



UNIDO CLARIFICATION NOTE No. 3

26 April 2024

UNIDO Request for Proposal 7000006774

“Provision of Services related to the execution of the Technical Assistance Facility of the Resilient Investment in Southern Africa (RISA) Programme” - Long-term Agreement(s) (LTAs)

Please find below technical questions raised by potential bidder(s) and UNIDO’s replies thereto.

Question	Answer
<p>1. In Annex 4, it is shown that the ToR development is done by the TAF manager. However the TAF Manager sits within the supplier. Could you clarify if the supplier needs to develop the ToR or is this something UNIDO will be developing? If the supplier needs to develop the ToR, how would you decide which supplier develops the ToR? Related to this, would it create a conflict/unfair advantage for the same supplier developing the ToR to then submit a proposal?</p>	<p>The diagram is indicative at this stage and will require further refinement once the supplier(s) have been selected. The TOR development will highly likely require decision-making inputs from both UNIDO and the selected supplier(s). The specific supplier who will be involved in the ToR development will be determined at the call-off stage in a manner that will not create a conflict of interest or unfair advantage.</p>
<p>2. Within Annex 4 (RISA TAF), there is a Technical Assistance Committee. Could you confirm if the composition of this Committee has been decided or would you like the supplier to propose a structure?</p>	<p>While a preliminary structure has been developed, we would welcome proposals and/or suggestions from suppliers as the final composition and structure is not yet finalized.</p>
<p>3. On page Page 3 / section 3a it is mentioned that “Partial proposals are not accepted”. Whereas on page Page 4 / section 3c it is mentioned that “Important note: Partial bidding is acceptable. Bidders may submit quotation for one or more sub-activities (2.1-2.3) as per Terms of Reference”.</p> <p>Could you clarify the difference? We intend to only bid for the business advisory services (2.1) and would like to ensure that our proposal would still comply with the RFP requirements.</p>	<p>Partial bidding is acceptable means that bidders may bid for one or more sub-activities of their choice - they are in no way obliged to bid for all sub-activities. A partial proposal is one that is missing some of the mandatory completed documents and forms that form the bid. The former is accepted while the latter is not.</p>
<p>4. In sub activity 2.1 and 2.2, there is mention of “to provide support to the SME in raising commercial finance that may be delivered through various means as prescribed by the action plan” and “develop SMEs to a</p>	<p>The action plan will be one of the first documents developed by an allocated TA advisor that will address the gaps of the SME and provide a pathway to investment readiness.</p>

<p>level of investment readiness or support the investee effectively deploy capital raised from RISA-IF and other co-financiers by providing the strategic or operational advisory support required as prescribed in the action plan” respectively. Where can we access the action plan?</p>	
<p>5. Should our organization be legally registered in all 8 countries?</p>	<p>Not necessarily, the bidder may in some cases utilize external advisors. Regardless of the specific modalities of TA provision, bidders must ensure that they and their potential contractors comply with national regulations in the countries they operate.</p>
<p>6. What language should the programme delivery in the countries be on an online platform?</p>	<p>English, French and Portuguese.</p>
<p>7. What is the average ticket size per business and what is the budget per business for TA?</p>	<p>We do not know the average at this stage, ticket sizes may range from USD 500K-10M. The TA budget per business will be determined by the final amount raised for RISA-TAF.</p>
<p>8. How were the 45 selected businesses chosen, and have they received any support thus far? Will there be additional businesses beyond the initial 45 considered for the program?</p>	<p>RISA, at this stage, has developed an indicative pipeline of SMEs. The 45 figure is target based on our estimation of SMEs that would require support in order to deliver a sufficient pipeline for RISA-IF. The final figure will vary based on budget, drop off rate of the SMEs, etc. As RISA has not yet been launched, no SMEs have been supported thus far.</p>
<p>9. Are consortiums preferred (where 2-3 organizations come together to address all the 3 sub-activities) or individual bids(where each organization brings in their expertise for each activity)?</p>	<p>The evaluation criteria in Appendix 2 includes the following sub-criterion: "2iv. Comprehensiveness and coherence of sub-services offered" (7 points). Bidders forming consortia would offer more sub-services than they would alone hence increasing their score for this criterion. Forming consortia may also increase bidders' scoring for evaluation criteria 3i: "Local presence in RISA target countries" and 3ii: "Ability to operate in the languages of RISA countries". Bidders, when forming consortia, should ensure their partners are able to effectively deliver on the other sub-criteria under criteria 2 to avoid undermining the potential consortia-forming incentives set out by sub-criteria 2iv, 3i and 3ii.</p>
<p>10. Reference is made to the Terms of Reference, Section 7_Contents of Proposals: please clarify if a firm can submit a bid which includes both sub-activity 2.2 and sub-activity 2.3 and be successful for one sub-activity and not the other? Or will the firm in this case either be successful with both together, or neither?</p>	<p>Yes, this is possible.</p>
<p>11. Reference is made to the Terms of Reference, Section 7_Contents of Proposals (Technical Proposal (To be submitted in a separate envelope according to the</p>	<p>Two project references as a minimum per sub-activity would be sufficient.</p>

<p>instructions stated in the Instruction Letter)).</p> <p>Please clarify if the 2 project references to be provided are for each bullet 2.1.1., 2.1.2. and 2.1.3, thus a firm needs to provide 6 project references/experiences, or two across the 2.11, 2.12, and 2.13?</p>	
<p>12. Reference is made to the RFP 7000006774 Letter including Instructions to Bidders, 3. Format and Signing of Proposal that notes that the “Your Proposal must be typed or written in indelible ink and signed by an official legally authorized to enter into contracts on behalf of your company/ organization.”</p> <p>Please confirm we can sign using a digital signature.</p>	<p>Yes, this is possible.</p>
<p>13. Should the financial proposal be for two years or for six years?</p>	<p>Reference is made RFP letter page 4 which indicates the quoted prices must be fix and firm at least for two years. Thereafter price adjustment may be applied subject to detailed documentation by the contractor for UNIDO’s review and agreement.</p>
<p>14. Could you kindly confirm whether the contractor will be responsible for origination (i.e. selecting SMEs to receive TA through a competitive process) or whether UNIDO will do the origination and subsequently invite the contractor to provide the TA services to the chosen SMEs.</p>	<p>It is envisaged that the service provider will be involved in verifying the needs of the TA recipients at the very least. In the secondary bidding process, there may be a call-off to identify potential service provider(s) who will conduct origination. This will be determined at a later stage.</p>
<p>15. Is it possible to submit an offer and to be a sub-contractor of another bidder’s offer at the same time?</p>	<p>Yes, this is possible.</p>
<p>16. With regards to the physical post, is it possible to DHL in one courier with two separate envelopes inside?</p>	<p>Yes, this is possible and also the preferred process.</p>
<p>17. As there is no page limitation – Are you looking at delivery methodology at a granular level i.e. sub-services or at the level of the 3 main sub-activities? Meaning should we provide a methodology for each sub section and a detailed approach or do you require enough information at a high level to make an informed decision?</p>	<p>We will better understand the specifics of your offering if detail is provided on the sub-service level. Granularity provided by bidders on the sub-services would be conducive to a higher quality bid.</p>
<p>18. CV’s: we will be adding full key CVs for country staff under appendixes. Is that correct?</p>	<p>Yes.</p>
<p>19. Can we include a gant chart for the timeline and deliverables of the tasks?</p>	<p>You may include a gannt chart if desired, this is not mandatory however.</p>
<p>20. Commercial proposal: considering we are working across 8 different countries and different levels of staff-should we consider aligning the daily rates to the recommended UN rate card or local rates with a motivation?</p>	<p>Kindly note that the commercial evaluation will be done on the basis of the all-inclusive cost per day depending on the level of expertise (as outlined in Appendix 7a), which shall also include the overhead fees (management and other administrative fees) as well as any other cost, except</p>

	<p>for travel costs and DSA.</p> <p>Please strictly adhere to the commercial bid structure and do not provide the daily rates with a “motivation”, as this will not be commercially acceptable. The cost shall be all-inclusive as per the ToR depending on the expertise level.</p> <p>If there are discrepancies in the daily fees of experts in the different countries, kindly provide an average all-inclusive cost applicable to all eight countries depending on the level of expertise. The commercial evaluation will be based on this average (of the eight listed countries) all-inclusive cost per expertise level, including management fees and exclusive of DSA and travel costs, as specified in the ToR. If you wish, you can also specify, aside from the average, the all-inclusive cost per day per level of expertise applicable in each individual country listed in the ToR. In case of eventual contract award the indicated fix and firm country specific fees would be applied for providing your cost proposal under a specific call off and for resulting invoices once services have been delivered.</p> <p>In summary, an average fee must be quoted (this will be used for the commercial evaluation/cost comparison). In addition, bidders may also indicate fees for the individual eight countries. In such case, the fix and firm country specific costs will be applied for future call-offs in case of contract award.</p>
<p>21. In the list of countries in the text, it is included Eswatini but not Madagascar. However, in the chart in appendix 3 and the list in appendix 5 (of the Terms of Reference) it is included Madagascar but not Eswatini. Would it be possible to clarify if both Eswatini and Madagascar are included or only one of them, and which one?</p>	<p>As stated in the documentation, RISA is in the development and fundraising phase with targeted funders, such as the Green Climate Fund (GCF). The process of which is dynamic and as RISA edges towards finalisation certain refinements have been recently made on the target country list due to requirements to ensure country ownership set out by GCF and other funders. This has resulted in a change whereby Madagascar has just been replaced by Eswatini on the list of RISA target countries.</p> <p>We understand this change mid-bidding process is not ideal for bidders and will consider this change in the evaluation stage as to prevent unfair penalization with regards to bidders' technical bids. RISA is now in the final approval stages with the GCF and therefore expects no further changes to the country list.</p>
<p>22. Would it be possible to specify how many SMEs will receive training? It is stated that it is expected to have 5 investment ready SMEs per quarter to be sent to RISA-IF for consideration and 7 quarters of advisory work. So it is expected to support 5x7=35 SMEs in total?</p>	<p>45 SMEs are targeted to receive TA support over RISA-TAF's implementation period. The final figure will be driven by the pipeline requirements needs of RISA-IF and graduation rate of SMEs from RISA-TAF to RISA-IF. RISA-IF is targeting 24 investees. By way of illustration, if a sufficient number of high potential SMEs are inducted into RISA and TA is effectively executed leading to a high graduation rate of 70%, RISA-TAF would only need to</p>

	support 34 SMEs.
23. In case there are several service providers selected, how will the webinar organization be structured? Will there be a call-off procedure?	This will be determined through the call-off procedure, and be structured according to the winning bid(s) in that secondary bidding process.
25. Is the UNIDO office be close on May 9th, given that it seems that it will be a public holiday in Austria that day?	The UNIDO office will not be closed on 9 May 2024.
Please note: The submission deadline is 9 May 2024, 16:00:00 CEST	