



Unlocking Public and Private
Finance for the Poor

United Nations Capital Development Fund
REQUEST FOR APPLICATION FOR
AfDB Responsible Digital Payments Guide

1. PURPOSE FOR THE REQUEST OF THE APPLICATION

1.1 SUMMARY

The United Nations Capital Development Fund (UNCDF) makes public and private finance work for the poor in the world's 46 least developed countries. With its capital mandate and instruments, UNCDF offers “last mile” finance models that unlock public and private resources, especially at the domestic level, to reduce poverty and support local economic development.

About the Better Than Cash Alliance

Hosted by UNCDF, the [Better Than Cash Alliance](#)'s mission is to catalyze a global movement from cash to [responsible](#) digital payments to help achieve the [Sustainable Development Goals](#). Specific benefits include efficiency, transparency, [women's](#) economic participation and financial inclusion, helping build economies that are digital and inclusive.

The Alliance has [80 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 on [responsible](#) practices.
- Conducting advocacy at national, regional and global level.

Billions of dollars in cash payments are made daily in emerging and developing countries, including salaries, social transfers, humanitarian relief and payments to suppliers and farmers.

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, majority of them women. This means they are



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excluded from access to a range of appropriate and affordable financial services to help them save safely, take advantage of economic opportunities and reduce their vulnerability to risk.

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, and often-safer means of disbursing payments.

COVID-19 has resulted in a seismic shift towards digital payments by governments, businesses, and individuals. These digital payments are proving foundational in building better economies in the aftermath of the pandemic. To realize their full potential for people and economies, digital payments need to work every time, with effective, timely recourse available if they fail. Terms need to be transparent, and funds and data need to be protected, with accountability when this does not happen. Furthermore, to effectively build sustainable economies, digital payments need to treat all people fairly, and appropriately serve people by working across providers so there is competition and choice. These are responsible digital payments.

[The UN Principles for Responsible Digital Payments](#) advocate for what it means to be responsible, who needs to be responsible, and how to be responsible in the digitization of payments. They are fundamental to ensuring that the process of payment digitization is inclusive and sustainable. This is especially crucial for women, who are more likely to find themselves outside the formal financial sector. The principles advocate for essential consumer protection good practices and more. The protection of funds; safeguarding of data; recourse; and transparency on pricing are all vital – within a digital payments ecosystem that treats everyone fairly; prioritizes women; ensures products are designed for user needs; provides choice; and ensures accountability to deliver on these vital tenets of responsibility. In so doing, the collective set of nine principles extend this endeavor to a broader group of stakeholders who wield significant influence on digital payment outcomes for users, especially the next billion users who start from a lower baseline of trust, local infrastructure and capability.

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

- Achieving together
- Striving for excellence
- Service oriented
- Results oriented

1.2 PURPOSE FOR THE INTERVENTION



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Initiative

The African Development Bank's (AfDB) Financial Sector Development (FSD) department has a vision to build inclusive domestic and regionally integrated financial systems capable of mobilizing and channeling domestic resources to meet the needs of the sector supported by sound regulatory and supervisory frameworks. To achieve this, the Bank's (AfDB) interventions are driven by three mutually reinforcing objectives:

- i. Put sector needs at the heart of its financial sector interventions, with surplus savings used to finance investments that address country development and regional integration goals. The Bank also strives to leverage technological and other innovations to improve access to finance for underserved market segments. Digital payments are one such innovation that can play a catalytic role in improving access to finance for the under-/unbanked, especially for women who represent around [56%](#) of the world's unbanked adults globally. In Sub-Saharan Africa, for [example](#), 48% of men have an account, compared to 37% of women.
- ii. Deepen capital markets and develop domestic long-term institutional investors to finance long-term local currency investments through a broad spectrum of financial instruments. Digital payments catalyze the mobilization of local resources making for affordable local borrowing to fund projects. Digital payments solutions often are introduced by non-bank players, to whom it is often complex to lend. However, there is an opportunity to develop approaches for the most advanced non-banks to access resources directly from AfDB to help them better deliver to those they serve.
- iii. Support the implementation of macro-prudential measures at domestic and regional levels, standard settings, and regulations to improve financial systems stability.

The Better Than Cash Alliance (the Alliance) will be working with the AfDB FSD team to develop the AfDB Responsible Digital Payments Guide (the Guide), to help AfDB country/regional teams analyze and understand digital payments ecosystems and how to best assess, implement and measure responsible digital payments in serving the needs of targeted populations, as a catalyst for greater financial inclusion across Africa. This collaboration aims to:

- i. provide support to AfDB FSD department and country teams to develop the right skills and tools to better understand [inclusive digital payments ecosystems](#) and flows in countries/regions as well as the needs of targeted populations in terms of digital financial services, and how to build a compelling business case for investing in financial inclusion and allocating financial resources for the same.
- ii. draw on lessons from good practices in building inclusive digital payments solutions and ecosystems.



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- iii. embed and track progress of responsible digitization practices in the Bank's projects and country/regional initiatives, and
- iv. as a result of this, encourage tracking progress in advancing digital economies, resource mobilization, financial inclusion, especially for women, youth, MSMES and rural populations, by using or tailoring existing indicators from e.g. UNCDF IDE [Scorecard](#), [G20 toolkit](#) for measuring the Digital Economy, or the Global [Findex](#) Database to the local needs

This guide shall have input from AfDB teams working on all things digital payments to ensure harmonization and avoid duplication of efforts, specifically the FSD department, and the Innovation and ICT teams. The guide aims to help country and regional teams ensure responsible digitization of payments are integrated in AfDB's projects as applicable.

The AfDB Responsible Digital Payments Guide will be used in the context of digital payments as a catalyst for digital and financial inclusion and establish a measurement framework.

The AfDB Responsible Digital Payments Guide will be guided by the AfDB related strategies and the [UN Principles for Responsible Digital Payments](#) and can borrow lessons from the following:

- i. Alliance Ecosystem Diagnostic [Toolkit](#)
- ii. Alliance Measurement [Toolkit](#)
- iii. Alliance [cost savings methodology](#) report on maximizing Government Cost Savings in FOTEGAL
- iv. AfDB internal documents such as the financial sector development strategy, the [jobs for youth in Africa strategy](#), [AfDB gender strategy](#) etc.
- v. Research/toolkit assessing the cost of shifting government cash payments to digital payments.

The Guide will provide a foundation on which the AfDB country/regional teams assess national digital payments/financial sector needs, define activities/recommendations and key performance indicators to track progress in delivering responsible digital payments for ALL users. Today, no such guide exists for the Bank, making this an even more important tool to best guide financial sector analysis, particularly digital payments ecosystems in each country. With this tool, developed in conjunction with AfDB FSD and team, country teams can better appreciate and understand the importance of responsible digital payments in all sectors and their impact on driving financial inclusion, efficiency and transparency, women's economic participation, and domestic resource mobilization. Country teams can also use the guide to incorporate responsible principles in new or existing country/regional strategies as needed to achieve scale and use of digital payments.



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Procedure to apply the Guide: After a country has approached AfDB’s FSD department to work with them on developing its financial sector, AfDB in-country teams, will use this Guide to assist their in-country financial sector analysis, regarding the digital payments ecosystem. The Guide will further help them to understand the importance of responsible digital payments for different sectors and guide the AfDB teams, together with the respective government, to identify gaps, challenges and opportunities, and draft recommendations for the digital payments ecosystem in a country’s financial sector, and help to inform country strategies, owned by AfDB country offices and the government, to ensure accountability and buy-in for implementation.

1.3 GRANT PARAMETERS

For this Request for Application (RFA), UNCDF invites applications from registered entities with proven experience in Digital Financial Services, esp. digital payments and financial inclusion, and an understanding of financial markets on the African continent. Further, applicants should bring proven experience in conducting primary and secondary data collection including multi-stakeholder interviews, and strong analytical expertise in reviewing information and conceptual skills in bringing this information into an applicable policy document. They need to have experience of facilitating multi-stakeholder workshops and providing action-driven recommendations based on innovative approaches.

The selected applicant who will be technically responsive to this Request for Application will be signing a Performance-Based Agreement (PBA). The PBA template can be found in Annex IV. UNCDF will contribute a grant for up to USD 55,000 and will award one applicant pending on the investment readiness level and outreach potential of the solution proposed.

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

1.4 GRANT APPLICATION DETAILS

<i>Tentative timeline</i>	<i>Summary of key steps in the RFA process</i>
<i>24 February 2022 (00:00 time EST)</i>	<i>Call for Request for Applications</i>
<i>2 March (23:59 time EST)</i>	<i>Deadline for submitting questions about the RFA</i>
<i>9 March 2022 (23:59 time EST)</i>	<i>Deadline for submission of applications</i>
<i>23 March 2022</i>	<i>Evaluation of proposals and award</i>
<i>1 April 2022</i>	<i>Start Implementation</i>



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20 July 2022

Full completion of deliverables

All applications must be submitted by EST, the New York time zone on 9 March 2022 at 23:59 on UNCDF online platform

https://apply.uncdf.org/prog/re-advertize_afdb_responsible_digital_payments_guide

Guidance on how to apply to the Grant is annexed to the RFA “see Annex V “

1.5 CONSULTATION

- ✓ For requests and queries, send an email to info@betterthancash.org and cc nshuti.mbabazi@uncdf.org
- ✓ A document answering frequently asked questions will be continually updated at <https://www.uncdf.org/article/7443/rfa-afdb-responsible-digital-payments-guide>
- ✓ For further details on this RFA as well as on the required eligibility criteria, please revert to UNCDF website <https://www.uncdf.org/article/7443/rfa-afdb-responsible-digital-payments-guide>

2. ORGANIZATION CONTEXT AND BACKGROUND INFORMATION

2.1 ORGANIZATIONAL CONTEXT

The Alliance has been advocating for digital payments on global and regional levels since its inception in 2012. For instance, the [G20](#) has committed and re-confirmed its commitment to driving the shift from cash to digital payments at the global and national level. At the regional level, the Alliance has been able to broker agreements in [Latin America](#) around the importance of driving payment digitization. Recognizing the incredible opportunities, but also the challenges, in driving digital financial inclusion in Africa, the Alliance is looking to re-allocate resources and capacity to driving regional advocacy in Africa. The continent is a global leader for innovative digital payments, with [hundreds of millions](#) becoming financially included by digital financial services (DFS) in the last 10 years.

Despite progress, however, daily consumer expenditure remains dominated by cash. The COVID pandemic has led policy makers and financial service providers in some [countries](#) to rapidly open up regulations and change cost structures of financial services to provide greater access to financial tools that enable [response measures](#) such as social assistance and cash transfers. But widespread uptake of inclusive digital financial services that support digital financial inclusion (DFI) is far from certain, and inclusive financial systems continue to be slow to develop. For instance, in developing countries, more than [900 million](#) women do not have



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an account, with nearly [190 million](#) women living in Sub-Saharan Africa who have no account at a financial institution. Further, the potential for digitization of Agribusiness Payments in Africa is estimated to benefit around [17.8 million farmers](#).

This work will therefore be important to contribute to driving financial inclusion and economic opportunities on the continent, especially for [Reaching Financial Equality](#) for the millions of women on the African continent excluded from financial services, by helping AfDB and African governments making digital payments ecosystem more inclusive and responsible. Greater economic participation and opportunities for [women](#) are a proven way to benefit countries in terms of increased [agricultural output](#), greater business resilience, customer retention and GDP growth. Further, responsible and inclusive digital payments ecosystems can leave countries better prepared for the implementation of the AfCFTA which includes a cross-border [digital payments platform](#) and presents a huge opportunity to digitize the mostly informal cross-border trade (ICBT).

2.2 BACKGROUND INFORMATION

As a leading funder of Africa's development projects, both in the private and public sectors, there is an opportunity for the African Development Bank (AfDB) to develop and adopt an internal tool to guide country/regional teams to assess and understand inclusive digital payments ecosystems, and drive and track progress of responsible digitization of payments needs in member countries. This can help increase financial inclusion, especially among underprivileged segments of the population (women, youth, rural dwellers, MSMEs, etc.), enhance transparency and efficiency in financial services, and build economies that are digital and inclusive.

Digital payments can help enable and accelerate AfDB's [High 5 Strategies](#), which aim to: Light up and Power Africa; Feed Africa; Industrialize Africa; Integrate Africa; and Improve the Quality of Life for the People of Africa. Further, digital payments, especially when delivered [responsibly](#), can play a catalytic role driving Digital Financial Inclusion (DFI), which can contribute to achieving the [SDGs](#), including the following:

1. DFI helps create opportunities to get out of poverty (SDG 1),
2. Digitizing payments in agriculture value chains can help improve productivity to eliminate hunger (SDG 2),
3. Digitizing payments, especially digital merchant payments, can help reach [financial equality](#) (SDG5)
4. DFI drives deployment of infrastructure such as affordable and clean energy for people who lack access to electricity (SDG 7),



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5. DFI can help create new decent work opportunities (SDG 8). For example, by accepting digital payments, many businesses were able to operate and grow, during the COVID-19 pandemic. There were new opportunities for those helping MSMEs go digital to reach customers,
6. Digital payments require resilient infrastructure, to promote inclusive and sustainable development to foster innovation (SDG 9),
7. Digital financial services, including digital payments, can give low-income households new tools to increase their incomes, improve financial resilience and access new economic and social opportunities (SDG 10),
8. Responsible digital payments and financial inclusion can promote just and inclusive societies (SDG 16) and help simplify mobilization of local resources to fund and support sustained economic development to help reduce dependency on aid.

With the potential to drive DFI, especially for women, increase local resource mobilization for governments, while igniting progress toward many of the SDGs, this guide on building responsible and inclusive digital payments ecosystems will help inform AfDB's country strategic plans, as well as national financial inclusion strategies. By responsible we mean, designing and implementing digital payments and digital financial services in a user-centric approach, addressing user needs and risks, and ensuring trust in and adoption of those services, especially among first-time users.



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2.3 SCOPE, EXPECTED OUTPUTS AND DELIVERABLES

Expected outputs/scope:

- I. AfDB Responsible Digital Payments Guide to be prepared by the consultancy firm working hand –in-hand with AfDB FSD team and the Alliance to conduct bank wide and select member country consultations as digital payments are a cross cutting issue.
- II. The Guide to be embedded at country level strategy implementation phase, guiding financial sector/digital payments ecosystem analysis (incl. market players and innovations), facilitating drafting key digital payments activities/recommendations to drive responsible inclusive digital payments, and tracking their progress, thus providing greater visibility to AfDB and the countries they serve, including Alliance members who are not well served on a day-to-day basis.
- III. The Guide to be shared with stakeholders through a Bank webinar or in person in collaboration with the Alliance.
- IV. Assessments, recommendations, and implementation under the Guide to be owned by the various AfDB country offices working with governments to ensure sustainability and accountability
- V. Responsible digital payments shall become an essential part of AfDB’s project planning, implementation and progress tracking, as well as of African governments’ agendas, and will guide their policies and development to achieve inclusive growth. As the Alliance is used to do with its members countries, ensuring governments lead their country diagnostics and national strategies, and own the implementation of recommendations, to create buy-in and sustainability of our work, the same is expected from the AfDB FSD department in terms of the Responsible Digital Payments Guide.
- VI. Alliance Communications team will ensure the document covers key messaging, is well written and proofread. When adopted by AfDB, this guide will be socialized among members as a tool to assess their digital payments to ensure they are delivered responsibly.

Expected deliverables and activities and timeline:

The Alliance is looking to hire a firm to work with guidance from the AfDB FSD team and Alliance Head of Africa Policy Advocacy and Partnerships, on the following deliverables, incl. their respective activities:



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- **Deliverable 1: Desk review and draft outline of the African Development Bank (AfDB) Responsible Digital Payments Guide**
 - **Activities:**
 - Identify and interview all key stakeholders, and data/documents for the development of the Guide to be used by country strategy teams during project implementation.
 - Conduct a fact-finding mission to AfDB HQ in Abidjan with the Alliance Head of Africa to meet with AfDB stakeholders and identify key sources of information and data.
 - Draft outline of the Guide for discussion with Alliance Head of Africa Policy Advocacy and Partnerships, and the AfDB FSD team

Additional information:

Draft guiding structure for the AfDB Responsible Digital Payments Guide's outline:

- 1) The pillars, importance, and application of inclusive digital payments ecosystems for sector digitization strategies, and as a driver of financial inclusion and local resource mobilization
 - 2) Accountability and ownership of governments, and the role of different stakeholders in the digital payments' ecosystem
 - 3) What are responsible digital payments, who needs to be responsible, and why is it important to digitize responsibly? How to track progress of responsible digitization?
Based on: [The UN Principles for Responsible Digital Payments](#)
 - 4) **How to:** Understanding, analyzing, and measuring the current digital payments ecosystem in a country/region, and determine barriers, flaws and gaps preventing the development of an inclusive responsible digital payments' ecosystem
 - 5) **How to:** Identifying, formulating, addressing challenges and recommendations, and move towards implementation to advance responsible inclusive digital payments ecosystems, and tracking progress
- **Deliverable 2: Inception report/ draft of AfDB Responsible Digital Payments Guide for stakeholder consultation**
 - **Activities:** Prepare a draft of the Guide for stakeholder consultation, in coordination with Alliance Head of Africa Policy Advocacy and Partnerships, and the AfDB FSD team, including key priority areas of action to scale inclusive and



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dynamic digital payments across Africa.

- **Deliverable 3: Organize and facilitate a stakeholder consultation workshop**
 - **Activities:** Together with the Alliance Head of Africa Policy Advocacy and Partnerships, and the AfDB FSD team, prepare, organize and facilitate a stakeholder consultation workshop to collect feedback from key stakeholders on the AfDB Responsible Digital Payments Guide to encourage and build consensus among stakeholders.
- **Deliverable 4: Submit a final version of the AfDB Responsible Digital Payments Guide**
 - **Activities:** Incorporate feedback from stakeholder consultation workshop into the draft Guide, and share it with stakeholders virtually for final review. After consultation with Alliance Head of Africa Policy Advocacy and Partnerships, and the AfDB FSD team, submit a final version of the Guide.
- **Deliverable 5: Present Guide to Alliance's Editorial and Publications Committee (EPC)**
 - **Activities:** Present the Guide to the Alliance's Editorial and Publications Committee (EPC) and answer questions by its members.
- **Deliverable 6: Organize and hold a training for AfDB FSD Team on the Guide, incl. drafting a training plan and training materials**
 - **Activities:** Deliver training plan and content on the application and use of the Guide, and organize and hold a training for AfDB FSD Team, for them to use the materials in training AfDB country teams, on how to utilize the Guide in their initiatives/projects.

The final African Development Bank (AfDB) Responsible Digital Payments Guide as well as the training materials for AfDB, produced during this project will be considered a document of the AfDB. Thus, they may be placed in the public domain to be freely and widely used by other parties.



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Proposed timeline:

Activities/Milestones/Invoices	March	April	May	June	July
Recruitment of consultant/tech expert					
Project Implementation/deliverables:					
<ul style="list-style-type: none"> • Desk review and draft outline of the African Development Bank (AfDB) Responsible Digital Payments Guide <ul style="list-style-type: none"> ○ Desk review: Until 13th April ○ Fact-finding mission to AfDB HQ in Abidjan: 2nd / 3rd week of April ○ Draft outline: Until 27th April 					
<ul style="list-style-type: none"> • Inception report/ draft of AfDB Responsible Digital Payments Guide for stakeholder consultation: 15th May 					
<ul style="list-style-type: none"> • Organize and facilitate a stakeholder consultation workshop (in-person if possible): Week of 25th May 					
<ul style="list-style-type: none"> • Submit a final version of the AfDB Responsible Digital Payments Guide <ul style="list-style-type: none"> ○ Incorporate stakeholder feedback and share with them virtually for final review: Until 13th June ○ Submit final version: 30th June 					
<ul style="list-style-type: none"> • Present Guide to Alliance’s Editorial and Publications Committee (EPC): Date tbd 					
<ul style="list-style-type: none"> • Organize and hold a training for AfDB FSD Team on the Guide, incl. drafting a training plan and training materials: 20th July 					
Submission of the final deliverable					
Review and approval of the final deliverable					



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Key guiding questions:

- I. How important is responsible digital payments as a catalyst to driving digital financial inclusion?
- II. What is the current Regional Member Country (RMC) digital payments ecosystem?
- III. What exactly needs to be done and by whom?
- IV. Who should provide leadership?
- V. What are the responsible practices? How can RMC enact and track them?
- VI. What is the link between financial inclusion and:
 - i. economic inclusion?
 - ii. gender inclusion?
 - iii. youth economic empowerment
- VII. What is the link between digital payments and the broader creation of opportunities in trade and employment across sectors such as Agriculture, Trade, Education, Environmental Solutions and Energy?
- VIII. What is the link between digital payments and investment in the broader infrastructure such as telecommunications, electricity and the road networks?
- IX. And other questions to deliver on objectives and outcomes.

Key message for AfDB:

AfDB aims to bring digital financial services to all Africans. By embedding responsible digitization of payments, a key catalyst for financial inclusion, into all projects/initiatives, the Bank ensures collective focus by RMCs on bringing more Africans into the digital economy, close the gender gap and build trust in the envisaged trade in Africa's single digital market i.e., the Africa Continental Free Trade Area (AfCFTA).

Potential Advocacy needs:

1. Present the Guide to FSD and ICT & Operations Departments.
2. Present the Guide at AfDB Annual Meetings as well as at regional meetings, if needed.
3. Work with AfDB and Alliance team on socializing the guide, if needed.



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3. ELIGIBILITY REQUIREMENTS

Only applications that meet the eligibility requirements and minimum criteria for the submission will be scored.

3.1 ELIGIBILITY REQUIREMENTS

- 1) The applicant/ lead applicant must be a registered entity.
- 2) Relevant operation licenses (when applicable)
- 3) The lead applicant must be licensed to provide the services
- 4) The applicant can be based anywhere globally-and has to have at least one year of operations in Africa.
- 5) Consortiums (when applicable)
 - Applicants may apply only once under this RFA, whether independently or in a consortium.
 - Joint applications between market players in the target country are encouraged if the solution proposed will expand the quality and impact of the deliverables.
 - Applications from consortiums of organizations must show that the partnership was established prior to this call for applications.
 - The lead applicant must be registered entities with at least one year of operations and must have statutory accounts and audited financial statements for at least one operating year.

6) Grant agreement

- Written confirmation (Annex I) that the organization has reviewed the UNCDF Grant Agreement template and is prepared to sign it by 4th week of February 2022 without revision to the standard language

7) Application

- Submission of a complete application.



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3.2 EXCLUSIONARY CRITERIA

- 1) Applicants shall not have been the subject of bankruptcy, liquidation, judicial settlement, safeguarding, cessation of activity or any other similar situation resulting from a similar procedure.
- 2) Applicants and any of their staff or member of their board of directors shall not be included in the United Nations financial sanctions lists, particularly in the fight against the financing of terrorism and against attacks on international peace and security¹.
- 3) Applicants must not be involved in any of the following activities²
 - ✓ Manufacture, sale or distribution of controversial weapons or their components, including cluster bombs, anti-personnel mines, biological or chemical weapons or nuclear weapons
 - ✓ Manufacture, sale or distribution of armaments and/or weapons or their components, including military supplies and equipment
 - ✓ Replica weapons marketed to children
 - ✓ Manufacture, sale or distribution of tobacco or tobacco products
 - ✓ Involvement in the manufacture, sale, and distribution of pornography
 - ✓ Manufacture, sale, or distribution of substances subject to international bans or phase-outs, and wildlife or products regulated under the CITES
 - ✓ Gambling including casinos, betting etc. (excluding lotteries with charitable objectives)
 - ✓ Violation of human rights or complicity in human rights violations
 - ✓ Use or toleration of forced or compulsory labor
 - ✓ Use or toleration of child labor
- 4) Applicants shall have fulfilled all the obligations relating to the payment of social security contributions or obligations relating to the payment of taxes in accordance with legal provisions in force in the country of incorporation

¹ See: <https://www.un.org/securitycouncil/sanctions/information>

² See UNDP Policy on Due Diligence and Partnerships with the Private Sector (2013): https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/BERA_Partnerships_UNDP%20private%20sector%20due%20diligence%20policy%202013_FINAL.pdf&action=default



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- 5) Applicant shall use the submission form requested complying with the characters and page requirements requested

BTCA will conduct due diligence on selected applicants. Applicants must have documents ready for confirmation that they meet the eligibility criteria including certificate of compliance with the tax authorities and any other documentary evidence that might be requested by UNCDF besides the application form.

3.3 EVALUATION CRITERIA

The Evaluation Committee will score the applications according to the below evaluation criteria.

Only applications that score at least [70 out of 100] will be considered successful and move to the due-diligence stage.

Evaluation criteria:

- _Specific experience for the assignment (25 points /100)
- _Approach and implementation plan (30 points /100)
- _Team experience and composition (45 points /100)

Evaluation criteria:

- Proven experience in designing, managing, and delivering research-based analysis and drafting recommendations for different stakeholders in digital financial services in Africa.
- Demonstrated excellence of research, analytical, and field implementation capacities
- Experience of working with continental organizations and African governments on research and/or policy-related activities in digital financial services, at local, regional and/or continental level.
- Successful completion of full project lifecycle assignments comprising analysis, design, implementation, and evaluation, by working closely with a diverse set of stakeholders
- Evidence of high quality in documenting, packaging, and disseminating technical knowledge in English and French to a wide range of audiences (both political and technical)
- Human resources are available to complete the activities to a high standard
- Preference will be given to African firms and those with team members based on the continent (or working through a local partner) to ensure regular communication and engagement with key stakeholders
- Knowledge of current developments in Africa with an impact on the digital payments



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ecosystem/landscape (e.g. AfCFTA implementation, new national financial sector regulations and strategies, etc.), and proven understanding of digital financial services ecosystems, and payments in general, in African countries and regions.

- Knowledge of financial habits, behaviors, and challenges faced by low-income populations, especially women, for accessing and using financial services, and existing barriers and opportunities for the digital financial services and payments ecosystem in driving greater financial inclusion.
- Excellence in technical writing and fluency in spoken English. French is a plus.
- Response to Scope of Work and the expected deliverables in Section 2.3.

3.4 ELIGIBLE COSTS

The criteria for eligible expenditure determine whether a cost qualifies for funding under UNCDF rules and procedures. The general criteria for eligibility of costs under UNCDF funding include the following.

- 1) Eligible costs must be incurred by the applicant during the project (after the signature of the Performance-based Agreement and up to the end of the Grant period).
- 2) Eligible costs should be indicated in the estimated overall budget of the action attached to the Performance-based Agreement.
- 3) Costs must be identifiable and verifiable, being recorded in the accounting records of the applicant and determined according to the applicable accounting standards of the country where the lead applicant is established.
- 4) Costs must comply with the requirements of applicable tax and social legislation.
- 5) Costs must be reasonable, justified and comply with the principle of sound financial management, regarding economy and efficiency.
- 6) Consultancy costs – under studies, technical assistance and other advisory services under the program carried out by international and national consultants – are eligible as follows. Professional and consultancy services are services rendered by people with a special skill, and who are not officers or employees of the organization applying for the grant. Consulting services must be justified, with information provided on their expertise, primary organizational affiliation, normal daily fee, and number of days of expected service. Consultants' travel costs, including for subsistence, are to be shown as travel expenditure. The applicant may be required to justify the daily fee.
- 7) Workshop costs are eligible, for the workshop venue, food and beverages, and



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publication material.

- 8) Training expenditure (financial education, digital education, soft skills) for the project's final beneficiaries is eligible. If applicable, this will include all related expenditure, such as the cost of the venue, participant travel, and so on. Training for the employees of the institution applying for the grant is also eligible if it has been demonstrated that it will link directly to the project output.
- 9) Investment costs directly attributable to the project, relating to research and innovation, are allowable.

3.5 INELIGIBLE COSTS

The following costs are ineligible and not accepted:

- 1) Returns on capital and dividends paid by a beneficiary;
- 2) Debt and debt service charges;
- 3) Provisions for losses or debts;
- 4) Interest owed;
- 5) Costs declared by the applicant in the framework of another action receiving a grant financed from another donor;
- 6) Indirect costs, also called overheads.

3.6 APPLICANTS

Eligible candidates can apply alone or as lead applicant in a consortium of firms, as long as they comply with the eligibility requirements set forth in section 3.1. In case of a consortium of entities applying to the RfA, the lead applicant shall comply with the eligibility requirements. The lead applicant will be responsible of:

- 1) submitting the application form on behalf of the consortium
- 2) ensuring that each partner is fully aware of the composition of the partnership and of the contents of the Application Form;
- 3) signing the Performance-based Agreement with UNCDF³;
- 4) fulfilling all obligations set out in the Performance-based Agreement;
- 5) ensuring the allocation and the fulfilment of the funds amongst the partner in the consortium in compliance with the Performance-based Agreement;
- 6) ensuring the allocation and the fulfilment of the tasks amongst the partner in the

³ Include a link with the agreement template where applicant can download the template



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consortium in compliance with the Performance-based Agreement

4. TARGET SEGMENT

This work is aiming to help AfDB FSD department and in-country teams in their work with African countries on their financial sector analysis and development, and should benefit governments as well as their people, e.g., merchants, farmers, workers, and others, who will receive greater access to and use of digital payments and other DFS as countries move closer towards responsible inclusive digital payments ecosystems.

5. GEOGRAPHICAL SCOPE

The geographical scope will be the entire African continent as the Responsible Digital Payments Guide will be drafted in collaboration with, and will be owned by, AfDB, for who's operations the Guide will be an essential part, especially for AfDB in-country teams, and the FSD department.

6. PROJECT DURATION

Projects are expected to have a three-month duration. Activities are expected to be completed by 20 July 2022. Final and assessment report will have to be submitted no later 20 July 2022.

7. LANGUAGE

The deliverables and any correspondence between the applicant organization and UNCDF must be in English.

8. BUDGET

UNCDF will provide a grant up to 55,000 USD to the successful applicant as per the Evaluation Criteria as set forth in section 3.

Applicants should provide budgets indicating how they would allocate costs to produce high-quality expected results with their technical approach. Applications containing budgets **over USD55,000** will not be considered.



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9. APPLICATION REQUIREMENTS AND PROCESS

9.1 STRUCTURE OF THE APPLICATION

- The application must be submitted by EST, the New York time zone on 9 March 2022 at 23:59 on UNCDF online platform: https://apply.uncdf.org/prog/re-advertize_afdb_responsible_digital_payments_guide
- In addition to the 'Submission Format' the applicant may supplement the submission with:
 1. A deck that visually outlines what the project and/or product is (15 slides maximum and as a PDF). The deck shall take into consideration information given under section 2.3, incl. on the scope, deliverables, and draft structure of the Guide.
 2. Audited financial statements for at least one year for the applicant;
 3. Certificate of incorporation of the applicant;
 4. Any other attachment as requested in the application (including CVs of the employees involved in the project in PDF form, budget for the intervention in spreadsheet form).

All submissions must be completed in English.

Only applications that follow the Submission Format and include all the necessary documentation will be considered.

9.2 APPLICATION DEADLINE

All applications must be submitted by EST, the New York time zone on 9 March 2022 at 23:59.

9.3 SELECTION PROCESS

- Step 1: Screening Eligibility Criteria: All applications will be screened based on the criteria as set forth in section 3.1
- Step 2: Evaluation process: successful applications because of step 1 will be scored as set forth in section 3.3
- Step 3: Notification of applications – all applicants will be notified of the status of their applications upon the completion of the selection process.



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