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## **REQUET FOR PROPOSAL (RFP) PROCUREMENT NOTICE PREPARATION OF VULNERABILITY ASSESSMENTS AND ADAPTATION TO THE EFFECTS OF CLIMATE CHANGE FOR BOTSWANA'S THIRD NATIONAL COMMUNICATION (TNC) REPORT**

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### **1. Introduction**

In accordance with Article 4, paragraph 1 and Article 12, paragraph 1, each Party shall communicate to the Conference of the Parties, through the secretariat, the following elements of information:

- A national inventory of anthropogenic emissions by sources and removals by sinks of all greenhouse gases not controlled by the Montreal Protocol, to the extent its capacities permit, using comparable methodologies to be promoted and agreed upon by the Conference of the Parties.
- A general description of steps taken or envisaged by the Party to implement the Convention.
- Any other information the Party considers relevant to the achievement of the objective of the Convention and suitable for inclusion in its communication, including, if feasible, material relevant for calculations of global emission trends.

### **2. Detailed Terms of Reference**

Detailed solicitation documents containing terms of reference (TOR), submission terms and conditions and a UNDP contract can be obtained ONLY at <http://procurement-notice.undp.org/>

### **3. Submission of Proposals**

- You are requested to submit a proposals (technical and financial in SEPARATE ENVELOPS), **one (1) original and three (3) copies** of the original at the Ground Floor Reception at the address provided below:

United Nations Development Programme (UNDP)  
United Nations Building, Government Enclave  
Corner Khama Crescent and Presidents' Drive  
And marked –

#### **“RFP - PREPARATION OF THIRD NATIONAL COMMUNICATION (TNC) REPORT”**

- All hand delivered bids shall be registered upon submission at the above address.

**For e-mail submissions**, your offer, **in PDF format**, should be submitted (technical and financial in separate emails) to [procurement.bw@undp.org](mailto:procurement.bw@undp.org) The subject should read: **“PREPARATION OF THIRD NATIONAL COMMUNICATION (TNC) REPORT”**. Failure to adhere to e-mail submission requirements will lead to disqualification.

- Your proposal should reach the above address no later than **8<sup>th</sup> May 2017 at 12:00 noon Botswana Time**

**4. Enquiries should be addressed to** [enquiries.bw@undp.org](mailto:enquiries.bw@undp.org) or fax: 3956093. Enquiries through telephone are not allowed.