RDB's Vision is to transform Rwanda into a dynamic global hub for business and investment, with its main mission to fast tracking economic development in Rwanda by enabling private sector growth.

To achieve the above vision and mission, the investment department is intending to develop an interactive deal book and investment matchmaking CRM/Tracker that will, under one platform, link investors, BDS providers and companies, under the supervision of the Investment Office

II. THE MAIN OBJECTIVE OF THIS ASSIGNMENT

The objective of the project is to design and develop a mockup of a multi-user platform that will allow companies, BDS (Business Development Services) providers, and investors to find each other in one place.

Today, Rwanda benefits from significant donor funded programs aimed at promoting entrepreneurship for example with a key focus on gender, youth, or economic sectors.

RDB has identifies around 130 private equity and venture capital funds that have the mandate to invest in Rwandan companies. However, many of them are yet to close their first deal in Rwanda. RDB is often contacted by these investors to link them to potential deal pipeline. This platform will enhance RDB's ability to develop, maintain, and curate a database of potential deals.

Furthermore, many Rwandan companies are not yet investment ready and are in need advisory services. While around 70 BDS providers exist, there is no depository of their services which has made it challenging for companies to access to right providers for investment-readiness support.

Currently the ecosystem operates within silos with little interactions between actors, creating inefficiencies and a lack of investment for Rwandan companies. There is no one place where investors can interact with companies and advisory services.

This in turn makes it difficult for the government to assess challenges and enact potential interventions.

To address this challenge, there is a need to create a centralized database of information on investors and advisory service providers across all industries, to allow these players to interact with each other and companies as well as to allow RDB to make the right introductions and referrals.

The data gathered from these interactions, whether they lead to successful transactions or not, will allow RDB, government partners and other investment ecosystem actors to make informed and data-driven decisions aimed at addressing identified challenges.

III. SPECIFIC OBJECTIVES

1. Identification of user (companies, investors, BDS providers, RDB) needs and expectations through consultation of stakeholders.
2. Identification of existing data from different stakeholders (strength and weaknesses) to satisfy user needs.
3. Clarify how the platform will communicate with other stakeholders' existing systems.
4. Having a strict adherence to personal information privacy and established administrative procedures.
5. Having an option of accessing information in a secure manner.
6. Having a model of information flow from each data provider.
7. Proposal of the best data collection mechanism.
8. Proposal of the software technologies to be used for data collection.
9. Provide decisive statistics based on data record with the purpose of better planning for system sustainable development.
10. Able to propose a reliable IT platform that is accessible, searchable, and available 24/7.

IV. SCOPE OF WORK

The assignment can be clustered but not limited to the following:

1. Understanding the concept note and other strategic documentation
2. Gather user requirement specifications,
3. Combine gathered user requirement specifications, and strategic documentations and translate them into a system requirement specification (SRS),
4. Design and develop, a mock-up with a clickable interface of the platform
5. Considering user experience, the system to be developed must be easy to navigate, mobile friendly and meet software security requirements.
6. Provide a comparative analysis for the full development of this platform versus procuring and adapting a similar solution available on the market.
7. Provide a list of existing applications with a similar approach and a detailed explanation of their shortcomings.
8. Provide a cost/benefit analysis of a full development from scratch versus purchasing available solutions to be customized to fit RDB context.

V. DELIVERABLES

The expected assignment deliverables are, but not limited to the following:

1. Inception report with situation analysis and work plan to deliver on time,
2. Develop System Requirement Specifications document (SRS) with stakeholder's inputs and comments,
3. Mockup of the platform showcasing a user-friendly interface with all the interactions,
4. Complete Term of Reference (ToRs) to hire a company that will develop the full IT platform
5. Estimated budget for the full platform development,
6. Final and handover report

Those different deliverables will be presented to stakeholders and subsequent relevant feedback will be incorporated

VI. Payment Modality

The contractor shall be paid the consultancy fee upon completion of the following milestones.

Amount	Deliverable	Duration
20%	Acceptable inception report and SRS	10 Days
40%	Mock Up	30 Days
15%	ToRs & Estimated Budget for the full IT platform	8 Days
25%	Final and Handover report	8 Days

VII. DURATION OF THE ASSIGNMENT

The consultant firm is expected to commence work immediately after the signing of the contract and complete the work within a period of **Eight (8) Weeks** from the date of signing of the contract. The consultant is expected to adhere to the timelines in the work plan and ensure required service delivery.

VIII. SUPERVISION AND REPORTING MECHANISM

The consultant firm will be administratively and technically accountable to the Chief Investment Officer of RDB through the Accelerator & Transactions Department and closely working technically with the IT Operations Division. The firm will share the progress report on a weekly basis, until the end of the assignment.

IX. REQUIRED PROFILE OF THE CONSULTANT FIRM

The firm

1. The firm should have proven experience in Software System Architect, Software System Analyst, ICT Consultancy/Project Manager,
2. Software development of at least five (5) years with emphasis on the cross-platform software applications development (Web based applications).
3. Proven experience in supplying similar service to government and/or private institutions.

4. Providing minimum 2 good completion certificates of similar projects from recognized institutions.

Key professional staff qualifications and competence needed for the assignment (signed CVs and copies of degrees):

- Project Manager/technical lead (1): At least 7 years of experience in IT projects particularly software development and having a minimum Master's in computer sciences/information technology/Software engineering.
- Business analyst (1): At least 5 years of experience in IT and having a minimum Master's in computer sciences/information technology/Software engineering/economics/statistics/ or related fields, familiar with the investment landscape including matchmaking, venture capital, private equity, transaction advisors and accelerators/incubators. Knowledge of and experience with deal sourcing and/or matchmaking platforms is a plus.
- Business analyst (1): At least 5 years of experience in non-IT related field who is familiar with the investment landscape including matchmaking, venture capital, private equity, transaction advisors and accelerators/incubators
- Developers (1): at least 3 years' experience in IT and bachelor's in computer sciences/information technology/Software engineering. Graphic
- Designer (1): at least 5 years' experience in graphic design, Creativity, innovative designs, web design, Communication to Understanding what a client wants from a design, Typography, Adobe's creative apps, Interactive media, Delivering presentations and Bachelor's in computer sciences/information technology/Software engineering/Journalism/Communication or related fields.

X. EVALUATION CRITERIA

The consultant will be evaluated against a combination of technical and financial criteria, using the Combined Scoring Method. Maximum score is 100% out of which technical criteria equals 70% and financial criteria equals 30%.

Criteria	Weight	Max. Point
The firm should have at least 5 proven experience in Software System Architect, Software System Analyst, ICT Consultancy/Project Management	20%	20
The firm should have proven experience in Software development of at least five (5) years with emphasis on the cross-platform software applications development (Web based applications).	20%	20
At least five Staff with a minimum of 5 years in the field of software development, IT, Business Development, and 7 years in Project Management: Project Manager, Business Analysts, Developers and Designers.	25%	25
Overall Methodology (clear demonstration of evaluation methodology and understanding of the ToR)	20%	20
Reference of at least two completed similar works	10%	10
Fluent in English	5%	5
TOTAL	100%	100

The Remuneration stated above is subject to applicable taxes in accordance to the laws of the Republic of Rwanda.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply.

1. APPLICATION PROCEDURES

Interested firms should apply by presenting the following documents:

- (i) Technical Proposal with a detailed methodology to conduct the assignment
- (ii) Personal CV of person indicating education background/professional qualifications, all past experience, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;
- (iii) Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- (iv) Company registration certificate
- (v) Financial Proposal that indicates all-inclusive fixed total contract price supported by a breakdown of costs, as per template provided.

Interested firms are required to submit an expression of interest and relevant Curriculum Vitae that demonstrates the qualifications, skills, experience and track record to deliver the services required and that reflects an understanding of key issues relating to the scope of work. Please also provide three contactable references. Technical enquiries can be directed Christa Uwamahoro Munezero at christa.uwamahoro@undp.org and enquiries about the procurement process to Nadine Umuhire nadine.umuhire@undp.org

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.