

## Public Tender – Strategic Implementing Partner Managing Call for Design Funding Proposals for the SDG Impact Finance Initiative

### SIFI Window 1 - Innovation

The SDG Impact Finance Initiative (SIFI) seeks to mobilize private capital by fostering collaboration between public and private partners, promoting market-wide improvements, and enhancing impact investment flows. In its commitment to advancing measurable progress towards the achievement of the United Nations Sustainable Development Goals (SDGs) through innovative finance solutions, SIFI is opening a tender to identify and select a service provider for the management of our calls for proposals under our Innovation Window as of Q4 2024.

Impact Finance Solutions can be complex, time intensive, and high-cost to structure and launch. SIFI through its Innovation Window supports this process and encourages practitioners to design Solutions (e.g., investment vehicles) that would otherwise be too risky or complex to pursue but show high potential to attract large-scale private capital if successful. SIFI does so by providing (conditionally repayable) grants to support the design, launch or scaling of impact finance solutions.

### What types of activities are funded?

#### Pre-launch:

- **Feasibility Study:** Funding to explore the feasibility of the Solution. For example, assessing the investability/bankability of the transaction, conducting market scoping and developing the investment vehicle structure.
- **Proof of Concept:** If a feasibility study (or equivalent) has been completed, funding to complete all design and structuring activities to launch the Solution (e.g., investment vehicle, develop investment pipeline).

#### Post-launch:

- **Expansion:** If a Solution has already launched but requires operational funding support to scale and reach a financially viable size. For example, fundraising/marketing, due diligence on initial pipeline and capital deployment.

SIFI conducts two Call for Proposals per year under Window 1, each foreseeing up to five grant winners. In the past three cycles, application intake has steadily increased with the last CfP launched in March 2024 observing a total number of applications equal to 266 of which 165 were eligible and for which 23 full proposal were received.

#### Process:

This tender follows a 2-stage process. Applicants are invited to first submit and Expression of Interest (EoI) – the deadline for submission of EoIs is the 3<sup>rd</sup> July 2024 at 12:00pm noon CEST. Submission Requirements for the EoI can be found in Annex 1. Following the review of all EoIs, SIFI will invite longlisted candidates to the second stages, where applicants are invited to submit a full proposal (RfP). The **submission deadline for the RfP is the 12<sup>th</sup> of September 12:00pm noon CEST**. The submission

requirements for the RfP can be found in Annex 2. Final shortlisted candidates will be invited to interviews with SIFI in the week of the 30<sup>th</sup> September to 4<sup>th</sup> of October 2024. The final decision by SIFI is planned for mid-October 2024.

### List of Annexes and Relevant Documents:

- Annex 1 – Submission Requirements for Eols
- Annex 2 – Submission Requirements for RfPs
- Detailed Requirements and Budget Template – Window 1 (Excel)
- Form 1 – Declaration of Undertaking
- Form 2 – Conflict of Interest

### Overview of Required Services:

The selected service provider will be responsible for the following key services:

- **Preparation and Launch of Calls for Proposals:** Organize and manage the entire process for the call for proposals, including setting up application platforms, drafting key documents, and promoting the call to potential applicants.
- **Application Management:** Oversee the intake, conduct review and initial shortlisting of applications, ensuring a transparent and efficient process based on pre-defined selection criteria. Provide feedback to applicants and manage communications throughout the application phase.
- **Selection and Award Process:** Assist in the evaluation of proposals, preparation of materials for the Investment Committee, and facilitation of decision-making processes. Manage through due diligence on shortlisted applications/applicants and support SIFI in the final awarding and contracting of grants.
- **Learning and Improvement:** Collect and analyse data on the impact of the initiative, share learnings, and incorporate feedback into future calls for proposals.
- **Non-financial support:** Support grantees through visibility, networking, learning, and capacity-building opportunities (approximately 40 hours per grantee).

*Optional:* please also present an add-on option for Grant Monitoring services (monitor the performance of grant recipients according to SIFIs Impact Monitoring & Measurement Framework, and ensure the alignment of funded projects with SIFIs objectives)

For a detailed list of responsibilities and capabilities please see attached Excel "*Detailed Requirements and Budget Template – Window 1*" with a detailed overview of the Requirements. This table will serve as the basis for evaluating candidates.

**Eligibility criteria:**

- Demonstrated experience in managing projects and processes similar to a call for proposals (requires proof of at least 5 call for proposals or similar).
- Demonstrated experience and expertise in critically assessing and evaluating impact investing solutions, including in the development of impact solutions and the structuring of debt, equity, blended and related instruments (guarantees, first-loss, seed financing) in developing and emerging markets.
- Demonstrated experience in development finance, across the SDGs in emerging / developing markets.
- Demonstrated experience in measuring development impact (proof of familiarity with standardized concepts such as the OECD methodology or IRIS+).
- Demonstrated experience in conducting due diligence of financial vehicles
- Self-declaration form regarding conflict of interest

**Candidates (including all members of a JV and proposed or engaged Sub-contractors) shall not be contracted if, on the date of submission of their EoI/Proposal or on the intended date of contracting, they:**

- are not a legally established entity;
- are bankrupt, being wound up or ceasing their activities, are having their activities administered by courts, have entered into receivership, or are in any analogous situation;
- have been (i) convicted by a final judgement or a final administrative decision or subject to financial sanctions by Switzerland and/or the United Nations and/or the European Union for involvement in a criminal organization, money laundering, terrorist-related offences, child labor or trafficking in human beings; this criterion of exclusion is also applicable to legal Persons, whose majority of shares are held or factually controlled by natural or legal Persons which themselves are subject to such convictions or sanctions and/or (ii) convicted by a final court decision or a final administrative decision by a court, authorities in Switzerland or the European Union for Sanctionable Practice during any CfP Process or the performance of any mandate or for an irregularity affecting the mandator's interests, unless they provide supporting information together with their Declaration of Undertaking which shows that this conviction is not relevant in the context of the respective mandate;
- have been subject, within the last five years, to a termination fully settled against them for significant or persistent failure to comply with their legal obligations, unless (i) this termination was challenged and (ii) dispute resolution is still pending or has not confirmed a full settlement against them;
- have not fulfilled applicable fiscal obligations regarding payments of taxes either in the country where they are constituted or in Switzerland;
- are subject to an exclusion decision of the World Bank or any other multilateral development bank and are listed in the respective table with debarred and cross-debarred firms and individuals available on the World Bank's website or that of any other multilateral development bank, and cannot demonstrate with supporting information along with their

Declaration of Undertaking that the exclusion is not relevant in the context of the relevant mandate;

- have given a misrepresentation in supplying the information requested as condition of participation in the Public Tender Process;

### **Conflict of Interest:**

Candidates (including all members of a JV and proposed or engaged Sub-contractors) are not eligible to participate if they:

- have a business or a family relationship with SIFI's staff involved in the RfP;
- a service provider cannot apply by itself or in a consortium for funding or investment in a call for proposal organised by SIFI. Any business relationship with a future candidate as part of a SIFI call for proposal has to be brought immediately to the attention of SIFI and handled in agreement with SIFI management. This has to be notified and agreed upon in writing.

### **Timeline**

The Public Tender shall follow a Two-Stage Selection Process.

In Stage-1 Candidates are invited to submit an EoI. The EoI submitted by the Candidates will be evaluated based on the qualification criteria defined in the Request for Expression of Interest (RfE) through a preliminary assessment. These qualification criteria will comprise Selection Criteria and Minimum Criteria. The most-promising Candidates from Stage-1 are shortlisted for Stage-2.

In Stage-2 the shortlisted Candidates are invited to submit a Proposal based on the qualification criteria defined in the Call for Proposals. Once the Proposals have been evaluated, Candidates may be invited to an Interview during which they will have the opportunity to present their proposal.

All costs related to the preparation of EoIs and Proposals shall be borne by the Candidate.

Stage	Time	Phase	Submission Deadline
1	June 12 <sup>th</sup> – July 3 <sup>rd</sup>	Expression of Interest Submission	July 3 <sup>rd</sup>
	June 12 <sup>th</sup> – June 21 <sup>st</sup>	Request for Clarification <ul style="list-style-type: none"> <li>• Candidates may submit requests for clarifications regarding the RfP Documents during Stage 1.</li> <li>• All clarification requests must be submitted in writing and sent by email to <a href="mailto:info@sdgimpactfinance.org">info@sdgimpactfinance.org</a></li> </ul> <p>Clarifications submitted by a Candidate that are not in response to this specific public tender will not be considered. Requests for clarification and the corresponding responses from SIFI and the Candidate must be provided in writing. No changes, including voluntary price adjustments or modifications to the substance of the Proposal, shall be requested, except for the correction of arithmetic errors identified by SIFI during the evaluation of the Proposals.</p>	June 21 <sup>st</sup>
	July 3 <sup>rd</sup> – July 17 <sup>th</sup>	SIFI Review of EOIs – Invitations sent out to shortlisted Candidates	
2	July 17 <sup>th</sup> – September 12 <sup>th</sup>	<b>Full Proposal Submission</b>	<b>September 12<sup>th</sup></b>
	July 17 <sup>th</sup> – August 14 <sup>th</sup>	Request for Clarification <ul style="list-style-type: none"> <li>• Candidates may submit requests for clarifications regarding the RfP Documents during Stage 1.</li> <li>• All clarification requests must be submitted in writing and sent by email to <a href="mailto:info@sdgimpactfinance.org">info@sdgimpactfinance.org</a></li> </ul> <p>Clarifications submitted by a Candidate that are not in response this specific public tender will not be considered. Requests for clarification and the corresponding responses from SIFI and the Candidate must be provided in writing. No changes, including voluntary price adjustments or modifications to the substance of the Proposal, shall be requested, except for the correction of arithmetic errors identified by SIFI during the evaluation of the Proposals.</p>	August 14 <sup>th</sup>
	September 30 <sup>th</sup> – October 4 <sup>th</sup>	Interviews with selected candidates	
	Mid October	Information of Decision	
	November	Contracting / Start of Business Partnership	

### **Annex 1 - Stage 1, Expression of Interest (Eoi) Submission Guidelines:**

- Expression of Interest Letters should be submitted to [info@sdgimpactfinance.org](mailto:info@sdgimpactfinance.org) by latest **July 3<sup>rd</sup> 2024 12:00 pm noon CEST** and include the following:
  - Your Name, Company Name (including link to website) and Role at Company
  - State your interest and capability, as well as concept of approach to above task in letter
  - Your availability and capacity (including size of team and % of commitment)
  - Description of your core business and your advisory and investment experience in impact investing, in development finance and in measuring development impact in developing and emerging markets. The Eoi should be prepared in English Language
  - Confirmation that no conflict of interest exists (Form 1, linked here)
  
- The Eoi is **not to exceed 5 pages / slides** (excluding annexes and linked documents)

The SDG Impact Finance Initiative will review the Eois received and select a limited number of shortlisted candidates, requested to submit a full proposal.

## **Annex 2 - Stage 2, Request for Proposal (RfP) Submission Guidelines:**

To ensure a structured and comprehensive evaluation of proposals by SIFI, the following submission requirements are outlined. Service providers must adhere to these guidelines to ensure their application is considered complete and ready for review. All documentation shall be submitted in English Language in order to be considered.

### **1. Cover Letter / Executive Summary:**

- Introduction of the organization applying, including a brief overview of its mission, vision, and relevance to the objectives of SIFI
- Statement of interest highlighting the motivation to undertake the project and an affirmation of the ability to fulfil the outlined scope of work.

### **2. Organization Overview:**

- Detailed description of the organization, including headquarters and any branch offices, legal status, ownership structure, governance, and years of operation. If subcontractors or partners will be called upon, details of all organizations called upon must be provided.
- Summary of the organization's experience in managing similar projects, with specific examples that demonstrate capability and results achieved and highlight any potential (perceived) conflicts of interests (e.g. fundraising support)

### **3. Experience and References:**

- Description of past projects that are similar in scope to the management of calls for proposals, grant management, volume and frequency of applications managed and performance monitoring. Include project outcomes, impact achieved, and any innovative approaches implemented.
- Provide at least 3 references from (including contact information for verification):
  - Min. 2 clients for which the organization managed an application process
  - Min 2 from organizations that participated in the application process / CFP

### **4. Project Team and Expertise:**

- Detailed profiles of the project team, including key personnel who will be involved in the project. Highlight their roles, experience in impact finance, blended finance and in managing similar projects similar in scope to the management of calls for proposals, and qualifications relevant to the project requirements.
- Roles, experience and qualifications of any external experts or partners that will be involved in the project execution.

#### 5. Approach and Methodology:

- Outline the proposed approach and methodology for managing the call for proposals, including strategies for solicitation, application monitoring, review and selection process, due diligence, and grant management.
- Describe the tools, systems, or technologies that will be utilized to manage the project efficiently.
- Evident network and strong relationships in the impact investing community internationally to leverage for promoting Call for Proposals and support future grantees

#### 6. Budget and Financial Proposal:

- Filled out budget template (see template *“Detailed Requirements and Budget Template – Window 1”* – please note other budget formats will not be considered
  - Explanation of the budgetary items and justification of the costs proposed should also be included in the provided budget template
- Summary of proposed budget (details should be included in the provided budget template)
- Outline any in-kind benefits to SIFI, if any, that are not included in the budget. Such in-kind benefits could be any services or opportunities that SIFI could benefit from or contribute to the broader mission of SIFI and that are not costed in the budget.
- Please be aware that only applicants with a submitted budget covering the entirety of one CfP will be considered (from design to announcement / contracting of investees). Applicants should provide a budget based on their estimated scope, i.e. number of days required. This estimation should be well considered by the applicant and aligned with SIFIs expectation that the services will be completed within the proposed budget / cost ceiling.

#### 7. Timeline:

- Provide a proposed timeline for the project execution, detailing key milestones, activities, and deliverables.

#### 8. Additional Support and Services:

- Description of any additional support and services that will be provided to the grantees, including non-financial support, capacity building, and knowledge sharing activities.
- Outline any innovative features or value-added services that differentiate the organization from others.

#### Submission Format

- The RfP must be submitted in PDF format, with all sections clearly labelled and paginated.
- The document should **not exceed 10 pages**, excluding annexes and supporting documents such as the detailed budget template.



### Submission Deadline and Contact Information

- RfPs must be submitted by **12<sup>th</sup> of September 12:00pm noon CEST** to [info@sdgimpactfinance.org](mailto:info@sdgimpactfinance.org)
- Questions or requests for clarification must be directed to [info@sdgimpactfinance.org](mailto:info@sdgimpactfinance.org) with responses to be shared with all potential applicants to ensure transparency and fairness.