Invitation to Submit an Offer for National Consultant - Consultant to Develop a Shock-Responsive MSME Finance Prototype and Deployment Package

The United Nations Development Programme (UNDP) is currently implementing a project that requires the services of an individual to perform the work described in this document.

In consideration of your qualifications, we are hereby inviting you to submit an offer for this particular assignment. To assist you in understanding the requirements of this assignment, we have attached hereto the following :

- The Terms of Reference for the assignment described above;
- The standard Letter of Confirmation of Interest and Availability, which you must accomplish and submit to UNDP; and
- The Individual Contract and its General Terms and Conditions, which you would be expected to sign in the event you are the selected Offeror in this procurement process.

Should you be interested and decide to submit an offer for this assignment, kindly submit directly in the online supplier portal no later than the deadline indicated in the system.

Offers must be submitted directly in the system following this link: http://supplier.quantum.partneragencies.org using the profile you may have in the portal. In case you have never registered before, you can register a profile using the registration link shared via the procurement notice and following the instructions in guides available in UNDP website: https://www.undp.org/procurement/business/resources-for-bidders. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

If any discrepancy between deadline in the system and in deadline indicated elsewhere, deadline in the system prevails.

We look forward to your favourable response and thank you in advance for your interest in working with UNDP.

Sincerely,

UNDP, Sri Lanka

Table of Contents

1 Overview....3
1.1 General Information....3
1.2 Tender Timeline....4
1.3 Terms....4
1.4 Attachments....4
2 Requirements....6
2.1 Section 1. Overview of the Assignment....6
2.2 Section 2. Academic qualifications, Years of Experience, Competencies....6
2.3 Section 3. Documents to be included with the proposal....6
2.4 Section 4. Evaluation....6
2.5 Section 5. Offer form....8
2.6 Section 6. Annexes and attachments....11
2.7 Section 7. Financial Evaluation....11
2.8 Section I-1. 12
2.9 Section I-2. 12
2.10 Section I-3. 12
3 Lines....13
3.1 Line Information....13

1 Overview

1.1 General Information

Title IC/TSR/2610/56-develop Shock-Responsive MSME Fin.Prototype & Deployment Package

E-Mail consultants.lk@undp.org

Financial Offer Sealed Yes

Reference Number PRC0195879/IC

Beneficiary Country LKA

Introduction

Country: Sri Lanka

Description of the Assignment:

Position Title	National Consultant – Consultant to Develop a Shock-Responsive MSME Finance Prototype and Deployment Package
Agency/Project Name	UNDP Sri Lanka – Joint SDG Fund: Trade-Shock Resilience for MSMEs and Vulnerable Households
Location	Sri Lanka; home-based with consultations/meetings as required
Type of Contract	Individual Consultant
Languages required:	English required; working knowledge of Sinhala and/or Tamil is an asset
Duration of Contract:	30 working days (November 2026 - April 2027)

Only the submissions of Sri Lankan Individuals will be considered for

evaluation. Submissions of

Organizations and other Nationals will not be considered.

Proposal should be submitted directly in the portal no later than indicated deadline.

Any request for clarification must be sent in writing via messaging functionality in the portal. UNDP will respond in writing including an explanation of the query without identifying the source of inquiry.

http://supplier.quantum.partneragencies.org using the profile you may have in the portal. In case you have never registered before, you can register a profile using the registration link shared via the procurement notice and following the instructions in guides available in UNDP website: https://www.undp.org/procurement/business/resources-for-bidders. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

This is a two-envelope process. Financial proposals will be opened and evaluated only for offers that qualify from the technical evaluation.

1.2 Tender Timeline

Open Date	19/10/26 16:06 PM
Close Date	02/11/26 08:30 AM
Time Zone	Coordinated Universal Time

1.3 Terms

Negotiation Currency LKR (Sri Lanka Rupee)

1.4 Attachments

File Name or URL	Type	Description
General Terms and Conditions.p	File	
Harassment Sexual Harassment D	File	
TOR-National Consultant-to dev	File	
The standard Letter of Confirm	File	
Statement of Health Individual	File	

Note: The attachments above are part of general attachments to this Tender. There may be more attachments uploaded with requirement or price schedule. All attachments can be accessed from the portal directly

2 PART: TENDER REQUIREMENT AND EVALUATION CRITERIA

**Response is required*

2.1 Section 1. Overview of the Assignment

1.
Please refer the TOR uploaded under **Section 6.1** for further details.

2.2 Section 2. Academic qualifications, Years of Experience, Competencies

*1. UPLOAD A COPY OF THE ACADEMIC QUALIFICATION CERTIFICATE

Please refer the TOR uploaded under **Section 6.1** for further details.

PROVIDE A BRIEF TEXT HIGHLIGHTING HOW YOU MEET THIS CRITERIA AND UPLOAD A MORE DETAILED DOCUMENT IF NEEDED

2.3 Section 3. Documents to be included with the proposal

*1. **Technical Proposal**
Upload a brief proposal highlighting:

1. Why you are the most suitable for the job;
2. A Brief methodology on how you will approach and conduct the work (if applicable)

*2. **Personal CV & Copy of NIC / Passport**
Provide your personal CV including past experience in similar projects at least 3 references

2.4 Section 4. Evaluation

1. Individual consultants will be evaluated based on the following methodology:

   Cumulative analysis

   When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

   a) responsive/compliant/acceptable, and

   b) 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%

   Only candidates obtaining a minimum of 700 point would be considered for the Financial Evaluation

*2. **Evaluation criteria - Education**

Technical criteria 1: Education		**300**
Advanced university degree in Finance, Economics, Development Finance, Banking, Business Administration, Accounting, Law/Financial Regulation or a closely related field		*[200]*
A first-level university degree in a relevant field with an additional 3-5 years of relevant professional experience		*[100]*

Example of Evidence: Certified copies of academic certificates and relevant documentation demonstrating professional experience

*3. **Evaluation criteria - Experience**

Technical criteria 2: Professional experience		**700**
Demonstrated senior professional experience in banking, MSME finance, credit/risk management, financial-sector operations, development finance or closely related areas. Particular weight will be given to practical experience with MSME lending and credit/portfolio management, lending products and institutional arrangements, and		*[550]*

working with banks/NBFIs, Government institutions, regulatorsand/or guarantee institutions.		
Fluency in written and spoken English is required. Working knowledge of Sinhala and/or Tamil is an asset.		*[150]*

Example of Evidence: Relevant documentation (i.e. CV) demonstrating professional experience to be submitted

Submission of 2 writing samples authored by the applicant (One sample from English and One sample in either Sinhala or Tamil)

PROVIDE A BRIEF TEXT HIGHLIGHTING HOW YOU MEET THIS CRITERIA AND UPLOAD A MORE DETAILED DOCUMENT IF NEEDED

2.5 Section 5. Offer form

*1. **Offeror's Declaration**

I hereby declare that:

-- I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of this assignment;
-- I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
-- I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto;
-- In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto [delete this item if the TOR does not require submission of this document];

*2. **Payment Type and Rates**
I hereby propose to complete the services based on the following payment rate:

(Please select the applicable option)

*3. **Payment Certification Procedures**
I recognize that the payment of the above mentioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures.

*4. Please confirm your offer remains valid for a total of [minimum 90 days] after the submission deadline.

*5. **Contract Type**
Select the contract type that you will sign if selected, from the two options below:

1. Sign an Individual Contract with UNDP;
2. Request my employer to sign with UNDP a Reimbursable Loan Agreement (RLA) for and on my behalf. Provide contact persons and details of employer in the comments box or as an attachment.

*6. **Other Engagements**

Please indicate whether you have any other engagements at the time of submission. If yes, provide details using the template attached

Attachments:

File Name or URL	Type	Description
Template for IC declaring othe	File	Template for declaring other engagements

*7. **Acceptance and cost for the proposal**

I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

*8. I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member

*9. **Former UN Staff Member**

If you are a former staff member of the United Nations recently separated, please confirm hereby that you have complied with the minimum break in service required before you can be eligible for an Individual Contract.

*10. **Relatives employed with UN**

Please confirm that you have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN Agency or office.

If such relationship exist, please disclose the name of the relative, the UN office employing the relative, and the relationship. Use the comments box or add an attachment if necessary.

*11. **Relatives employed by UN or other Organizations**

Are any of your relatives employed by UNDP, or any other UN organization or any other public international organization?

Attachments:

File Name or URL	Type	Description
Template for IC to declare rel	File	Templates to declare information about relatives employed

*12. **Enquiries with present employer**

Do you have any objections to us making inquiries of your present employer?

*13. **REFERENCES**

List three persons not related to you who are familiar with your character and qualifications. Use template attached and upload.

*14. Are you now or have you ever been a permanent civil servant in your government's employee? If yes, indicate when in the comments box

*15. **Criminal Records**

Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? If yes, give full particulars of each case in an attached statement.

*16. **Statement of Health**

The selected contractor will be required to provide proof of insurance coverage as stated in the Statement of Health herewith attached prior to contract signature.

Attachments:

File Name or URL	Type	Description
Individual Contract_Statement	File	Template to provide statement of health

*17. **Conflict of Interest**

Consistent with the overall principle of fairness and impartiality in the conduct of UNDP Procurement, individual contractors who have been involved in the preparation or formulation of a project or any project implementation activity that leads to subsequent services, including but not limited to the writing of Terms of References for services leading to the engagement of Individual Contractor, should be disqualified from the selection process for IC services arising from such work, in order to prevent situations of conflict of interest. In the same manner, an individual contractor must neither be involved in the evaluation or assessment of a project or a project activity, if the same individual was involved in any aspects of its formulation or implementation.

Please disclose if you have been involved in any of the manners described above.

*18. **Prohibitions and Sanctions**

I/We hereby declare that neither myself nor our firm, ultimate beneficial owners, representatives, agents, affiliates or subsidiaries or employees, or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.

*19. **Sexual Harassment / Sexual Exploitation and Abuse**

UNDP has a zero-tolerance policy towards sexual exploitation and misconduct, sexual harassment, and abuse of authority. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles.

Please explain if you have been sanctioned/found guilty in any Sexual Harassment or Sexual Exploitation and Abuse case. If yes, provide more information in the comments box.

*20. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

2.6 Section 6. Annexes and attachments

1. Please refer the TOR uploaded in this section

Attachments:

File Name or URL	Type	Description
TOR-National Consultant-to dev	File	

2. **Individual Contract and its General Terms and Conditions**

Please see the INDIVIDUAL CONTRACT TEMPLATE

Please see the GENERAL CONDITIONS OF CONTRACT FOR THE SERVICES OF INDIVIDUAL CONTRACTORS.

2.7 Section 7. Financial Evaluation

*1. **Financial Proposal**
Please provide detailed breakdown of the financial proposal and submit required financial information directly in the system as applicable. Kindly ensure there are no mathematical errors and that amounts match with your offer in the system.

Attachments:

File Name or URL	Type	Description
The standard Letter of Confirm	File	

2.8 Section I-1.

2.9 Section I-2.

2.1 Section I-3.
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3 PART: Schedule of Requirement and Price Schedule

Instructions

Please add the price for each deliverable listed below. Upload breakdown of financial proposal using template provided. make sure that the total in the breakdown matches with total of deliverables in the system.

3.1 Line Information

Line Description	Category	Item	UOM	Requested Quantity	Unit Price	Total Price	Additional Attributes
1-TSR - IC Shock-Responsive MSME Finance Prototype and Deployment Package	Temporary research and development services						

*For Additional Attributes of lines, please review the negotiation lines from supplier portal.

Attachments

File Name or URL	Type	Description	Category
The standard Letter of Confirm	File		TO_SUPPLIER