



REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

NAME & ADDRESS OF FIRM	DATE: April 24, 2018
	REFERENCE: RFP/PNG10-004-18

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Streamlining environmental safeguards to avoid HCV and HCS clearing and promoting low GHG emissions expansion of smallholders in PNG**.

Please be guided by the form attached hereto as Annex 1, 2 and 3, in preparing your Proposal. Proposals may be submitted on or before **7th May 2018**. Your Proposal must be expressed in the English, and valid for a minimum period of 120 days.

Documents uploaded in the system as part of your quotation must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your proposal is submitted on or before the deadline indicated by UNDP in the eTendering system . Bids/ proposala must be submitted in the online eTendering 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 or access it through this link:

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

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it is uploaded on the UNDP Atlas e-tendering system on or before the deadline. Proposals that are received by UNDP after the deadline, for whatever reason, shall not be considered for evaluation. Kindly ensure that all proposals are in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) 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.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,
UNDP Papua New Guinea
Procurement

Annex 1

Description of Requirements

Context of the Requirement	REDD+ Readiness project – Forest Carbon Partnership Facility																															
Implementing Partner of UNDP	The Climate Change and Development Authority																															
Brief Description of the Required Services	Streamlining environmental safeguards to avoid High Conservation Value (HCV) and High Carbon Stocks (HCS) clearing and promoting low GHG emissions expansion of smallholders in PNG																															
List and Description of Expected Outputs to be Delivered	<table><tr><th>Deliverables/ Outputs</th><th>Estimated Duration to Complete</th><th>Disbursement of Funds (%)</th><th>Certifying/ Authorizing officer</th></tr><tr><td>Payment upon submission and acceptances of an Inception report describing specific methodologies, work flow, structure of deliverables, output delivery timeline, consultation plans, etc.</td><td>May 30, 2018</td><td>10%</td><td>FCPF CTA</td></tr><tr><td>Payment upon submission and acceptances of High Conservation Value probability map for Papua New Guinea</td><td>1 June, 2018</td><td>20%</td><td>FCPF CTA</td></tr><tr><td>Payment upon submission and acceptances of West New Britain landscape data set for probability of HCV/HCS areas</td><td>30 June, 2018</td><td>20%</td><td>FCPF CTA</td></tr><tr><td>Payment upon submission and acceptances of Developed Tool/methodology options and recommendations for conducting HCV/HCS assessments in PNG</td><td>31 July, 2018</td><td>20%</td><td>FCPF CTA</td></tr><tr><td>Payment upon submission and acceptances of Report and Presentations to be given to stakeholders regarding the methodology for smallholder expansion within high forest cover landscapes</td><td>31 August, 2018</td><td>20%</td><td>FCPF CTA</td></tr><tr><td>Payment upon submission and acceptances of Final report on the assignment, including recommendations and lessons</td><td>30 November, 2018</td><td>10%</td><td>FCPF CTA</td></tr></table>				Deliverables/ Outputs	Estimated Duration to Complete	Disbursement of Funds (%)	Certifying/ Authorizing officer	Payment upon submission and acceptances of an Inception report describing specific methodologies, work flow, structure of deliverables, output delivery timeline, consultation plans, etc.	May 30, 2018	10%	FCPF CTA	Payment upon submission and acceptances of High Conservation Value probability map for Papua New Guinea	1 June, 2018	20%	FCPF CTA	Payment upon submission and acceptances of West New Britain landscape data set for probability of HCV/HCS areas	30 June, 2018	20%	FCPF CTA	Payment upon submission and acceptances of Developed Tool/methodology options and recommendations for conducting HCV/HCS assessments in PNG	31 July, 2018	20%	FCPF CTA	Payment upon submission and acceptances of Report and Presentations to be given to stakeholders regarding the methodology for smallholder expansion within high forest cover landscapes	31 August, 2018	20%	FCPF CTA	Payment upon submission and acceptances of Final report on the assignment, including recommendations and lessons	30 November, 2018	10%	FCPF CTA
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	learned.			
Person to Supervise the Work/Performance of the Service Provider	Mr. Mirzohaydar Isoev, UNDP's Chief Technical Advisor, Forest Carbon Partnership Facility Project			
Frequency of Reporting	Monthly - Refer TOR for detailed information (Annex3)			
Progress Reporting Requirements	Refer TOR for detailed information (Annex3)			
Location of work	Port Moresby, East and West New Britain, Madang Provinces			
Expected duration of work	Refer TOR for detailed information (Annex3)			
Target start date	Refer TOR for detailed information (Annex3)			
Latest completion date	Refer TOR for detailed information (Annex3)			
Travels Expected	Refer TOR for detailed information (Annex3)			
Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling <input checked="" type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input checked="" type="checkbox"/> Comprehensive Travel Insurance			
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Others <i>[pls. specify]</i> <ul style="list-style-type: none"> - Organization of consultation workshops, including logistics; - Arrangement of meetings with key stakeholders 			
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required			
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required			
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars			

Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms ¹	Refer TOR for detailed information (Annex3)
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Mr. Mirzohaydar Isoev, UNDP's Chief Technical Advisor, Forest Carbon Partnership Facility Project
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm (17.5%) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (31.50%) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (21%) <i>(To be technical competent bidder must score minimum 49% out of 70%)</i> <u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider

¹ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (Annex4)
Contract General Terms and Conditions ²	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex3)
Contact Person for Inquiries (Written inquiries only) ³	<i>Tirnesh Prasad</i> Email: procurement.pg@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Required Documents that must be Submitted to Establish Qualification of Proposers	<input checked="" type="checkbox"/> Company Profile, which should not 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 is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder <input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation <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 <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 <input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past [2 years] <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top [3] Clients in terms of Contract Value the past [5 years] <input checked="" type="checkbox"/> CV's of all key personnel proposed for this tender <input checked="" type="checkbox"/> Information about „green“ efforts of the company <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. <input checked="" type="checkbox"/> Signed Bid Submission Form

² Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

³ 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 received.

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁴

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁵)

[insert: Location]

[insert: Date]

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

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

⁴ This serves as a guide to the Service Provider in preparing the Proposal.

⁵ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Payment upon submission and acceptances of an Inception report describing specific methodologies, work flow, structure of deliverables, output delivery timeline, consultation plans, etc.	10%	
2	Payment upon submission and acceptances of High Conservation Value probability map for Papua New Guinea	20%	
3	Payment upon submission and acceptances of West New Britain landscape data set for probability of HCV/HCS areas	20%	
4	Payment upon submission and acceptances of Developed Tool/methodology options and recommendations for conducting risk based HCV/HCS assessments in PNG	20%	
5	Payment upon submission and acceptances of Report and Presentations to be given to stakeholders regarding the methodology for smallholder expansion within high forest cover landscapes	20%	
6	Payment upon submission and acceptances of Final report on the assignment, including recommendations and lessons learned.	10%	
Total		100%	

**This shall be the basis of the payment tranches*

E. Cost Breakdown by Cost Component [This is only an Example]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Team Leader				
b. GIS Expert				

c. Environmental and Communication expert				
2. Services from Field Offices				
a. Team Leader				
b. GIS Expert				
c. Environmental and Communication expert				
Add other expert if required				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

Annex 4: Bid/ Proposal Submission Form⁶

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.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Contact Details: _____

⁶ No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

Annex 4

Terms of Reference

Streamlining environmental safeguards to avoid High Conservation Value (HCV) and High Carbon Stocks (HCS) clearing and promoting low GHG emissions expansion of smallholders in PNG

Project Title: REDD+ Readiness project – Forest Carbon Partnership Facility

Duration: May – November 2018

Location: Port Moresby, West New Britain

1. PROJECT DESCRIPTION

Papua New Guinea (PNG) has one of the most significant areas of largely-intact tropical forest in the world, although these forests appear to be facing acute and imminent threats. Forests are also a vital resource for the local population particularly in the remote rural areas of PNG, providing food, fibre, building materials, and support a variety of wildlife and ecosystem services. The Papua New Guinea Forest Authority (PNGFA) estimates that approximately 80 per cent of the total area of the country is covered by natural forests, of which 60 per cent are considered intact forests.

A mechanism for Reduced Emissions from Deforestation and Degradation (REDD+) being developed through the United Nations Framework Convention on Climate Change (UNFCCC) provides an opportunity to support PNG's efforts to reduce levels of deforestation and help to maintain and protect its natural forest. PNG has been a leading proponent of REDD+ at the international level, and has made significant progress towards developing the capacity to engage in an international mechanism on REDD+. This progress has initially been supported by the UN-REDD Programme and is now being aided by the Forest Carbon Partnership Facility (FCPF) through a project that will run until the end of 2020.

Increases in land clearance for agriculture are likely to increase in a country with population growth of over 2%, increasing global demand for agricultural commodities and only 4% of land area currently dedicated to agriculture when an estimated 30% is considered suitable for agriculture. Agriculture is a mainstay of the PNG economy and thus represents an important area for economic growth and stability. The sector accounted for 19% of total exports and 25% of GDP in 2010, as well as forming a major part of rural economy on which 80% of the population directly depend. As such there is a need to ensure that continued agricultural development not only supports economic growth and poverty alleviation, but is also socially and environmentally sustainable. A report on sustainable commodity production in PNG, commissioned by FCPF in 2016, found that sustainable agricultural commodities production can provide strong benefits for PNG's people, economy and the environment by increasing employment, protecting the environment and associated livelihoods and health benefits, helping to secure and diversify the exports market, and securing foreign exchange.

Palm oil is the primary source of agricultural export revenue in the country and is likely to have the most impact on forest cover change in the short to medium term due to its currently unregulated expansion. It is therefore proposed

that PNG's National REDD+ strategy which was endorsed by the Government of PNG in May 2017, will focus its efforts on abating the impacts of this sector.

It is a critical industry for PNG, generating over \$430m in exports in 2016, the vast majority of which is Roundtable on Sustainable Palm Oil⁷ (RSPO) certified. The industry has traditionally been based on a nuclear estate model with central estates working with smallholders to provide additional production. This approach is most expansive in West New Britain where New Britain Palm Oil Ltd (NBPOL), and Hargy Oil Palms Ltd (HOPL), work with over 12,100 smallholders, covering 42,139 ha. Smallholder production provides a vital and significant source of income for rural communities in West New Britain.

Smallholder production is however constrained in terms of area, productivity and supporting infrastructure. The significant requirements of international standards present challenges for the expansion of small areas of production while the limited effectiveness of existing extension services mean productivity levels are falling relative to global markets and the populations that rely on the smallholdings. These challenges are compounded by limited investment in central infrastructure such as roads and power grids. This challenge puts pressure on both industry and producers to move away from sustainability certification and open up natural forest areas to expand production in order to meet government targets.

Technical support is currently provided through the Oil Palm Industry Corporation (OPIC) and paid for through a levy on smallholder production at PGK 8 per ton of fruit sold to the milling company. Half of this (K4.00) is paid for by the smallholders themselves whilst the remainder is paid by the milling company voluntarily. The capacity of a central government agency to provide support to the highly diverse range of smallholders, however, has resulted in a relative decline in the levels of smallholder productivity compared to the approaches deployed on the nucleus estates managed by the milling company. Average CPO yield per hectare for smallholders was only 3.37t/ha in 2016 compared to an average of 5.29t/ha for plantations. The differences in smallholder production itself is a result of the variable effectiveness of extension services provided by OPIC and the milling companies.

These challenges, combined with restrictions on the expansion of smallholder areas due to land tenure issues as well as restrictions related to international standards that control expansion into forest areas, have put increasing pressure on smallholder producers.

The decreasing yields of smallholders contrasted with a growing population have resulted in a growing demand for expansion of new developments into currently forested lands as well as land currently used for subsistence food production.

To address these challenges the UNDP's Forest Carbon Partnership Facility (FCPF) REDD+ project in PNG is working with a number of industry partners and government bodies to strengthen the smallholder palm oil sector. This work will include support to institutional and policy reforms as well as field level development and, through the current assignment, the development of tools to increase the ability for smallholder production to be expanded while meeting international sustainability standards.

Thus, the project will help provide a more sustainable and community focused development pathway for palm oil development in PNG that is in line with both the National Strategy for Responsible Sustainable Development (STaRs), Low Emissions Climate Compatible Development Strategy and agricultural policy.

2. SCOPE OF WORK

The objectives of this assignment are as follow:

- Development and trialling of a mobile app, GIS-derived maps and methodology options to allow associated smallholders to conduct risk based High Carbon Stock and High Conservation Value Assessments for smallholder developments

⁷ <https://rspo.org/about>

- Outreach to Rainforest Alliance⁸/ Sustainable Agriculture Network⁹ (SAN), RSPO and the High Carbon Stock Approach (HCSA) Steering Group towards recognition of developed tools and methodology options, for smallholders in high forest cover contexts.

Market pressure predominantly from Europe and the USA is resulting in due diligence requirements that ensure that environmental safeguards are in place for the expansion of palm oil plantations. These requirements have resulted in methodologies and tools which assist in the identification, management and monitoring of High Conservation Values (HCV) and High Carbon Stock (HCS) habitats and forests. Palm oil developers are now utilizing these tools to ensure that HCV and HCS areas are not converted in the expansion of their nucleus estates and in doing so giving credibility to claims of deforestation free palm oil. For smallholders however, the requirements are cost prohibitive and restricting new and expanded smallholder developments, particularly in highly forested countries like PNG.

While the industry is providing an example to the PNG government's strategy for implementing reductions in national GHG emissions, the current methodologies are effectively excluding smallholders from future development. The current proposal will result in the testing of the use of technology and a risk based approach in order to allow smallholders to meet livelihoods needs whilst complying with stringent due diligence requirements such as the deforestation free demand of responsible buyers.

This work will build on the tools (App) developed with Proforest¹⁰ for the RSPO for implementing a simplified, risk based HCV approach for carrying out HCV assessments for independent smallholders. This HCV approach is still newly developed for RSPO, and has yet to be trialled in a high forest cover country. This project would develop a national HCV 1-3 probability and HCS risk map for PNG. Developing the base maps and trialling the approach in PNG will enable a feasibility assessment of the approach and to develop a draft protocol for companies or smallholders to use for future developments.

The HCSA has not yet developed guidance for conducting HCS assessments for smallholders and so an opportunity exists to expand the HCV approach for smallholders into an integrated HCV-HCS relevant to the PNG context that can be submitted for global HCSA Steering Group consideration. The proposed work will build on the methodology used for the simplified HCV approach by leveraging new large scale High Carbon Stock (HCS) data platforms and mapping methodologies (e.g. Google Earth Engine and TFT's Starling) as well as field data and experience generated by NBPOL with TFT, to assess HCV and HCS probabilities. HCS assessments for concession/lease areas are now integrated with HCV assessments and so the proposed work will also consider how to integrate the two for smallholders.

This work proposes to include land use change modelling and integrated conservation land use plans at the community level which will feed back into broader scale jurisdictional land use maps, which can inform Provincial and National low emissions development plans. Field work will be carried out by ALS accredited HCV/HCS assessors to ensure the HCV and HCS assessment methodologies within High Forest Cover Landscapes are kept simple yet giving robust results that are compliant to the highest standards. The work will explore possible risk parameters with reference to the HCSA Toolkit (2km village, 1km road, patch size and connectivity, landscape percentage forest cover - low, med, high), the HCV smallholder app (patch size), a land use change analysis of the landscape based on Landsat 7 (e.g. 2001), historical data (e.g. FIMS/CSIRO in 1970s) and current land-cover (planned HCS-HCV assessment + secondary data).

The output of this work will benefit smallholders by providing the tools and methodology to participate within a sustainable agricultural supply chain incorporating environmental safeguards such as avoiding the conversion of HCV habitat and reducing emissions through avoided deforestation. The outputs will provide innovative methodologies for assessing risk through iterative spatial analysis and drawing on existing data platforms (e.g./Google Earth Engine) and tools (the RSPO Smallholder App).

Therefore, in order to achieve aforementioned, the Contractor will need to undertake the following activities:

- Create landscape HCV-HCS land cover change and risk/probability maps (West New Britain);
- Develop methodology for an integrated HCS-HCV smallholder assessment tool considering a risk based approach for the PNG forest cover and development context;

⁸ <https://www.rainforest-alliance.org/>

⁹ <https://www.sustainableagriculture.eco/web/>

¹⁰ <https://www.proforest.net/en>

- Field trial RSPO's HCV for Smallholder smartphone app and HCS-HCV integrated assessment options for proposed smallholders' new development areas (West New Britain);
- Refine the smallholder HCS-HCV integrated assessment tools and methodology options with lessons from the field and develop refined, draft protocol for implementing the methodology in the field;
- Present the work to the RSPO and the HCSA Steering Group as a means to include new smallholders;
- Present the work to the PNG Climate Change Development Authority as a component of their low emissions development strategy;

3. EXPECTED OUTPUTS/DELIVERABLES

The Contractor will deliver the following outputs:

Deliverables/ Outputs	Estimated Duration to Complete	Disbursement of Funds (%)	Certifying/ Authorizing officer
• An Inception report describing specific methodologies, work flow, structure of deliverables, output delivery timeline, consultation plans, etc.	April 30, 2018	10%	FCPF CTA
• High Conservation Value probability map for Papua New Guinea	1 May, 2018	20%	FCPF CTA
• West New Britain landscape data set for probability of HCV/HCS areas	30 June, 2018	20%	FCPF CTA
• Developed Tool/methodology options and recommendations for conducting HCV/HCS assessments in PNG	31 July, 2018	20%	FCPF CTA
• Report and Presentations to be given to stakeholders regarding the methodology for smallholder expansion within high forest cover landscapes	31 August, 2018	20%	FCPF CTA
• Final report on the assignment, including recommendations and lessons learned.	30 November, 2018	10%	FCPF CTA

4. 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 consultancy must be specified in the proposal by contractor for this assignment. The contract will be paid in USD.

5. INSTITUTIONAL ARRANGEMENTS

The assignment will be undertaken in close partnership with the FCPF Project Management Unit (PMU) and Climate Change and Development Authority (CCDA) as well as Private Sectors dealing with Sustainable Palm Oil production in PNG.

The FCPF PMU will provide assistance in organising and financing stakeholders' workshops as well as arranging meetings with relevant stakeholders.

6. DURATION OF THE ASSIGNMENT

The duration of the assignment is eleven months from April 20, 2018 to November 30, 2018. In accordance with expected outputs and deliverables, the Contractor submits reports to FCPF REDD+ Project Chief Technical Advisor for review outputs, comments, certify approval/acceptance of works afterwards. In case of any delays to achieve the expected outputs, the Contractor should notify the FCPF REDD+ Chief Technical Advisor in advance to take necessary steps.

7. DUTY STATION

The duty station for this assignment is Homebased, Port Moresby, with travels to West New Britain province.

8. QUALIFICATION, TEAM COMPOSITION AND EXPERIENCES

General expertise and qualifications of the consulting firm should be as follows:

- A minimum 5 years of experience and proven track record of previous work on climate change and environmental conservation projects;
- Specialized knowledge on environment and climate change related capacity needs assessment, stakeholder engagement, planning and management
- Experience on similar programs/projects in undertaking GIS assessments on expansion of smallholders, High Carbon Stocks (HCS) and High Conservation Value (HCV) as well as Greenhouse Gas Emissions (GHG) analysis
- Experience on the development of tools and applications

The Contractor should appoint a qualified project team and provide their qualifications and experience carried out by the relevant staff, including on-going assignments indicating responsibilities assumed by them, and their qualifications and experience. Consisting of a team of experts with in-depth work experience in PNG. Team members should comprise the following:

- a. **Designated leader** - lead the preparation and consolidation of reports and submit all such reports on the behalf of the team to FCPF REDD+ Project Chief Technical Advisor. The team leader should hold a minimum of a graduate degree in the field of forest science, natural resources management, international development, political and/or social science, or a related field. He/she should have at least eight years of experience working for International Development Organizations in similar or related fields of work. He/she should lead the overall consultancy work, taking conceptual leadership of the tasks and coordinating with team members and will be responsible for delivering all the outputs under this task. The leader should possess

high quality consultative skills, organizational skills, data analysis and report writing; and should can communicate effectively, in writing and orally (in English).

- b. **GIS experts** – Bachelor’s degree in the field of information technology, GIS or related fields with at least five years of experiences on GIS mapping and environment assessment.
- c. **Environment and Communications expert** - Bachelor’s degree in the field of environment, forestry or natural resource management, or related fields with at least five years of experience (preferably in REDD+ countries) on REDD+ development and implementation, safeguard policies, and natural resources management and governance as well as communications or mass media

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Expertise & reputation of Firm / Organization	250
2.	Proposed Methodology, Approach and Implementation Plan	450
3.	Management Structure and Key Personnel	300
Total		1000

Expertise of the Firm/Organization			Points obtainable
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 (2016 & 2017)	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. A minimum 5 years of experience and proven track record of previous work on climate change and environmental conservation projects.	40	
	1.5.2. Specialized knowledge on environment and climate change related capacity needs assessment, stakeholder engagement, planning and management	50	

	1.5.3. Experience on similar programs/projects in undertaking assessments on expansion of smallholders, High Carbon Stocks (HCS) and High Conservation Value (HCV) as well as Greenhouse Gas Emissions (GHG) analysis. Experience on the development of tools and applications	40	
1.6	Organizational Commitment to Sustainability - Organization demonstrates significant commitment to sustainability		20
Total Section 1			250

Section 2. Proposed Methodology, Approach and Implementation Plan			Points obtainable
2.1	To what degree does the Proposer understand the task? Have the important aspects of the task been addressed in sufficient detail? - Proposed methodology in carrying out the required tasks and delivering the required outputs – description of activities.		60
2.2	Does the proposal demonstrate an understanding of the project environment and has this been properly used in the preparation of the proposal?		60
2.3	To what degree does the Proposer's have the technical understanding of the requirements of this engagement?		50
2.4	To what degree does the Proposer's approach to technical assistance including training and mentoring that meet the requirements		50
2.5	Is the conceptual framework adopted appropriate for the task?		60
2.6	Are the different components of the project adequately weighted relative to one another?		50
2.7	Is the scope of the task well defined and does it correspond to the TOR?		60
2.8	Is the sequence of activities and the planning logical, realistic and promise efficient implementation of the project?		60
Total Section 2			450

Section 3. Management Structure and Key Personnel				Points obtainable
3.1	Team Leader and Team Members - Description of the project team and their qualifications (Refer TOR)			
	Team Members:		Sub-Score	
	3.1.1. Designated Leader			
	<ul style="list-style-type: none">at least 8 years’ experience working for International Development Organizations in similar or related fields of work	80		

	<ul style="list-style-type: none">• He/she should lead the overall consultancy work, taking conceptual leadership of the tasks and coordinating with team members and will be responsible for delivering all the outputs under this task. The leader should possess high quality consultative skills, organizational skills, data analysis and report writing; and should can communicate effectively, in writing and orally (in English).	40	150	300
	<ul style="list-style-type: none">• Education: The team leader should hold a minimum of a graduate degree in the field of forest science, natural resources management, international development, political and/or social science, or a related field.	30		
3.1.2 GIS Expert			Sub-Score	
	<ul style="list-style-type: none">• At least five years of experiences on GIS mapping and environment assessment	40	75	
	<ul style="list-style-type: none">• Education: Bachelor’s degree in the field of information technology, GIS or related fields	35		
3.1.3 Environmental and Communications Expert			Sub-Score	
	<ul style="list-style-type: none">• Bachelor’s degree in the field of environment, forestry or natural resource management, or related fields	40	75	
	<ul style="list-style-type: none">• At least five years of experience (preferably in REDD+ countries) on REDD+ development and implementation, safeguard policies, and natural resources management and governance as well as communications or mass media	35		
Total Section 3				300

Submission Instructions

This process is managed through the UNDP online eTendering system. 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

Follow the registration steps as specified in the e-tendering instruction manual.

Please be guided by the instructions provided in this document above while preparing your submission.

Note to Bidders:

Bidders should avoid attempting to register and upload just prior to the deadline as UNDP shall not be held responsible for congestion or delays in transmission. It is the Bidder's responsibility to ensure bids uploaded before the deadline.

Financial Proposal must be submitted separately from other documents and password protected. Password for this document (financial proposal) must not be provided to UNDP until requested by UNDP. The Proposer shall assume the responsibility for not encrypting the financial proposal. The Proposer shall assume the responsibility for not encrypting the financial proposal. DO NOT DISCLOSE YOUR PRICE IN THE LINE ITEMS. YOU MUST PUT PRICE AS 1 IN THE SYSTEM AND PROVIDE THE FINANCIAL PROPOSAL AS ENCRYPTED FILE AS EXPLAINED ABOVE.

Incomplete proposals and failure to comply with proposal submission instruction may not be considered or may result in disqualification of proposal.

Completed proposals should be submitted using E-tendering, no later than 7th May, 2018.

For any clarification regarding this assignment please write to Tirnesh Prasad on procurement.pg@undp.org

Annex 5

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

Address: Telephone number: Fax: Email:
14. UNDP Contact Person's Name: Title: Address: Telephone number: Fax: Email:
15. Contractor's Bank Account to which payments will be transferred: 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:	