



Terms of Reference (ToR) for Contract for Services

Developing the structure, design and functionalities and support to the tendering and implementation of the ITPO Germany Investment and Technology Promotion Platform (ITPP)

UNIDO Investment and Technology Promotion Office (ITPO) Germany, UNIDO Project ID: 160083

Organizational context

UNIDO is a specialized agency of the United Nations that promotes inclusive and sustainable industrial development (ISID). Private sector development through improvement of business environments is among the core services of the Investment and Technology Promotion Division (INV), which is under the Department of Digitalization, Technology and Innovation (DTI).

The UNIDO Investment and Technology Promotion Office (ITPO) Germany was established on the UN Campus in Bonn (Germany) in 2017. It promotes sustainable outward investments and technology transfer by German companies into industrializing countries in the following sectors: Energy, Energy Efficiency, Agribusiness, Environmental Technologies, Manufacturing, Infrastructure Development and Health.

Main Objectives of the Investment and Technology Promotion Platform (ITPP)

In order to connect investors, technology providers and project owners from Europe/Germany with potential partners and projects in industrializing/developing countries, the ITPP will provide a web-based application facilitating the promotion of investment projects, technologies, innovations and business models that contribute to inclusive and sustainable industrial development in these countries.

Once set up, the portal should be interactive and mainly operated by ITPO staff and experts in the backend. The ITPP is divided into four main sections:

- 1) Technologies and Innovations by German/European companies:** Innovative and relevant in terms of SDG¹ impact and applicable to the conditions of developing countries. This section will contain generic descriptions of technologies, exemplary cases/business models and allow for filters (e.g. by sectors, clusters or applications). Section 1 should provide orientation, inspiration and increase the visibility and transparency about these technologies. The section should feature films, interviews and short technical explanations of these technologies and their potential benefits.
- 2) Investment and Technology Transfer Projects *from* Germany/Europe seeking partners *in* industrializing / developing countries:** This section will list projects where the owners of technologies (*which can be listed in Section 1 of the portal*) are actively searching for partners for the implementation of these projects. Projects will describe the business model, investment offer/needs, envisaged business partnerships, preferred regions/countries for implementation and examples of successfully implemented projects. Interested partners and investors can use the web portal to contact the project owners and/or ITPO Germany expert staff to discuss projects, investment opportunities and potential future cooperation.

¹ UNIDO is devoted to all 17 UN Sustainable Development Goals (SDGs), but places special emphasis on SDG 9 that is promoting Industry, Infrastructure and Innovation.



- 3) **Investment Projects *in* industrializing / developing countries seeking investors and technologies *from* Germany and industrialized countries:** This section will list projects of investors, companies, industrial parks or business development organizations based *in* industrializing / developing countries that are seeking partnerships, investments and/or technologies *from* German / European companies. Project profiles will be aligned with a separate system of the UNIDO online portal for investment promotion (*currently being launched*). Section 3 of the ITPP should ideally become an integral part of the UNIDO portal, allowing ITPO Germany expert staff to promote, add to and contribute to this joint database of investment projects.

- 4) **B2B Meeting and Conferencing Tool:** The portal should offer an integrated video-conferencing tool, web-based community platform to facilitate meetings and exchange of documents. This will bring entrepreneurs and investors together in an interactive way and will allow ITPO Germany expert staff to facilitate, monitor and promote this type of co-operation. The tool would allow a) meetings related to projects listed in Section 2 and 3 of the ITPP between investors and potential partners, b) online organization of B2B meetings for registered users that are *event*-related (e.g. ITPO Germany co-organizes B2B meetings tradeshow by providing the tool / app and project website to participants and partners). This software should be sourced from external providers but integrated into the ITPP platform and ITPO Germany CRM system.

Other features and interfaces of the ITPP:

- The portal should allow users to sign up to **targeted newsletters/project updates** concerning sectors, countries and regions, providing users updates on new technologies, projects, B2B events and investment opportunities in their field(s) of interest.
- Establish useful **links and interfaces to relevant websites and social media channels** of UNIDO ITPO Germany and UNIDO (e.g. ITPO Germany website <https://itpo-germany.org/en/>; UNIDO website www.unido.org)
- Establish useful **links and interfaces to the internal Microsoft Dynamics CRM system of UNIDO ITPO Germany** that will be developed and implemented in parallel by external partners

Purpose of this Contract for Services:

The purpose of this tender for services is to contract a service provider to assist the ITPO Germany team in designing, structuring, tendering and implementing the ITPO Germany Investment and Technology Promotion Platform and (ITPP) and its numerous interfaces.

Time schedule and location:

All services mentioned in this ToR shall be delivered within a period of 8 months starting with the date of signature.

The service provider is expected to meet ITPO Germany to update on the work status with a frequency of at least twice per month, ideally, covid-19 permitting, at the project premises on the UN Campus in Bonn.

Remuneration:

All invoices shall be paid according to the following dynamics: 30% advance payment upon contract signature; 2 interim payments a 25% according to previously agreed milestones based on the workplan, 20% final report / launch of ITPP)



Deliverables:

- Launch of the ITPP within 8 months of contract signature
- Develop a timeframe with sequencing of activities, milestones, deliverables in close coordination with the project manager of ITPO Germany.
- Develop tender documents for the implementation of the ITPP; launch tender; assist in the selection process; supervise technical implementation and adjustments on behalf and in close coordination with the project manager of ITPO Germany.
- Advise on the management of the interface between the portal operated by UNIDO HQ and the ITPP operated by ITPO Germany and other relevant external portals. Short written report outlining the main findings and recommendations about other relevant external portals and the use of synergies with these portals.
- Advise on and help select a suitable community software/conferencing platform for moderated project discussions on the platform and for event-related B2B meetings (both to be integrated with the CRM system).
- Advise on and help select external provider of Microsoft Dynamics CRM system that is to be integrated with the ITPP and UNIDO ITPO Website.

Content of bids to be received

The offer should include

- **Technical offer**
 - The Service Provider needs to present references and history in developing similar web-based systems and proven track-record of managing and supervising similar complex IT projects and teams
 - A brief preliminary workplan which will ensure the launch of the ITPP within 8 months
- **Financial offer**
 - The financial offer should contain a rough estimate of time / man-days required and total estimated costs based on the preliminary workplan.
- **Additional documents**
 - Curriculum Vitae of the lead consultant to work on this contract (an additional CV of one more supplementary consultant may be proposed, if this person complements the skills of the main consultant to achieve the objectives of the contract)
 - A brochure / presentation of the company
 - Contact and address of the company as well as the name of the main contact person
 - A confirmation of the juristic personality of the company

Submission and content of tenders

Any travel/transportation related costs required for successful completion of all services listed above shall be clearly stated in the financial proposal, and explicitly justified in the technical proposal. The terms set forth in this request for proposal and its appendixes, including the Terms of Reference and UNIDO General Conditions of Contract, will form a part of any contract should UNIDO accept the proposal.



Evaluation Criteria

Thoroughness in complying with all of the elements laid out in the tasks

- Past performance
- Experience in developing database for similar projects
- Language and field experience
- Strong familiarity with scope of work
- Quality of technical proposal
- Methodological approach
- Work plan
- Budget requested

Budget:

The financial proposal for undertaking the activities under this ToR shall not exceed EUR 40,000.00.

Submission:

All interested consultants or consultancy companies are asked to submit their proposals by close of business on **21st August 2020** Central European Summer Time (GMT+2) to the following email address: itpo.germany@unido.org

When sending in the proposals the E-mail Subject should read: **UNIDO ITPO Germany_IT Consultant for ITPP_2020.**

Disclaimer

UNIDO reserves the right to determine the structure of the process, number of short-listed participants, the right to withdraw from the proposal process, the right to change this timetable at any time without notice and reserves the right to withdraw this tender at any time, without prior notice and without liability to compensate and/or reimburse any party.