



REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

NAME & ADDRESS OF FIRM	DATE: September 19, 2022
	REFERENCE: RFP/UNDP/RWA/2022/056

Dear Sir / Madam:

We kindly request you to submit your Proposal for LOCAL CONSULTING FIRM TO PROVIDE BUSINESS MENTORSHIP SERVICES TO YOUTHCONNEKT BENEFICIARIES IN RWANDA and provide technical support.

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

Proposals may be submitted on or before Monday, October 03, 2022 and **via email**, to the address below:

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

Your Proposal must be expressed in the ENGLISH, and valid for a minimum period of 90

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

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

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

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

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

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

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

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

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

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

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

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

VARSHA REDKAR-PALEPU
DEPUTY RESIDENT REPRESENTATIVE
9/19/2022

Description of Requirements

<p>Context of the Requirement</p>	<p>Click here to enter text. YouthConnekt was launched in Rwanda in 2012 by the Government of Rwanda in partnership with UNDP as a multifaceted initiative aimed at connecting young people with peers and role models, skills development, access to finance and entrepreneurship. This innovative and dynamic youth empowerment programme combines elements of skills development, entrepreneurship, access to jobs and finance, awareness raising on issues related to youth development, and promotion of youth citizenship through community work and inclusion in local and national policy dialogue. YouthConnekt has proven to be an innovative and effective way of unlocking the potential of youth and bridging the gap between their aspirations and the limitless opportunities that their continent has to offer, therefore facilitating the demographic transition and creating highly productive jobs.</p> <p>One of the key YouthConnekt components is the Entrepreneurship Bootcamps/Awards, a series of business competitions for young entrepreneurs organized across the country. Through the YouthConnekt bootcamps, young entrepreneurs are trained (for a period 1 week to 6 months) by different partners (Private and public sector, CSOs, etc.) in entrepreneurship skills, scalable project development and management and leadership skills. Those bootcamps contribute to enhance the capacities of young entrepreneurs in developing business plans, accessing finance, developing/improving their marketing strategies, pitching and effective communication. Resultantly, it contributes to improving the profitability and sustainability of their enterprises as well as to supporting the scaling-up of their projects. It also enables the young entrepreneurs to promote their businesses and create connections with markets and investors by participating in YouthConnekt sponsored events (Made in Rwanda exhibition). At the end of the bootcamp/trainings, the young entrepreneurs pitch their business ideas to a panel representing the public, private, and non-profit sectors. The best projects are awarded with seed funding to support the scaling-up of their businesses.</p> <p>Other successful youth led SMEs/start-up's programme include the Hanga Pitch-fest organized by the Ministry of ICT and Innovation and Rwanda Development Board. This festival aims to provide a unique platform to showcase tech-entrepreneurs and creative talents from all over the country as well as to promote the Innovation Ecosystem at large.</p> <p>Through its National Strategy for Transformation (NST1) and Private Sector Development & Youth Employment Strategy (PSDYES), the Government of Rwanda (GoR) has committed to develop a vibrant and competitive productive sector to generate sufficient exports and jobs for the population. Under NST1, GoR is prioritizing innovative entrepreneurship, access to finance and business development to unlock the potential for sustainable job creation (GOR, 2017). The PSDYE strategy sets out a new ambitious approach to private sector development and competitiveness improvements, namely a Value-Chain (VC) Approach.</p>
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	<i>It is within that framework that some support is needed to provide incubation services to the YouthConnekt and Hanga Pitch fest beneficiaries to support the development of their businesses</i>																			
Implementing Partner of UNDP																				
Brief Description of the Required Services ¹	See attached Terms of reference																			
List and Description of Expected Outputs to be Delivered	See attached Terms of reference																			
Person to Supervise the Work/Performance of the Service Provider	UNDP will contract the best and most competitive consultancy firm according to the proposals submitted and the relevant experience/qualities of the individual. The firm will be reporting on quarterly basis with the final detailed report at the completion of the assignment to UNDP/Ministry of Youth and Culture. At the end of the contract, the detailed report will be submitted highlighting work done and proposed interventions for next steps.																			
Frequency of Reporting	AS PER ToR																			
Progress Reporting Requirements	AS PER THE TOR																			
Location of work	<input type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> At Contractor's Location																			
Expected duration of work	The assignment is scheduled to be undertaken by a local consultancy firm. The consultancy will run out 12 months starting from October 2022 ending in September 2023.																			
Target start date	IMMEDIATELY																			
Latest completion date	October 2023																			
Travels Expected	<table border="1"> <thead> <tr> <th>Destination/s</th> <th>Estimated Duration</th> <th>Brief Description of Purpose of the Travel</th> <th>Target Date/s</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s												
Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s																	
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance																			

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

	<input checked="" type="checkbox"/> Others Not required				
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others Not required				
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required				
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required				
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency				
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes				
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.				
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>				
	<table border="1"> <tr> <td>Outputs</td> <td>Percentage</td> <td>Timing</td> <td>Condition for Payment Release</td> </tr> </table>	Outputs	Percentage	Timing	Condition for Payment Release
Outputs	Percentage	Timing	Condition for Payment Release		

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

Payment Terms ³	<table border="1"> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>																<p>Within thirty (30) days from the date of meeting the following conditions:</p> <p>a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and</p> <p>b) Receipt of invoice from the Service Provider.</p>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Focal Point																
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i> <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>																
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.																
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan																

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

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

	<input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i>
Contract General Terms and Conditions ⁵	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁶	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <i>[optional if this form has been accomplished comprehensively]</i> <input type="checkbox"/> Others ⁷ <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) ⁸	<i>Mbasa Rugigana</i> <i>Head of Procurement</i> <i>Mbasa.rugigana@undp.org</i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information <i>[pls. specify]</i>	

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

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

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

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

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁹

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

[insert: Location]

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

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

B. Proposed Methodology for the Completion of Services

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

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

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

C. Qualifications of Key Personnel

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

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

D. Cost Breakdown per Deliverable*

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

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

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

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

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

[Designation]

[Date]



TERMS OF REFERENCE:

LOCAL CONSULTING FIRM TO PROVIDE BUSINESS MENTORSHIP SERVICES TO YOUTHCONNEKT BENEFICIARIES IN RWANDA

Contract	Type:	LOCAL CONSULTING FIRM TO PROVIDE BUSINESS MENTORSHIP SERVICES TO YOUTHCONNEKT BENEFICIARIES IN RWANDA
Duty Station		Rwanda
Type of contract		Consultancy firm
Languages Required:		Kinyarwanda and English
Duration of Assignment		12 Months
Expected starting date		October 2022
Expected closing date		October 2023

1. BACKGROUND AND CONTEXT

YouthConnekt was launched in Rwanda in 2012 by the Government of Rwanda in partnership with UNDP as a multifaceted initiative aimed at connecting young people with peers and role models, skills development, access to finance and entrepreneurship. This innovative and dynamic youth empowerment programme combines elements of skills development, entrepreneurship, access to jobs and finance, awareness raising on issues related to youth development, and promotion of youth citizenship through community work and inclusion in local and national policy dialogue. YouthConnekt has proven to be an innovative and effective way of unlocking the potential of youth and bridging the gap between their aspirations and the limitless opportunities that their continent has to offer, therefore facilitating the demographic transition and creating highly productive jobs.

One of the key YouthConnekt components is the Entrepreneurship Bootcamps/Awards, a series of business competitions for young entrepreneurs organized across the country. Through the YouthConnekt bootcamps, young entrepreneurs are trained (for a period 1 week to 6 months) by different partners (Private and public sector, CSOs, etc.) in entrepreneurship skills, scalable project development and management and leadership skills. Those bootcamps contribute to enhance the capacities of young entrepreneurs in developing business plans, accessing finance, developing/improving their marketing

strategies, pitching and effective communication. Resultantly, it contributes to improving the profitability and sustainability of their enterprises as well as to supporting the scaling-up of their projects. It also enables the young entrepreneurs to promote their businesses and create connections with markets and investors by participating in YouthConnekt sponsored events (Made in Rwanda exhibition). At the end of the bootcamp/trainings, the young entrepreneurs pitch their business ideas to a panel representing the public, private, and non-profit sectors. The best projects are awarded with seed funding to support the scaling-up of their businesses.

Other successful youth led SMEs/start-up's programme include the Hanga Pitch-fest organized by the Ministry of ICT and Innovation and Rwanda Development Board. This festival aims to provide a unique platform to showcase tech- entrepreneurs and creative talents from all over the country as well as to promote the Innovation Ecosystem at large.

Through its National Strategy for Transformation (NST1) and Private Sector Development & Youth Employment Strategy (PSDYES), the Government of Rwanda (GoR) has committed to develop a vibrant and competitive productive sector to generate sufficient exports and jobs for the population. Under NST1, GoR is prioritizing innovative entrepreneurship, access to finance and business development to unlock the potential for sustainable job creation (GOR, 2017). The PSDYE strategy sets out a new ambitious approach to private sector development and competitiveness improvements, namely a Value-Chain (VC) Approach.

It is within that framework that some support is needed to provide incubation services to the YouthConnekt and Hanga Pitch fest beneficiaries to support the development of their businesses

2. OBJECTIVE, SCOPE OF WORK AND RESPONSIBILITIES

Objective

The consultancy firm will be responsible for:

Providing business mentorship services to youth led SMEs and start-ups to support the development of their businesses.

Scope:

Provide business mentorship services to 100 YouthConnekt and Hanga Pitch fest beneficiaries with both technical and strategic support to ensure the growth of their businesses by providing services including training, perpetual guidance, coaching, Business linkages, business online presence and Market access.

Responsibilities

Business mentorship services to YouthConnekt and Hanga Pitch fest beneficiaries

More specifically, the consultancy assignment should consist of, but not necessarily be limited to the following main tasks:

- Provide access to facilities including high speed connectivity for youth to network and benefit from the incubation services, both physical and online listed below.
- Conduct detailed individual need assessment of beneficiaries at the beginning of the programme and develop a customized individual programme
- Provide Youth led SMEs and Start-ups with Capacity building in:
 - Business modelling, planning
 - Product development and Value Chain management
 - Resources management,
 - Understanding of target market
 - Marketing management, marketing strategy, product branding,
 - Access to market
 - Access to finance
 - Leadership development
 - Online presence.
 - Storytelling
- Conduct continuous Mentorship and Career guidance to YouthConnekt beneficiaries for their businesses to grow.
- Assist YouthConnekt Beneficiaries with business operations (accounting, market research, marketing, legal compliance, human resources).
- Provide both remote and live business mentorship to beneficiaries
- Provide visibility to the beneficiaries through online presence and connection with media
- Connect beneficiaries to investment opportunities
- Connect beneficiaries with partners from the public, private and civil society sectors

Notice: It is the responsibility of the contracted consulting firm to provide all require expertise through in house or/and with the support of external partners during the execution of this assignment.

3. DELIVERABLES

- **Inception report** including a clear methodology to be used, the understanding of the consultant's TORs, work plan, staff to be hired, partners to work with, costs to be mobilized, timeline, logistics, organization as well as detailed explanation of the evaluation plan for their achievements. *To be delivered latest 1 week before the start of the assignment.*

- **Quarterly detailed Implementation Report including;** the list, contact and detailed information of supported beneficiaries, the scope of services provided, challenges faced in implementation and proposed interventions. The monthly reports will be submitted to MYCULTURE and UNDP for their comments and approval.

To be delivered latest 1 week after the end of the month.

- **Final Report:** The final report will provide some detailed information on the activities implemented during the agreed project timeline. In addition, the report will include the detailed achievements, challenges, lessons learned as well as recommendations.

4. REPORTING AND INSTITUTIONAL ARRANGEMENTS

UNDP will contract the best and most competitive consultancy firm according to the proposals submitted and the relevant experience/qualities of the individual. The firm will be reporting on quarterly basis with the final detailed report at the completion of the assignment to UNDP/Ministry of Youth and Culture. At the end of the contract, the detailed report will be submitted highlighting work done and proposed interventions for next steps.

5. DURATION, TIMING

The assignment is scheduled to be undertaken by a local consultancy firm. The consultancy will run out 12 months starting from **October 2022** ending in **September 2023**.

6. DUTY STATION

Kigali

7. REQUIRED COMPETENCIES

7.1. Consultants

1. Business Trainer: Must be Rwandan National -Attach ID Card

- Minimum MA / MSc. In Finance (MBA), Marketing, Project Management and Economics
- Minimum of 5 years' experience working in business coaching and mentorship
- Experience in implementing and coordinating complex projects with public, private and international organizations.
- Experience in working with Government entities, CSOs and other development stakeholders.
- Having trained/coached youth lead SMEs, Cooperatives and individual businesses

- Fluency in Kinyarwanda and English
- Computer literacy, and experience with editing and presenting reports, especially for communicating development results.

2. Business Mentor: Must be Rwandan National -Attach ID Card

- Minimum a bachelor's in economics or management
- Minimum of 10 years in business mentorship or working with business incubators/accelerator programmes with a strong knowledge of business development principles,
- Understanding the challenges faced by Rwandan young start-ups. Knowledge of YouthConnekt Program is added advantage. Proven analytical and data skills;
- Experience in supporting youth owned businesses in managing finances, funds mobilization through business mentorship both physically and virtually;
- Experience in working with Government entities, CSOs and other development stakeholders
- Fluency in Kinyarwanda and English
- Computer literacy, and experience with editing and presenting reports, especially for communicating development results.

7.2 Company Experience:

- Minimum 2 years' experience offering business Incubation services in Rwanda. With a special focus on youth led businesses
- Experience in working with Government entities, CSOs and other development stakeholders in Rwanda.
- Have a strong knowledge of Business Incubation centres ecosystem in Rwanda
- Experience in offering services to support youth led SMEs and start-ups (both individual and companies) through Financing Entrepreneurs, Mentoring Entrepreneurs, Marketing and Branding, Intellectual Property Protection and Commercialization, Business Expertise, Policy and Regulatory Analysis;
- Proven experience working with regional and international incubators/accelerators

8. CONSULTANCY FIRM EVALUATION CRITERIA

FIRMS TECHNICAL EVALUATION CRITERIA

Proposers while preparing their technical proposals MUST follow the order as per evaluation form below.

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Company				
				A	B	C	D	E
Form 1	Company Profile/Reputation/Experience	0%	00					
Form 2	Proposed Work Plan and Business Approach	40%	400					
Form 3	Personnel	30%	300					
	Total	100%	1,000					

Evaluation forms for technical proposals follow on the next two pages. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

Form 1: Company Profile/Reputation/Experience

Form 2: Proposed Work Plan and Business Approach

Form 3: Personnel

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm / Organization in business	30%	300
2.	Proposed Methodology, Approach and Implementation Plan	40%	400
3.	Management Structure and Key Personnel	30%	300
	Total		1000

Technical Proposal Evaluation Form 1		Points obtainable
Expertise of the Firm/Organization		
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing (Track record in business development incubation/coaching and business mentorship services)	50
1.2	General Organizational Capability which is likely to affect implementation <ul style="list-style-type: none"> - Financial stability - loose consortium, holding company or one firm - age/size of the firm - strength of project management support 	90

	<ul style="list-style-type: none"> - project financing capacity - project management controls 	
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.)	15
1.4	Quality assurance procedures, warranty	25
1.5	Relevance of: <ul style="list-style-type: none"> - Specialized Knowledge - Experience on Similar Programme / Projects - Experience on Projects in the Region - Work with Government entities, CSOs and other development stakeholders 	120
		300

Technical Proposal Evaluation Form 2		Points Obtainable
Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the Proposer understand the task?	30
2.2	Have the important aspects of the task been addressed in sufficient detail?	25
2.3	Are the different components of the project adequately weighted relative to one another?	20
2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	55
2.5	Is the conceptual framework adopted appropriate for the task?	65
2.6	Is the scope of task well defined and does it correspond to the TOR? (Provide YouthConnekt beneficiaries with business mentorship (both technical and strategic)to ensure the growth of their businesses.	120
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	85
		400

Technical Proposal Evaluation Form 3		Points Obtainable
Management Structure and Key Personnel		
3.1	Business Mentorship Expert (Team Leader – Rwandan National)	140
		Sub-Score

	General Qualification		120	
	Suitability for the Project			
	Minimum MA / MSc. in Entrepreneurship, Statistics, Data Science, Economics, Business, development studies or related studies	30		
	- Training Experience	30		
	- Professional Experience in the area of specialization (Minimum of 5 years' experience working for business incubators/accelerator programmes and Business Coaching)	40		
	- Knowledge of the region	20		
	- Language Qualifications		20	
			140	
3.2	Business and Marketing Expert- Rwandan National			120
			Sub-Score	
	General Qualification		90	
	Suitability for the Project			
	Minimum MA / MSc. in Entrepreneurship, Statistics, Data Science, Economics, Business, development studies or related studies	15		
	- Training Experience	15		
	Preferably 5 years of previous professional experience in business development services including access to finance, business modeling, distribution channel management, value chains management, etc.	35		
	- Knowledge of the region	25		
	- Language Qualifications		20	
			110	
3.3	Other Expert – Rwandan National			40
			Sub-Score	
	General Qualification:		40	
	Suitability for the Project			
	- Master in Marketing, branding, economics, management or any related field	10		
	- Training Experience	10		
	Preferably 5 years of previous professional experience in marketing strategy, product branding, product development and market research.	10		
	- Knowledge of the region	10		
	- Language Qualification		10	
			50	
	Total Part 3			300

9. APPLICATION PROCEDURE

interested Consultancy Firms should apply by presenting the following documents:

- (i) **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;

- (ii) **Personal CV of the consultants/Experts** indicating all past experience from similar projects as well as the contact details (e-mail and telephone number) of the candidate and at least three (3) professional references;
- (iii) **Brief description** of why the firm considers him/herself as the most suitable for the assignment and a methodology, if applicable, on how he/she will approach and complete the assignment;
- (iv) **Methodology** that describes the way both capacity building and career guidance will be undertaken in terms of staff, costs, logistics, time etc...
- (v) **Financial Proposal** that indicates the all-inclusive fixed total contract price supported by a breakdown of costs, as per template provided;

Interested consultants are required to submit an expression of interest and relevant Curriculum Vitae that demonstrates the qualifications, skills, experience and track record to deliver the services required and that reflects an understanding of key issues relating to the scope of work. Please also provide three contactable references.

Technical enquiries can be directed to Nicolas Schmids at nicolas.schmids@undp.org, operational enquiries and enquiries about the procurement process to mbasa.rugigana@undp.org.

10. PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

The consultancy fee will be paid as a lump sum (inclusive of all expenses related to the consultancy), and will be fixed regardless of changes in the cost components of the consultancy. The consultancy fee will be paid upon completion of the following milestones:

%	Milestone
20%	Submission and approval of inception report
40%	Following submission, presentation and approval (MyCULTURE, UNDP) of the Quarterly activity progress reports after the completion of quarterly assigned tasks. 4 expected reports (each report amounts to 10% of total consultancy fee)
40%	Following submission, presentation and approval (MyCULTURE, UNDP) of the final report after the completion of all assigned tasks

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