



**REQUEST FOR PROPOSAL
(RFP_005_2021)**

TERMS OF REFERENCE

ASSIGNMENT TITLE:	Grant Management Contractor of Youth Innovation Challenge (YIC) in Agriculture and Handicraft Sectors
AGENCY/PROJECT NAME:	Enhancing Social and Economic Opportunities for Youth in Lao PDR
TYPE OF CONTRACT:	Professional Service Contract
CONTRACT PERIOD:	7 months (21 September 2021– 20 April 2022)
LOCATION:	Vientiane
COUNTRY	LAO PDR
STARTING DATE:	21 September 2021
DEADLINE FOR SUBMISSION	2 July 2021
SUBMISSION EMAIL ADDRESS	lao.procurement@undp.org

A. BACKGROUND AND CONTEXT

Lao PDR has the youngest population among countries in the Southeast Asian region, with approximately 60% below 25 years of age. Meanwhile, economic growth in Lao PDR has been significant (at around 6-7%) for several years in a row. Yet, education level and training of young people are unable to keep pace with the booming demand for high-skilled labor, resulting in a gap which is inimical to the country's economic advancement. In addition, youth often lack participation in the national development planning decision-making process due to barriers such as limited opportunities for social and economic engagement. In this regard, enhancing national policies and youth-related programmes which could provide proper socio-economic opportunities to young people to reach their potentials are much needed so that the country will greatly benefit from its large young working population.

LYU is delivering a project supported by UNDP and the Russia Embassy in Lao PDR to address the above challenges by delivering three major components:

- (i) Support the implementation of the strategic interventions from the implementation plan of National Youth and Adolescent Policy and the improvement of youth-related provincial regulations in the selected provinces;
- (ii) Empower rural youth economically through inclusive and equitable quality Technical and Vocational Education and Training (TVET), with special focus on ethnic groups and young girls, in the selected provinces and;
- (iii) Enhance youth participation in socio-economic decision making. The overall aim of the project is to create an enabling environment for youth to realize their potential and to undertake important and fulfilling socio-economic roles under the framework of comprehensive national youth policy.

In line with these efforts, LYU is seeking an experienced Grant Management Contractor (GMC) to support with the fund disbursing and implementation of project activities. Such support includes monitoring and evaluation of activities.

B. SCOPE OF WORK, OUTPUTS AND DELIVERABLES

The GMC will be responsible for providing overall support on implementation and monitoring results

produced by the 12 selected winning project teams for YIC Call promoting solutions in Agriculture and Handicraft entrepreneurship as well as enhancing social and economic opportunities for Youth with a close supervision of YIC Focal Point and Programme Analyst, UNDP in Lao PDR.

Under the overall supervision of Viriya Vilavongsa, Programme Analyst, the contractor will perform the following tasks:

- Disburse fund to 12 awarded projects;
- Monitor and evaluate the 12 projects;
- Identify learning gap and design a learning journey with 12 teams/winners;
- Together with Youth Co:Lab trainers, deliver relevant training and coaching to 12 teams/winners;
- Communicate and organise an exhibition to showcase results of projects;
- Coordinate and provide quality assurance on project closure and documentation;
- All marketing and media used in this period needs to follow the communication guideline of UNDP and Russian Trust Fund.

C. EXPERTISE and EXPERIENCES

The successful bidder/contractor should have the following expertise, qualifications and experiences:

1. A local company, social enterprise, CSO or youth-led organisation with at least 2 years of experience in business;
2. Innovative and socially responsible entity with excellent knowledge of the country context;
3. Experience in project management or implementation of similar assignment;
4. Knowledge and experience in capacity development (training, bootcamp, etc.);
5. Knowledge in agriculture and handicrafts will be an advantage;
6. Qualified core management team and staff with education and work experience in management, social development, innovation, communication, youth development and similar fields;
7. Ability to collaborate with other broad range of stakeholders.

D. MANAGEMENT AND IMPLEMENTATION ARRANGEMENTS

- The contractor will report to Viriya Vilavongsa, Programme Analyst, against the deliverable progress for administrative purpose.
- The firm is also required to comply with the UN security directives set forth under <http://dss.un.org>
- The firm will be given access to relevant information necessary for execution of the tasks under this assignment;
- The firm is responsible for providing their own laptop computers and mobile phones for use during this assignment; the consultant must have access to reliable internet connection
- Payments will be made upon submission of a detailed time sheet and certification of payment form, and acceptance and confirmation by the supervisor

E. DUTY STATION

- The firm/contractor will be based in Vientiane and work closely with the project for information and guidance.
- In case of travelling to other provinces related to this assignment, the firm/contractor has to cover own costs and should be budgeted in the financial proposal.

F. TIMEFRAME

The assignment will be carried out for 7 months between 21 September 2021– 20 April 2022 **(55 days)**.

G. PAYMENT SCHEDULE

Interested bidders/firms are requested to submit their financial proposals quoting their daily fees noting the following conditions:

- a) Payments will be made upon submission of certification of payment form, and acceptance and confirmation by the supervisor (Programme Analyst)

Deliverables No.	Description of Deliverables	Due date	Indicative number of days
1	Deliverable 1: Management of the prizes <ul style="list-style-type: none"> • Activity plan and advance disbursement to 12 winning projects (total value of USD 30,000) completed • 12 agreements signed and stored properly 	4 th Week of September 2021	5 days
2	Deliverable 2: Monitoring and evaluation <ul style="list-style-type: none"> • At least 12 visits to the project sites made • Observation and field visit report produced and submitted to YIC focal point • At least 2 meetings or coaching for 12 winning teams organised 	October 2021 to February 2022	40 days
3	Deliverable 4: Coordination and quality assurance <ul style="list-style-type: none"> • Report structure communicated to YIC focal point • Final project report (including 12 projects portfolio) collected and reviewed 	April 2022	10 days

*Note: final reports and other supporting documents submitted by the innovators can be in Lao, but the final report prepared by the contractor of this TOR to UNDP must be in English.

H. RECOMMENDED PRESENTATION OF OFFER

Interested bidders/firms are required to submit the following documents as part of their bidding proposal:

1. Form A : Technical Proposal Submission Form
2. Form B : Bidder Information Form
3. Form E : Technical Proposal Format (with CVs of Key Personnel)
4. Form G : Financial Proposal (with protected password)

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.

I. CRITERIA FOR SELECTION OF THE BEST OFFER

The following criteria shall serve as basis for evaluating offers:

Summary of Technical Proposal Evaluation Forms	Points Obtainable	Points Awarded
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1.	Bidder's qualification, capacity and experience	30	
2.	Proposed Methodology, Approach and Implementation Plan	20	
3.	Management Structure and Key Personnel	20	
	Total	70	

Section 1. Bidder's qualification, capacity and experience		Points obtainable	Points Awarded
1.1	Reputation of Firm or Consultant	8	
1.2	Relevance of specialized knowledge and experience on similar engagements done in the region/country	8	
1.3	Experience working with the Government of Lao PDR or Development partners	7	
1.4	Ability to collaborate with other team members and a broad range of stakeholders.	7	
Total Section 1		30	

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable	Points Awarded
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	6	
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	5	
2.3	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	5	
2.4	Quality assurance procedures and risk mitigation measures	4	
Total Section 2		20	

Section 3. Management Structure and Key Personnel		Points obtainable	Points Awarded
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?	10	
3.2	Qualifications of Team Leader	10	
	- General Experience	6	
	- Specific Experience relevant to the assignment	3	
	- Regional/International experience	1	
Total Section 3		20	

Combined Scoring Method:

- Where the Technical Proposal will be weighted a maximum of 70% and combined with the price offer which will be weighted a maximum of 30%

Technical Evaluation of Proposals:

- All Technical Proposals comprising the information/documentation provided will be evaluated to ascertain the suitability of the bidders/firm to carry out the assignment. The bidders/Firms who obtain a minimum of 49 points of the full mark (70 points) will be considered technically compliant, and the “password” for opening their Financial Proposal will be asked. Then, their Financial Proposals will be evaluated thereafter.

Financial Evaluation of Proposals:

- The Financial Proposals of all bidders/firms who pass the technical evaluation will be scored. The maximum 30 points will be allotted to the lowest financial bid, and all other bids shall receive points in inverse proportion to the lowest fee e.g. $[30 \text{ Points}] \times [\text{USD lowest}] / [\text{USD other}] = \text{points for other proposer's fees}$. The contract shall be awarded to the applicant who receives the highest cumulative score.