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REQUEST FOR PROPOSALS

(RFP/101/IND-2017)

to

**Development and Deployment of a Climate Change-Decision Support System
(CC-DSS) in Samrat Ashoka Sagar (SAS) Dam, Madhya Pradesh**

Section 1. Notice of Invitation

Sub: Development and Deployment of a Climate Change-Decision Support System (CC-DSS) in Samrat Ashoka Sagar (SAS) Dam, Madhya Pradesh (RFP/101/IND-2017)

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents:

- Section 1 – This Notice of Invitation
- Section 2– Instructions to Proposers (including Data Sheet)
- Section 3– Terms of Reference
- Section 4– Proposal Submission Form
- Section 5– Documents Establishing the Eligibility and Qualifications of the Proposer
- Section 6– Technical Proposal Form
- Section 7– Financial Proposal Form
- Section 8 –Contract for Professional Services and General Terms and Conditions

Your offer, comprising of a Technical and Financial Proposal, should be submitted in accordance with Section 2.

Proposals may be submitted on or before the deadline indicated by UNDP in the e-tendering system. Proposals must be submitted in the online e-tendering system in the following link: <https://etendering.partneragencies.org> using your username and password. If you have not registered in the system before, you can register now by logging in using:

Username:event.guest

Password: why2change

and follow the registration steps as specified in the system user guide.

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on **“Accept Invitation”** button. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

Should you require further clarifications, kindly communicate with the contact person identified in the attached Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thanks you in advance for your interest in UNDP procurement opportunities.

Yours sincerely,

Alka Aneja
Procurement Analyst
New Delhi

Section 2: Instruction to Proposers

Definitions

- a) *“Contract”* refers to the agreement that will be signed by and between the UNDP and the successful proposer, all the attached documents thereto, including the General Terms and Conditions (GTC) and the Appendices.
- b) *“Country”* refers to the country indicated in the Data Sheet.
- c) *“Data Sheet”* refers to such part of the Instructions to Proposers used to reflect conditions of the tendering process that are specific for the requirements of the RFP.
- d) *“Day”* refers to calendar day.
- e) *“Government”* refers to the Government of the country that will be receiving the services provided/rendered specified under the Contract.
- f) *“Instructions to Proposers”* (Section 2 of the RFP) refers to the complete set of documents that provides Proposers with all information needed and procedures to be followed in the course of preparing their Proposals
- g) *“NOI”* (Section 1 of the RFP) refers to the Notice of Invitation sent by UNDP to Proposers.
- h) *“Material Deviation”* refers to any contents or characteristics of the proposal that is significantly different from an essential aspect or requirement of the RFP, and: (i) substantially alters the scope and quality of the requirements; (ii) limits the rights of UNDP and/or the obligations of the offeror; and (iii) adversely impacts the fairness and principles of the procurement process, such as those that compromise the competitive position of other offerors.
- i) *“Proposal”* refers to the Proposer’s response to the Request for Proposal, including the Proposal Submission Form, Technical and Financial Proposal and all other documentation attached thereto as required by the RFP.
- j) *“Proposer”* refers to any legal entity that may submit, or has submitted, a Proposal for the provision of services requested by UNDP through this RFP.
- k) *“RFP”* refers to the Request for Proposals consisting of instructions and references prepared by UNDP for purposes of selecting the best service provider to perform the services described in the Terms of Reference.
- l) *“Services”* refers to the entire scope of tasks and deliverables requested by UNDP under the RFP.
- m) *“Supplemental Information to the RFP”* refers to a written communication issued by UNDP to prospective Proposers containing clarifications, responses to queries received from prospective Proposers, or changes to be made in the RFP, at any time after the release of the RFP but before the deadline for the submission of Proposals.
- n) *“Terms of Reference”* (TOR) refers to the document included in this RFP as Section3 which describes the objectives, scope of services, activities, tasks to be performed, respective

responsibilities of the proposer, expected results and deliverables and other data pertinent to the performance of the range of duties and services expected of the successful proposer.

A. GENERAL

1. UNDP hereby solicits Proposals in response to this Request for Proposal (RFP). Proposers must strictly adhere to all the requirements of this RFP. No changes, substitutions or other alterations to the rules and provisions stipulated in this RFP may be made or assumed unless it is instructed or approved in writing by UNDP in the form of Supplemental Information to the RFP.
 2. Submission of a Proposal shall be deemed as an acknowledgement by the Proposer that all obligations stipulated by this RFP will be met and, unless specified otherwise, the Proposer has read, understood and agreed to all the instructions in this RFP.
 3. Any Proposal submitted will be regarded as an offer by the Proposer and does not constitute or imply the acceptance of any Proposal by UNDP. UNDP is under no obligation to award a contract to any Proposer as a result of this RFP.
 4. UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See http://www.undp.org/about/transparencypdocs/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf and http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/ for full description of the policies)
 5. In responding to this RFP, UNDP requires all Proposers to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP's interests paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:
 - 5.1 Are or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;
 - 5.2 Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or
 - 5.3 Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.
- In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, proposers must disclose the condition to UNDP and seek UNDP's confirmation on whether or not such conflict exists.
6. Similarly, the Proposers must disclose in their proposal their knowledge of the following:

- 6.1 That they are owners, part-owners, officers, directors, controlling shareholders, or they have key personnel who are family of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and
- 6.2 All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.

Failure of such disclosure may result in the rejection of the proposal or proposals affected by the non-disclosure.

7. The eligibility of Proposers that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered as an independent entity, the extent of Government ownership/share, receipt of subsidies, mandate, access to information in relation to this RFP, and others that may lead to undue advantage against other Proposers, and the eventual rejection of the Proposal.
8. All Proposers must adhere to the UNDP Supplier Code of Conduct, which may be found at this link: <http://web.ng.undp.org/procurement/undp-supplier-code-of-conduct.pdf>

B. CONTENTS OF PROPOSAL

9. Sections of Proposal

Proposers are required to complete, sign and submit the following documents:

- 9.1 Proposal Submission Cover Letter Form (see RFP Section 4);
- 9.2 Documents Establishing the Eligibility and Qualifications of the Proposer (see RFP Section 5);
- 9.3 Technical Proposal(see prescribed form in RFP Section 6);
- 9.4 Financial Proposal(see prescribed form in RFP Section 7);
- 9.5 Proposal Security, if applicable(if required and as stated in the **Data Sheet**(DS nos. 9-11), see prescribed Form in RFP Section 8); A scanned copy of this document must be attached with your proposal in the system and the original must be sent by mail. Original must arrive no later than [insert date and time]
- 9.6 Any attachments and/or appendices to the Proposal.

10. Clarification of Proposal

- 10.1 Proposers may request clarifications of any of the RFP documents no later than the date indicated in the **Data Sheet**(DSno. 16) prior to the proposal submission date. Any request for clarification must be sent in writing via courier or through electronic means to the UNDP address indicated in the **Data Sheet**(DSno. 17). UNDP will respond in writing by uploading the document with the responses in the system (including an explanation of the query but without identifying the source of inquiry). After which, all Proposers who have accepted the Invitation will be automatically alerted that such a clarification has been posted online.
- 10.2 UNDP shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.

11. Amendment of Proposals

- 11.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Proposer, modify the RFP in the form of a Supplemental Information to the RFP that will be uploaded in the system and made available to all Invited Proposers. All prospective Proposers (Proposers who have “accepted the Bid Invitation” in the system) will be notified that changes have occurred through the method specified in the **Data Sheet**(DS No. 18).
- 11.2 In order to afford prospective Proposers reasonable time to consider the amendments in preparing their Proposals, UNDP may, at its discretion, extend the deadline for submission of Proposals, if the nature of the amendment to the RFP justifies such an extension.

C. PREPARATION OF PROPOSALS

1. Cost

The Proposer shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

2. Language

The Proposal, as well as any and all related correspondence exchanged by the Proposer and UNDP, shall be written in the language (s) specified in the **Data Sheet**(DS No 4). Any printed literature furnished by the Proposer written in a language other than the language indicated in the **Data Sheet**, must be accompanied by a translation in the preferred language indicated in the **Data Sheet**. For purposes of interpretation of the Proposal, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language shall govern. Upon conclusion of a contract, the language of the contract shall govern the relationship between the contractor and UNDP.

3. Proposal Submission Form

The Proposer shall submit the Proposal Submission Form using the form provided in Section 4 of this RFP.

4. Technical Proposal Format and Content

Unless otherwise stated in the **Data Sheet**(DS no. 28), the Proposer shall structure the Technical Proposal as follows:

- 15.1 Expertise of Firm/Organization – this section should provide details regarding management structure of the organization, organizational capability/resources, and experience of organization/firm, the list of projects/contracts (both completed and ongoing, both domestic and international) which are related or similar in nature to the requirements of the RFP, and proof of financial stability and adequacy of resources to complete the services required by the RFP (see RFP clause 18 and DS No. 26 for further

details).The same shall apply to any other entity participating in the RFP as a Joint Venture or Consortium.

- 15.2 Proposed Methodology, Approach and Implementation Plan – this section should demonstrate the Proposer’s response to the Terms of Reference by identifying the specific components proposed, how the requirements shall be addressed, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted; and demonstrating how the proposed methodology meets or exceeds the specifications, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable that is within the duration of the contract as specified in the **Data Sheet** (DSnos.29 and 30).

Proposers must be fully aware that the products or services that UNDP requires may be transferred, immediately or eventually, by UNDP to the Government partners, or to an entity nominated by the latter, in accordance with UNDP’s policies and procedures. All proposers are therefore required to submit the following in their proposals:

- a) A statement of whether any import or export licences are required in respect of the goods to be purchased or services to be rendered, including any restrictions in the country of origin, use or dual use nature of the goods or services, including any disposition to end users; and
- b) Confirmation that the Proposer has obtained license of this nature in the past, and have an expectation of obtaining all the necessary licenses, should their Proposal be rendered the most responsive.

- 15.3 Management Structure and Key Personnel – This section should include the comprehensive curriculum vitae (CVs)of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.

In complying with this section, the Proposer assures and confirms to UNDP that the personnel being nominated are available for the Contract on the dates proposed. If any of the key personnel later becomes unavailable, except for unavoidable reasons such as death or medical incapacity, among other possibilities, UNDP reserves the right to consider the proposal non-responsive. Any deliberate substitution arising from unavoidable reasons, including delay in the implementation of the project of programme through no fault of the Proposer shall be made only with UNDP’s acceptance of the justification for substitution, and UNDP’s approval of the qualification of the replacement who shall be either of equal or superior credentials as the one being replaced.

- 15.4 Where the **Data Sheet** requires the submission of the Proposal Security, the Proposal Security shall be included along with the Technical Proposal. The Proposal Security may be forfeited by UNDP, and reject the Proposal, in the event of any or any combination of the following conditions:

- a) If the Proposer withdraws its offer during the period of the Proposal Validity specified in the **Data Sheet** (DSno. 11), or;
- b) If the Proposal Security amount is found to be less than what is required by UNDP as indicated in the **Data Sheet** (DSno. 9), or;

- c) In the case the successful Proposer fails:
 - i. to sign the Contract after UNDP has awarded it;
 - ii. to comply with UNDP's variation of requirement, as per RFP clause 35; or
 - iii. to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the effectivity of the contract that may be awarded to the Proposer.

5. Financial Proposals

The Financial Proposal shall be prepared using the attached standard form (Section 7). It shall list all major cost components associated with the services, and the detailed breakdown of such costs. All outputs and activities described in the Technical Proposal must be priced separately on a one-to-one correspondence. Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.

6. Currencies

All prices shall be quoted in the currency indicated in the **Bid Event**. However, where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:

- a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and
- b) In the event that the proposal found to be the most responsive to the RFP requirement is quoted in another currency different from the preferred currency as per **Bid Event**, then UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.

7. Documents Establishing the Eligibility and Qualifications of the Proposer

The Proposer shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided under Section 5, Proposer Information Forms. In order to award a contract to a Proposer, its qualifications must be documented to UNDP's satisfaction. These include, but are not limited to, the following:

- a) That, in the case of a Proposer offering to supply goods under the Contract which the Proposer did not manufacture or otherwise produce, the Proposer has been duly authorized by the goods' manufacturer or producer to supply the goods in the country of final destination;
- b) That the Proposer has the financial, technical, and production capability necessary to perform the Contract; and
- c) That, to the best of the Proposer's knowledge, it is not included in the UN 1267/1989 List or the UN Ineligibility List, nor in any and all of UNDP's list of suspended and removed vendors.

Proposals submitted by two (2) or more Proposers shall all be rejected if they are found to have any of the following:

- a) they have at least one controlling partner, director or shareholder in common; or

- b) any one of them receive or have received any direct or indirect subsidy from the other/s; or
- c) they have the same legal representative for purposes of this RFP; or
- d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Proposer regarding this RFP process;
- e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Proposer; or
- f) an expert proposed to be in the team of one Proposer participates in more than one Proposal received for this RFP process. This condition does not apply to subcontractors being included in more than one Proposal.

8. Joint Venture, Consortium or Association

If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.

After the Proposal has been submitted to UNDP, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of UNDP. Furthermore, neither the lead entity nor the member entities of the joint venture can:

- a) Submit another proposal, either in its own capacity; nor
- b) As a lead entity or a member entity for another joint venture submitting another Proposal.

The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by UNDP.

Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the RFP, it should present such information in the following manner:

- a) Those that were undertaken together by the joint venture; and
- b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the RFP.

Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

If a joint venture's Proposal is determined by UNDP as the most responsive Proposal that offers the best value for money, UNDP shall award the contract to the joint venture, in the name of its designated lead entity. The lead entity shall sign the contract for and on behalf of all other

member entities.

9. Alternative Proposals

Unless otherwise specified in the **Data Sheet**(DSnos. 5 and 6), alternative proposals shall not be considered. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.

10. Validity Period

Proposals shall remain valid for the period specified in the **Data Sheet**(DSno. 8), commencing on the submission deadline date also indicated in the **Data Sheet**(DSno. 21). A Proposal valid for a shorter period shall be immediately rejected by UNDP and rendered non-responsive.

In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Proposers to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.

11. Proposer's Conference

When appropriate, a proposer's conference will be conducted at the date, time and location specified in the **Data Sheet** (DSno. 7). All Proposers are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Proposer. Minutes of the proposer's conference will be uploaded on the system. No verbal statement made during the conference shall modify the terms and conditions of the RFP unless such statement is specifically written in the Minutes of the Conference, or issued/posted as an amendment in the form of a Supplemental Information to the RFP.

D. SUBMISSION AND OPENING OF PROPOSALS

12. Submission

23.1 The Financial Proposal and the Technical Proposal MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address. The file with the "FINANCIAL PROPOSAL" must be encrypted with a password so that it cannot be opened nor viewed until the Proposal has been found to pass the technical evaluation stage. Once a Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request the Proposer to submit the password to open the Financial Proposal. The Proposer shall assume the responsibility for not encrypting the financial proposal.

23.2 In the unlikely and exceptional event that the Proposers encounter technical problems when submitting the proposal in the system, then the Proposal can be sent via email as instruction in the Data Sheet (DsNo. XX). Proposers are however strongly advised to undertake all necessary efforts, including requesting support from UNDP, to submit the Proposal through the online system. In all cases, email submission must be authorized and accepted by UNDP prior to the submission deadline indicated. *Proposals submitted via email which does not have prior authorization by UNDP will not be accepted.*

- 23.3 Proposers must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Proposer accepts the General Contract Terms and Conditions of UNDP as attached hereto as Section 11.

13. Withdrawal, Substitution, and Modification of Proposals

- 25.1 Proposers are expected to have sole responsibility for taking steps to carefully examine in detail the full consistency of its Proposals to the requirements of the RFP, keeping in mind that material deficiencies in providing information requested by UNDP, or lack clarity in the description of services to be provided, may result in the rejection of the Proposal. The Proposer shall assume the responsibility regarding erroneous interpretations or conclusions made by the Proposer in the course of understanding the RFP out of the set of information furnished by UNDP.
- 25.2 A Proposer may withdraw, substitute or modify its Proposal after it has been submitted by cancelling or editing their bid in the system.

14. Confidentiality

Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Proposers or any other persons not officially concerned with such process, even after publication of the contract award.

Any effort by a Proposer to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal.

In the event that a Proposer is unsuccessful, the Proposer may seek a meeting with UNDP for a debriefing. The purpose of the debriefing is discussing the strengths and weaknesses of the Proposer's submission, in order to assist the Proposer in improving the proposals presented to UNDP. The content of other proposals and how they compare to the Proposer's submission shall not be discussed.

E. EVALUATION OF PROPOSALS

15. Preliminary Examination of Proposals

UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, whether or not the Proposer is in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's list of suspended and removed vendors, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP may reject any Proposal at this stage.

16. Evaluation of Proposals

- 29.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other documentation provided, applying the evaluation criteria, sub-criteria, and point system specified in the **Data**

Sheet(DSno. 32). Each responsive Proposal will be given a technical score. A Proposal shall be rendered non-responsive at this stage if it does not substantially respond to the RFP particularly the demands of the Terms of Reference, which also means that it fails to achieve the minimum technical score indicated in the **Data Sheet**(DS no. 25). Absolutely no changes may be made by UNDP in the criteria, sub-criteria and point system indicated in the **Data Sheet**(DS no. 32) after all Proposals have been received.

29.2 In the second stage, only the Financial Proposals of those Proposers who achieve the minimum technical score will be opened for evaluation for comparison and review. The overall evaluation score will be based either on a combination of the technical score and the financial offer, or the lowest evaluated financial proposal of the technically qualified Proposers. The evaluation method that applies for this RFP shall be as indicated in the **Data Sheet**(DS No. 25).

When the Data Sheet specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:

<p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> $\frac{(\text{TP Rating}) \times (\text{Weight of TP, e.g. 70\%}) + (\text{FP Rating}) \times (\text{Weight of FP, e.g., 30\%})}{\text{Total Combined and Final Rating of the Proposal}}$
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29.3 UNDP reserves the right to undertake a post-qualification exercise aimed at determining, to its satisfaction the validity of the information provided by the Proposer. Such post-qualification shall be fully documented and, among those that may be listed in the **Data Sheet** (DS No.33), may include, but need not be limited to, all or any combination of the following :

- a) Verification of accuracy, correctness and authenticity of information provided by the Proposer on the legal, technical and financial documents submitted;
- b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;
- c) Inquiry and reference checking with Government entities with jurisdiction on the Proposer, or any other entity that may have done business with the Proposer;
- d) Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;
- e) Physical inspection of the Proposer’s offices, branches or other places where business transpires, with or without notice to the Proposer;
- f) Quality assessment of ongoing and completed outputs, works and activities similar to the requirements of UNDP, where available; and
- g) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.

17. Clarification of Proposals

To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Proposer for a clarification of its Proposal.

UNDP's request for clarification and the response shall be in writing. Notwithstanding the written communication, no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP Clause 32.

Any unsolicited clarification submitted by a Proposer in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.

18. Responsiveness of Proposal

UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself.

A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.

If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Proposer by correction of the material deviation, reservation, or omission.

19. Nonconformities, Reparable Errors and Omissions

Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.

Provided that a Proposal is substantially responsive, UNDP may request the Proposer to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Proposer to comply with the request may result in the rejection of its Proposal.

Provided that the Proposal is substantially responsive, UNDP shall correct arithmetical errors as follows:

- a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
- b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to the above.

If the Proposer does not accept the correction of errors made by UNDP, its Proposal shall be rejected.

F. AWARD OF CONTRACT

20. Right to Accept, Reject, or Render Non-Responsive Any or All Proposals

UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Proposer(s) of the grounds for UNDP's action. Furthermore, UNDP shall not be obliged to award the contract to the lowest price offer.

UNDP shall also verify, and immediately reject their respective Proposal, if the Proposers are found to appear in the UN's Consolidated List of Individuals and Entities with Association to Terrorist Organizations, in the List of Vendors Suspended or Removed from the UN Secretariat Procurement Division Vendor Roster, the UN Ineligibility List, and other such lists that as may be established or recognized by UNDP policy on Vendor Sanctions. (See http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protect/ for details)

21. Award Criteria

Prior to expiration of the period of proposal validity, UNDP shall award the contract to the qualified Proposer with the highest total score based on the evaluation method indicated in the **Data Sheet**(DSnos. 25 and 32).

22. Right to Vary Requirements at the Time of Award

At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

23. Contract Signature

Within fifteen(15)days from the date of receipt of the Contract, the successful Proposer shall sign and date the Contract and return it to UNDP.

Failure of the successful Proposer to comply with the requirement of RFP Clause 35 and this provision shall constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security if any, and on which event, UNDP may award the Contract to the Proposer with the second highest rated Proposal, or call for new Proposals.

24. Performance Security

A performance security, if required, shall be provided in the amount and form provided in Section 9and by the deadline indicated in the **Data Sheet** (DSno. 14), as applicable. Where a Performance Security will be required, the submission of the said document, and the confirmation of its acceptance by UNDP, shall be a condition for the effectivity of the Contract that will be signed by and between the successful Proposer and UNDP.

25. Bank Guarantee for Advanced Payment

Except when the interests of UNDP so require, it is the UNDP's preference to make no advanced payment(s) on contracts (i.e., payments without having received any outputs). In the event that the Proposer requires an advanced payment upon contract signature, and if such request is duly accepted by UNDP, and the said advanced payment exceeds 20% of the total proposal price, or exceeds the amount of USD 30,000, UNDP shall require the Proposer to submit a Bank Guarantee in the same amount as the advanced payment. A bank guarantee for advanced payment shall be furnished in the form provided in Section 10.

26. Vendor Protest

UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a purchase order or contract through a competitive procurement process. In the event that a Proposer believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures:
<http://www.undp.org/procurement/protest.shtml>

Instructions to Proposers

DATA SHEET

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Instruction to Proposers. In the case of a conflict between the Instructions to Proposers, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall govern.

DS No.	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
1		Project Title:	Strengthening State Strategies for climate Actions
2		Title of Services/Work:	Development and Deployment of a Climate Change-Decision Support System(CC-DSS) in Samrat Ashoka Sagar (SAS) Dam, Madhya Pradesh
3		Country / Region of Work Location:	WRD Data Center, Bhopal & Samrat Ashoka Sagar (SAS) Dam, Madhya Pradesh
4	C.13	Language of the Proposal:	<input checked="" type="checkbox"/> English
5	C.20	Conditions for Submitting Proposals for Parts or sub-parts of the TOR	<input checked="" type="checkbox"/> Not allowed
6	C.20	Conditions for Submitting Alternative Proposals	<input checked="" type="checkbox"/> Shall not be considered
7	C.22	A pre-proposal conference will be held on:	Date, Time : 04 th December 2017, 3:00 PM (India time) Venue:- Committee Room, UNDP, 55 Lodi Estate, New Delhi – 110 003 Bidders are requested to confirm their participation in the pre-bid meeting to <u>Contact details for pre-bid meeting:</u> Akshara Saini Email address: akshara.saini@undp.org
8	C.21	Period of Proposal Validity commencing on the submission date	<input checked="" type="checkbox"/> 120 days
9	B.9.5 C.15.4 b)	Proposal Security	<input checked="" type="checkbox"/> Not Required

10	B.9.5	Acceptable forms of Proposal Security	<input checked="" type="checkbox"/> Not applicable
11	B.9.5 C.15.4 a)	Validity of Proposal Security	<input checked="" type="checkbox"/> Not applicable
12		Advanced Payment upon signing of contract	<input checked="" type="checkbox"/> Not allowed (for payment schedule, please refer to Section 7)
13		Liquidated Damages	<input checked="" type="checkbox"/> Will not be imposed
14	F.37	Performance Security	<input checked="" type="checkbox"/> Not Required
15	C.17, C.17 b)	Preferred Currency of Proposal and Method for Currency conversion	<input checked="" type="checkbox"/> Indian Rupees (INR)
16	B.10.1	Deadline for submitting requests for clarifications/ questions	03 working days before the submission date.
17	B.10.1	Contact Details for submitting clarifications/questions ¹	Alka Aneja, Procurement Unit alka.aneja@undp.org
18	B.11.1	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<input checked="" type="checkbox"/> Direct communication to prospective Proposers by email <input checked="" type="checkbox"/> Uploaded in the system. Once uploaded, Prospective Proposers (i.e. Proposers those have accepted the bid invitation in the system) will be notified via email that changes have occurred. It is the responsibility of the Proposers to view the respective changes and clarifications in the system.
19	D.23.3	No. of copies of Bid that must be submitted	Only one proposal to be submitted in the system, alternate proposals are not allowed.
20	D.23.1 b) D.23.2	Bid submission address	To be submitted in e-tendering system: https://etendering.partneragencies.org
21	C.21.1 D.24	Deadline of Bid Submission	Date and Time: As specified in the system (note that time zone indicated in the system is India Time zone). PLEASE NOTE:- 1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in

¹This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received.

			<p>case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system.</p> <p>2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.</p>
22	D.23.2	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Online bidding in e-tendering module.
23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	<input checked="" type="checkbox"/> One file, containing Technical proposal (including CVs, registration certificate and all supporting documents). <input checked="" type="checkbox"/> One file, containing Financial Proposal (password encrypted). Password <u>must</u> not be provided to UNDP until it is formally requested by UNDP focal point indicated in DS No. 17. Note: We prefer submitting pdf version of files. If one file is too bulky, it may be split into 4-5 files.
25	E.29.2 E.29.3 F.34	Evaluation method to be used in selecting the most responsive Proposal	<input checked="" type="checkbox"/> Compliance on Preliminary Examination of Proposals <input checked="" type="checkbox"/> Compliance on Essential Eligibility/Qualification requirements <input checked="" type="checkbox"/> Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively, where the minimum passing score of technical proposal is 70%
26	C.15.1	Required Documents that must be Submitted to Establish Qualification of Proposers (In "Certified True Copy" form only)	<input checked="" type="checkbox"/> Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured; <input checked="" type="checkbox"/> Copy of Registration of legal entity by state authorities, including Articles of Incorporation, or equivalent document if Bidder is not a corporation; <input checked="" type="checkbox"/> In the event that response to this invitation is made in association with a partner (i.e. Consortium or Joint Venture) the documentation shall include the corresponding agreement between the parties and indicate roles and responsibilities of all the partners.

			<input checked="" type="checkbox"/> List of major corporate clients highlighting similar contracts for clients of comparable business nature and size as UNDP/UN, Contract Details / Estimated Contract Value; <input checked="" type="checkbox"/> Latest Financial Statements (Income Statement and Balance Sheet) audited as per country regulation or validated by tax authorities for the past three years including Auditor's Report if available; <input checked="" type="checkbox"/> All information regarding any past and current litigation during the last five (five) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded; <input checked="" type="checkbox"/> Other relevant documents, as requested in the Terms of Reference
27		Other documents that may be Submitted to Establish Eligibility	Not applicable
28	C.15	Structure of the Technical Proposal	Please refer to Section 6 for guidance on Technical proposal format and structure.
29	C.15.2	Latest Expected date for commencement of Contract	27 th December 2017
30	C.15.2	Expected duration of contract (Target Commencement Date and Completion Date)	Assignment is required to be completed in 18 months
31		UNDP will award the contract to:	<input checked="" type="checkbox"/> One Proposer only
32	E.29.2 F.34	Criteria for the Award of Contract and Evaluation of Proposals	(See Tables below)
33	E.29.4	Post-Qualification Actions	<input checked="" type="checkbox"/> Verification of accuracy, correctness and authenticity of the information provided by the Proposer on the legal, technical and financial documents submitted; <input checked="" type="checkbox"/> Inquiry and reference checking with Government entities with jurisdiction on the Proposer, or any other entity that may have done business with the Proposer; <input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on on-going or previous contracts completed; <input checked="" type="checkbox"/> Quality Certificate (e.g., ISO 9000, etc.) and/or other similar certificates, including Environmental Compliance Certificates, accreditations, awards and citations received by the Proposer, if any
34		Conditions for Determining Contract Effectivity	<input checked="" type="checkbox"/> Signing of Contract; and acceptance of UNDP Terms & Conditions

35	Other Information Related to the RFP	Proposals are invited from the institutions/organizations only. Proposal submitted by Individuals will not be accepted.
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Criteria for Preliminary Examination of Proposals:-

<ol style="list-style-type: none"> 1. Technical proposal is submitted separate to financial proposal 2. Financial proposal is password encrypted. <i>If not, proposal will be disqualified.</i> 3. Submission of CVs of Team Leader and other key personnel to be engaged 4. Submission of latest Business Registration Certificate 5. Submission of latest Audited Financial Statements for 3 years, including profit & loss account 6. Proposer or any of its joint venture member must not be included in UN Security Council 1267 List, Suspended and Removed vendors list.
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Criteria for Essential Eligibility/Qualification requirements:

The following are the essential criteria for the Proposers to qualify in the technical bid. Documentary evidences or certificates from the competent authorities should be submitted along with the bid for each of the criteria mentioned below:

S.No.	Criteria	Documents required
1	The Bidder should have completed at least two assignments in climate change and hydrological modelling domain areas	Copy of the Incorporation Certificate, agency profile, list of relevant assignments
2	The Bidder should have completed at least two assignments in climate change adaptation planning in the water, agriculture sector	Provide copies of engagement/assignment letter)
3	The Bidder should have 5-10 years of domain experience in water resource planning at basin /sub basin level	Agency profile and list of relevant assignments
4	The Bidder should have completed at least two assignments in designing and operationalizing Decision Support System(DSS)	Provide copies of engagement/assignment letter)
5	The Bidder should have completed at least one assignment in developing GIS based (DSS platform/Early Warning System/ Water Resource Information Systems)/other GIS based projects, application in the relevant sectors	Provide copies of engagement/assignment letter)
6	The bidder should have average annual turnover of Rs. 2 Crore in the last 3 financial years	Audited statements of accounts; including Balance Sheet and Profit and Loss Account

Notes:

1. If bidders do not meet any of the above listed criteria, their proposals **will not** be considered for further evaluation.
2. Bidders meeting above listed criteria are required to submit evidences (details / documents) in support – otherwise proposal may be disqualified.

Criteria for Detailed Technical Evaluation:

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Expertise of Firm / Organization	300
2.	Proposed Methodology, Approach and Implementation Plan	200
3.	Qualification and experience of Team Leader and other Key Personnel	200
Total		700

Technical Proposal Evaluation Form 1		Points obtainable
Expertise of the Firm/Organization		
1.1	General Organizational Capability which is likely to affect implementation - Financial stability (20 points) <i>Liquidity Ratio < 1.0 (no point)</i> <i>Liquidity Ratio ≥ 1.0 (10 points)</i> <i>Liquidity Ratio > 1.5 (15 points)</i> <i>Liquidity Ratio >2.0 (20 points)</i>	20
1.2	Expertise and experience of the organization in conducting climate change modelling and hydrological modelling <i>Minimum of 2 projects : 20 marks and for every additional project experience: 10 marks each up to maximum of 30 marks</i>	50
1.3	Expertise and experience of the organization in designing climate change adaptation planning in the water, agriculture sector <i>Minimum of 2 projects experience: 20 marks and for every additional project experience: 10 marks each up to maximum of 30 marks</i>	50
1.4	Expertise and domain experience of the organization in water resource planning at basin /sub basin level <i>Minimum of 5 years experience at basin /sub basin level: 20 marks and for every additional years of experience in the domain:6 marks each up to maximum of 30 marks</i>	50
1.5	Expertise and experience of the organization in designing and operationalizing Decision Support System(DSS) <i>Minimum of 2 project experience: 40 marks and for every additional project experience: 10 marks each up to maximum of 40 marks</i>	80
1.6	Expertise and experience of the organization in developing GIS based – (DSS platform/Early Warning System/ Water Resource Information Systems)/other GIS based projects, application in the relevant sectors <i>Minimum of 2 project experience: 20 marks and for every additional project experience: 10 marks each up to maximum of 30 marks</i>	50
		300

Technical Proposal Evaluation Form 2		Points Obtainable
Proposed Methodology, Approach and Implementation Plan		
2.1	Proposed methodology to undertake the task, including approach and timelines	100
2.2	Have the important aspects of the task been addressed in sufficient detail?	40
2.3	Innovative approach to undertake the task, including additional scope	30
2.3	What Quality Assurance Procedures are put in place?	20
2.4	What Risk identification and mitigation plan are put in place?	10
		200

Technical Proposal Evaluation Form3		Points Obtainable
Qualification and experience of Key Personnel		
3.1	<p>Qualifications & Experience of Key Professionals in the Domain (Climate & Hydrological Modelling)</p> <p><u>1. Project Manager/Team Leader: (30 Marks)</u> Minimum Master's Degree from a recognized institution in Civil Engineering/Water Resources /Hydrology or relevant field: - 10 marks. Minimum of 7 years of experience in relevant field: 10 marks and for every additional year of experience: 2 marks each up to maximum of 10 marks</p> <p><u>2. Climate change Expert (Water Resources): (30 Marks)</u> Masters or Ph.D degree from a recognized institution in Climate Sciences/ Civil Engineering/ Water Resources /Hydrology and other relevant field:- 10 marks. Minimum of 7 years of experience with at least 3 projects related to Climate Change Vulnerability and Impact assessment, Climate modelling & any other relevant assignment: 10 marks and for every additional year of experience: 2 marks each up to maximum of 10 marks</p> <p><u>3. Hydrological Modelling Expert: (20 Marks)</u> Masters or Ph.D degree in Civil Engineering/Water Resources /Hydrology/Geology and other relevant field 10 marks. Minimum of 7 years of experience related to modelling of Surface and groundwater hydrology -7 marks and for every additional year of experience: 1 mark each up to maximum of 3 marks</p> <p><u>4. Adaptation Experts: (4 Marks per expert - 16 Marks)</u> Masters or Ph.D degree in relevant field of expertise and professional experience of 10-13 years in the relevant fields</p> <ul style="list-style-type: none"> • Agronomist – Agriculture based adaptation interventions • Watershed engineer – Soil & Water conservation measures • Geo-hydrologist – Groundwater recharge, Surface – Groundwater Interaction • Economist- Cost Benefit Analysis and economic evaluation of adaptation measures <p><u>5. Research Analyst: (4 Marks)</u> Masters degree in Civil Engineering/Water Resources /Hydrology/Geology and other relevant field, 2 marks. Minimum of 3-4 years of experience in related projects – 2 Marks.</p>	100

3.2	<p>Qualifications & Experience of Key Professionals in IT Domain</p> <p>1. Project Manager /Team Leader(IT): (30 Marks) Masters/Bachelors Degree in Computer science engineering/IT, Computer Application- 10 marks. Minimum of 10 years of experience in project planning, managing staff, scheduling, managing deliverables, costing and status reporting. Responsible for coordination and participation in joint discussions with Subject Matter Experts/SMEs to finalize functional requirements. Should have completed at least one project related to GIS based DSS, experience in handling Water Sector /Climate change related DSS projects is preferable :10 marks and for every additional year of experience: 2 marks each up to maximum of 10 marks</p> <p>2. Data Architect / Application Architect /GIS Solution Architect (40 Marks) Masters/Bachelors Degree in Computer science engineering/IT, Computer Application- 10 marks. Minimum experience of 6 years in designing the architecture of planned IT based systems and responsible for adherence to Client standards, policies and quality compliance as well as defining enterprise metadata, etc:- 10 marks and for every additional year of experience: 4 marks each up to maximum of 20 marks</p> <p>3. Developers (Data warehousing, Database development) (10 Marks) Masters/Bachelors Degree in Computer science engineering/IT, Computer Application-5 marks. Professional Experience of 6 years or more in databases development/data warehousing is mandatory with experience in at least one project concerning GIS based DSS,experience in handling Water Sector /Climate change related DSS projects is preferable : 5 marks</p> <p>4. Developers (Front End application development and reporting using various reporting tools to generate reports such as specified in the ToR) (10 Marks) Masters/Bachelors Degree in Computer science engineering/IT, Computer Application-5 marks Professional experience of 6 years or more in designing and developing quality, interactive and user-friendly front-end applications, with minimum one project related to GIS based interface, web-based dashboards: 5 marks</p> <p>5. Data Analysts / Data Modelers (10 Marks) Masters/Bachelors Degree in Computer science engineering/IT, Computer Application:5 marks. Minimum experience of 5 years in designing, developing conceptual, logical and physical data models. Experience in dealing and Interacting with SMEs/Data Analysts/Business users to understand the source and target structures :-5 marks</p>	100
		200

Section 3: Terms of Reference

Development and Deployment of a Climate Change-Decision Support System (CC-DSS) in Samrat Ashoka Sagar (SAS) Dam, Madhya Pradesh

Project Overview

“Strengthening State Strategies for Climate Actions” is a project being implemented by the United Nations Development Programme (UNDP) in partnership with the Ministry of Environment, Forest and Climate Change (MoEFCC) and the Swiss Agency for Development and Cooperation (SDC) for the operationalization of State Action Plans on Climate Change (SAPCCs) in three states (Uttarakhand, Sikkim & Madhya Pradesh). It’s overall goal is to integrate climate actions into sub-national planning, benefitting local communities in India. This is to be achieved by strengthening capacities of state nodal agencies on climate change, and focus sectoral departments to plan and undertake specific interventions in climate-sensitive sectors that affect large sections of vulnerable communities in these states. These interventions include mobilization of appropriate expertise, capacity building of resource persons/institutions, support to strategy implementation, and knowledge sharing among states and across other countries embarking on subnational planning for climate change.

The project aims to assist the State Nodal Agency and the Sectoral Departments in the implementation of the SAPCC with focus on water sector in Madhya Pradesh. The project is primarily geared towards creating a model for the implementation of the State Action Plan on Climate Change (SAPCC) at the state level. In Madhya Pradesh, the focus is on the water sector and the project will look at strengthening strategies for water resource planning and management under climate lens.

Background and context

Climate change adaptation (CCA) has recently emerged as a new fundamental dimension to be considered in the planning and management of water resources. Water management is now facing new challenges because of already perceived changes in climate trends, variability and extremes, and their interactions with evolving social and ecological systems. The challenge for decision-makers and stakeholders in the water sector is to understand these climate change anomalies, determine where and how regions and sectors are vulnerable and implement appropriate adaptation measures.

As part of the SDC-UNDP-EPCO project on Strengthening State Strategies for Climate Actions, a Climate Change Impact Assessment on Water Resources (2017) has been conducted to analyse the specific climate anomalies and resulting altered hydrological regime that the state is likely to face due to climate change. A summary of the outcomes of the assessment is presented below:

- **Precipitation** - projected increase in south west monsoon (JJAS) precipitation in Madhya Pradesh of about 5% (46 mm) by mid-century. The model results indicate that around 29% of 5% increase in precipitation will get translated to stream flow.
- **Floods** - Peak discharge in south western part of Madhya Pradesh is projected to increase by 30 to 40% and peak discharges are projected to decrease by 15 to 20% in rest of Madhya Pradesh. Decrease in flood (extreme) discharge is likely in the district of Shivpuri while an increase in flood discharge is likely in the district of Indore towards mid-century.
- **Drought Conditions:** Possibility of increase in drought conditions in some parts of Madhya Pradesh (parts of Morena, Sheopur, Tikamgarh, Shivpuri, Gwalior and Datia districts) towards mid-century

- **Reservoirs:** High flows are projected to increase many folds. Many reservoirs are likely to experience an increase in peak flow by 10% to 30% towards the end-century for both scenarios. This may call for additional risk management strategy. Likely reduction in the projected flow to some of the reservoirs like Ban Sagar, Gandhi Sagar, Harsi, Lachura, Pagara, Tons, Daudhan of Ganga basin.

Adaptation Planning and decision making must be based on a solid knowledge base of the impact and climate change, including the physical, socio-economic and environmental impacts and on the appropriate measures to reduce or minimize these impacts. **The combination of climate change and Hydrological modelling can address many of these issues.** Thus, there is a need for decision support tools to mainstream Climate Change into Water Resource Management and perhaps more importantly to communicate amongst decision makers, stakeholders and the public, the implications of climate change and climate adaptation measures. In addition the need for such decision support system has arisen as water resource policies, decisions and related research are a data-driven process. Most importantly at present the data-driven decision making doesn't include and integrate climate change concerns into it. In addition, currently there is a lack of consistency, compatibility and comprehensiveness in data structures, due to the complexity in compilation of water resources related data, climate data which is attributable to the variety of data types and multiplicity of data sources. The data which come from a variety of sources have to be integrated in a way that satisfies the needs of water resource planning, modelling, evaluation and policymaking from a climate change perspective. With evolving requirements and expectations, newer issues surface that need to be studied, researched and integrated in decision making.

The endeavour of this pilot project on DSS is to enhance the decision-making capabilities of the Madhya Pradesh Water Resource Department and other related stakeholders through scientific analysis of the spatial and non-spatial data for improved water resource management from a climate change perspective. The DSS pilot project is expected to identify problem areas and identify relevant adaptation options for meaningful policy formulation, planning and implementation. The proposed DSS will be based on the various model interactions between climatic and hydrological parameters and inform decision makers on sustainable management strategies for water resources in the state.

Project Location

Baseline Information

The Climate Change Decision Support System has been proposed to be deployed and tested at Samrat Ashok Sagar reservoir (Halali), which is an Irrigation and water storage reservoir situated on Betwa river, a tributary of the Ganga river. The reservoir is situated in Raisen district of Madhya Pradesh and has a culturable command area (CCA) of 32,292 ha².

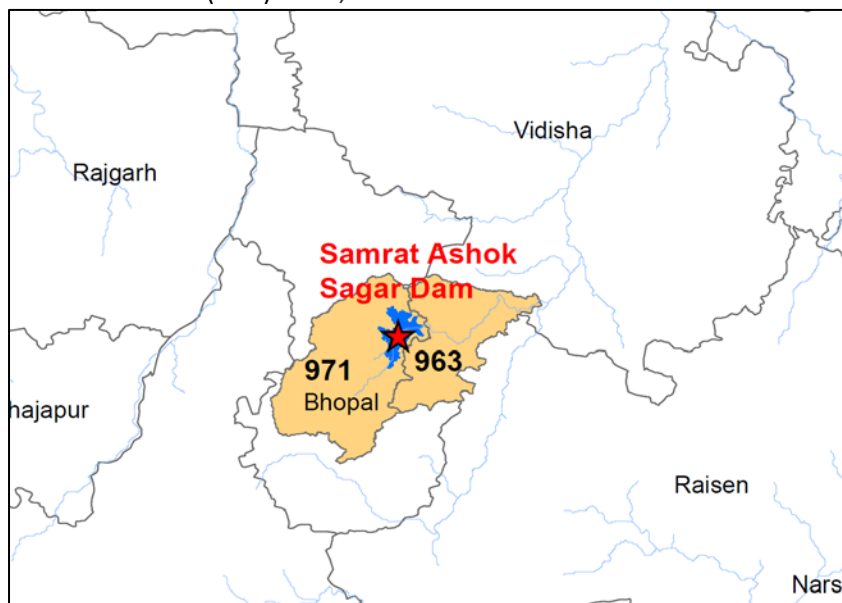


Figure 1 Location of Halali Reservoir and spread of Command Area

Current Climate

The reservoir experiences a warmer humid climate with average maximum and minimum temperatures ranging from 32°C to 18°C respectively and maximum temperature rising to 41°C. The reservoir receives ample rainfall in the Southwest monsoon (1000 – 1100mm average annual rainfall) season and often causes floods in the catchment area. The reservoir also faces imbalance in the water use due to shifts in the cropping pattern in the command area affecting the water utilization revenue and agro-productivity of the area³.

Climate Change Vulnerability and Risk Assessment of the Project Area

The table below describes the changes in the water balance components of the sub-basin due to climate change and the related impacts on the reservoir/command area⁴:

Water Balance Component	Climate Change Impact (RCP4.5, Mid Century)	Risks & Vulnerability of the Sub-basin
Surface Runoff	Significant Decrease (>50%)	Decreased inflow to reservoirs
Baseflow	Significant Increase (30-50%)	Increase of inflow during non-monsoon season
Stream Discharge (75% dependable flow)	20%-30% decrease	Decreased inflow to reservoirs
Annual Peak Discharge (1% Probability)	20% decrease	Decrease in extremely high flows

Salient features of the Samrat Ashok Sagar reservoir

²[http://indiawris.nrsc.gov.in/wrpinfo/index.php?title=Samrat_Ashok_Sagar\(Halali\)_Major_Irrigation_Project_JI00981](http://indiawris.nrsc.gov.in/wrpinfo/index.php?title=Samrat_Ashok_Sagar(Halali)_Major_Irrigation_Project_JI00981)

³ http://iwra.org/congress/resource/MADRID2003_SK_Tripathi_EN.pdf

⁴ Climate Change Vulnerability Assessment of Madhya Pradesh, Department of Environment, Govt. of Madhya Pradesh, 2017

SI NO.	Feature	Description
1	Location	Raisen District of MP / Lat 23 30' N Lon 77 33' E Halali River (Betwa)
2	Hydrology	Catchment Area 699 sqkm. Average rainfall 1108 mm Minimum rainfall 536 mm Maximum rainfall 1680 mm
3	Reservoir Information	Earthen Dam Capacity at Full Reservoir Level 252.13 MCum Dead storage Discharging capacity of spillway 642 cumecs
4	Irrigation	Culturable Command Area 37419 ha Kharif 12545 ha Rabi 25091 ha

Socio-economic Information of the Command Area

Most of the households in the command area have marginal and small landholdings. Nearly 56% of the households in the command belong to less than 1 ha size land holding category while only about 30.5% of households belong to 1 to 2 ha land holding category. Therefore, reliable water supply from this dam is crucial for the livelihoods of the command area farmers. Currently, the Samrat Ashok Sagar project is benefiting 12,535 households by supporting irrigation in 37,419 ha in the whole command area⁵.

Table 1: Distribution of Land holding size and household details in command area⁶

Sl.No.	Average size of holding in ha		Number of Households	Percentage
1.	0 –1 ha	Marginal	7019	56.00%
2.	1-2 ha	Small	2781	22.00%
3.	2-4 ha	Medium	2300	18.50%
4.	4 ha or more	Large	435	3.50%

Table 2: Crop Distribution in the SAS Command (ha)

Canal	Wheat	Gram	Pea	Mustard	Total
Left Bank Canal	2156	2521	43	218	4938
	2019	2360	41	204	4624
	12	14	0	1	27
Sahodra Branch Canal	2610.5	3051.6	52.6	263.8	5978.5
	2185.3	2554.6	44	220.8	5004.7
	99.6	116.7	2	10.1	228.4
Right Bank Canal	463.5	542.3	9.3	46.9	1062
	463.5	542.3	9.3	46.9	1062
	1185.5	1386.3	23.8	119.9	2715.5
	1435.2	1677.5	28.9	145	3286.6
Total	12252	14323.8	246.3	1237.9	28060

⁵ http://iwra.org/congress/resource/MADRID2003_SK_Tripathi_EN.pdf

⁶ Ibidem

There is a wide gap in irrigation potential created and utilized due to climate change, alteration in cropping pattern and absence of optimal and timely water allocation mechanism for competing users. In addition there are problems related to impacts of environmental degradation of canals and field channels, dearth of information and lack of coordination among various stakeholders.⁷

Key Stakeholders

The system would be developed considering the needs of the various types of users in the departments, as listed below:

User	DSS application
State Data Center	Surface and ground water centers of the department can utilize the DSS for planning purposes. Trained personnel shall also be developing models establishing DSS applications.
Nodal officers, EE WRD	Occasional users of the DSS for data access and simple scenario investigations
State decision makers	Senior state personnel will be users of key outputs and overviews from the DSS to take informed decisions Support WRD official in the daily operations of the concerning reservoir
Other stakeholders	District Administration, Command Area Development Authority, Agriculture Department, Public Health & Engineering department and Rural development department and Disaster Management officials. Water User Organizations and others with an interest in water resources management may be given access, e.g. over the internet, to key DSS results and data overviews.

Overall Goal

Building climate resilience of the various water users through scientific decision making for adaptation planning in the sub-basin area.

The proposed DSS will equip the Water Resources Department to assess the impacts of climate change on reservoir system, optimize reservoir water balance & manage water releases for competing demands (irrigation, drinking etc.). In addition, it will help the department to adapt to Drought/Flood situations well in advance through simulation of scenarios and adaptation measures. Therefore, Climate Change DSS will reduce the risks and provide guidance for effective planning of the water resources. Most importantly this pilot intervention envisions to converge with Government initiatives in the present and in the future to mainstream climate change into Integrated Water Resource Management (IWRM), build the capacity of the officials for adaptation planning and to upscale to other sub basins/basins of the State.

⁷ Enhancement of System performance through Benchmarking: Case Study of Samrat Ashok Sagar Irrigation Project, MP, India

Specific Objectives

1. To mainstream climate change concerns in Water Resource planning through informed decision-making processes
2. To provide the Water Management Authorities with a structured, user friendly, practical water resources management - climate change based DSS
3. Allow users to analyse Climate - hydrological data, run hydrological simulation models in conjunction with Climate change models, run water allocation models and study the effect of potential decisions
4. To meet future demand based on optimal use of water storage and allow decision makers to assess the impact of potential adaptation options under various scenarios
5. The DSS will enable WRD to compare and evaluate various Climate change adaptation options against Business-as-usual activities
6. To support the WRD in scaling up this pilot to other sub basin/basins and showcase climate change mainstreaming into Integrated Water Resource Management (IWRM)

Scope of Work

The project is being implemented by UNDP through the State Nodal Agency and in partnership with Madhya Pradesh Water Resource Department(MPWRD), other relevant Departments and District Administration etc.

UNDP is seeking a competent technical agency to design, develop and deploy a Climate Change Decision Support System for water resource planning in Madhya Pradesh Samrat Ashok Sagar (SAS) sub-basin (Catchment – Reservoir – Command). Primarily the agency will work under WRD, however the agency will also be required to adopt a collaborative exercise by taking into consideration various decision requirements of different water user departments such as PHED, Agriculture, P& RD, etc which fall under the canopy of the sub basin.

The indicative list of tasks to be carried out by the agency are as follows:

Task 1:- Stakeholder Engagement, User Requirement Analysis

- Determine the project stakeholders and improve familiarity with the Vulnerability & Impacts of Climate change on the sub-basin of SAS reservoir through available secondary literature
- Provide appropriate method(s) for identifying relevant/location specific climate change adaptation options in the Catchment, Reservoir operations and Command Area through extensive literature review, field visits, consultation and participation of all water user groups (State Govt. Departments, District level officials, Water User Associations, Farmers etc.)
- Propose appropriate methodology for prioritizing the identified Short, medium, long-term adaptation options to be modelled for pilot project area.
- Undertake the user needs assessment and formulate protocols for preparing and publishing periodic, annual reports of the DSS

Task-2 - Development of a Modelling Framework for the DSS

- Develop a conceptual framework and architecture for the Decision Support System for Water resource management at Samrat Ashok Sagar sub-basin (Catchment – Reservoir – Command) explicitly mentioning various models such as Climate and Hydrological scenarios to be modelled based on the outcomes of the Stakeholder engagement exercise

- The framework should have the capability of integrating Downscaled Climate models (RCMs) with the Hydrological models. The model should have simulation capability of various interactions of the Climate – Land – hydrology such as Rainfall runoff relationship, evaporation, Crop water requirements, Surface water and Groundwater interaction etc under IPCC AR5 scenarios.
- The model should have GIS based spatial interface and be able to simulate & evaluate/optimize Water allocation options for competing demands such as Irrigation, Drinking water ,etc under Climate Change perspective
- The model should have hydro-economic modelling capability for Cost & Benefit Analysis of various identified adaptation options as identified in task-1
- The model should be able to customize as per local context and link dynamically with other models

Task-3 , Data Collection & Management

- Based on the outcomes of task-2 prepare an inventory of all spatial and non-spatial data required for implementing the DSS in consultation with WRD and other stakeholders. Define attributes and characteristics of all Spatial and Non-spatial data
- All relevant secondary data for implementing the DSS in the project area should be collected and collated in the requisite formats for analysis. A non-exhaustive data set is provided in Annexure I .However the consultant is expected to expand the scope, and update the data sets with new data based on the outcomes of task-1
- Define the collected data in simple terms for the understanding and use by the stakeholders including features such as data identification, data availability, data source, frequency with which each data will be collected/updated, data formats, data values, units, etc

Task 4 :- Simulation, Adaptation Scenario building exercise and operationalization of DSS

- Simulate and test(Calibrate and Validate) the Current scenario (Base Line) of the existing situation using observed data in the Catchment-Reservoir-Command area complex
- Simulate and model BAU Future scenario without adaptation in the project area
- Based on the identified adaptation options during the stakeholder engagement phase, model the Adaptation scenarios for the future for comparison with the BAU scenario
- All future scenarios should be simulated and modelled for a planning horizon of 2050
- Operationalize the DSS for the project area

Task 5 :- Web-based User Interface/Dashboard of the DSS

- Develop a web based DSS dashboard, as discussed during the stakeholder engagement, for Data-Input module, viewing, analyzing and report management module for publishing DSS outputs
- The User – Interface must have scenario viewing, editing and adding capability
- A methodology for collection of both secondary and primary data and uploading and updating (periodical) the same on the DSS portal for future shall be developed and WRD staff trained by the consultant
- A scheme and methodology for quality checks on the source data shall be developed and implemented

- The output files shall be used in conjunction with software, spreadsheets, Shapefiles word processors, statistical software and simulation models
- Determine user access levels and login capabilities
- The DSS should have the capability to send periodic DSS report summary to the key stakeholders through emails

Task 6:- On Line Portal Hosting and Deployment of the DSS

- The consultant should list all Software, hardware requirements needed for running the DSS by WRD
- The Consultant will be required to do a technical analysis of the WRD's server to ascertain storage availability, compatibility with the DSS application
- The bidders for the purpose of sizing the hardware, software and bandwidth requirement for the initial period should take into account the approximate 100 concurrent users with an approximate 500 user base.

Task 7 :- Training & Capacity Building, Operational plan for ensuring sustainability

- Identify training requirements of the key stakeholders
- Develop training modules & manuals for the system
- Prepare a comprehensive training plan on DSS package
- Impart training to the stakeholders
- Prepare and submit a comprehensive manual/Standard Operating Procedures for running the DSS
- Ensure an operational plan is placed for the day to day running and use of the DSS including clear demarcation of the roles and responsibilities of HR required with WRD to run and maintain the system
- Publish periodic, annual reports of the DSS
- Provide maintenance support for a period of 6 months for the DSS to WRD as well as build capacities and provide handholding support
- Prepare and submit an exit strategy including a detailed monitoring plan which will be developed in consultation and agreement with WRD
- The monitoring plan will help the WRD to monitor implementation/replication of the DSS in other sub basins/basins of Madhya Pradesh in the future

Schedule of Deliverables

A detailed work plan, detailing the activities and timing, methodological action plan in undertaking the task shall be provided upon in the form of an inception report within one month of issue of the contract. This will be discussed and approved prior to the start of the work.

All the deliverables (after incorporation of comments, suggestions etc. from WRD, SNA UNDP) should be submitted by the selected resource organization in soft copy in addition to the hard copies.

The duration of the assignment shall not exceed 18 **months** from the award.

Deliverables	Timeframe	Terms of Payment
State Level Workshop and Submission of proceedings report	Within 2 weeks	20%
Inception Report/ Requirement analysis and DSS Specifications	Within 2 months	10%
Report on DSS Model Conceptualization and Setup (Climate Model, Hydrological Model and Water Allocation Model, Calibration ,Adaptation Scenario Modelling and Data Collection & Storage)	Within 6 months	20%
Demonstration of the frontend-User Interface with built-in model codes, Indicators, query generator, scenario analyses & GIS explorer , On Line Portal Hosting and Data Storage	Within 8 months	20%
Successful Completion of Training Program and submission of training modules, manuals, SoPs & operational plan	Within 10 months	10%
Workshop for the delivery of the DSS	Within 12 months	10%
Submit Final Report including exit strategy, published periodic, annual reports of the DSS	Within 18 months	10%
Maintenance support for 6 months post implementation		

General Guidance:

- The DSS software should be open source/ free of charge.
- During the development period, the access of information should be provided for all the above components to WRD and other stakeholders mentioned above to monitor the progress and build its own capacity to manage the DSS portal in future
- Capacity of the WRD staff should be built by the consultant before the expiry of the contract as per the conditions of delivery. The Consultant should develop manuals for the training of WRD staff. Train the WRD staff in the operation and management of the DSS.
- The assignment will be supervised by the WRD, UNDP.
- The WRD will provide only observed data available with WRD and facilitate, guide the consultant for collection of data in the study area of the DSS
- The Services shall be performed at the following location under the Authorization of the Director Hydrometeorology, Data Centre, Water Resource Department, Bhopal (M.P)
- A domain expert from the consultant side would be required to be deployed at the above location for regular coordination, obtaining technical feedback, suggestion and communicating the same to the development team

- The draft reports should be submitted to the UNDP, MPWRD and SNA for review and feedback and recommendations.
- The Final Inception report should have the revision and recommendations incorporated.
- The consultant shall submit four hard copies and 4 soft copies of each of the above reports to UNDP SPMU.
- All data collected in printed and electronic form should be submitted to WRD through UNDP along with the final report.
- The reports will be accepted subject to the approval by the UNDP SPMU and MPWRD nodal officers

Terms of Payment

- All certification of the completion of the job has to be obtained from MPWRD
- The consultant shall submit the invoice for payment when the payment is due as per the agreed terms. The payment shall be released as per the work-related milestones achieved and at the specified percentage.
- Once a milestone is completed, the consultant shall submit the requisite deliverables as specified in this Contract.
- All payments under this Contract shall be made to the accounts of the Consultant specified.
- No part payment shall be made in the event of the deficiency/incomplete/termination of the contract.

Annexure I

Typical DSS Architecture

The DSS will be a user-friendly system that would typically comprise but not limited to a 3 layer architecture

A) The frontend layer comprising modules related to User Interface Design and data entry, retrieval and query forms into server formats to be developed for access through browsers on client machines for respective usages. This section will also offer avenues/ mechanism to upload data and information on to the DSS. A mechanism for updating the data shall be developed, so that revised data can be uploaded in the future. All data entered into the DSS should be entered under a checking a protocol developed in consultation with WRD .

B) The business logic layer responsible for actions related to the following but not limited to the same

The raw source data/information obtained shall be brought on to a common platform based on the format developed in agreement with WRD e.g. Source file

A scheme and methodology for quality checks on the source data shall be developed and implemented.

Raw source data when required should be subjected to appropriate data cleansing processes, transformation logic, climate simulations before loading it into the destination database. It is in this layer that all the modules will be executed

C) The Database/Data warehouse layer

The destination database structure should be designed and integrated with the other layers keeping in mind the ultimate deliverables and chosen representation formats (maps, thematic maps, graphs, tables) . The layer should be complemented with tools for the analysis and generation of quality reports and visualization of the model outputs.

Dataset Types (Non-Exhaustive)

- The agency will be required to collect all requisite data required for the Climate change DSS. The data required for the DSS include, but not limited to, the datasets mentioned in the list below:
 - o Climate Datasets
 - Time-series data for climatic parameters such as Rainfall, Temperature, Evapotranspiration etc.
 - o Hydrological Datasets
 - Surface Runoff
 - Stream flow
 - Water table fluctuation
 - Depth to water table
 - Groundwater Infiltration
 - o Spatial Datasets
 - Topography
 - Land-use
 - Soils, Geology
 - Digital Elevation Model
 - o Command Area Datasets
 - Demography
 - Irrigation Potential
 - Cropping pattern

- Crop water requirement
 - Water Consumption and Demand data
- Reservoir Operation
 - Time series of Reservoir releases
 - Inflow to reservoirs
 - Existing rule curve
- Hydro-economic model indicators
 - Operating costs and maintenance cost
 - Off-stream use
 - Stream use
 - Cost Benefit Analysis of Adaptation options

Section 4: Proposal Submission Form⁸

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services for [insert: title of services] [insert: title of services] [insert: title of services] in accordance with your Request for Proposal dated [insert: Date] and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal in separate files. Financial Proposal is password protected as required by UNDP.

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of UNDP's Contract for Professional Services.

We agree to abide by this Proposal for [insert: period of validity as indicated in Data Sheet].

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Contact Details: _____

[Please mark this letter with your corporate seal, if available]

⁸No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

Section 5: Documents Establishing the Eligibility and Qualifications of the Proposer

Proposer Information Form⁹

Date: *[insert date (as day, month and year) of Proposal Submission]*

RFP No.: *[insert number]*

Page _____ of _____ pages

1. Proposer's Legal Name <i>[insert Proposer's legal name]</i>		
2. In case of Joint Venture (JV), legal name of each party: <i>[insert legal name of each party in JV]</i>		
3. Actual or intended Country/ies of Registration/Operation: <i>[insert actual or intended Country of Registration]</i>		
4. Year of Registration: <i>[insert Proposer's year of registration]</i>		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Proposer's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (if any)		
11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
12. Proposer's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's name]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's name]</i> Email Address: <i>[insert Authorized Representative's name]</i>		
13. Are you in the UNPD List 1267.1989 or UN Ineligibility List? <input type="checkbox"/> YES or <input type="checkbox"/> NO		
14. Attached are copies of original documents of: <input type="checkbox"/> All eligibility document requirements listed in the Data Sheet <input type="checkbox"/> If Joint Venture/Consortium – copy of the Memorandum of Understanding/Agreement or Letter of Intent to form a JV/Consortium, or Registration of JV/Consortium, if registered <input type="checkbox"/> If case of Government corporation or Government-owned/controlled entity, documents establishing legal and financial autonomy and compliance with commercial law.		

⁹The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.

Joint Venture Partner Information Form (if Registered)¹⁰

Date: *[insert date (as day, month and year) of Proposal Submission]*

RFP No.: *[insert number]*

Page _____ of _____ pages

1. Proposer's Legal Name: <i>[insert Proposer's legal name]</i>		
2. JV's Party legal name: <i>[insert JV's Party legal name]</i>		
3. JV's Party Country of Registration: <i>[insert JV's Party country of registration]</i>		
4. Year of Registration: <i>[insert Party's year of registration]</i>		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Party's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (if any)		
1. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
13. JV's Party Authorized Representative Information Name: <i>[insert name of JV's Party authorized representative]</i> Address: <i>[insert address of JV's Party authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Party authorized representative]</i> Email Address: <i>[insert email address of JV's Party authorized representative]</i>		
14. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> All eligibility document requirements listed in the Data Sheet <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2. <input type="checkbox"/> In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law.		

¹⁰The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.

Section 6: Technical Proposal Form

The firm is expected to provide the technical proposal in the format described below. The total length of the technical proposal should not exceed 20 pages on account of the following sections. The technical proposal should have three sections. First section on expertise of firm, second section should consist of qualification and experience of personnel to be deployed in the assignment third section on methodology, work plan and understanding of ToR.

Note: Technical Proposals not submitted in this format may be rejected.

TECHNICAL PROPOSAL FORMAT	
Name of Proposing Organization / Firm:	
Country of Registration:	
Name of Contact Person for this Proposal:	
Address:	
Phone / Fax:	
Email:	
No of clusters for which proposal is submitted:	
Name of clusters for which proposal is submitted:	

SECTION 1: EXPERTISE OF FIRM/ ORGANISATION						
<p><i>This section should fully explain the Proposer's resources in terms of personnel and facilities necessary for the performance of this requirement. All contents of this section may be modified or expanded depending on the evaluation criteria stated in the RFP.</i></p>						
<p>1.1 Brief Description of Proposer as an Entity: Provide a brief description of the organization / firm submitting the proposal, its legal mandates/authorized business activities, the year and country of incorporation, types of activities undertaken, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration.</p>						
<p>1.2. Financial Capacity: Provide the latest Audited Financial Statement (Income Statement and Balance Sheet) duly certified by a Public Accountant, and with authentication of receiving by the Government's Internal Revenue Authority. Include any indication of credit rating, industry rating, etc.</p>						
<p>1.3. Track Record and Experiences: Provide the following information regarding experience which are related or relevant to those required for this Contract.</p>						
Name of project	Client	Contract Value	Period of activity	Types of activities undertaken	Status or Date Completed	References Contact Details (Name, Phone, Email)

SECTION 2 - APPROACH AND IMPLEMENTATION PLAN

This section should demonstrate the Proposer's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed methodology meets or exceeds the requirements.

2.1. Approach to the Service/Work Required: Please provide a detailed description of the methodology for how the organisation/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.

2.2. Technical Quality Assurance Review Mechanisms: The methodology shall also include details of the Proposer's internal technical and quality assurance review mechanisms.

2.3 Implementation Timelines: The Proposer shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

2.4. Subcontracting: Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.

2.5. Risks / Mitigation Measures: Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.

2.6. Reporting and Monitoring: Please provide a brief description of the mechanisms proposed for this project for reporting to the UNDP and partners, including a reporting schedule.

2.7. Anti-Corruption Strategy: Define the anti-corruption strategy that will be applied in this project to prevent the misuse of funds. Describe the financial controls that will be put in place.

2.8. Partnerships: Explain any partnerships with local, international or other organizations that are planned for the implementation of the project. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. Letters of commitment from partners and an indication of whether some or all have successfully worked together on other previous projects is encouraged.

2.9 Statement of Full Disclosure: This is intended to disclose any potential conflict in accordance with the definition of "conflict" under Section 4 of this document, if any.

2.10 Other: Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 3: PERSONNEL

3.1 Management Structure: Describe the overall management approach toward planning and implementing this activity. Include an organization chart for the management of the project describing the relationship of key positions and designations.

3.2 Staff Time Allocation: Provide a spreadsheet will be included to show the activities of each staff member and the time allocated for his/her involvement. (Note :*This spreadsheet is crucial and no substitution of personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the written approval of the UNDP. If substitution is unavoidable it will be with a person who, in the opinion of the UNDP project manager, is at least as experienced as the person being replaced, and subject to the approval of UNDP. No increase in costs will be considered as a result of any substitution.*)

3.3 Qualifications of Key Personnel. Provide the CVs for key personnel (Team Leader, Other key personnel and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the Scope of Services. Please use the format below:

Name:		
Position for this Contract:		
Nationality:		
Contact information:		
Countries of Work Experience:		
Language Skills:		
Educational and other Qualifications:		
Summary of Experience: <i>Highlight experience in the region and on similar projects.</i>		
Relevant Experience (From most recent):		
Period: From – To	Name of activity/ Project/ funding organisation, if applicable:	Job Title and Activities undertaken/Description of actual role performed:
<i>e.g. June 2004-January 2005</i>		
<i>Etc.</i>		
<i>Etc.</i>		
References no.1 (minimum of 3):	<i>Name Designation Organization Contact Information – Address; Phone; Email; etc.</i>	
Reference no.2	<i>Name Designation Organization Contact Information – Address; Phone; Email; etc.</i>	
Reference no.3	<i>Name Designation Organization Contact Information – Address; Phone; Email; etc.</i>	
Declaration:		
I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.		

Signature of the Nominated Team Leader/Member		Date Signed

Section 7: Financial Proposal Form¹¹

The Proposer is required to prepare the Financial Proposal in a password protected PDF file separate from the rest of the RFP, as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category. Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

A. Cost Breakdown per Deliverables*

	Deliverables	Percentage of Total Price (Weight for payment)	Price (INR) (Lump Sum, All Inclusive)
1	State Level Workshop and Submission of proceedings report	20%	
2	Inception Report/ Requirement analysis and DSS Specifications	10%	
3	<ul style="list-style-type: none"> • Report on DSS Model Conceptualization and Setup 	20%	
4	(Climate Model, Hydrological Model and Water Allocation Model, Calibration ,Adaptation Scenario Modelling and Data Collection & Storage)	20%	
5	Demonstration of the frontend-User Interface with built-in model codes, Indicators, query generator, scenario analyses & GIS explorer , On Line Portal Hosting and Data Storage	10%	
6	Successful Completion of Training Program and submission of training modules, manuals, SoPs & operational plan	10%	
7	Workshop for the delivery of the DSS	10%	
	Total	100%	INR.....

**Basis for payment tranches*

¹¹No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

B. Cost Breakdown by Cost Component:

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

Description of Activity	Remuneration per Unit of Time (in INR)	Total Period of Engagement (in days)	No. of Personnel	Total Amount (INR)
I. Personnel Services*				
1. Team Leader				
2. Team Member1				
3. Team Member2				
II. Other related expenses				
1. Workshops				
2. Travel				
3. Communications				
4. Others, if any				
Total				INR.....

* Structure of the team is to be proposed by Proposer in accordance to their understanding of the ToR.

** The cost of the workshops (1 day each) should include cost of venue (equivalent to 3 Star hotel), tea/coffee, lunch and workshop folders and stationery, etc., for approx. 40 participants each of the three proposed workshops in Bhopal.

*[Name and Signature of the Service Provider's
 Authorized Person]*
[Designation]
[Date]

Section 8: Contract for Professional Services



UNDP Contract
Face Sheet (Goods a



New Template -
General Terms and C