



UNIDO CLARIFICATION NOTE No. 1

15 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
1. We notice there are several components in the proposal, would it be of value to UNIDO if all the areas in the proposal are addressed or if we detail which functions we will support on?	Please detail the components for which you are bidding.
2. Is there an opportunity to support in design of the facility itself? And if so, is there an expected portion of the budget that should go towards this function?	As RISA is not yet launched, there will naturally be a refining process of the design of RISA that will involve the successful bidder(s). Fundamentally, however, RISA-TAF cannot contradict from the overarching design as described in the bidding documents. The exact budget for this will be defined at a later stage during the call-off process.
3. Do you have more information about the sizes of the businesses that will be supported through this programme, and their level of maturity?	RISA will support SMEs, as per the IFC's definition, that have an investment ask between USD 0.5M-8M. SMEs supported under RISA should be either investment ready or have the potential to become investment ready within one year.
4. We understand that the services will be requested based on needs of the SMEs. Therefore, for the commercial proposal, are we expected to provide daily fee rates but quote for services as they are requested later?	Yes, you would be expected to provide all-inclusive daily fee rates and later those daily fees will be applied for the specific services as required.
5. In the ToR, it is mentioned that there could potentially be more than 1 supplier. Would you be able to let us know how many suppliers were you planning to engage with?”	There will likely be more than one supplier given the diversity of services required across 8 geographies. The exact number cannot be stated at this point as the final number of suppliers with which UNIDO will enter an LTA depends on the quantity and complementarity of quality proposals.

<p>6. Certificate of incorporation and other financial documentation. We are putting in a bid with a sub-contractor. Is this only needed from the lead supplier?</p>	<p>The certificate of incorporation and all financial documentation are required from the company with whom UNIDO would sign the contract, if awarded. If it is your company the one submitting the bid and the one signing a contract, if awarded to your company, even if you would be sub-contracting some services, it is only from your company that said documentation is requested.</p>
<p>7. For the Technical proposal, we are aware of all the components that need to be included. However in order to evaluate against the technical evaluation form, could you please confirm that suppliers are only required to complete Appendix 7a (Excel) or do we need to provide a separate technical proposal on word document?</p>	<p>The suppliers are requested to complete and submit both Appendix 7 a (as well as all other requested appendixes) as well as the technical proposal in their own format, which must be submitted in a separate envelope.</p>
<p>8. If our company plans to work with sub-contractors, would it be appropriate to include key organizations at time of proposal submission OR can we recruit over the period of the engagement as needed? In the later we would include examples of organizations we would work with at the proposal stage.</p>	<p>It would be preferable to include key organisations at the time of proposal submission, but additional sub-contractors may be needed over time throughout the course of the programme. If bidders foresee this to be the case then it is recommended to include those as well and/or include the proposed sub-contractor selection methodology.</p>
<p>9. Is there a particular CV format?</p>	<p>The format of the CVs is at the discretion of the bidders.</p>
<p>10. How will UNIDO be selecting businesses to be supported through the TAF? Are there criteria/processes you will be using?</p>	<p>The preliminary selection process is outlined in Appendix 4 of the Terms of Reference. Both process and selection criteria are subject to further refinement, fundamentally, however, SMEs must demonstrate potential:</p> <ul style="list-style-type: none"> a. to deliver climate adaptation and resilience impacts b. commercial viability c. portfolio fit d. alignment with GCF investment criteria: <ul style="list-style-type: none"> I. Impact potential II. Additionality III. Country Ownership IV. Efficiency and Effectiveness V. Gender Mainstreaming and Women Empowerment
<p>11. It is outlined in the TOR- this is a physical, hard copy, mailed submission via the post. And is not an electronic submission. Please confirm if that is correct and this is the only method of submission.</p>	<p>I confirm that the submission of proposals for this tender is indeed via physical, hard copies, in two separate envelopes, one for the technical proposal and one for the commercial proposal.</p>

Please note: The submission deadline is herewith extended until 9 May 2024