UNITED NATIONS CAPITAL DEVELOPMENT FUND (UNCDF)

Better Than Cash Alliance

Development and Management of Digital Learning Management System

REQUEST FOR APPLICATIONS

Deadline for submission: 31stJanuary 2021at 23:00 EST

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| * + - 1. **INTRODUCTION TO THIS REQUEST FOR APPLICATIONS** |

1. ***Purpose of the RFA***

The purpose of this request for applications (RFA) is todevelop, host and manage online learning solutions for Better Than Cash Alliance (the Alliance) Secretariat team, its members and other stakeholders. This initiative aims to promote exchange of learnings and experiences,on technical areas related to promoting digitization of payments across various payment streams like Government to Person (G2P), Person to Government (P2G), Business to Business (B2B), Person to Business (P2B), Business to Person (B2P), etc.

The objective of this RFA is to consolidate learnings arising from the Alliance’s various engagements with its members, donors and other international development organizations and present them on a digital platform to be accessed by the Alliance Secretariat team, its members, other external stakeholders.

The Alliance believes in continuous learning from its initiatives and other global innovations to continue delivering cutting-edge solutions to its members. It has developed digital learning materials on various technical topics available on a virtual platform, however it needs refinement to provide a better userlearning experience. The Alliance also wishes to add new learning modulesto further augment the technical knowledge base across its initiatives.

The Alliance Secretariat organizes training programmes, workshops and peer exchange learning sessions for itsmembers, donors and other external stakeholders to promote thematic learning on topics related to digital payments, while also understanding global developments and innovations in overall digital financial inclusion space.

The ongoing COVID pandemic situation has restricted physical gatherings for peer exchange and learning, moving all interactions to virtual media. To make learning an engaging and rewarding experience, the Allianceis looking for enhancing its digital learning offerings to internal and external stakeholders and thus,is inviting applications for 1) enhancing current content, and 2) adding new technical content to its learning curriculum. The digital learning programmes will be used as ‘public good’ to enhance technical understanding of payments digitisation. The Alliance team would share the digital learning content with its members and other stakeholders as needed.

1. ***Timing***

Applications should be returned to the Better Than Cash Alliance Secretariat by email no later than **23:00on**31st **January 2021Eastern Standard Time (GMT -5).**

It is anticipated that negotiations and grant signing will commence within ten days of application submission and the bulk of the work will take place between March and May 2021.

The overall duration of the project shall be 9 (nine) months.

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| **Summary of key dates for RFA process** | **Tentative Timeline** |
| Deadline for submission of applications | 31stJanuary 2021 |
| Evaluation of proposals and grant signing | 15th February 2021 |
| Project kick-off | 22ndFebruary 2021 |
| Conversion of existing learning content and hosting it on a digital platform | March - April 2021 |
| Orientation to Alliance Secretariat team and launch of platform | 3rd May 2o21 |
| Conversion of technical content for two new learning programmes | May-June 2021 |
| Launch of 2 new learning programmes on the digital platform | 30th June2021 |
| Regular maintenance, query resolution and back end support to the platform | March 2021-Dec 2021 |

1. ***Contact***

Applications and any enquiries about this RFA should be submitted via email tomimo.he@uncdf.orgcopying in (cc)[camilo.tellez@uncdf.org](mailto:camilo.tellez@uncdf.org), [prerna.saxena@uncdf.org](mailto:prerna.saxena@uncdf.org) and shruti.sharma@uncdf.org

Please include in the subject line of the email: ***RFA Submission:Development and Maintenance of Digital Learning Management System.***

All submitted applications will be acknowledged.

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| 1. **ORGANIZATION CONTEXT AND BACKGROUND INFORMATION** |

* + - * 1. ***Organization Context***

The [United Nations Capital Development Fund](https://www.uncdf.org/) (UNCDF) is the UN’s capital investment agency for the world’s least developed countries (LDCs). It creates new opportunities for poor people and their communities by increasing access to inclusive finance and investment capital. Established by the General Assembly in 1966 and with headquarters in New York, UNCDF is an autonomous UN organization affiliated with the United Nations Development Programme (UNDP).

UNCDF hosts the Secretariat of the Better Than Cash Alliance.

The [Better Than Cash Alliance](http://www.betterthancash.org/)’s mission is to catalyze a global movement from cash to digital payments to help achieve the [Sustainable Development Goals](https://www.betterthancash.org/tools-research/reports/igniting-sdg-progress-through-digital-financial-inclusion).Specific benefits include efficiency, transparency, women’s economic participation and financial inclusion, helping build digital and inclusive economies.

* The Alliance has [75 members](https://www.betterthancash.org/members), including national governments from Africa, Asia-Pacific and Latin America, companies and international organizations, which have committed to digitizing payments.
* The Secretariat works with the Alliance members on their journey to digitize payments by:
* Providing advisory services based on member priorities.
* Sharing action-oriented research and fostering peer learning.
* Conducting advocacy at national, regional and global level.
* Billions of dollars in cash payments and transfers are made daily in emerging and developing economies, including payment of salaries, social welfare and relief, payments to suppliers, remittances. The problems with these cash payments include a lack of transparency, accountability and security, as well as inefficiency. Individuals who receive cash payments are often part of the 1.7 billion excluded from the formal financial sector, the majority of whom are women. This means they are excluded from access to a range of appropriate and affordable financial services to help them save safely, reduce their vulnerability to risk, andseize economic opportunities.
* Shifting these payments from cash to digital has the potential to improve the lives of low-income people, particularly women, while giving governments, the development community and the private sector a more transparent, time and cost-efficient means of disbursing payments.

The Better Than Cash Alliance Team’s Core Values are the following:

1. Achieving together
2. Striving for excellence
3. Service oriented
4. Results oriented

For more information about the Better Than Cash Alliance, please visit ourwebsite: [www.betterthancash.org](http://www.betterthancash.org/).

* + - * 1. ***BackgroundInformation***

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| 1. .**SCOPEOF EXPECTED OUTPUTS AND DELIVERABLES** |

The Better Than Cash Alliance is seeking applications from qualified international technical companiesto develop online learning solutions for its team and external stakeholders. The qualifying firm is expected to have in-depthknowledge and vast experience in developing digital learning management system for international development organizations.

The Alliance Secretariatmanages and co-0ordinates its learning activities through the ‘Digital Payments Innovation Hub’ which will also be overseeing the work under this initiative.

The proposed work may be classified into different tasks[[1]](#footnote-2), as given below:

* 1. **Host Alliance’s existing learning material on a digital platform**: The Alliance has pre-developed existinglearning material (over 200 PowerPoint slides) which needs to be converted to suitable digital form and hosted on a digital learning platform. The learning experience may be further enhanced by adding audio-video files, live sessions, interactive quizzes and bypromoting exchange of ideas amongst learners. A digital platform that can provide such additional features would be better suited for our requirements.
  2. **Build 2 new digital learning courses**- The Alliance Secretariat wants to add two new digital courses to its learning curriculum and would provide pre-developed technical content which will need to be adapted to suit the requirements for being hosted on the digital platform needs and then hosted on the digital learning platform. The topics would be related to various aspects of digitizing payments, e.g. [Responsible Digital Payments Guidelines](https://www.betterthancash.org/alliance-reports/responsible-digital-payments-guidelines), Digitizing Merchant Payments, etc.
     + - 1. ***Key ExpectedDeliverables***

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| ***Deliverables*** | ***Expected date for completion*** |
| * 1. **Conversion of existing learning content to a digital learning course:** Theprovider would be required to convert existing Alliance learning material “onboarding module”(around 200 PowerPoint slides) into a digital learning course and host it on an engaging and interactive digital platform. | By 30 April 2021 |
| * 1. **Platform orientation workshop to Alliance Secretariat team:** The consultant firm would be required to hold an orientation workshop for the Secretariat team to onboard them on the digital learning platform and take them through the functionalities and features of the platform. The workshop should also be able to address queries from the Alliance Secretariat team regarding the functioning and maintenance of the platform. | First week of May 2021 |
| * 1. **Build and host 2 new digital learning courses:** The consultant firm would be required to develop and host two new digital learning courses on the same digital learning platform.The topics would be related to various aspects of digitizing payments, e.g. [Responsible Digital Payments Guidelines](https://www.betterthancash.org/alliance-reports/responsible-digital-payments-guidelines), Digitizing Merchant Payments, etc. and the Alliance Secretariat team would provide the technical content (around 50pages/ slides) for the same. The new digital learning courses should be a mix of audio- video with an interactive learner experience. | By 30 June 2021 |
| * 1. **Regular Platform maintenance**: The consultant firm should be able to provide robust technical support on maintenance of the digital learning platform, along with resolution of platform related queries through interactive voice support, e-mail responses or tutorial videos/ written instructions. | From 1May 2021(or earlier when the learning content is hosted on the platform) to 31 December 2021. |

**Features required in the learning platform:**

The digital learning platform should be able to provide access to upto 50 users from the Alliance Secretariat team. At times, there would be a blended group of users comprising of Alliance staff/ consultants and external stakeholders and differentiated access to the platform and learning materials would be required for such users. The users would be spread across various countries and time zones and would be logging into the platform as per their convenience.

The platform should be able to provide options for : a) audio-video and live interactions with learners, b) exchange of ideas amongst the participants, c) automatic reminders to learners on their assigned learnings and associated timelines, d) analytical dashboard on learners’ performances to them and their supervisors,e) seek feedback from learners on the learning experience, f) offline learning by downloading learning material in advance, g) differentiated access as per the roles and needs of the learners etc. It will be an added advantage if the platform can provide multi-lingual support, particularly in French and Spanish in addition to English. Any additional features on the platform which enhance the learning experience would be highly appreciated.

***Supervision***

This entire scope of work will be delivered under the supervision of the ‘Digital Payments Innovations Hub’ (the Hub) at the Better Than Cash Alliance. As and when required, the Hub team will provide guidance and advice on identifying, developing and managing potentiallearning content with the relevant stakeholders to ensure delivery of enhanced learning experience. The Better than Cash Alliance Secretariat will provide digital payments technical expertise as needed throughout the project.

***Quality assurance***

The provideris expected to work with the Better Than Cash AllianceSecretariat in a thorough review process of the deliverables until final completion is agreed upon.

***Target audience***

The [Alliance Secretariat team](https://www.betterthancash.org/about/secretariat), [members of the Alliance](https://www.betterthancash.org/about/members) and all the participants in the digital payments ecosystem are considered stakeholders and a target audience of this project.

***Retrieval of learning programme***

The providershould handover the digital learning courses developed during this assignment to the Alliance Secretariat team, either at the end of the proposed agreement or at any time before that as desired by the Alliance Secretariat team.

If the Alliance wishes to use the platform for a longer period, beyond the end date of the proposed agreement, the provider should be open to make appropriate licensing arrangements as per mutual agreement.

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| 1. **AGREEMENT PARAMETERS** |

* + - * 1. ***Outputs and deliverables***

Some of the outputs and deliverables produced during the course of this projectwillbe considered a public good and will be on the Alliance website. Thus, theymay be placed in the public domain with the intent that they can be freely and widely used by other parties.

* + - * 1. ***Duration***

The technical partner is expected to sign a **Performance Based Financing (Grant) Agreement** with UNCDFstarting inFebruary 2021(see Annex 2 for a sample of our legal language in this regard). Expected date of full completion of the project is 31stDecember 2021.

* + - * 1. ***Agreement size***

**Up to USD$35,000** for this project to develop a robust ‘Online Learning Solutions Platform’ for Better Than Cash Alliance. Applicants should provide budgets indicating how they would allocate costs to produce high quality expected results with their technical approach. Applications containing budgets over US$35,000 will not be considered.There are no constraints working with 3rd parties. But, before any engagement the request shall be submitted to the Alliance and shall get prior approval.

* + - * 1. ***Language***

**The response to the RFA should be in English**. If the financial statements are in any other language, they should be included along witha non-official translation into English. Deliverables, as well as any related correspondence exchanged by the organization and Better Than Cash Alliance - UNCDF, shall be written in English. Final deliverables shall be provided in English.

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| 1. **APPLICATION REQUIREMENTS** |

* + - * 1. ***Minimum qualification criteria***
* International firm with at least 5-8 years of progressively more significantlearning management in multinational companies orInternational Development Organizations.
* Successful experience in delivering online learning experience on topics related to digital payments, digitalfinancial inclusion, gender economy equality, leadership development, stakeholder engagement, etc.
* Proven experience in creating learning experiences for all levelsfrom senior government official, to CEO of relevant private sector stakeholders, to customers and users of payment services. In particular, proven experience in facilitating and buildinglearning material for a wide range of diverse stakeholders is desired.
* Experience working with public sector, donors and/ or financial institutions, and international organizations preferred.
* Evidence of high-quality documentation, packaging and socializing technical knowledge, and ability to translate technical content into easily understandable terms.
* Have adequate human resources to cover all the required activities, including the regular maintenance and service requests from the Alliance Secretariat.
  + - * 1. ***Structure of the Application***
* Provide written confirmation (Annex 1) that the organization has reviewed the UNCDF Grant Agreement template, is prepared to sign it by 15thFebruary 2021 without revision to standard language.
* Only applications that follow the **Submission Format** and include all the necessary documentation will be accepted.
  + - * 1. ***Submission of the Application***
* Applications and any consultation about this RFA should be submitted via email at to [mimo.he@uncdf.org](mailto:mimo.he@uncdf.org);copying in (cc)[camilo.tellez@uncdf.org](mailto:camilo.tellez@uncdf.org), [prerna.saxena@uncdf.org](mailto:prerna.saxena@uncdf.org) and shruti.sharma@uncdf.org
* The subject line of the email should be:RFA Submission**:**Development and Management of Digital Learning Management System
* The **deadline** to submit the applications is31st**January 2021 at 23:00 EST.**

**ANNEX 1: SUBMISSION FORMAT**

[insert: *Location*]

*[insert: Date*

To: Ruth Goodwin-Groen, Managing Director, Better Than Cash Alliance

Dear Sir/Madam:

We, the undersigned, hereby apply forDevelopment and Management of Digital Learning Management System: in accordance with your Request for Application dated [*insert: Date*]and our Application. We are hereby submitting our Application, which includes the Technical Proposal including proposed budget allocation.

We hereby declare that:

1. All the information and statements made in this Application are true and we accept that any misrepresentation contained in it may lead to our disqualification; and
2. We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern

We confirm that we have read, understood and hereby accept the duties and responsibilities required of us in this RFA, and the standard languageof UNCDF’s Performance Based Agreements (PBA), including the requirementsregarding the public good nature of the outputs to be produced (see Annex 2 for a sample of our legal language in this regard). Therefore, if our application is accepted, we will be ready to sign and accept the legal language, without modification, of the UNCDF grant agreement (performance based) by 15th February 2021.

We fully understand and recognize that UNCDF is not bound to accept this application,that we shall bear all costs associated with its preparation and submission, and that UNCDF will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Contact Details:

*[Please mark this letter with your corporate seal, if available]*

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| **SECTION 1: GENERAL APPLICANT’S INFORMATION** |

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| 1. Applicant’s Legal Name: | | |
| 1. Type of Organization (e.g. commercial for profit firm, educational, non-profit, etc.): | | |
| 1. In case of Joint Venture (JV), legal name of each party: | | |
| 1. Actual or intended Country/ies of Registration/Operation: | | |
| 1. Year of Registration: | | |
| 1. Countries of Operation | 1. No. of staff in each Country | 1. Years of Operation in each Country |
| 1. Legal Address/es in Country/ies of Registration/Operation: | | |
| 1. Value and Description of Top three (3) Grants or Contracts for the past five (5) years:   Name of the project:  Client/Funder (if applicable):  Grant/Contract value:  Types of Results Produced/activities undertaken:  References, contact details:  Name of the project:  Client/Funder (if applicable):  Grant/Contract value:  Types of Results Produced/activities undertaken:  References, contact details:  Name of the project:  Client/Funder (if applicable):  Grant/Contract value:  Types of Results Produced/activities undertaken:  References, contact details: | | |
| 1. Applicant’s Authorized Representative Information   Name:  Address:  Telephone/Fax numbers:  Email Address: | | |
| 1. Are you in the UN Ineligibility List? ☐ YES or ☐ NO | | |
| 1. Attached are copies of original documents of:   ☐Financial statements for the past 2 years  ☐Letter from the applicant organization’s executive director, CEO, or board, expressing its commitment to the execution and participation in this process.  ☐Complete CVs of all the team members involved in the assignment  ☐ Staff time allocation spreadsheet per result  ☐Electronic copies and hyperlinks where available of studies, knowledge products produced under similar assignments and list of dissemination channels  ☐Proposed Budget Allocation as requested in Section 5. Point 29. | | |

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| **SECTION 2: SPECIFIC EXPERIENCE FOR THE ASSIGNMENT** |

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| 1. Please describe your organization’s experience in producing similar projects/studies. For each one, make sure you describe the following (maximum 2 pages per project):  * Name of the project: * Client/Funder (if applicable): * Grant/Contract value: * Description of the **approach/methodology:** * Types of **outputs**/**deliverables** produced/activities undertaken: * Tools you used to conduct the project (e.g., stakeholder analysis, cost benefit analysis, roadmap to implement proposed recommendations, cost-benefit analysis, metrics/indicators, etc.): * Tools you used to identify opportunities and constraints at the design and implementation level: * Time it took you to complete the assignment: * Number of people and names of the staff that participated in the assignment: * Knowledge product production and dissemination strategy of the assignment: * References, contact details: |
| 1. Please describe your organization’s experience indeveloping digital payments strategies, or digital economy strategies. Specifically mention the process in the development of such strategies. (max 1page) |
| 1. Please describe your organization’s experience in developing stakeholder engagement plans, and executing such as well as rallying all towards a common goal. Specifically mention the impact of stakeholder mapping and segmentation in the development of inclusive national strategies. (maximum 1 page) |
| 1. Please describe your organization’s experience in developing robust project management frameworks to deliver on complex and multi-stakeholder projects.(maximum 1 page) |
| 1. Please describe the knowledge product production, packaging and dissemination process of your organization, including how you ensure the outcome is effective, innovative and stands out from the crowd. (maximum 1 page) |
| 1. Please describe three of the stakeholderengagements and workshops you have organized, that includes formulation, review and adoption of innovative market based solutions for retail payments” (maximum 2 pages). |

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| **SECTION 3: APPROACH AND IMPLEMENTATION PLAN (15 pages maximum)** |

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| 1. **Approach to the Results Required**   Please provide a **detailed** description of the **approach/methodology** for how the organization/firm **will achieve project outputs and deliverables**, keeping in mind the appropriateness to local conditions and project environment. Please include any proposed changes or additions to the **Cost Breakdown per deliverables** included in Section 5 of this RFA. |
| 1. **Technical Quality Assurance Review Mechanisms**   The methodology shall also include details of the applicant’s internal technical and quality assurance review mechanisms. |
| 1. **Implementation Timelines**   The Applicant shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing, specifying timelines and time devoted to each result. |
| 1. **Sub-grantees**   Explain whether any work would be delegated, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-grantees. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. |
| 1. **Risks / Mitigation Measures**   Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks. |
| 1. **Reporting and Monitoring**   Please provide a brief description of the mechanisms proposed for this project for reporting to UNCDF and partners, including a reporting schedule (also reflected in Gantt chart). |
| 1. **Other**   Any other comments or information regarding the project approach and methodology that will be adopted. |

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| **SECTION 4: PERSONNEL** |

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| 1. **Management Structure**   Describe the overall management approach toward planning and implementing this result. Include an organization chart for the management of the project describing the relationship of key positions and designations. |
| 1. **Staff Time Allocation**   Provide a spreadsheet to show the activities of each staff member and the time allocated for his/her involvement. (Note: *This spreadsheet is crucial and no substitution of personnel will be tolerated once the grant has been awarded except in extreme circumstances and with the written approval of UNCDF. If substitution is unavoidable it will be with a person who, in the opinion of the UNCDF BTCA’s Africa Regional Lead, is at least as experienced as the person being replaced, and subject to the approval of UNCDF. No increase in grant will be considered as a result of any substitution.)* |
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| 1. **Qualifications of Key Personnel**   Provide the CVs for key personnel (Team Leader, Managerial, Technical and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the results to be produced. In addition to the CVs, please submit a summary for each person in the following format:   |  |  |  |  | | --- | --- | --- | --- | | Name: | |  | | | Position for this Contract: | |  | | | Nationality: | |  | | | Contact information: | |  | | | Countries of Work Experience: | |  | | | Language Skills: | |  | | | Educational and other Qualifications: | |  | | | Summary of Experience: *Highlight experience in the region and on similar projects.* | | | | | Relevant Experience (From most recent): | | | | | **Period: From – To** | **Name of activity/ Project/ funding organisation, if applicable:** | | **Job Title and Activities undertaken/Description of actual role performed:** | | *e.g. June 2014-January 2015* |  | |  | | *Etc.* |  | |  | | *Etc.* |  | |  | | **References no.1 (minimum of 3):** | *Name*  *Designation*  *Organization*  *Contact Information – Address; Phone; Email; etc.* | | | | **Reference no.2** | *Name*  *Designation*  *Organization*  *Contact Information – Address; Phone; Email; etc.* | | | | **Reference no.3** | *Name*  *Designation*  *Organization*  *Contact Information – Address; Phone; Email; etc.* | | | | **Declaration:**  I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed grant agreement. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of the Nominated Team Leader/Member Date Signed | | | | |

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| **SECTION 5: PROPOSED BUDGET ALLOCATION** |

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| 1. **Cost Breakdown per deliverables** | | | |
| **Activities** | **Deliverables**  ***[List them as referred to in the RFA, the following list is an example and not restrictive]*** | **Percentage of Total Price (Weight for payment)** | **Price**  **(Lump Sum,**  **All Inclusive)** |
| 1. Signing of contract, submission of workplan and details of key personnel involved | Detailed workplan with timelines and key persons responsible. | 10% |  |
| 1. Conversion of existing learning material into digital learning courses and hosting it on digital learning platform | 1. Conversion of existing learning material into suitable digital form and host it on robust digital learning platform | 25% |  |
| 1. Orientation workshop for Alliance Secretariat team on onboard them on the platform and address queries related of the platform and its functionalities. |
| 1. Addition of 2 new digital learning courses | Addition oftwo new digital learningcourses, based on pre-existing technical content provided by the Alliance Secretariat, and hosting them on the digital learning platform | 25% |  |
| 1. Regular maintenance of the digital learning platform | Regular maintenance of platform, resolution of queries related to the platform from the hosting of platform to April 2022. | 40% |  |
|  | **Total** | **100%** | **USD ……** |

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| 1. **Summary of costs** | | | | |
| **Level of effort** | | **# Days** | **Cost** | **Total** |
|  | Team member #1 | .. days |  |  |
| Team member #2 | .. days |  |  |
| ….. | .. days |  |  |

Please note no travel is envisaged for delivering this proposed assignment.

**ANNEX 2: Sample of Performance Based Financing Agreement**

Between

THE UN CAPITAL DEVELOPMENT FUND

(UNCDF)

And

Recipient Institution

**SAMPLE OF PERFORMANCE BASED FINANCING AGREEMENT**

**Between UNCDF and RECIPIENT INSTITUTION**

The Performance Based Agreement (hereinafter referred to as the "Agreement') made between the **UN Capital Development Fund, represented by its Executive Secretary** (hereinafter referred to as **"UNCDF'')**

and **Name of Institution**  represented by its XXX, (hereinafter referred to as the **"RECIPIENT INSTITUTION''**).

The purpose of this Agreement is to support the **implementation of NAME OF UNCDF PROGRAMME XXX**).

WHEREAS **UNCDF** desires to provide funding to the **RECIPIENT INSTITUTION** in the context of XXXX that aims to complete an initial wave of research, analysis, mapping, recommendations and knowledge-sharing to track and understand the XXXXXX in the country of XXXXX. This wave of assessment, to be called the XXXXX.

**WHEREAS RECIPIENT INSTITUTION** is ready and willing to accept such funds from **UNCDF** for the activities identified below on the terms and conditions expressed in this agreement.

NOW, therefore, the parties hereto agree as follows:

1. **Responsibilities of the RECIPIENT INSTITUTION**

The RECIPIENT INSTITUTION agrees to undertake the activities described in this grant agreement as per Annex A – “XXXXXX.”Funds provided pursuant to this Agreement shall be used for purposes related to producing results specified in in this agreement.

* 1. The RECIPIENT INSTITUTION agrees that the results shall be fully expressed in the following deliverables:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Table of Deliverables/Outputs** | | | | |
| **Activity** | **Deliverables** | **Start Date** | **End Date** | **Support Required** |
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1.2 For the purpose of defining ‘submission’ as stated above in respect of reports and publications:

* The final form of all blogs and documents for publication will be finalized between UNCDF and the RECIPIENT INSTITUTION prior to use or release. In the case of reports for publication, *submission* shall follow this process: RECIPIENT INSTITUTION shall provide draft versions for comments from UNCDF and other parties, as UNCDF requires.
* The RECIPIENT INSTITUTION shall provide final draft versions which address all comments and are provided in a form that may be independently edited and formatted.
* In the case of blogs and PowerPoint presentations, submission shall be done in formats provided by UNCDF and updated from time to time.
* The RECIPIENT INSTITUTION may not publish any materials developed under this agreement without the express written consent of UNCDF.

**2. Key Results/Milestone and Payments**

2.1 **UNCDF** shall provide funds to the **RECIPIENT INSTITUTION** of an amount of USD XXXXXXaccording the schedule set out below. Payments are subject to the **RECIPIENT INSTITUTION** achieving the Development Results represented in the disbursement conditions set forth in this article, if any.

| **Payment/ Likely Date** | **Amount (in USD)** | **Key Results/ Milestones To Be Achieved** | **Disbursement Conditions** |
| --- | --- | --- | --- |
| 22 February 2021 |  | Detailed workplan with timelines and key persons responsible. | Reviewed and approved by the Alliance Hub Lead |
| 7 May 2021 |  | Conversion of existing learning material into suitable digital form and host it on robust digital learning platform | Reviewed and approved by the Alliance Hub Lead |
|  |  | Orientation workshop for Alliance Secretariat team on onboard them on the platform and address queries related of the platform and its functionalities. | Reviewed and approved by the Alliance Hub Lead |
| 10 July 2021 |  | Addition of two new digital learning courses, based on pre-existing technical content provided by the Alliance Secretariat, and hosting them on the digital learning platform. | Reviewed and approved by the Alliance Hub Lead. |
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| **31 December 2021** |  | Regular maintenance of platform, resolution of queries related to the platform from the hosting of platform to April 2022. |  |
|  |  | **Total** |  |

2.2 Disbursement Conditions shall include meeting reporting requirements.

| **Mechanism** | **Timing/Due Date** | **Scope** | **Responsibility** |
| --- | --- | --- | --- |
| Monthly Update report | 5th of ensuing month | Progress on implementation | Recipient Institution |
| End of Project Report |  | Summary of end of project. | Recipient Institution |

2.3. The RECIPIENT INSTITUTION agrees to inform UNCDF about any problems it may face in attaining the objectives agreed upon.

**3. Duration**

3.1 This Agreement will come into effect on the signature date and shall expireon**31/12/2021**. It can be extended, if necessary by exchange of letters, noting the new expiration date.

3.2 Should any change arise in the countries where activities are planned, in case the type of activity needs to change as a result, a grant modification or increase might be approved based on exchange of letters and new budgets with the RECIPIENT INSTITUTION.

3.3 In case of need, this agreement can be extended and/or the amount reviewed to cover: circumstances in a country outside of the control of the RECIPIENT INSTITUTION which results in material delays or changes in scope of activities in that country; or additional case studies requested by UNCDF and additional measurement activities by UNCDF to achieve greater precision and definition by exchange of letters, noting the new budgets and duration, in addition to the reasons of such an extension and/or increase.

**4. Payments**

4.1 UNCDF shall provide funds in United States Dollars. The amount will be up to USD …..,000; (….,,,,thousand dollarsU.S. dollars).

4.2 All payments shall be deposited into the RECIPIENT INSTITUTION's bank account of which the details are as follows**:**

NAME OF THE BANK:  XXXX

BANK ROUTING NUMBER:  XXXXXX

Swift code: XXXX

BENEFICIARY ACCOUNT NAME:  XXXXX

BENEFICIARY ACCOUNT NUMBER: XXXXX

ADDRESS OF THE BANK: XXXXXXXXX

4.3 The amount of payment of such funds is not subject to any adjustment or revision because of currency fluctuations or the actual costs incurred by the RECIPIENT INSTITUTION in the performance of the activities under this agreement.

**5 Records, Information and Reports**

5.1 The RECIPIENT INSTITUTION shall maintain clear, accurate and complete records in respect of the funds received under this Agreement.

5.2 The RECIPIENT INSITUTION shall provide a progress report to UNCDF on a quarterly basis, with the activities carried out as at the report date, the budget/ expenses situation, and the plan forward.

5.3 The RECIPIENT INSTITUTION shall furnish, compile and make available at all times to UNCDF any records or information, oral or written, which UNCDF may reasonably request in respect of the funds received by the RECIPIENT INSTITUTION.

5.4 Within sixty days after completion of project activities, the RECIPIENT INSTITUTION shall provide UNCDF with a final report with respect to all expenditures made from such funds (including fees, travel and supplies).

5.5 All further correspondence regarding the implementation of this Agreement should be addressed to**:**

|  |  |
| --- | --- |
| For UNCDF:  XXXXXX | For the RECIPIENT INSTITUTION:  XXXXXXXX |

**6. Copyright, Patents and Other Proprietary Rights:**

6.1 UNCDF is custodian of copyright, patents and other proprietary rights. Except as is otherwise expressly provided in writing in the Agreement, the UNCDF shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the RECEPIENT INSTITUTION has developed for the UNCDF under the Agreement and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Agreement, and the RECIPIENT INSTITUTION acknowledges and agrees that such products, documents and other materials constitute works made for the UNCDF. In line with the public good nature of the UNCDF, UNCDF will place all the deliverables for publication specified in the public domain with the intent that they can and should be freely and widely used by other parties and the RECIPIENT INSTITUTION shall not be excluded from the ability to use such deliverables on the same basis as other external parties.

6.2 To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the RECIPIENT INSTITUTION: (i) that pre-existed the performance by the RECIPIENT INSTITUTION of its obligations under the Agreement, or (ii) that the RECIPIENT INSTITUTION may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Agreement, the UNCDF does not and shall not claim any ownership interest thereto, and the RECIPIENT INSTITUTION grants to the UNCDF a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Agreement.

6.3 At the request of the UNCDF; the RECIPIENT INSTITUTION shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNCDF in compliance with the requirements of the applicable law and of the Agreement.

6.4 Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the RECIPIENT INSTITUTION under the Agreement shall be the property of the UNCDF, shall be made available for use or inspection by the UNCDF at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNCDF authorized officials on completion of work under the Agreement.

**7. Use of Name, Emblem or Official Seal of UNCDF or the United Nations:**

7.1 The RECIPIENT INSTITUTION shall not advertise or otherwise make public the fact that it is a RECIPIENT INSTITUTION with UNCDF without the express written consent of UNCDF, nor shall the RECIPIENT INSTITUTION, in any manner whatsoever use the name, emblem or official seal of UNCDF or The United Nations, or any abbreviation of the name of UNCDF or United Nations in connection with its business or otherwise.

7.2 However, the RECIPIENT INSTITUTION may represent in the course of the activities necessary to produce these results and in general that it has been appointed by UNCDF to complete the activities and deliverables specified in this agreement; provided that the RECIPIENT INSTITUTION or any party associated with it may not make any public announcement to this effect until UNCDF has issued an announcement.

7.3 The RECIPIENT INSTITUTION shall have no ability to make any representations which bind UNCDF other than in the direct course of delivering the specific results indicated here.

7.4 While all publications resulting from this Agreement shall follow the template and format to be defined by UNCDF, the authorship of RECIPIENT INSTITUTION, including specific members of the RECIPIENT INSTITUTION’s consortium shall be acknowledged in each publication.

**8. Confidential Nature of Documents and Information:**

Information and data that is considered proprietary by either party and that is delivered or disclosed by one party (“Discloser”) to the other party (“Receiver”) during the course of performance of the Agreement, and that is designated as confidential (“Information”), shall be held in confidence by that Party and shall be handled as follows:

8.1 The receiver (“Receiver”) of such information shall use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser’s Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and, use the Discloser’s Information solely for the purpose for which it was disclosed.

8.2 Provided that the Receiver has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Agreement and this Article 8, the Receiver may disclose Information to any other party with the Discloser’s prior written consent; and, the Recipient’s employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Agreement, and employees officials, representatives and agents of any legal entity that it controls, controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Agreement, provided that, for these purposes a controlled legal entity means:

8.2.1 a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

8.2.2 any entity over which the Party exercises effective managerial control; or,

8.2.3 for the UNCDF, UNDP and UNV, as associated fund of UNDP.

8.3 The RECIPIENT INSTITUTION may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the RECIPIENT INSTITUTION will give the UNCDF sufficient prior notice of a request for the disclosure of Information in order to allow the UNCDF to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made, to the extent allowed by law.

8.4 The UNCDF may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.

8.5 The Receiver shall not be precluded from disclosing Information that is obtained by the Receiver from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Receiver, or at any time is developed by the Receiver completely independently of any disclosures hereunder.

8.6 These obligations and restrictions of confidentiality shall be effective during the term of the Agreement, including any extension thereof, and, unless otherwise provided in the Agreement, shall remain effective following any termination of the Agreement for a period not to exceed 2 years from termination.

**9. General Provisions**

9.1 This Agreement and the Annexes attached hereto shall form the entire Agreement between RECIPIENT INSTITUTION and UNCDF superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Agreement.

9.2 The RECIPIENT INSTITUTION shall carry out all activities described in its proposal with due diligence and efficiency. Subject to the express terms of this Agreement, it is understood that the RECIPIENT INSTITUTION shall have exclusive control over the administration and implementation of the activities referred to above in paragraph 1.1 in Coordination with UNCDF. If at any time RECIPIENT does not produce the required results in agreed timeframes and to level of quality acceptable, UNCDF may serve notice of its intent to terminate indicating the grounds; and if breaches in the performance are not rectified within an agreed timeframe, UNCDF may decide to declare this Agreement terminated by written notice to the RECIPIENT INSTITUTION as described in paragraph 9.6 below; and/or seek any other remedy as may be necessary.

9.3 UNCDF undertakes no responsibilities in respect of life, health, accident, travel or any other insurance coverage for any person, which may be necessary or desirable for the purpose of this Agreement or for any personnel undertaking activities under this Agreement. Such responsibilities shall be borne by the RECIPIENT INSTITUTION.

9.4 The rights and obligations of the RECIPIENT INSTITUTION are limited to the terms and conditions of this Agreement. Accordingly, the RECIPIENT INSTITUTION and personnel performing services on its behalf shall not be entitled to any benefit, payment, compensation or entitlement except as expressly provided in this Agreement.

9.5 The RECIPIENT INSTITUTION shall be solely liable for claims by third parties arising from the RECIPIENT INSTITUTION's acts or omissions in the course of performing this Agreement and under no circumstances shall UNCDF be held liable for such claims by third parties.

9.6 On the grounds defined in 9.2 above, this Agreement may be terminated by either party before completion of the Agreement by giving thirty (30) days written notice to the other party, and the RECIPIENT INSTITUTIONshall promptly return any unutilized funds to UNCDF as per paragraph 9.7 below. Unutilized funds shall mean any funds in possession of RECIPIENT INSTITUTION after allowing for the settling all obligations incurred up to the date of termination. Also, in the event that funds are in fact due to RECIPIENT INSTITUTION for activities undertaken by RECIPIENT prior to termination, then these funds will be specified and paid by UNCDF to the RECIPIENT INSTITUTION.

9.7 The RECIPIENT INSTITUTION acknowledges that UNCDF and its representatives have made no actual or implied promise of funding except for the amounts specified by this Agreement. If any of the funds are returned to UNCDF or if this Agreement is rescinded, the RECIPIENT INSTITUTION acknowledges that UNCDF will have no further obligation to the RECIPIENT INSTITUTION as a result of such return or rescission.

9.8 No modification of or change to this Agreement, waiver of any of its provisions or additional contractual provisions shall be valid or enforceable unless previously approved in writing by the parties to this Agreement or their duly authorized representatives in the form of an amendment to this Agreement duly signed by the parties hereto.

9.9 Any disputes between the Parties arising out of or relating to this Agreement which is not settled amicably or by other agreed mode of settlement shall be submitted to arbitration at the request of either Party. Each Party shall appoint one arbitrator, and the two arbitrators so appointed should appoint a third, who shall be the chairman. If within thirty days of the request for arbitration either Party has not appointed an arbitrator or if within fifteen days of the appointment of two arbitrators the third arbitrator has not been appointed, either Party may request the President of the International Court of Justice to appoint an arbitrator. The procedure of the arbitration shall be fixed by the arbitrators, and the expenses of the arbitration shall be borne by the Parties as assessed by the arbitrators. The arbitral award shall contain a statement of the reasons on which it is based and shall be accepted by the Parties as the final adjudication of the dispute.

9.10 The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication or any such controversy or claim.

9.11 Nothing in or relating to this Agreement shall be deemed a waiver of any privileges and immunities of the United Nations, or UNCDF.

IN WITNESS WHEREOF, the undersigned, duly appointed representatives of UNCDF and the RECIPIENT INSTITUTION, respectively, have on behalf of UNCDF and the RECIPIENTINSTITUTION signed the present Agreement on the dates indicated below their respective signatures.

|  |  |
| --- | --- |
| **On behalf of UNCDF:**  Name: Judith Karl  Title: Executive Secretary  Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **On behalf of the RECIPIENT INSITUTION:**  Name: XXXXXXXXXX  Title: XXXXXXXXXXX  Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**ANNEX A:**

**Proposal to UNCDF for XXXXX - is attached and considered part of this agreement.**

1. There may be a possibility of a follow-on assignment related to creating a ‘Better Than Cash Alliance certification’- a certification programme on digital payments which it can offer to its key stakeholders. This could be developed by bundling various courses together with clear timelines for course completion. However, a separate RFA and selection process would be followed for the same. [↑](#footnote-ref-2)