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REQUEST FOR PROPOSAL

“Career guidance, Employability Skills, and Placement Support to Youth in Devbhumi Dwarka and Jamnagar, Gujarat”

RFP No.: RFP/076/IND-2021

Project: Project Excel

Country: INDIA

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SECTION 1. LETTER OF INVITATION

Subject: “Career guidance, Employability Skills, and Placement Support to Youth in Devbhumi Dwarka and Jamnagar, Gujarat”

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

Issued by:

Approved by:

Name: Manikandan Srinivasan

Title: Procurement Assistant

Date: **July 19, 2021**

Name: Arun Arumughan

Title: Procurement Analyst

Date: **July 19, 2021**

SECTION 2. INSTRUCTION TO BIDDERS

A. GENERAL PROVISIONS	
<i>1. Introduction</i>	<p>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</p> <p>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.</p> <p>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.</p>
<i>2. Fraud & Corruption, Gifts and Hospitality</i>	<p>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</p> <p>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.</p> <p>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.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p>
<i>3. Eligibility</i>	<p>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.</p> <p>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.</p>

<p>4. <i>Conflict of Interests</i></p>	<p>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:</p> <ul style="list-style-type: none"> 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. <p>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.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> 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. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>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.</p>
B. PREPARATION OF PROPOSALS	
<p>5. <i>General Considerations</i></p>	<p>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.</p> <p>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</p>
<p>6. <i>Cost of Preparation of Proposal</i></p>	<p>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.</p>
<p>7. <i>Language</i></p>	<p>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.</p>

<p>8. <i>Documents Comprising the Proposal</i></p>	<p>8.1 The Proposal shall comprise of the following documents:</p> <ul style="list-style-type: none"> 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.
<p>9. <i>Documents Establishing the Eligibility and Qualifications of the Bidder</i></p>	<p>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.</p>
<p>10. <i>Technical Proposal Format and Content</i></p>	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>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.</p> <p>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</p> <p>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.</p>
<p>11. <i>Financial Proposals</i></p>	<p>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.</p> <p>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.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<p>12. <i>Proposal Security</i></p>	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in</p>

	<p>the event of any one or combination, of the following conditions:</p> <p>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</p> <p>b) In the event that the successful Bidder fails:</p> <p>i. to sign the Contract after UNDP has issued an award; or</p> <p>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.</p>
13. <i>Currencies</i>	<p>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:</p> <p>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</p> <p>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.</p>
14. <i>Joint Venture, Consortium or Association</i>	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>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</p>

	<p>those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>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.</p>
<p>15. <i>Only One Proposal</i></p>	<p>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.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> f) they have at least one controlling partner, director or shareholder in common; or g) any one of them receive or have received any direct or indirect subsidy from the other/s; or h) they have the same legal representative for purposes of this RFP; or i) 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; j) 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 k) 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.
<p>16. <i>Proposal Validity Period</i></p>	<p>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.</p> <p>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.</p>
<p>17. <i>Extension of Proposal Validity Period</i></p>	<p>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.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>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.</p>
<p>18. <i>Clarification of Proposal</i></p>	<p>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.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>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</p>

	that such an extension is justified and necessary.
19. <i>Amendment of Proposals</i>	<p>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.</p> <p>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.</p>
20. <i>Alternative Proposals</i>	<p>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.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as “Main Proposal” and “Alternative Proposal”</p>
21. <i>Pre-Bid Conference</i>	<p>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.</p>
C. SUBMISSION AND OPENING OF PROPOSALS	
22. <i>Submission</i>	<p>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.</p> <p>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.</p> <p>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.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>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.</p> <p>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</p>

<p>Email Submission</p> <p>eTendering submission</p>	<p>envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall:</p> <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS iii. Bear a warning that states “<i>Not to be opened before the time and date for proposal opening</i>” as specified in the BDS. <p>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.</p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> 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. <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> 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-notice/resources/
<p>23. <i>Deadline for Submission of Proposals and Late</i></p>	<p>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</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for</p>

<i>Proposals</i>	the submission of Proposals.
24. <i>Withdrawal, Substitution, and Modification of Proposals</i>	<p>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.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its 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”</p> <p>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.</p> <p>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</p>
25. <i>Proposal Opening</i>	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. <i>Confidentiality</i>	<p>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.</p> <p>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.</p>
27. <i>Evaluation of Proposals</i>	<p>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.</p> <p>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</p>
28. <i>Preliminary Examination</i>	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. <i>Evaluation of Eligibility and Qualification</i>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> e) 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; f) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, g) 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; h) They are able to comply fully with UNDP General Terms and Conditions of Contract; i) They do not have a consistent history of court/arbitral award decisions against the Bidder; and j) They have a record of timely and satisfactory performance with their clients.

<p>30. <i>Evaluation of Technical and Financial Proposals</i></p>	<p>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.</p> <p>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.</p> <p>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.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<p>31. <i>Due Diligence</i></p>	<p>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:</p> <ol style="list-style-type: none"> 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;

	<ul style="list-style-type: none"> 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. <i>Clarification of Proposals</i>	<p>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.</p> <p>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.</p> <p>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.</p>
33. <i>Responsiveness of Proposal</i>	<p>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.</p> <p>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.</p>
34. <i>Nonconformities, Reparable Errors and Omissions</i>	<p>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.</p> <p>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.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> 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. <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>

E. AWARD OF CONTRACT	
35. <i>Right to Accept, Reject, Any or All Proposals</i>	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. <i>Award Criteria</i>	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. <i>Debriefing</i>	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. <i>Right to Vary Requirements at the Time of Award</i>	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. <i>Contract Signature</i>	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. <i>Contract Type and General Terms and Conditions</i>	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. <i>Performance Security</i>	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. <i>Bank Guarantee for Advanced Payment</i>	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. <i>Liquidated</i>	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.

<i>Damages</i>	
<i>44. Payment Provisions</i>	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.
<i>45. Vendor Protest</i>	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
<i>46. Other Provisions</i>	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	<p>Will be Conducted Date and Time : July 26, 2021 10:30 AM Venue : ZOOM Meeting.</p> <p>The UNDP focal point for the arrangement is: [Manikandan Srinivasan] E-mail: [manikandan.srinivasan@undp.org]</p> <p>NOTE: Interested bidders are advised to share the details of meeting participants to focal point <u>by July 24, 2021</u>, so that meeting link can be shared with them.</p>
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	Preferred Currency of Bid : Indian Rupees (INR) Bids in other currency also allowed. <i>Reference date for determining UN Operational Exchange Rate : Date of bid submission</i>
11	31	Deadline for submitting requests for clarifications/ questions	05 (Five) days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: [Manikandan Srinivasan] Address: [55, Lodhi Estate, New Delhi-110003] E-mail address: [manikandan.srinivasan@undp.org]
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering Once uploaded, Prospective Proposers (i.e. Proposers those have accepted the bid invitation in the system) will be notified via email that changes have occurred. It is the responsibility of the Proposers to view the respective changes and clarifications in the system.
14	23	Deadline for Submission	Date and Time: As indicated in eTendering system. Note that system time zone indicated in the system is EST/EDT (New York) Time zone. PLEASE NOTE: 1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the eTendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline.

			UNDP will not accept any bid that is not submitted directly in the system. 2. <u>Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.</u>
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	https://etendering.partneragencies.org
16	22	Electronic submission (eTendering ONLY) 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 financial proposal must not be provided until requested by UNDP
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	August 15, 2021
19		Maximum expected duration of contract	17 months (August 2021 to 22nd Dec 2022)
20	35	UNDP will award the contract to:	One Proposer Only Contract will be awarded to highest ranked bidder according to the combined scores (Technical 70% + Financial 30%).
21	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services</p> <p>http://www.undp.org/content/dam/undp/library/corporate/Procurement/english/3.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf</p>
23		Other Information Related to the RFP	
24		A detailed Technical Proposal should include	<ul style="list-style-type: none"> • Organization introduction, relevant experience as per the scope of work; • Work plan (all program activities with timelines and implementation strategy, methodology on mobilization/training/placements, COVID related preparation, use of technology, other details as mentioned in scope of work); • Proof and details of placement and training done for at least 5,000 youth across at least three states (contract details to be mentioned) along with details on existing capacity; • CV of project team leader and project team.

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:

1. Technical proposal is submitted separate to financial proposal.
2. Financial proposal is password encrypted; further do not disclose price on the technical proposal/ on eTendering portal. Otherwise proposal will get disqualified..
3. Submission of CVs of proposed key personnel to be engaged.
4. Submission of latest Business Registration Certificate.
5. Submission of latest Audited Financial Statements for 3 years, including profit & loss account

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 RFP clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with RFP 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 Contracts¹	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

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.

Previous Experience	<ul style="list-style-type: none"> At least five years of working experience and footprint in 21st century skills training, job readiness and employment. <u>Please attach -</u> Company Profile which should not exceed ten (10) pages including copy of incorporation/ registration. A Table demonstrating past contracts executed by the bidder indicating, client name, contract value, planned and actual delivery date. 	Form D: Qualification Form
	<ul style="list-style-type: none"> Should have at least 3 years of experience in mapping and engaging big private sector companies and local employers and have placed at least 5000 youth across at least 3 states. (For JV/Consortium/Association, all Parties cumulatively should meet requirement). 	Form D: Qualification Form
Financial Standing	<p>The bidder should have an average annual turnover of INR One Crore in any 3 years out of the last 4 financial years (i.e. 2016-17, 2017-18, 2018-19 and 2019-2020).</p> <p>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</p>	Form D: Qualification Form

Note: Bidders are required to submit evidences (details / documents) in support of compliance to above criteria - otherwise proposal may be disqualified.

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and relevant experience .	200
2.	Appropriateness of the proposed methodology, timelines, Implementation plan and quality assurance systems.	300
3.	Qualification and experience of Proposed Team Leader and other key personnel as specified in the Terms of Reference.	180
4.	Organizational commitment to Sustainability	20
Total		700

Section 1. Expertise & experience of the bidder		Points obtainable
1.1	<p>Contracts implemented related to:</p> <ul style="list-style-type: none"> Working experience and footprint in 21st century skills training, job readiness and employment training experience. <i>Minimum 5 years of experience: 40 marks</i> <i>for every additional year of experience: 5 marks each up to a maximum of 20 marks.</i> Previously showcased program implementation at multiple locations/states. Agency with existin staff and visibility in Gujarat will be an added advantage. 20 marks <p>Documents required: Bidders are required to submit evidences (details / documents) in support of compliance to above criteria</p>	80
1.2	<p>Contracts implemented related to:</p> <ul style="list-style-type: none"> Atleast three years of experience in mapping and engaging private sector companies and local employers and have placed atleast 5000 youth across atleast 3 states. - (50 marks) Agency with previous working relation with atleast two state government departments/ international organizations would be a critical asset. - (15 marks) Agency's team should have experience in managing large scale projects (atleast implemented one project of INR One crore in last four years), maintaining of data base, curriculum development and use of technology in achieving the project objectives. - (15 marks) <p>Documents required: Bidders are required to submit evidences (details / documents) in support of compliance to above criteria</p>	80

Section 1. Expertise & experience of the bidder		Points obtainable
1.3	<p>Projects implemented related to developing a Learning Management System/ mobile application/extensive use of social media platforms etc.</p> <p>A minimum of two Projects - 30 points and 5 points each for additional contracts upto 2 contract.</p> <p><u>Documents required:</u> Copy of relevant contracts/ work order and completion certificate as proof of experience in the required areas.</p>	40
Total Section 1		200

Section 2. Appropriateness of the proposed methodology, timelines, Implementation plan and quality assurance systems		Points obtainable
2.1	<p>Proposed Methodology, and Implementation Plan (200)</p> <p>Proposed timelines to achieve the deliverables (50)</p> <p>What Quality Assurance Procedures are put in place? (30)</p> <p>What Risk identification and mitigation plan are put in place? (20)</p>	300
Total Section 2		300

Section 3. Qualification and experience of Proposed Team			
Team Member	Key Role	Work Experience	Points Obtainable
Team Leader (1)	Lead employment and placement initiatives, engagement with institutions/stakeholders and responsible for key deliverables and as defined in scope of work	Postgraduate in management/social development/education/public policy and relevant field with 8+ years of experience in the skill/employability training space with strong employers' network.	50
Training Expert (1)	Lead planning and execution on job readiness, 21 st century skills training and students' interaction in ITIs, colleges, vocational center, panchayat etc.	Should have atleast 4+ years of experience in employability and skills training.	30

Placement Expert (1)	Lead planning and execution on industry connects, private sector interactions, linkages	Should have atleast 4+ years of experience in industry connects and placement.	40
Trainers (3-5)	Conduct employability and 21 st century skills training in ITIs, colleges, in community centers etc.	Should have atleast 3+ years of experience in conducting training, delivering curriculum to job seekers and students.	20
YES Center Partnership Officer	Coordinate with local level stakeholders, tie-up with local employers, mobilization of youth etc.	Should have atleast 4 years on ground experience in engaging with local employers, mobilization of youth.	20
YES Center Counseling Officer	Conduct counseling sessions for youth, job seekers, drop out or passed out students, Coordinate with local level stakeholders, tie-up with local employers, mobilization of youth etc.	Should have atleast 4 years of experience in directly conducting counseling sessions for youth, parents' engagement etc.	20
Total Section 3			180

Section 4. Organizational commitment to Sustainability		Points obtainable
4.1	<p>Organizational Commitment to Sustainability</p> <ul style="list-style-type: none"> -Organization is compliant with ISO 14001 or ISO 14064 or equivalent - 10 points - Organization is a member of the UN Global Compact - 05 points (<i>if organization is applied for membership of the UN Global Compact - 5 points</i>) -Organization demonstrates significant commitment to sustainability through some other means- 05 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues 	20
Total Section 4		20

SECTION 5. TERMS OF REFERENCE

Title: Career Guidance, Employability Skills, and Placement Support to Youth

Locations: Devbhumi Dwarka and Jamnagar, Gujarat

Duration: August 2021 – December 2022

Background

One of the key development priorities in contemporary India is that of job creation as the population is growing younger. India's working age population is going to increase by 115 million people in the next 10 years². While other countries grapple with ageing populations, India has a young population looking to enter the workforce, with an inherent potential to fuel growth. To make the most of this demographic dividend, India needs to address challenges in skilling and employability which, in turn, would make the youth capable of leveraging technology, thereby becoming an essential contributor to the growth trajectory.

With a favourable demographic dividend, there is a need for investment in job creation along with enhancing the future employability skills amongst youth for improved employment. Interventions in this area is of greater focus, especially in the light of the COVID-19 situation, which has resulted in massive loss of jobs, reverse migration, widespread unemployment and economic distress to hundreds and thousands of people.

Further, India has seen progress towards greater gender equality in recent decades, but vast inequalities continue to persist. The United Nations Gender Inequality Index 2018 ranks India 130th out of 189 countries, with Indian women being especially subject to disadvantages that manifest from birth and continue throughout their lives. The female labor force participation rate (FLFPR) in India has also continued to decline over the past few decades – from 34.1% in 1990-00 to 27.2% in 2011-12 and further to 23.7% in 2017 (26.7% in rural areas and 16.2% in urban areas). On other hand, employability of India's youth has decreased to 45.9% with the percentage of highest employable talent in the age group of 18-21 years old, at 40%.³ According to the Periodic Labor Force Data (2017-18) about 42% of the youth (15-29 years) who received formal technical training were not part of the labour force at all. Similarly, around 33% of the formally trained youth was unemployed in 2017-18 and almost a third of trained young men and more than a third of formally trained young women were unemployed. According to a survey conducted by the Center for Monitoring Indian Economy (CMIE) Gujarat's unemployment rate increased 12.0 percentage points, rising to 18.7% in April 2020. According to Initiative, 'For What

²<https://www2.deloitte.com/in/en/pages/about-deloitte/articles/india-to-make-massive-gains-from-its-demographic-dividend-press-release.html>

³India Skills Report 2021 by Wheebox.

Works to Advance Women and Girls in the Economy' (IWWAGE)⁴ report on Gujarat, despite being an industrial state, women's participation in regular wage employment in Gujarat remains low. Additionally, as per the report 87 percent of regular women workers in urban Gujarat do not have a written job contract and 57.7 percent are not eligible for paid leaves while 41.4 percent work without any social security benefits.

In a recent scoping study conducted by UNDP in villages of Jamnagar and Devbhumi Dwarka similar findings were drawn. The young respondents in the age group of 16-22 did not find their education and vocational training much useful to get into jobs. Most respondents interviewed preferred to have a job in nearby locality. Women respondents wished for 'at home' work. The ITI principals and placement coordinators shared that the student lacked communication and soft skills which has been an obstacle in finding a job in big companies and in general has become very crucial to any career path. Other major challenges include, lack of apprenticeship opportunities, awareness on jobs, mismatched aspirations & skills and increasing irrelevance of curriculum vis-à-vis the market.

This grim situation puts further challenges on overall employment and skilling ecosystem and raises need for changes in both skilling and employment ecosystem. Moreover, there is a greater need for understanding young people's aspirations and equipping them with job readiness and 21st century skills. This needs to be combined with a robust interaction and onboarding of range of employers. Additionally, the scoping study recommends job linkages with local MSME units like brass industries, metal, and mineral processing and in sectors like transportation, healthcare, banking/financial services, hospitality etc.

About the Project

For the past five years, United Nations Development Programme (UNDP) has worked together with partners in government, the private sector and civil society to test innovative approaches to support youth in employability, 21st century skills and employment support.

Continuing its mission on strengthening livelihoods and entrepreneurship for marginalised communities, UNDP is implementing a four-year long program in Jamnagar and Dwarka districts in Gujarat. The objective of '**Integrated livelihoods and entrepreneurship development program**' is to enhance income of 10,000 households through increased access to livelihoods opportunities and social protection. The program is designed to have a sustainable impact on young people, farmers' and potential micro enterprises through overall improvement in agency, awareness and income levels.

The key areas of program intervention include promoting entrepreneurship, enhancing access to employment, facilitating collectivization and market access for farmers, and leveraging government schemes and enabling access to entitlements. The overall aim of this project is to

⁴<https://iwwage.org/wp-content/uploads/2020/10/Gujarat-Factsheet.pdf>

develop the potential of the rural and semi urban communities and provide them with the opportunity to enhance their livelihoods and income.

The project will also directly support establishment of one incubation facility at a strategic location to cater to all project villages. The Incubation Center will be a physical facility with the project's branding. The Incubation Center will play an important role in implementing a part of the activities under entrepreneurship and skilling & employment especially related to executing various training, mentoring, handholding, linkages, and networking related activities. The main goal of the proposed incubation facility would be to create jobs at local level and induce economic empowerment by creating a favorable local ecosystem for promotion of low-end-technology/livelihood-based enterprises as well as identify and provide training support in hard skills.

Objectives

Within the framework of the said project, UNDP intends to engage the services of a reputed and experienced service provider with the goal to improve employability for youth with specific focus on girls in the districts of Jamnagar and Devbhumi Dwarka.

The main objective of this assignment is to **ensure and improve access to training and job opportunities** for women and youth. This is expected to be achieved through:

- Identifying and analyzing gaps and opportunities in the local employability ecosystem and developing a better understanding of stakeholder's expectations to design and implement a demand driven strategy.
- Setting up of Youth Employability Service Center and providing career guidance, employability / 21st century skills training to bridge the gap and facilitating linkages to job/apprenticeship opportunities in ITIs, colleges, community etc.
- Strengthen the industry-institution collaboration and institutional placement mechanism with improved linkages with employers, jobs aggregators, MSMEs etc.

Scope of Work

The agency will be required to work in close coordination with the UNDP team in Delhi and Gujarat as well as with other technical partners under the project.

The following activities are expected to be carried out by the technical agency:

1. Continuous analysis of the skilling and employment situation - gap and opportunities for youth and development of demand driven implementation strategy

- The agency must leverage its existing knowledge, experience, secondary data and network to analyze the skilling and jobs ecosystem in Jamnagar and Devbhumi Dwarka districts in depth while mapping the Gujarat state (and national) initiatives for overall understanding of the actionable gaps and opportunities/ongoing and emerging trends and developments. The scoping study findings conducted by UNDP should also be taken into consideration under this.

The local (two districts) analysis should include industry-wise jobs and skills requirements (employer demand side scenario), current institutional architecture for skilling including govt + private, including large development projects (supply side scenario) and where partnerships could be done (actionable collaboration opportunities), Youth demographics (age, education, numbers, gender, geography, aspirations distribution, youth demand scenario). This should include insights from interaction with ITIs, government officials in the technical education department, employers, and community.

- The agency should detail out program activities, operations, and other procedures on conducting training and ensuring placements/employment.

Deliverable 1: Submission of the analysis within inception report. Apart from above mentioned details this analysis should also include identification of 5 hard skills trainings area where there is scope of employment and machinery requirements.

2. Baseline and mobilization of local youth

UNDP's experience suggests that mobilization of youth from low income backgrounds, sensitization and regular counselling has played a key role in building confidence amongst communities and students. This has also helped them to understand the kind of jobs that are available and skills they require. Under Disha program the 'Employment Marketplace' model aimed to create a collaborative platform for matching between the needs and aspirations of young women from marginalized backgrounds and the requirements of employers including small and medium businesses through collaboration. During this experience - strengthening local employment centers, connection with local employers, soft skills and employability training was realized to be critical in ensuring employment for youth. Based on these learning, UNDP expects the agency should include the following in their approach:

- Mobilize youth who are interested in training and placements through campaigns, village level sessions, interactions in institutions etc. Institutions in district, block, and villages should be targeted to achieve this. The service provider should also target job seekers who are not associated with any institutions. Mobilization should primarily focus on 15 villages from Khambaliya and Lalpur block of Devbhumi Dwarka and Jamnagar districts and cater to other villages in the two districts as the need may be.
- Collaborate with local institutions like ITIs, government colleges, District Employment Centers, Nehru Yuva Kendras, Panchayats and Vocational centers.
- Conduct a quick assessment by using existing or customized classroom/assessment tools to map skill levels and gauge interest area of local youth to enable relevant connects with the industries. A pre and post assessment tool should be a part of the training module.

- Information on mobilized youth should be well registered by the organization. A baseline form prepared by UNDP should be strictly and regularly updated by the agency in the process of mobilization.

Deliverable 2: Baseline data on mobilized and to be trained youth with detailed report on mobilization processes. Data of all the candidates should be in MS Excel/baseline format and in UNDP M and E system.

Deliverable:3 Mobilization and aptitude assessment of 4000+ youths along with their skills mapping/aspiration/interests.

3. Setting up of YES Center at selected 3 locations:

While the agency is expected to carry out the activities in multiple locations at the two districts, it is proposed to set up YES center at partner institutes (e.g. ITI) or at Village Panchayat. Youth Employability centers will act as kiosk or one stop solution for youth for career guidance, job readiness and apprenticeship sessions, bridge courses, placements, and continuous support. These centers will also fulfil the demand needs of local employers in different sectors. YES centers will help in having a much deeper and structured engagement with local youth and employers as it will match aspirations, existing skills and gaps in 'education to work transition'.

YES center should be staffed with requisite professional staff and IT infrastructure i.e. computer, AV training equipment. Minimum of 2 staff (Career Counsellor and Partnership experts) is expected to be deputed at each YES center to manage the smooth functioning of YES center.

Deliverable 4: Detailed report on setup of YES centers, mobilization, counselling, and other such activities along with the required staff details.

4. 21st century skills set framework and capacity building and training of youth

- Customization (if required) of UNDP's existing curriculum (English and Gujarati) on employability skills curriculum and training modules in line with industry requirements. The UNDP existing curriculum in Gujarati will be shared with the selected agency for this. UNDP's existing curriculum includes a 150 hours soft skills curriculum focusing on job readiness, interviews, resume making, networking, job and courses search, communication, teamwork, basic MS office etc. These are largely trainers led sessions along with asynchronous material.
- Formation of appropriate batches as per the counseling session.
- Training of 4000+ candidates on above mentioned curriculum. Each candidate should be given details of the complete 150 hours and must go through atleast 100 hours training.
- The service provider shall design, and print training/ knowledge products (handouts for candidates) as required, with formal approval from the project.
- Resources should be deployed for both physical and digital training delivery.

- The service provider is expected to have trainers who can be deployed for training.

Deliverable 5: 4000+ candidates undergo training using both virtual and physical classroom tools and receive proper guidance on future education, training, and employment opportunities. Complete details on training batches and trainees in MIS format to be submitted.

5. Strong Industry and stakeholder engagement and Placements of youths

The agency is expected to pro-actively engage with the key stakeholders at local, state and national level skilling and employment ecosystem wherever required such as government, academic institutions, industry associations, skill universities, employers, aggregators etc. This should be done in close coordination with UNDP. At district level cooperation and active engagement should be done with the employers, ITIs, vocational training partners, civil society organizations, colleges etc.

- Mapping of jobs and apprenticeship opportunities with industries, through industrial cluster associations/ MSME associations shortlisted as focus sectors under the project analysis and in consultation with UNDP.
- Onboarding of atleast 40 employers/job aggregators, interaction of employers with candidates, exposure visits, etc.
- Facilitate placement of youth in local jobs through employer-employee interface through job fairs, career conclaves, etc.
- Coordinate with Placement Cell of ITIs/colleges and government departments or other block level job fairs conducted by the District Employment Center etc.
- Support in facilitating skilling and other employment related activities at the Incubation center wherever required.
- Four placement cells to be strengthened at institutional level. The agency should adopt ITIs or vocational centers' placement cell and reform them. This would include creating a student body to be associated with the cell, training of the placement cell coordinator, creating robust employers' database, advanced skills linkages etc.

Deliverable 6: Conduct atleast two district level consultation workshops where principals, line departments, employers, job aggregators etc. participate.

Deliverable 7: Successful placement of 2000 candidates in a year. 10% of this may include admissions in job assured skills training, certificate programs and apprenticeships. This should be reflected in MIS and monthly updates along with placement proofs.

Deliverable 8: 15 employers interaction session online or offline with candidates have been organized and documented.

Deliverable 9: Detailed report on set up/strengthen of 4 institutions' placement cells with activities, testimonials/case studies, details on improvement (both qualitative and quantitative).

6. Post placement support

- The agency should provide post placement support to all the placed candidates for atleast 3 months and track their progress. This should be done with two interactions (telephonically/physical/online) every month. Tracking progress should also include challenges they might be facing at workplace etc.
- Support for 6 months to be provided to candidates who leave their jobs within the first three months of placement under the project.

Deliverable 10: Detailed information on candidate wise tracking in MIS.

7. Knowledge Products and MIS

- Any customization done in the curriculum
- Placement drive SOP
- Post placement handholding SOP
- Monthly, quarterly, and final reports to be shared with UNDP
- Monthly data in the format decided with UNDP
- Photographs of good quality and case studies (every month 5 HD photos and two case study/story to be submitted during the project implementation period)
- Data on training and placement to be submitted in Excel formats

Deliverable 11: Documents, reports and proof should be submitted against all the above. The agency should make sure to share data on a regular basis as per UNDP M and E mandates and MIS. One compendium of case studies and final report (professionally designed) should be submitted at the end of the project.

Project location

The project will focus on 15 villages from Khambhaliya and Lalpur blocks of Devbhumi Dwarka and Jamnagar districts cater to other villages in the two districts as the need maybe. (this may be highlighted in organizing awareness /mobilization workshops in first year of action plan.

Key Deliverables

During the contract period, the agency is supposed to deliver the following:

- Baseline data of 4000+ youth (from ITIs, colleges, District Employment Center, school/college dropouts etc.) to be mobilized and trained along with aptitude assessment and skills/aspirations mapping.
- 4000+ candidates to receive soft skills and job readiness trainings using both virtual and physical classroom tools.
- Atleast 15 candidates-industry interactions through job fairs, career conclaves, interactive sessions etc.

- Setting up of YES centers at three strategic locations in project geography for facilitating training, counseling, and placement at village level.
- 4 institutions' placement cells set-up/strengthened. Detailed report to be submitted on set up/strengthen of these placement cells with activities, testimonials/case studies, details on improvement (both qualitative and quantitative) etc.
- Linking youth with potential employers and ensuring successful placement of 2000+ candidates. This should be supported with documentation, MIS updates and job proofs.
- Post placement support to be provided to all the placed candidates for a period of at least three months.
- At least two district level consultation workshops where principals, line department, employers, job aggregators etc. participate.
- Monthly and quarterly reports and proofs/details should be submitted on deliverables as outlined in this ToR. The agency should make sure to share data on a regular basis as per UNDP M and E mandates and MIS. One compendium of case studies and final report (professionally designed) should be submitted at the end of the project.

Reporting

The Agency will work under the direct supervision of State Project Officer (Gujarat) with overall guidance of Project Officer, New Delhi, UNDP.

Duration of the assignment

To be completed by December 2022 (specific project deadlines will be decided one agency is onboarded)

Payment Terms

S.no	Deliverables	Percentage to be released
1.	Concept note with detailed implementation plan, skilling and employment analysis and curriculum/communication, assessment etc. material customized to be used for training, project team posting and training schedule.	20%
2.	Completion of mobilization and 21 st century skills training/soft skills and employability training of 2000 youth. At least 5 industry interactions with initiating strengthening of 2 placement cells. Setting up of YES center at three locations. This should be supported with valid data, detailed report, case studies, high resolution pictures and testimonials.	30%
3.	Completion of mobilization and /soft skills and employability training of 2000 more youth and placement of 2000 candidates. At least 10 more	40%

S.no	Deliverables	Percentage to be released
	industry interactions with initiating strengthening of 2 more placement cell. This should be supported with valid data, detailed report, case studies, high resolution pictures and testimonials.	
4.	Acceptance and submission of final report and comprehensive final data (in MS Excel) on project and its completion along with three months follow up with placed candidates.	10%

Team Composition

The selected service provider will be responsible for the creation of an implementation team.

Team Member	Key Role	Work Experience
Team Leader (1)	Lead employment and placement initiatives, engagement with institutions/stakeholders and responsible for key deliverables and as defined in scope of work	Postgraduate in management/social development/education/public policy and relevant field with 8+ years of experience in the skill/employability training space with strong employers' network.
Training Expert (1)	Lead planning and execution on job readiness, 21 st century skills training and students' interaction in ITIs, colleges, vocational center, panchayat etc.	Should have atleast 4+ years of experience in employability and skills training.
Placement Expert (1)	Lead planning and execution on industry connects, private sector interactions, linkages	Should have atleast 4+ years of experience in industry connects and placement.
Trainers (3-5)	Conduct employability and 21 st century skills training in ITIs, colleges, in community centers etc.	Should have atleast 3+ years of experience in conducting training, delivering curriculum to job seekers and students.
YES Center Partnership Officer	Coordinate with local level stakeholders, tie-up with local employers, mobilization of youth etc.	Should have atleast 4 years on ground experience in engaging with local employers, mobilization of youth.
YES Center	Conduct counseling sessions for youth,	Should have atleast 4 years of

Counseling Officer	job seekers, drop out or passed out students, Coordinate with local level stakeholders, tie-up with local employers, mobilization of youth etc.	experience in directly conducting counseling sessions for youth, parents' engagement etc.
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Intellectual Property

All materials as part of the project/ assigned work to be submitted to UNDP. All copyright over the publicity material is with UNDP and the same may not be used, reproduced, or otherwise disseminated or authorized to others for use, reproduction, or dissemination of such works without prior consent from UNDP. UNDP may or may not acknowledge the Service provider's name for use of the materials on other projects.

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	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Envelope

(Must be submitted as a separate password protected file)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

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?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> 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:	<ul style="list-style-type: none"> ▪ 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 <i>(address, telephone numbers, fax numbers, e-mail address)</i>	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]
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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

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> 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)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> 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 5 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	USD
	Year	USD
	Year	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
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
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.

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 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

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 proposed for LTA

- 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 key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i>
	<ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<i>[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.]</i>
	[Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	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 password protected as separate files.

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 a separate password protected file 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.

Financial proposal to include resources to be allocated to each activity, one-time and recurring costs, activities and events to be deployed for certification and any others as deemed relevant activity-wise breakup, travel cost, etc.

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees*

Name	Position with specialization	Fee Rate	No. of Days	Total Amount
		A	B	C=A+B
	Team Leader			
	Training Expert			
	Placement Experts			
	Trainers			
	YES Centre Partnership Officer			
	YES Centre Counseling Officer			
	Any other personnel (such as Data manager, LMS expert etc.)			
Subtotal Professional Fees:				

**Structure of the team is to be proposed by the Proposer in accordance to their understanding of the ToR.*

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
Project Activity				
Communication				
Out of Pocket Expenses: <ul style="list-style-type: none"> • Documentation • Other related cost, if any. 				
Subtotal Other Costs:				

NOTE: UNDP shall use the cost breakdown for the calculation of price in the event that both parties have agreed to add new deliverables to the scope of services.

Table 4: Breakdown of Price per Deliverable/Activity**

SI No	Deliverable	Payment
1	<ul style="list-style-type: none"> • Inception Report - including detailed work plan, delivery timelines, etc. and District Level implementation framework and enterprise support available 	20%
2	<p>Completion of the following activities and submission of reports (with relevant evidences):</p> <ul style="list-style-type: none"> • Development/customization of the Blended-learning based Training Content, Curricula and Trainer Manual (7 Days duration) of the Youth Entrepreneurship Development Program (EDP) • Development / customization of the Blended-learning based Training Content, Curricula and Trainer Manual (7-10 Days duration) of the Youth Entrepreneurship Boot Camp/ Innovation Training • The two toolkits/ curricula served as E-Learning material in the form of a self-learning, modular assessment-driven courses on a suitable opensource LMS platform and on the Code Unnati Mobile Application • 100 faculties are oriented on the process of training, mentorship, incubation, etc. • 2000 youth/students have completed the EDP training • 300 youth/ students have completed the Boot Camp/ Innovation Training 	30%

	<ul style="list-style-type: none"> • At least 50 students develop business models and prototypes of the product/ technology/ relevant services • 5 business ideas selected as winners of the Start-up Challenge, awarded the seed money and offered intensive linkages to incubation, acceleration, funding, mentoring and handholding opportunities including with Atal Incubation Centres/Start-up cells/ and other facilities 	
3	<p>Completion of the following activities and submission of reports (with relevant evidences):</p> <ul style="list-style-type: none"> • 3000 students have received the EDP training • 400 youth/ students have completed the Boot Camp/ Innovation Training • At least 50 students develop business models and prototypes of the product/ technology/ relevant services • 200 youth/ students offered linkages to mentoring, handholding and funding opportunities for a minimum of 6 months period • At least 50 ideas linked to incubation, acceleration opportunities including with Atal Incubation Centres/Start-up cells/ and other facilities. • At least 25 students are supported to start the enterprises • 15 business ideas selected as winners of the Start-up Challenge, awarded the seed money, and offered intensive linkages to incubation, acceleration, funding, mentoring, and handholding opportunities including with Atal Incubation Centres/Start-up cells/ and other facilities • 3 Stakeholder Consultation Workshop organized 	30%
4	Submission of the final completion report/ End line Status Report and handing over of tool kits and knowledge products created and printed to UNDP and acceptance of project Code Unnati team	20%

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