



**SOCIAL ENTERPRISE DEVELOPMENT PROGRAM
(SEDP)**

TERMS OF REFERENCE (ToR) FOR CONSULTANTS

TO

**DEVELOP STRATEGY PAPER WITH FUND
MOBILIZATION AND ACTION PLAN FOR ITS SEDP
PROGRAM**

A. Background

SAARC Development Fund (SDF) was established in April 2010 to serve as the umbrella financial institution for SAARC engaged in implementing projects and programmes under the three funding windows; Social, Economic and Infrastructure in fulfillment of the greater developmental goals of the SAARC region. It is aimed to contribute to regional cooperation and integration through project collaboration.

The SDF will soon launch its Social Enterprise Development Program (SEDP) covering all the SAARC Member States. The SEDP's aim is to support and promote sustainable and innovative Social Enterprise business models that will have positive impact on the population at the base of the pyramid, contributing towards eradication of poverty and empowerment of vulnerable communities for a better future in the regions.

In this light, for the effective implementation and sustainability of the program and to continue funding increased Social Enterprises in the region providing maximum benefit to the most vulnerable and poor section of the society at the base of the pyramid, there is need to develop a Strategy paper for the implementation of the program and fund mobilization with an Action plan to achieve the objective (s) of the strategy.

The Social Enterprise Development Program's Strategy paper with fund mobilization and Action plan will provide a comprehensive assessment of the current situation and opportunities and a clear direction for the implementation and management of the SEDP program and fund mobilization with action plan to achieve the aims and objectives of the SEDP program under SDF.

The outcome will contribute towards achievement of SAARC's and SDF's objectives of poverty alleviation and improvement in the welfare of the people across the SAARC region.

It will be important for both the SAARC Development Goals and Sustainable Development Goals to be featured as explicit targets in the Strategy Paper, as any understanding of the Member States' development context requires taking into consideration the commitments made by each Member States vis-à-vis the two set of development goals.

To this end, SDF will engage consultancy firm to develop strategy paper including fund mobilization and action plan for its SEDP program.

B. Objective

To develop strategy paper for SEDP program including fund mobilization and action plan to implement the strategy.

C. Deliverables (in English)

- ❖ Work plan.
- ❖ Draft comprehensive 5-year Strategy Paper for SEDP with fund mobilization and Action Plan for feedback.
- ❖ Presentation of the draft strategy to SEDP/SDF management after incorporating the feedback.
- ❖ Final draft of the strategy paper on SEDP incorporating all feedback and comments.

All deliverables shall be submitted in 2 copies in English: in hard copy and soft copy in editable form

D. Document component

Key Components of the Strategy Paper

The document shall be divided into two main parts:

- ❖ Part 1: Strategy for the launch and implementation of SEDP program
- ❖ Part 2: Fund Mobilization and Action Plan

Part 1: Strategy for the launch and implementation of SEDP program

This will be the main part of the document. The document should provide a clear strategy for launching, implementation and management of the SEDP program under the SDF.

For this necessary assessment/desk review, utilizing existing documents/reports/studies and data sets etc. maybe undertaken. It may also involve consultations with organizations, institutions etc. based on the methodology proposed by the consultancy firms. The assessment should provide the evidence base for the development of the strategy.

Part 2: Fund mobilization and Action Plan

The second part of the document should clearly spell out fund mobilization strategy for the SEDP program and Action Plan and budget for the implementation of the strategy with specific interventions/initiatives to achieve the objective of the strategy.

E. Duration of the Work

- ❖ The duration of contract will be for 45 days.
- ❖ The consultancy firm will submit a detail work plan before awarding the assignment.
- ❖ The consultancy firm will work closely with the SEDP/SDF Team in finalizing the work plan

F. Duty Station

- ❖ The assignment shall be undertaken off shore with one visit to SDF Secretariat for consultation and presentation of the strategy paper.
- ❖ The firm is expected to use own computer and any other requirement for the task.

G. Required expertise and qualifications

- ❖ Qualified firm with high caliber team backed by professionals with at least Master's Degrees in Development Studies, Political Science, Development Economics, Social Science or related fields
- ❖ Over 10 -15 years of professional experience in similar assignments, particularly in strategic planning, resource mobilization, action plan development and management consultancy
- ❖ Demonstrated experience of at least 7 years working in the SAARC Member States.
- ❖ Demonstrated experience of quality report writing in English.

H. Scope of financial Proposal and Schedule of Payments

- ❖ The consultancy firm shall submit a detailed breakdown of the number of working days, tasks, etc.
- ❖ The schedule of payments will be as per the table below.

Terms	Milestones
30%	On submission of work plan (within five days of signing of contract)
30%	After presentation of the draft strategy to SEDP/SDF management
40%	On submission and acceptance of final draft

I. Documents

While submitting the **RFP**, the applicant shall, in particular, ensure to attach the following:

- ❖ Profile of the consultancy firm explaining why they are the most suitable for the assignment.
- ❖ Expertise and experiences relevant to the consultancy task.
- ❖ Team composition.
- ❖ Methodology and work plan to undertake the task.
- ❖ Recent CV(s).
- ❖ References (min 3).

J. Evaluation

Consultancy firms will be evaluated based on the following methodology:

Cumulative analysis

- ❖ Using this weighted scoring method, the award of the contract shall be made to the consultancy firm whose offer has been evaluated and determined as:
 - ✚ responsive/compliant/acceptable, and
 - ✚ Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.
 - Technical Criteria weight; [70]
 - Financial Criteria weight; [30]

<i>Criteria</i>	<i>Weight</i>	<i>Max. Point</i>
<i><u>Technical</u></i>	70%	70
• Demonstrated experience in similar assignments including Social Enterprise Development Program	30%	30
• Strong knowledge of fund mobilization, issues and challenges in the SAARC region/globally	10%	10
• Methodology	10%	10
• Proven experience in technical report writing, reviewing and editing especially strategy papers/documents/developmental issues etc.	10%	10
• Team composition	10%	10
<i><u>Financial</u></i>	30%	30
<i><u>Total</u></i>	100%	100

K. Submission of the bid/language/currency and deadline

Interested eligible firms should submit their RFP to info@sdfsec.org with copy to dorji@sdfsec.org . Only successful applicants will be contacted.

1. Language of RFP:

The RFP, as well as all correspondence and documents relating to the bid shall be written in English language. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the English.

2. Currency of Bid:

All financial quotes should be in United States Dollars (USD) only.

3. Deadline for Submission of Bids:

RFP must be received by SEDP/SDF at the address specified above **no later than 1600 hours (Bhutan Standard Time) on 25 December 2017**. Late bids will be rejected.

L. Other clause

1. Copyright

All materials produced or acquired under the terms of this consultancy shall remain the property of SDF. SDF therefore retains the exclusive right to publish or disseminate the reports arising from such materials. Notwithstanding the termination of this consultancy the copyrights shall continue to vest with SDF.

The consultancy firm shall not use or reproduce any materials or developed for the SEDP, without prior written approval of the SDF. Any breach of this clause will be dealt as per the SDF rules and policies.

2. Management of Settlement of Dispute

In the event of any disputes arises, the settlement proceedings will be executed as below –

The parties will attempt in good faith to resolve such dispute. If the dispute cannot be otherwise resolved, the parties shall consider settling disputed through arbitration under the provisions of SAARC Arbitration Council.

3. Confidentiality:

The consultancy firm and deputed employees should maintain the confidentiality of all the information and records obtained during the course of assignment and should not be disclosed to any unauthorized persons even after the submission of report

4. Non-Disclosure Agreement:

Non-Disclosure Agreement (NDA) to be signed with SDF regarding the confidentiality of all the data pertaining to SDF and SDF related stakeholders.