



UNITED NATIONS
INDUSTRIAL DEVELOPMENT ORGANIZATION



Grant Call for Proposal CFP7000007491

27 January 2025
Procurement Services Rina Ogawa



PREPARATION AND SUBMISSION OF GRANT PROPOSAL

1. UNIDO Official Language

Official language of this CFP is **English**. All communication on CFP is English.

Some official documents requested to submit may be available only in Japanese, but in that case English translation/summary will be required, for record-keeping and future audit purposes.

2. UNIDO eProcurement Portal

Applicants are requested to use **UNIDO's eProcurement portal** for the preparation and submission of grant proposals.

Any grant proposal received by UNIDO after the deadline will be rejected and unopened.



PREPARATION AND SUBMISSION OF GRANT PROPOSAL

3. Question for this CFP

Applicants shall use **Q&A function of eProcurement portal** for record-keeping and future audit purposes.

Unless some critical, urgent matters, direct email queries to UNIDO Procurement officials **are not accepted**.

4. Communication during CFP

During the CFP exercise, including evaluation process and/or until a grant agreement is reached between UNIDO and an applicant, **direct communication with the project team members by applicants are forbidden**, unless UNIDO procurement officials approach you as such.

Violation of this can lead to a disqualification of your application from this CFP exercise



PREPARATION AND SUBMISSION OF GRANT PROPOSAL

5. Qualification documents

All qualification documents should be properly submitted as requested by the CFP/TOR.

6. Validity

Grant proposals shall remain valid for **one hundred eighty (180) days after the deadline for submission** of grant proposals.



PREPARATION AND SUBMISSION OF GRANT PROPOSAL

7. General Clauses

The CfP is confidential and proprietary to UNIDO.

This CfP does not commit UNIDO to the award of an agreement. UNIDO reserves the right to accept or reject any grant proposal, or annul this CfP and reject all grant proposals, at any time prior to the grant award, without thereby incurring any liability to the affected applicants or any obligation to inform the affected applicants on the grounds for the action of UNIDO.



UTILIZING THE UNIDO eProcurement PORTAL

UNIDO eProcurement Portal

The UNIDO eProcurement Portal must be used for:

- **accessing the complete set of Call for Proposals documents**
- **acknowledging participation by an applicant**
- **accessing clarifications and modifications made to the Call for Proposals**
- **asking questions related to the Call for Proposals before the submission deadline**
- **submission and modification of Grant Proposal/s before the submission deadline**

Any other means of communication and proposal submission are not accepted by UNIDO and must be avoided.

Therefore, applicants are encouraged to register at the UNIDO eProcurement Portal.

UNIDO eProcurement portal guide

A step-by-step system guide (“UNIDO eProcurement system guide”) can be downloaded from UNIDO’s procurement website at

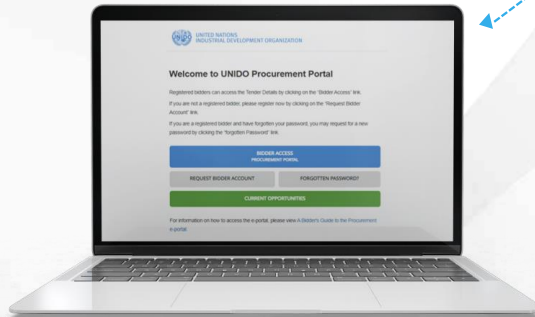
<https://www.unido.org/get-involved-procurement/procurement-opportunities>

Detailed information on accessing the UNIDO eProcurement system guide is provided on the next slide.

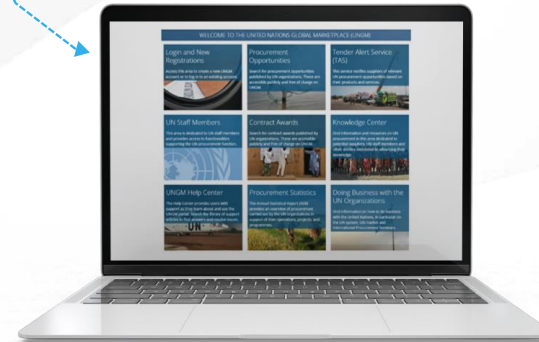
HOW TO REGISTER AS A VENDOR WITH UNIDO



UNIDO Procurement Portal
www.procurement.unido.org

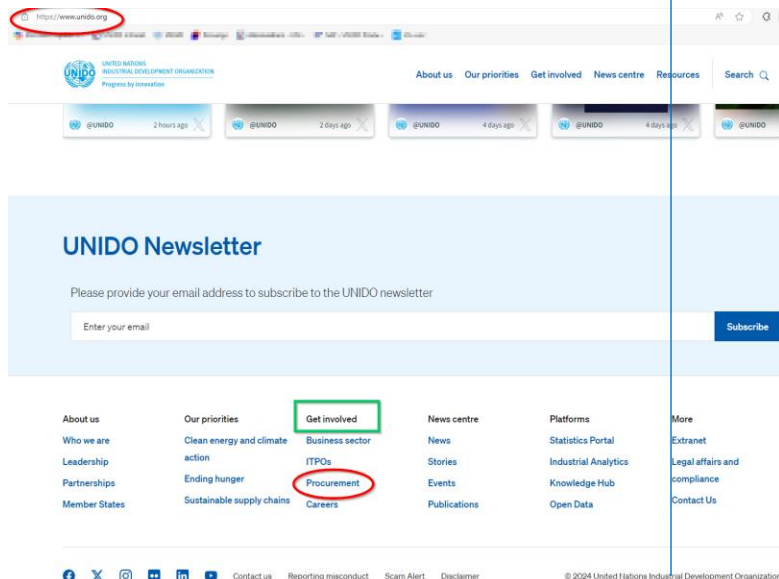
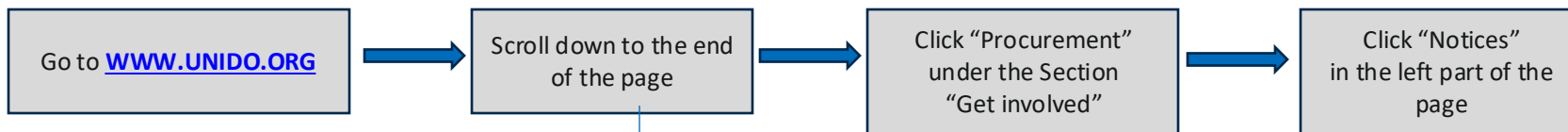


United Nations Global Market
www.ungm.org





ACCESSING UNIDO eProcurement PORTAL GUIDE

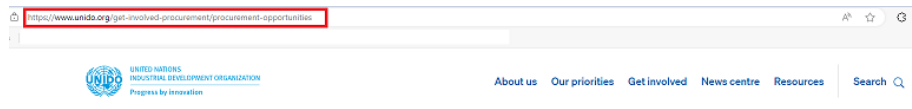




OR right away go to
WWW.UNIDO.ORG/PROCUREMENT

Click "Notices" in the left part of the page

Access
UNIDO eProcurement
system guide.
Follow instructions.



- Procurement
 - Procurement Methods
 - Registration in UNIDO's Database
 - General Procurement Conditions
 - Notices
 - Contract Awards
 - UN Global Compact
 - UNIDO Procurement Manual
 - UNIDO Grants Manual

Procurement opportunities

You will find here current procurement opportunities and advertisements for expressions of interest issued by UNIDO.

UNIDO currently has an e-portal for submission of offers electronically, as listed below under "Current Opportunities". Some tenders, as shown below in the section "Additional Notices", accept submission by mail only.

For information on how to access the e-portal, please view the document shown below titled "[Bidder Access Guide - How to Register for a User Account](#)".

For the paper-based platform, please scroll down the page until you find the section called "Additional Notices". For each of these opportunities, you can directly download the documents by clicking on "View".

Qualified companies are invited to view the tender documents, express their interest and submit their offers.

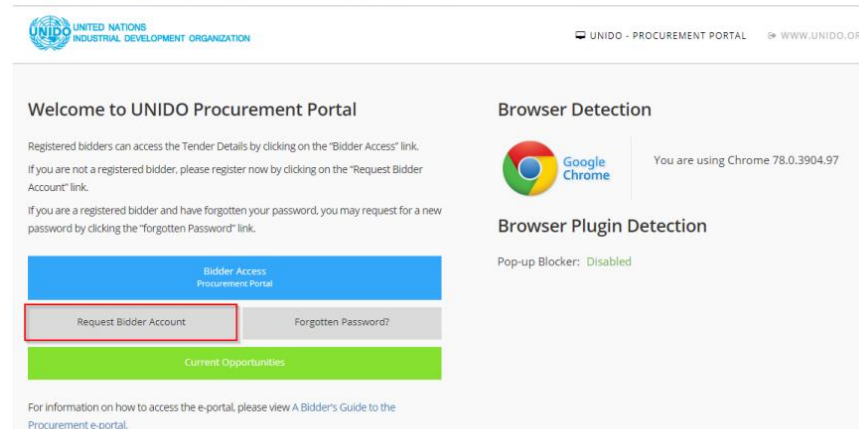
Important documents for bidders

- [Bidder Access Guide - How to Register for a User Account](#)
- [Bidder Access Guide \(English\) - For Companies Already Registered in UNIDO's e-Procurement Portal](#)
- [Director General Bulletin - Policy on Exclusion from Funding](#)

Current Opportunities

Bidder Access Guide - How to Register for a User Account

Step 1: Please visit <https://procurement.unido.org>. Click on "Request Bidder Account".



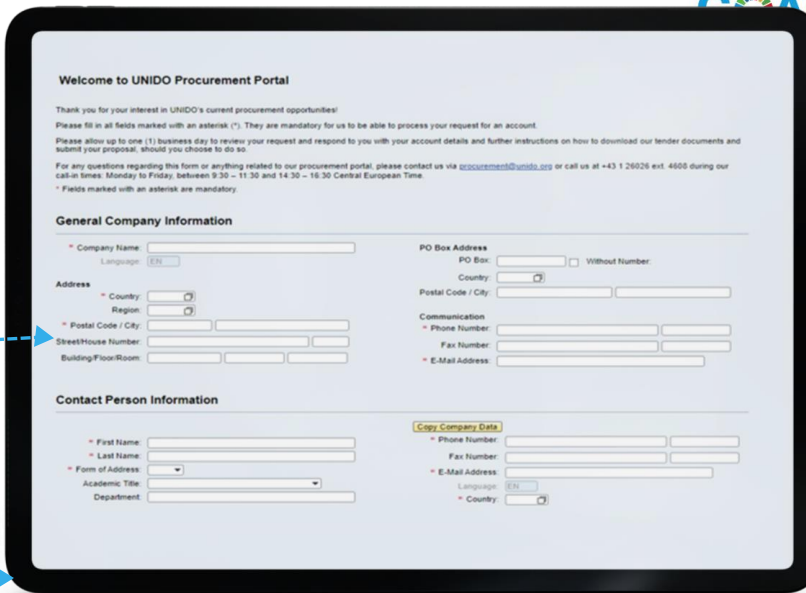
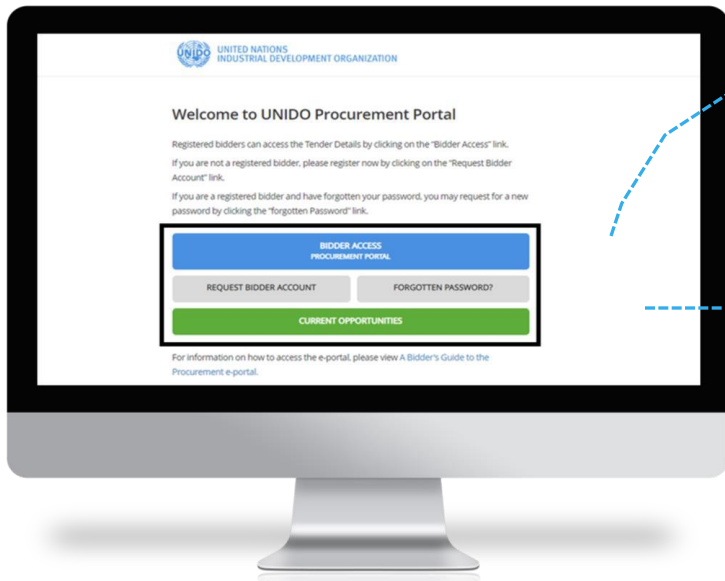


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UNIDO ePROCUREMENT PORTAL

www.procurement.unido.org



Current Opportunities

Title	Beneficiary Country	Deadline	Type	Event Number	Registration
THE PROVISION OF SERVICES TO ENHANCE THE REGULATORY FRAMEWORK OF THE BIO-BASED FERTILIZER INDUSTRY IN EGYPT.	Egypt	01.10.2023 18:00:00 CET	Request f. Quotation	7000006480	Click here for more information
Demande d'un générateur diesel.	Dem. Rep. Congo	02.10.2023 17:00:00 CET	Request f. Quotation	7000006494	Click here for more information
Provisions of services related to editing and design of a publication.	Global	02.10.2023 17:00:00 CET	Request f. Quotation	7000006477	Click here for more information



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PROCUREMENT PRINCIPALS



Best Value for Money

Open Competition



Best interest of UNIDO

Meeting UNIDO's
organizational goals
and objectives



Fairness, Integrity and Transparency

Clear rules and
processes

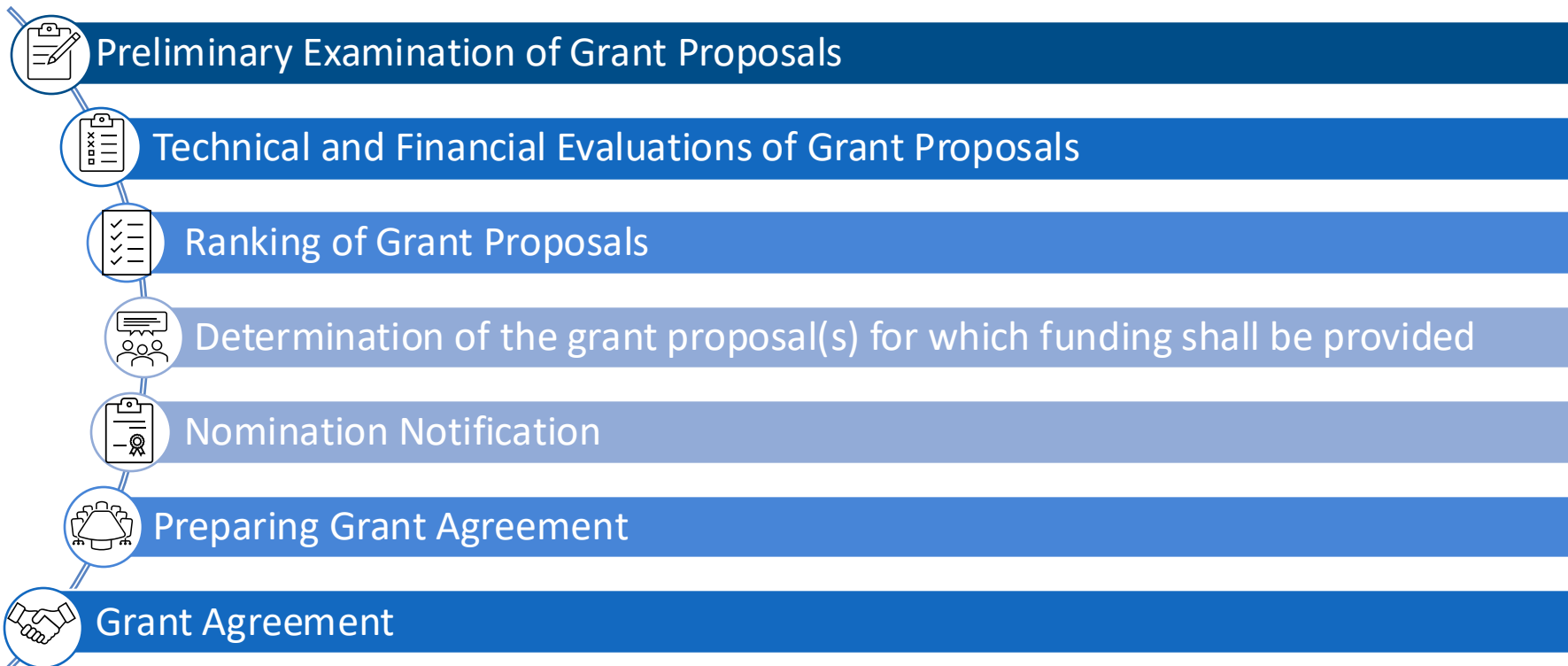


Effective Competition

Equal opportunities
for bidders to
participate



DETAILED GRANT CFP PROCESS CYCLE





EVALUATION METHODS OF GRANT PROPOSAL

1. Qualification Criteria

2. Technical evaluation criteria

- There are in total eight (8) categories of technical evaluation criteria .Each technical parameter will be scored from 1 to 5 (corresponding to very poor (1), poor (2), average (3), strong (4), very strong (5)) based on the assessment of extent to which a proposal demonstrates strength.
- A minimum of 60 points will be considered as technically acceptable. (maximum 100 points).

3. Financial evaluation criteria

- Each financial evaluation criterion will be scored from 1 to 5 (corresponding to very poor (1), poor (2), average (3), strong (4), very strong (5)) based on the assessment of extent to which a proposal demonstrates strength.
- A minimum of 60 points will be considered as financially acceptable. (maximum 100 points).

4. Ranking Methodology

- For the purpose of ranking among proposals that are considered as technically and financially acceptable, the following formula will be applied.
- **(Total Score) = (Technical Score x 80%) + (Financial Score x 20%)**



PROCUREMENT DOCUMENTS FOR GRANT PROPOSAL

Applicants are required to examine all corresponding instructions, forms, terms, and specifications contained in the CfP document and its attachments:

APPENDIX 0 : Terms of Reference (TOR)

APPENDIXES 1 to 15 : the grant proposal according to TOR should be submitted

For APPENDIXES 1, 2 and 9 to 15

the applicants should use the templates provided by UNIDO which are attached to this CfP.

For APPENDIXES 3 to 8,

Applicants should submit documents using their own format.

Selected applicants will be requested to submit **APPENDIX 14 again and 16 according to TOR** (after an eventual Grant Agreement has been awarded).

Failure to comply with these documents will be at the applicants' risk and may affect the evaluation of their grant proposals.





TIMETABLE OF THE CfP STAGE

Stages	Date/time or indicative period
Publication of the CfP	16 January 2025
Deadline for request for clarifications	1 week before the submission deadline
Deadline for submitting proposals	17:00 CET, 27 March 2025

