

# **REQUEST FOR PROPOSALS**

**Provision of Developing an Open Environmental Data Portal for  
Papua New Guinea**



**United Nations Development Programme**

March 2018

## Section 1. Letter of Invitation

7<sup>th</sup> March 2018

***Request for Proposal (RFP/PNG10-002-18)***  
***Provision of Developing an Open Environmental Data Portal for***  
***Papua New Guinea***

Dear Sir/Madam,

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 Letter 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, including General Terms and Conditions

Your offer, comprising of a Technical and Financial Proposal, should be submitted in accordance with Section 2, through eTendering online system and by the deadline indicated in <https://etendering.partneragencies.org> and follow the registration steps as specified in the system user guide or access it through this link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on “Accept Invitation” button no later than **19<sup>th</sup> March 2018**. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

If you have received this RFP through a direct invitation by UNDP, transferring this invitation to another firm requires your written notification to UNDP of such transfer and the name of the company to whom the invitation was forwarded.

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,  
Gianluca Rampolla  
UNDP Resident Representative

## Section 2: Instruction to Proposers<sup>1</sup>

Refer attached

<sup>1</sup> Note: this Section 2 - Instructions to Proposers shall not be modified in any way. Any necessary changes to address specific country and project information, shall be introduced only through the Data Sheet..

## Section 2.1 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. <sup>2</sup>	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
1		Project Title	Strengthening Capacities to Measure, Report and Verify Indicators of Global Environment Benefits
2		Title of Services/Work:	Provision of Developing an Open Environmental Data Portal for Papua New Guinea
3		Country / Region of Work Location:	Papua New Guinea (PNG)
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:	N/A
8	C.21	Period of Proposal Validity commencing on the submission date	<input checked="" type="checkbox"/> 120 days

<sup>2</sup> All DS number entries in the Data Sheet are cited as reference in the Instructions to Proposers. All DS nos. corresponding to a Data must not be modified. Only information on the 3<sup>rd</sup> column may be modified by the user. If the information does not apply, the 3<sup>rd</sup> column must state "N/A" but must not be deleted.

DS No. <sup>2</sup>	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
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 <sup>3</sup>	N/A
11	B.9.5 C.15.4 a)	Validity of Proposal Security	N/A
12		Advanced Payment upon signing of contract	<input checked="" type="checkbox"/> Not Allowed
13		Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: 0.2 percent of the delivered price of the delayed services for each additional day of delay until actual delivery, up to a maximum deduction of 10 per cent of the purchase order/contract price. Once the maximum is reached, the UN purchasing authority may consider termination of the purchase order/contract.
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"/> United States Dollars (US\$)  <i>Reference date for determining UN Operational Exchange Rate: March 2018</i>
16	B.10.1	Deadline for submitting requests for clarifications/questions	5 days before the closing date
17	B.10.1	Contact Details for submitting clarifications/questions <sup>4</sup>	Focal Person in UNDP: Mr. Tirnesh Prasad E-mail address dedicated for this purpose: <a href="mailto:procurement.pg@undp.org">procurement.pg@undp.org</a>
18	B.11.1	Manner of Disseminating Supplemental Information to the RFP and	Uploaded in the system. Once uploaded, Prospective Proposers (i.e. Proposers that have accepted the bid invitation in the system) will be notified via email

<sup>3</sup> Surety bonds or other instruments issued by non-bank Financial Institutions are least preferred by UNDP. Unless stated otherwise, they shall be considered unacceptable to UNDP.

<sup>4</sup> This 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.

DS No. <sup>2</sup>	Cross Ref. to Instruc-tions	Data	Specific Instructions / Requirements
		responses/clarifications to queries	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 Proposal that must be submitted [if transmitted by courier]	Only one proposal to be submitted in the system, unless alternate proposals are allowed.
20	D.23.1 D.23.2 D.24	Proposal Submission Address	<p>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:  <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a></p> <p>using your username and password. If you have not registered in the system before, you can register now by logging in using:</p> <p>Username: event.guest  Password: why2change</p> <p>and follow the registration steps as specified in the e-tendering instruction manual or use this link to access e-tendering instruction manual:  <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</a></p>
21	C.21 D.24	Deadline of Submission	<p><b>24<sup>th</sup> March 2018</b></p> <p>Date and Time: As specified in the system (note that time zone indicated in the system is New York Time zone).</p> <p><b>PLEASE NOTE:-</b></p> <ol style="list-style-type: none"> <li>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 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</li> </ol>

DS No. <sup>2</sup>	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
			<p>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	<p><b><u>Note to Bidders</u></b></p> <ul style="list-style-type: none"> <li>▪ Format: PDF files only</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Password for financial proposal must not be provided to UNDP until requested by UNDP</li> <li>▪ Max. File Size per transmission:</li> </ul>
24	D.23.1	Date, time and venue for opening of Proposals	26 <sup>th</sup> March 2018, 10 am (NOT A PUBLIC BID OPENING)
25	E.29.2 E.29.3 F.34	Evaluation method to be used in selecting the most responsive Proposal	<input checked="" type="checkbox"/> Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively (Minimum Technical Score of 700 out of 1000 or 49% out of 70% in order to be technical competent)
26	C.15.1	Required Documents that must be Submitted to Establish Qualification of Proposers	<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"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder

DS No. <sup>2</sup>	Cross Ref. to Instruc- tions	Data	Specific Instructions / Requirements
			<p>is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder</p> <p><input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation</p> <p><input checked="" type="checkbox"/> Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country</p> <p><input checked="" type="checkbox"/> Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any</p> <p><input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past [2 years]</p> <p><input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top [3] Clients in terms of Contract Value the past [5 years]</p> <p><input checked="" type="checkbox"/> CV's of all key personnel proposed for this tender</p> <p><input checked="" type="checkbox"/> Information about „green“ efforts of the company</p> <p><input checked="" type="checkbox"/> All information regarding any past and current litigation during the last five (5) 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.</p>
27		Other documents that may be Submitted to Establish Eligibility	Work Experience of undertaking similar works.
28	C.15	Structure of the Technical Proposal ( <i>only if different from the provision of Section 12</i> )	Bidders may be requested to do presentations regarding their proposals and provide clarifications if any
29	C.15.2	Latest Expected date for commencement of Contract	1 <sup>st</sup> April 2018
30	C.15.2	Expected duration of contract (Target Commencement Date and Completion Date)	April, 2018 to January, 2019
31		UNDP will award the contract to:	<input checked="" type="checkbox"/> One Proposer only



<b>DS No.<sup>2</sup></b>	<b>Cross Ref. to Instruc-tions</b>	<b>Data</b>	<b>Specific Instructions / Requirements</b>
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 bidder on the legal, technical and financial documents submitted; <input checked="" type="checkbox"/> Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; <input checked="" type="checkbox"/> Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder; <input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed; and <input checked="" type="checkbox"/> Others (if required)
34		Conditions for Determining Contract Effectivity	<input checked="" type="checkbox"/> Others (receipt of signed contract by both parties)
35		Other Information Related to the RFP <sup>5</sup>	<input checked="" type="checkbox"/> The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.

<sup>5</sup> Where the information is available in the web, a URL for the information may simply be provided.

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm / Organization	25%	250
2.	Proposed Methodology, Approach and Implementation Plan	40%	400
3.	Management Structure and Key Personnel and Trainers related to this assignment	35%	350
<b>Total</b>			<b>1000</b>

Technical Proposal Evaluation Form 1			Points obtainable
Expertise of the Firm/Organization			
1.1	Reliability and history of the Firm/Organization's competence, technical and financial and proof of sustainability/ Reputation of Organization and Staff / Credibility / Industry Standing		20
1.2	General Organizational Capability which is likely to affect implementation:	Sub-score	50
	- Number of personnel and available facilities/expertise to produce a report of this nature	20	
	- Financial stability and soundness in the last two years	20	
	- Types of undertaken activities	10	
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills)		10
1.4	Quality assurance procedures, warranty		20
1.5	Past experience:	Sub-score	130
	1.5.1 At least 5 years of experience in establishing Open Data Portals or similar online systems for collecting and publishing data through web portals.	30	
	1.5.2 At least 5 years of experience developing and conducting training programs for both governments and private entities.	40	
	1.5.3 At least 2 years of experience in geospatial technologies (including data geoprocessing, satellite imagery handling,	30	

	ArcGIS and / or QGIS, developing and managing web map services).		
	1.5.4 Knowledge of local Open Data environment in Papua New Guinea highly desirable.	30	
1.6	Organizational Commitment to Sustainability - Organization demonstrates significant commitment to sustainability		20
Total Part 1			250

Technical Proposal Evaluation Form 2			Points Obtainable
Proposed Methodology, Approach and Implementation Plan			
2.1	To what degree does the Proposer understand the overall task and objective?		70
2.2	Does the proposal demonstrate an understanding of the project environment and context and has this been properly used in the preparation of the proposal?		50
2.3	To what degree does the Proposer's approach to technical assistance meet the requirements?		50
2.4	Is the conceptual framework adopted appropriate for the task?		60
2.5	Are the different components of the project adequately weighted relative to one another?		50
2.6	Is the scope of the task well defined and does it correspond to the TOR?		60
2.7	Is the sequence of activities and the planning logical, realistic and promise efficient implementation of the project?		60
Total Part 2			400

Technical Proposal Evaluation Form 3				Points Obtainable
Management Structure and Key Personnel				
3.1	Team Leader and Team Members - Description of the project team and their qualifications			350
	Team Members:		Sub-Score	
	3.1.1. Team Leader/ Project Manager		175	
	<ul style="list-style-type: none"><li>At least 5 years of international experience working with governments delivering IT database information systems.</li></ul>	70		

<ul style="list-style-type: none"><li>Should have 10 years of experience with Agile software development methodologies.</li><li>10 years of experience using source code repository management platforms such as Git/GitLab/GitHub or similar.</li><li>5 years of experience using Docker or other virtualization solutions.</li></ul>	15		
	15		
	15		
<ul style="list-style-type: none"><li>Demonstrable skills in the required IT technologies, including HTML5, CSS, JavaScript, PostgreSQL / PostGIS, web services / Rest API.</li></ul>	35		
<ul style="list-style-type: none"><li>Education: Masters degree holder in Information Technology or Computer Science (CISCO certification preferred).</li></ul>	25		
3.1.2 Team Members –		Sub-Score	
<ul style="list-style-type: none"><li>2 years of international experience working with governments delivering IT database information systems.</li></ul>	70	175	
<ul style="list-style-type: none"><li>Should have 5 years of experience with Agile software development methodologies.</li></ul>	15		
<ul style="list-style-type: none"><li>5 years of experience using source code repository management platforms such as Git/GitLab/GitHub or similar.</li></ul>	15		
<ul style="list-style-type: none"><li>3 years of experience using Docker or other virtualization solutions.</li></ul>	15		
<ul style="list-style-type: none"><li>Demonstrable skills in the required IT technologies, including HTML5, CSS, JavaScript, PostgreSQL / PostGIS, web services / Rest API.</li></ul>	35		
<ul style="list-style-type: none"><li>Education: Masters or Degree holder in Information Technology or Computer Science and have some sort of CISCO certification.</li><li></li></ul>	25		
Total Part 3			350

### **Section 3: Terms of Reference (TOR)<sup>6</sup>**

#### **Provision of Developing an Open Environmental Data Portal for Papua New Guinea**

##### **PROJECT OVERVIEW**

The Papua New Guinea Conservation and Environment Protection Authority (CEPA), with the support from the United Nations Development Programme (UNDP), as part of the Cross-Cutting Capacity Development Project which is funded by the Global Environment Facility (GEF) aims to develop the Open Environmental Data Portal (OEDP) for the country. The main objective of the OEDP is to integrate various environmental datasets for the country, support information transparency, stimulate data usage and support CEPA with preparing national reports to the United Nations Convention on Biological Diversity (UN CBD) and other conventions. The OEDP will be one of the first building blocks of an integrated Environmental Management Information System (EMIS) that will be implemented by CEPA to increase the efficiency and transparency of environmental information management and protect the environment more effectively.

Nearly 85% of information used for PNG's National Reports to CBD comes from other stakeholders, and only 15% can be directly sourced from CEPA's internal resources. The OEDP will be used as an online platform where multiple stakeholders can effectively exchange their environmental information. Particular importance will be given to the flexibility of handling various formats of datasets. This is especially important because the use of advanced database information systems is not yet very common in PNG. Therefore, the OEDP will be capable of handling both structured and unstructured data, such as documents, reports and images. Moreover, special attention will be on handling spatial datasets, as the spatial context is extremely important for environmental information management.

The concept of Open Data is not yet well known in PNG and many stakeholders are reluctant to the idea of sharing data. However, there are clear benefits of how opening environmental datasets can help manage the environment more effectively, support sustainable development, increase the transparency and facilitate information-driven policymaking.

The UNDP in partnership with CEPA are seeking services of an institution capable of developing and implementing the OEDP, providing support in preparing initial datasets to be published on the portal, especially various spatial datasets, as well as planning and conducting a series of training activities to support future OEDP administrators and users.

##### **OBJECTIVE OF ASSIGNMENT**

The assignment will be to establish an OEDP using the CKAN<sup>7</sup> platform to enable data sharing within and from outside of CEPA and help Government report to the UNCBD. This will also increase data-sharing for reporting, decision making and assist policy making in Papua New Guinea.

<sup>7</sup> Free and open source data management platform

## SCOPE OF WORK AND METHODOLOGY

The firm will work under the supervision of project coordinator from UNDP Country Office. The primary responsibilities of the firm will be as a minimum described below:

1. Task 01 – Identify and collect initial datasets for publishing on OEDP
2. Task 02 – Establish a cloud-based hosting
3. Task 03 – Install and configure source code repository and development environment
4. Task 04 – Install and configure Open Environmental Data Portal using CKAN
5. Task 05 – Upload initial datasets
6. Task 06 – Support CEPA with organizing introductory Open Data Workshop
7. Task 07 – Customize and enhance OEDP
8. Task 08 – Provide training and capacity building for editors and users
9. Task 09 – Any other tasks that may be identified and required to successfully complete this project.

Each task is detailed as follows:

### ***Task 01 – Identify and collect initial datasets for publishing on OEDP***

Detailed requirements

1. The firm will identify a list of a minimum of 100 datasets that can be added to the OEDP immediately after the prototype version is deployed.
2. The list will include the following metadata:
  - a. Dataset name;
  - b. Brief description;
  - c. Keywords / tags (systematically unified across all datasets);
  - d. License and usage restrictions;
  - e. Name of data provider;
  - f. Source URLs;
  - g. Version (if applicable, e.g. SRTM ver 4);
  - h. Author / contact details to data provider;
  - i. Maintainer / contact details to data maintainer, etc; and
  - j. Location of the acquired source dataset (i.e. standalone file, e.g. PDF, XLS, shapefile, GeoTIFF, URL to web service etc.).

3. The firm will need to ensure that no copyrights are violated and that license for each dataset allows for publishing it on the OEDP for PNG. If required, authors, data providers or data maintainers need to be contacted in order to obtain a written permission for data re-usage.
4. The firm will download all available raw resources for each dataset, such as:
  - a. non-spatial documents, spreadsheets, reports, images (PDF, DOC, XLS, JPG etc.); and
  - b. spatial files (georeferenced raster layers, shapefiles, GeoJSON, KML, web services).
5. The datasets and resources will be stored in a logical folder structure to allow easy identification of a given resource from the list with actual files (resources).
6. Where possible, the firm will define the spatial extent for datasets and resources, either by defining bounding box or administrative region name etc.
7. Where possible datasets and individual resources, especially spatial datasets, will be processed to make them more accessible for users in PNG, e.g. by clipping raster datasets to the boundary of PNG. This will also reduce the size of spatial datasets such as raster images.

## Deliverables

ID	Deliverable	Format	Due Date	Approved by
<b>T01D01</b>	A list of identified datasets with metadata in form of an Excel file.	Excel file	N+2 months	UNDP and CEPA
<b>T01D02</b>	Datasets and resources (files, databases etc.) stored in a logical folder structure that can be easily identified	DVD or USB drive (optionally FTP or other cloud-based storage)	N+2 months	UNDP and CEPA

## Task 02 – Establish a cloud-based hosting environment

### Detailed requirements

The firm will provide an appropriate cloud-based hosting environment which will be suitable for the initial deployment of the OEDP. Below are the minimum requirements<sup>8</sup>.

1. Preferably, the firm will provide two cloud servers, one for Open Data Portal web app and one for database along with all the software components required by CKAN.

<sup>8</sup> <https://github.com/ckan/ckan/wiki/CKAN-hosting-guidelines>

2. The firm will use virtualization or other solutions to allow seamless migration from the cloud environment to the internal infrastructure installed at CEPA office. The solution will be compatible with CEPA existing servers:
  - a. HP DL80 Gen9 12 LFF CTO Server (2 units)
  - b. Software for Server 1: Windows server standard 2012, Windows server data center 2012, Windows server CAL 2012, SharePoint Server 2016, SharePoint Standard CAL 2016, SharePoint Enterprise CAL 2016
  - c. Software for Server 2: Windows Server Standard 2012, Windows Server Data Center 2012, Windows Server CAL 2012, Exchange Server Standard 2016, Exchange Server Enterprise Standard CAL 2016, Exchange Enterprise CAL 2016
  - d. Antivirus for server 1 and 2: Kaspersky AntiVirus 2016 Windows Server 2012.
3. Cloud servers and storage will meet the following minimum requirements:
  - a. Hardware:
    - i. Server with 16GB of RAM (One for Web and one for the Database/solr),
    - ii. 200GB hard drive on both servers,
    - iii. Quad core processors (faster better)
  - b. Software:
    - i. Recommended operating system: Ubuntu 16.04 LTS,
    - ii. Web server / service: Apache, Nginx, for https and caching, Python 2.7.x,
    - iii. DB server / service: Tomcat/Jetty + Solr, Postgres 9.3 +, PostGIS, Redis.

#### Deliverables

ID	Deliverable	Format	Due Date	Approved by
<b>T02D01</b>	Cloud-based servers configured.	Web server (URL)	N+1 month	UNDP and CEPA
<b>T02D02</b>	Summary report on the cloud-based hosting environment (including a description of the solution, access credentials, important URLs etc).	PDF	N+1 month	UNDP and CEPA

#### ***Task 03 – Install and configure source code repository and development environment***

##### Detailed requirements

The firm will:



1. Ensure that the Open Data Portal is developed in a transparent, secure and effective way;
2. Set up an open source distributed version control system, preferably Git<sup>9</sup>, for tracking changes in source code and for coordinating work of the development team.
3. Set up an open source web-based source code repository manager for issue tracking, code review, an IDE, activity streams, wikis, and continuous integration (such as GitLab);
4. Develop scripts for automated deployment;
5. Develop staging environment for testing;
6. Develop automated tests to ensure quality control.

#### Deliverables

ID	Deliverable	Format	Due Date	Approved by
<b>T03D01</b>	Source code repository with repository manager installed and configured, including scripts for automated deployment, tests etc.	Web application (URL)	N+3 months	UNDP and CEPA
<b>T03D02</b>	Summary report on software development environment set up.	PDF	N+3 months	UNDP and CEPA

#### ***Task 04 – Install and configure Open Environmental Data Portal using CKAN***

It is expected that the firm will develop, install and customize the Open Environmental Data Portal using the most recent stable version of CKAN – an open source data portal platform<sup>10</sup>. This will ensure that the Portal is compatible with other national and international Open Data portals.

#### Detailed requirements

Key features of the OEDP will include:

1. Ability to upload, manage and access datasets in various formats;
2. Ability to visualize data using charts, tables and maps;
3. Extensive support for API: all core features, such as access to datasets and resources need to be exposed through the API;
4. Support for both structured data (such as CSV files or database tables) as well as unstructured data (such as PDF reports, images etc.);

<sup>9</sup> <https://git-scm.com/>

<sup>10</sup> <https://ckan.org/>

5. Advanced support for handling spatial files, i.e.:
  - a. built-in map preview,
  - b. support for WMS services, ArcGIS REST services, shapefiles, GeoJSON, KML,
  - c. ability to add spatial extent metadata to datasets and resources
  - d. map-based search functionality (i.e. identifying datasets and resources for a given area of interest indicated by interactive map extent or by providing coordinates);
6. Built-in user management with different roles and access permission (administrators, data publishers and viewers);
7. Social media integration – ability to share datasets via Facebook, Twitter or other social media platforms;
8. Ability to generate embedded visualizations, e.g. charts, maps or tables generated from structured datasets;
9. Applications Gallery section – easily customizable CMS-like subpage with examples of applications and user stories on the benefits of open data;
10. News section – CMS-like subpage or a section with the ability for administrators / editors to publish new posts and announcements without the need for coding;
11. The OEDP will be delivered along with the source code stored in a Git-like repository, allowing for easy customizations and further updates.
12. The source code repository will be capable of submitting tickets and bug reports so that CEPA and other users can submit any issues and / or requests in a transparent and organized way.
13. The architecture of the OEDP will be capable of pulling in metadata from other data portals, allowing to create a federated network of data portals which share data between each other.
14. The OEDP will be capable of recording predefined as well as custom metadata for each dataset.
15. The portal will have an intuitive web interface, which allows publishers and curators to easily register, update and refine datasets. The interface will be responsive and compatible with various screen sizes, including mobile devices.
16. The OEDP will provide a rich search experience, including a quick ‘Google-style’ keyword search as well as faceting by tags and browsing between related datasets.
17. The User Interface of the OEDP needs to be customizable to reflect PNG’s national colors, culture etc.
18. Additionally, some basic initial settings of the OEDP will be configured, such as administrators’ accounts, data groups, etc.
19. The OEDP platform will be connected to the appropriate internet domain (e.g. [opendata.csb.gov.kw](http://opendata.csb.gov.kw)) as agreed with CEPA.

## Deliverables

ID	Deliverable	Format	Due Date	Approved by
<b>T04D01</b>	Open Environmental Data Portal installed and configured	Web application (URL)	N+4 months	UNDP and CEPA
<b>T04D02</b>	Source code installed in the repository and delivered on a DVD	DVD	N+4 months	UNDP and CEPA

### ***Task 05 – Upload initial datasets***

#### Detailed requirements

Once the OEDP is installed, the firm will upload all the initial datasets to the Portal. When uploading, datasets will be grouped into meaningful groups to help data discovery. Groups will be discussed and agreed upon with CEPA. Additionally, each dataset will be described by metadata, including custom metadata fields as added upon configuring the OEDP. One of the most important metadata will be contact details to the data owner. This will allow users to refer to the source of the dataset if needed.

Spatial datasets will be described by their spatial extent to allow discovery through a map interface (spatial search). When available, multiple resources will be added to each dataset (e.g. CSV file along with PDF reports or URLs to web services).

In case of structured data, such as database tables or flat CSV or Excel files, data will be pushed into the internal DataStore. The firm will implement appropriate quality control measures in order to ensure the data has been imported correctly.

#### Deliverables

ID	Deliverable	Format	Due Date	Approved by
<b>T05D01</b>	Datasets uploaded to the OEDP.	Web application (URL)	N+4 months	UNDP and CEPA
<b>T05D02</b>	Summary report on the status of datasets upload.	PDF	N+4 months	UNDP and CEPA

## ***Task 06 – Support CEPA with organizing introductory Open Data Workshop***

### Detailed requirements

The objective of this introductory Open Data Workshop is to discuss the concept of Open Data and its relevance for environmental data. The suggested agenda:

- Introductory lecture on Open Data
- Exercise 1: Exploring existing open data portals (e.g. USA, UK or Australia)
- Group exercise: discuss key challenges and benefits of Open Data for PNG
- Overview of CKAN
- Exercise 2: Create CKAN account, search for datasets, data preview and download
- Exercise 3: Publishing sample datasets

CEPA will expect the firm to take active participation in planning and conducting the workshop by:

1. Developing a training agenda for computer-based exercises for participants covering the following subjects:
  - a. Exploring existing open data portals (e.g. USA, UK or Australia),
  - b. Creating CKAN account, searching for datasets, data preview and download,
  - c. Publishing sample datasets,
  - d. Basic spatial data analysis and visualization using open source desktop GIS (e.g. QGIS);
2. Developing hardcopy (color printouts) and softcopy (PDF) tutorials with sample datasets delivered on USB memory sticks for up to 30 participants;
3. Developing the required presentations;
4. Developing the plan for group exercise to discuss key challenges and benefits of Open Data for PNG;
5. Providing consultancy and support related to Open Data, as well as relevant software tools;
6. Develop a post-training survey for the participants regarding the Open Data Portal for PNG;
7. Develop a report with the analysis of the post-training survey results along with the recommendations.

CEPA will provide the venue and the required IT infrastructure.

## Deliverables

ID	Deliverable	Format	Due Date	Approved by
<b>T06D01</b>	Training exercise agenda	PDF	N+5 months	UNDP and CEPA
<b>T06D02</b>	Training tutorials (for minimum 30 participants)	PDF + Color print  USB sticks with data	N+5 months	UNDP and CEPA
<b>T06D03</b>	PowerPoint presentations	PPTX	N+5 months	UNDP and CEPA
<b>T06D04</b>	Post-training survey for the participants	PDF  Hardcopies	N+5 months	UNDP and CEPA
<b>T06D05</b>	Post-training survey results – Analysis Report	PDF	N+5 months	UNDP and CEPA

### ***Task 07 – Customize and enhance OEDP***

#### Detailed requirements

The first, prototype version of the OEDP will provide core functionality along with a default interface and built-in features. Its main purpose is to provide an operational Open Data Portal within a short period of time. However, after its initial installation, an updated and enhanced version of the OEDP needs to be developed.

The main enhancements may include:

1. The customized User Interface to reflect PNG's national colors, culture etc.,
2. Installation of additional extensions,
3. Bug fixing,
4. Development of custom extensions and views,
5. Development of thematic dashboards,
6. Adding advanced feedback functionality, e.g. "suggest dataset" board with voting mechanism to identify datasets most needed by end users, user rating system for datasets etc.
7. Adding advanced functionality to track and report usage statistics (e.g. geographic distribution of visitors, dataset download statistics, desktop vs mobile users etc.).

The customization phase is expected to last for 4 months. Taking into consideration the fact that the final list of customizations and enhancements is not yet determined and will be continually updated during the implementation of the OEDP, CEPA is looking to adopt an agile software development methodology. CEPA expects that the firm will provide a dedicated remote team of minimum 2 developers that will be working full time on the customizations for a period of 4 months. Additionally, CEPA may require that the firm appoints a project manager (Scrum Master) to be working on-site at CEPA throughout the customization phase for a total period of up to 2 months. The firm will put in place all the required platforms, tools and solutions to facilitate the communication between CEPA and the firm and ensure that new functionalities respond to CEPA needs and are being delivered and approved efficiently.

The initial customizations and enhancements, such as new features, need to be consulted with the stakeholders involved in OEDP deployment. Feedback from existing users (both data publishers and data users) may be collected through an online survey, by using an online feedback / ticketing system (such as GitLab), or by other means (e.g. comments sent by email).

#### Deliverables

ID	Deliverable	Format	Due Date	Approved by
<b>T07D01</b>	New features and enhancements added to the Open Data Portal	Web app (URL)	N+8 months	UNDP and CEPA
<b>T07D02</b>	Summary Report of the delivered features	PDF	N+8 months	UNDP and CEPA

#### ***Task 08 – Provide training and capacity building for editors and users***

##### Detailed requirements

The key objective of this task is to provide comprehensive trainings for OEDP editors (Data Publishers) and Data Users. The firm will be responsible for:

1. Developing a training agenda for two training workshops:
  - a. 1-day training for data editors – up to 20 participants;
  - b. 2-day training for data users – up to 40 participants;
2. Developing hardcopy (color printouts) and softcopy (PDF) tutorials with sample datasets delivered on USB memory sticks for all participants;
3. Developing the required presentations;
4. Creating a post-training survey for participants with a brief analysis and summary report;
5. Providing an on-site assistance of at least two consultants during both training workshops.

CEPA will provide the venue and the required IT infrastructure.

**The training for OEDP editors** will cover at least the following topics:

1. Overview of the CKAN Data Model
2. Understanding Organizations and User Roles
3. Organizing Datasets into Groups
4. Structured vs Unstructured Datasets
5. Data Store and File Store
6. Creating Datasets
7. License types
8. Visibility levels
9. Datasets vs Resources
10. Providing metadata for datasets (standardization, keywords, etc.)
11. Handling spatial datasets (KML, GeoJSON, Shapefile, web map services)
12. Defining Views for resources

**The training for OEDP users** will cover at least the following topics:

1. Overview of the CKAN
2. Examples of Open Data Portals from the world
3. Searching for various datasets by Organizations, keywords, tags or spatial extent
4. Introduction to web services and API
5. Accessing datasets and resources through the API
6. Data preview & download
7. Using open data (spatial and non-spatial)

Participants may be asked to bring sample datasets from their organizations, which can be used during the training to provide real-life use cases and examples.

The evaluation survey will be conducted at the end of the training in order to collect feedback from the participants. Survey will focus on various aspects of the OEDP and organizational challenges related to data publishing within each of the organizations.





T06	Support CEPA with organizing introductory Open Data Workshop									
T07	Customize OEDP following users recommendations									
T08	Provide training and capacity building for editors and users									
T09	Any other tasks that may be identified and required to successfully complete this project.									

#### **DUTY STATION AND DURATION OF WORK**

The firm will be based in CEPA. Port Moresby, Papua New Guinea.

#### **IMPLEMENTATION MODALITY**

The project will be implemented by contracting the services of an international entity with proven track record and experience in establishing open data portal systems. UNDP will support the implementation in terms of facilitating access to information and stakeholder, monitoring progress and providing technical feedback while the firm has the full responsibility for the entire assignment including any related costs. The project manager from the firm will liaise with the UNDP, CEPA and other stakeholders on a regular basis.

#### **MONITORING AND EVALUATION FOR DELIVERY, REPORTING AND OPERATIONAL REQUIREMENTS**

The project will be monitored according to the following timelines:

No	Payment	Percent of the contract value
1	Upon completion and acceptance of Tasks 1-3	30%
2	Upon completion and acceptance of Tasks 4-5	40%
3	Upon completion and acceptance of Tasks 6-9 and any other tasks agreed to mutually.	30%

#### **REPORTING LINES**

The firm will appoint a Project Manager who will report to UNDP and CEPA

#### **REPORTING LANGUAGE**

The reporting language will be in English.

## **TITLE RIGHTS**

The title rights, copyrights and all other rights whatsoever nature in any material produced under the provisions of this TOR will be vested exclusively in UNDP.

## **TERMS AND PAYMENT**

Payments are based upon output, i.e. upon delivery of the services specified in the TOR. All planned costs related to this project must be specified in the financial proposal by interested firms for this assignment. The payment will be made in USD.

## **CONTRACTING AUTHORITY**

Contracting Authority for this ToR is UNDP PNG Country Office.

## **SERVICES AND FACILITIES PROVIDED BY UNDP**

The firm will be provided an office space at CEPA however it is responsible for its own office requirements and will report to UNDP as and when required.

UNDP will not accept any payment request outside of this TOR.

## **REQUIRED QUALIFICATION, SKILLS AND EXPERIENCE OF THE TEAM**

CEPA seeks proposals from professional firms with a strong experience in developing web applications and Open Data. The firms will meet the following requirements:

- 2 At least 5 years of experience in establishing Open Data Portals or similar online systems for collecting and publishing data through web portals.
- 3 At least 5 years of experience developing and conducting training programs for both governments and private entities.
- 4 At least 2 years of experience in geospatial technologies (including data geoprocessing, satellite imagery handling, ArcGIS and / or QGIS, developing and managing web map services).

### **Team members:**

#### **1. Team Leader/ Project Manager**

- At least 5 years of international experience working with governments delivering IT database information systems.
- Should have 10 years of experience with Agile software development methodologies.
- 10 years of experience using source code repository management platforms such as Git/GitLab/GitHub or similar.  
5 years of experience using Docker or other virtualization solutions.
- Demonstrable skills in the required IT technologies, including HTML5, CSS, JavaScript, PostgreSQL / PostGIS, web services / Rest API.
- Education: Masters degree holder in Information Technology or Computer Science (CISCO certification preferred).

## **2. Other Team Members**

- 2 years of international experience working with governments delivering IT database information systems
- .Should have 5 years of experience with Agile software development methodologies.
- 5 years of experience using source code repository management platforms such as Git/GitLab/GitHub or similar.  
3 years of experience using Docker or other virtualization solutions.
- Demonstrable skills in the required IT technologies, including HTML5, CSS, JavaScript, PostgreSQL / PostGIS, web services / Rest API.
- Education: Masters or Degree holder in Information Technology or Computer Science and have some sort of CISCO certification.

## **Language requirements**

Fluency in written and spoken English.

## Section 4: Proposal Submission Form<sup>11</sup>

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Date: \_\_\_\_\_

To: UNDP

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services to [Insert tender title] in accordance with your Request for Proposal dated (insert the date) and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal sealed under a separate envelope.

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

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

We remain,

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]*

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

### Proposer Information Form<sup>12</sup>

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

RFP No.:

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)		
10. 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.		

corresponding to a Data must not be modified. Only information on the 3<sup>rd</sup> column may be modified by the user. If the information does not apply, the 3<sup>rd</sup> column must state "N/A" but must not be deleted.

<sup>12</sup> Sure



# Joint Venture Partner Information Form (if Registered)<sup>13</sup>

Date: *[insert date (as day, month and year) of Proposal Submission]*  
RFP No.:

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.		



## Section 6: Technical Proposal Form

### TECHNICAL PROPOSAL FORMAT

*Note: Technical Proposals not submitted in this format may be rejected. The financial proposal should be included in separate envelope.*

<b>Name of Proposing Organization / Firm:</b>	
<b>Country of Registration:</b>	
<b>Name of Contact Person for this Proposal:</b>	
<b>Address:</b>	
<b>Phone / Fax:</b>	
<b>Email:</b>	

### SECTION 1: EXPERTISE OF FIRM/ ORGANISATION

*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.*

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.

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.

1.3. Track Record and Experiences: Provide the following information regarding corporate experience within the last five (5) years which are related or relevant to those required for this Contract.

Name of project	Client	Contract Value	Period of activity	Types of activities undertaken	Status or Date Completed	References Contact Details (Name, Phone, Email)

1.4 Organization's environmental sustainability plans and applications: Provide documents demonstrating company's commitment to sustainable practices such as use of sustainable products and support sustainability through internal procedures. Also provide organizations sustainable sourcing or environmental policy.

## 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 (workplan in the form of gantt chart or other project management tools) 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, Managerial 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:

<b>Name:</b>		
<b>Position for this Contract:</b>		
<b>Nationality:</b>		
<b>Contact information:</b>		
<b>Countries of Work Experience:</b>		
<b>Language Skills:</b>		
<b>Educational and other Qualifications:</b>		
<b>Summary of Experience:</b> <i>Highlight experience in the region and on similar projects.</i>		
<b>Relevant Experience (From most recent):</b>		
<b>Period: From – To</b>	<b>Name of activity/ Project/ funding organisation, if applicable:</b>	<b>Job Title and Activities undertaken/Description of actual role performed:</b>
<i>e.g. June 2004-January 2005</i>		
<i>Etc.</i>		
<i>Etc.</i>		
<b>References no.1 (minimum of 3):</b>	<i>Name</i> <span style="float: right;"><i>Designation</i></span> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
<b>Reference no.2</b>	<i>Name</i> <span style="float: right;"><i>Designation</i></span> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
<b>Reference no.3</b>	<i>Name</i> <span style="float: right;"><i>Designation</i></span> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
<b>Declaration:</b>		
<p>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.</p>		
<hr style="width: 100%;"/> Signature of the Nominated Team Leader/Member		<hr style="width: 100%;"/> Date Signed

## Section 7: Financial Proposal Form<sup>14</sup>

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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\***

SN	Deliverables <i>[list them as referred to in the TOR]</i>	Percentage of Total Price (Weight for payment)
1	Payment upon completion and acceptance of Tasks 1-3	30%
2	Payment upon completion and acceptance of Tasks 4-5	40%
3	Payment upon completion and acceptance of Tasks 6-9 and any other tasks agreed to mutually.	30%
	Total	100%

*by non-bank Financial Institutions are least preferred by UNDP. Unless stated otherwise, they shall be considered unacceptable to UND*

**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 (e.g., day, month, etc.)	Total Period of Engagement	No. of Personnel	Total Rate for the Period
<b>I. Personnel Services</b>				
a. Team Leader/ Project Manager				
b. Senior Developer (If applicable)				
c. Developer (If applicable)				
Other Experts to be listed accordingly				
<b>II. Out of Pocket Expenses</b>				
Accommodation				
Travel Costs International				
Travel costs domestic				
Daily Allowance				
Communications				
Production/ report printing				
Equipment Lease				
Car hire				
Other costs (specify)				
<b>III. Other Related Costs (Please specify)</b>				

**Note:**

1. Price to be quoted in USD.
2. Add other cost on the above table, which are not mentioned.

## Section 8: Contract for Professional Services

**THIS IS UNDP'S TEMPLATE FOR CONTRACT FOR THE PROPOSER'S  
REFERENCE. ADHERENCE TO ALL TERMS AND CONDITIONS IS MANDATORY.**

United Nations Development Programme



*Empowered lives.  
Resilient nations.*

### Contract for Goods and/or Services

Between the United Nations Development Programme and **[insert name of the Contractor]**

1. <b>Country Where Goods Will be Delivered and/or Services Will be Provided:</b>	
2. <b>UNDP</b> <input type="checkbox"/> Request for Quotation <input type="checkbox"/> Request for Proposal <input type="checkbox"/> Invitation to Bid <input type="checkbox"/> direct contracting Number and Date:	
3. <b>Contract Reference (e.g. Contract Award Number):</b>	
4. <b>Long Term Agreement:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>[indicate as appropriate]</b>	
5. <b>Subject Matter of the Contract:</b> <input type="checkbox"/> goods <input type="checkbox"/> services <input type="checkbox"/> goods <i>and</i> services	
6. <b>Type of Services:</b>	
7. <b>Contract Starting Date:</b>	8. <b>Contract Ending Date:</b>
9. <b>Total Contract Amount:</b> <b>[insert currency and amount in figures and words]</b>	
9a. <b>Advance Payment:</b> <b>[insert currency and amount in figures and words or indicate “not applicable”]</b>	
10. <b>Total Value of Goods and/or Services:</b> <input type="checkbox"/> <b>below US\$50,000 (Services only)</b> – UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply <input type="checkbox"/> <b>below US\$50,000 (Goods or Goods and Services)</b> – UNDP General Terms and Conditions for Contracts apply <input type="checkbox"/> <b>equal to or above US\$50,000 (Goods and/or Services)</b> – UNDP General Terms and Conditions for Contracts apply	
11. <b>Payment Method:</b> <input type="checkbox"/> fixed price <input type="checkbox"/> cost reimbursement	
12. <b>Contractor's Name:</b> Address:  Country of incorporation:	

Website:
<b>13. Contractor's Contact Person's Name:</b> Title: Address:  Telephone number: Fax: Email:
<b>14. UNDP Contact Person's Name:</b> Title: Address:  Telephone number: Fax: Email:
<b>15. Contractor's Bank Account to which payments will be transferred:</b> Beneficiary: Account name: Account number: Bank name: Bank address: Bank SWIFT Code: Bank Code: Routing instructions for payments:

This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order:

1. This face sheet ("Face Sheet").
2. UNDP Special Conditions [~~delete if not applicable~~].
3. [UNDP General Terms and Conditions for Contracts] [UNDP General Terms and Conditions for Institutional (de minimis) Contracts] [~~delete if not applicable and remove square brackets~~].
4. Terms of Reference (TORs) and Schedule of Payments, incorporating the description of services, deliverables and performance targets, time frames, schedule of payments, and total contract amount [~~delete if not applicable~~].
5. Technical Specifications for Goods [~~delete if not applicable~~].
6. The Contractor's Technical Proposal and Financial Proposal, dated [~~insert date~~], as clarified by the agreed minutes of the negotiations meeting, dated [~~insert date~~]; these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Contract.
7. Discount Prices [~~to be used in cases where the Contractor is engaged on the basis of an LTA; delete if not applicable~~].

All the above, hereby incorporated by reference, shall form the entire agreement between the Parties (the “Contract”), superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.

This Contract shall enter into force on the date of the last signature of the Face Sheet by the duly authorized representatives of the Parties, and terminate on the Contract Ending Date indicated on the Face Sheet. This Contract may be amended only by written agreement between the duly authorized representatives of the Parties.

**IN WITNESS WHEREOF**, the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed this Contract at the place and on the day set forth below.

For the Contractor		For UNDP	
Signature:		Signature:	
Name:		Name:	
Title:		Title:	
Date:		Date:	