



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

NAME & ADDRESS OF FIRM	DATE: June 5, 2018
	REFERENCE: PRC/ZWE/RFP/1863/5/6/2018: Request for Proposals for the Support Consortium for Small-scale Modelling/ Climate Limited-Area Modelling (COSMO/CLM) Training for the meteorologists in Zimbabwe

Dear Sir / Madam:

We kindly request you to submit your Proposal for [Support Consortium for Small-scale Modelling/ Climate Limited-Area Modelling \(COSMO/CLM\) Training for the meteorologists in Zimbabwe](#)

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before Friday 15th June 2018 and via email to the address below:

procurement.zw@undp.org

Your Proposal must be expressed in the [English Language](#), and valid for a minimum period of **120 days**.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and 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,

Melody Saineti
Procurement Analyst
5 June 2018

Description of Requirements

Context of the Requirement	Support Consortium for Small-scale Modelling/ Climate Limited-Area Modelling (COSMO/CLM) Training for the meteorologists in Zimbabwe
Implementing Partner of UNDP	N/A
Brief Description of the Required Services	Support Consortium for Small-scale Modelling/ Climate Limited-Area Modelling (COSMO/CLM) Training for the meteorologists in Zimbabwe
List and Description of Expected Outputs to be Delivered	<p>Deliverables</p> <p>The Institutional Contractor is expected to produce the following:</p> <ul style="list-style-type: none"> • Training materials to cover the above-mentioned topics; • Delivering the training with provision of reference materials to participants including presentation of Certificates to participants; • Certificates of Attendance to present to the trained officials; • A summary recommendation report based on the pre- and post-evaluation of the workshop participants of the COSMO/CLM training.
Person to Supervise the Work/Performance of the Service Provider	<i>UNDP ZRBF Head of the Knowledge & Performance Management Unit and the Capacity Building Specialist</i>
Frequency of Reporting	<ul style="list-style-type: none"> • <i>Per milestone as provided under deliverables in ToRs</i> • <i>As and when required for ad-hoc set up</i>
Progress Reporting Requirements	As and when required
Location of work	Zimbabwe Meteorological Department, Harare, Zimbabwe
Expected duration of work	5 working days

Target start date	25 June 2018
Travels Expected	It is the Contractor's responsibility to anticipate and plan for necessary travel at their own expense. Cost of such travel will be incorporated into the contractor's financial proposal for the consultancy.
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A
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 <i>CVs and copies of certificates for at least two key staff (Scientist and/or COSMO Certified Trainers) that will be engaged on the Contract meeting the qualifications and experiences indicated in the TORs should be submitted with the proposal. The CVs should clearly indicate the qualifications, experience and relevant previous projects undertaken by the staff.</i>
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 <i>VAT registered firms from Zimbabwe must indicate the VAT component separately after the net price.</i>
Validity Period of Proposals (Counting for the last day of	<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

submission of quotes)	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	<table border="1"> <thead> <tr> <th>Outputs</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr> </thead> <tbody> <tr> <td>Inception Report</td><td>10%</td><td></td><td rowspan="2">Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.</td></tr> <tr> <td>Delivering the training with provision of reference materials to participants including presentation of Certificates to participants. A summary recommendation report based on the pre- and post-evaluation of the workshop participants of the COSMO/CLM training.</td><td>90%</td><td></td></tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	Inception Report	10%		Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	Delivering the training with provision of reference materials to participants including presentation of Certificates to participants. A summary recommendation report based on the pre- and post-evaluation of the workshop participants of the COSMO/CLM training.	90%	
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP ZRBF Head of the Knowledge & Performance Management Unit and the Capacity Building Specialist														
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)														

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.

	<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 (100%)</u> <input checked="" type="checkbox"/> Expertise of the Firm 40% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30%
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors :
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (<input type="checkbox"/> Other Type/s of Contract)
Contract General Terms and Conditions ²	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimum contracts (services only, less than \$50,000) 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 ³	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <i>[optional if this form has been accomplished comprehensively]</i> <input type="checkbox"/> Others ⁴ <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) ⁵	Melody Saineti Procurement Analyst <i>Procurement.zw@undp.org</i> 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.
Other Information <i>[pls. specify]</i>	

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 Where the information is available in the web, a URL for the information may simply be provided.

⁴ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁵ 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.

Summary of Technical Proposal Evaluation		Score Weight	Points Obtainable
1.	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	40%	40
2.	Proposed Methodology, Approach and Implementation Plan	30%	30
3.	Technical Proposal Evaluation Management Structure and Key Personnel	30%	30
Total			100

Form 1: Technical Proposal Evaluation		Points obtainable
Expertise of the Firm/Organization		
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing - References from similar projects.	50
1.2	General Organizational Capability which is likely to affect implementation - Financial stability - age/size of the firm	100
1.3	Does your organisation have an Environment compliance certification/accreditation? If not, what are the plans in place to obtain such and are there any milestones?	25
1.4	Quality assurance procedures, warranty - project management controls	25
1.5	Relevance of: Specialised Knowledge <ul style="list-style-type: none"> A minimum of 5 years' experience in delivering high level training in COSMO/CLM. Organisational management capacity and availability of experienced and qualified team leader and key team members in relation to conducting capacity building on COSMO/CLM. Organisational experience on conducting capacity building related to COSMO/CLM. Organisational experience on training government officials. Proven experience in producing training materials Proven excellence in written and spoken English Capacity to organise own work including in-country travel Work for UNDP/ major multilateral/ or bilateral programmes <ul style="list-style-type: none"> Proven experience in providing capacity building training in climate modelling. Excellent interpersonal skills, teamwork and adept at working with government officials. An understanding of and ability to abide by the core values of the United Nations. 	200
		400

Form 2: Technical Proposal Evaluation		Points Obtainable
Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the Proposer understand the task?	30
2.2	Have the important aspects of the task been addressed in sufficient detail?	20
2.3	Are the different components of the project adequately weighted relative to one another?	20
2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	30
2.5	Is the conceptual framework adopted appropriate for the task?	50
2.6	Is the scope of task well defined and does it correspond to the TOR?	100
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	50
		300

Form 3: Technical Proposal Evaluation Management Structure and Key Personnel		Points Obtainable
2.1	Team Leader	
	- At least a Master's degree or equivalent is required in a discipline related to meteorology, computer science, mathematics or another related field.	50
	- Demonstrated in-depth experience working with a model-based data assimilation system in a related field.	50
	- Very good experience working with assimilation, processing or monitoring of in situ observations.	30
	- Very good experience working with high -performance computing and data handling systems.	30
	- At least 5 years of relevant experience and proven expertise with delivering training to government officials.	20
	- Proven experience and excellent networking and partnership skills with UN agencies and government.	10
	- Experience in working with teams and team processes.	10
	Total	200
2.2	Team Member 1	
	- At least a BSc in Computer Science, Information Management, or meteorology. A postgraduate qualification will be an added advantage.	30
	- Proven technical expertise in COSMO/CLM modelling.	30
	- Excellent communication skills, both verbal and written and strong presentation skills.	20
	- Experience in working with teams and team processes.	20
	Total	100

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁶

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁷)

[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.

⁶ This serves as a guide to the Service Provider in preparing the Proposal.

⁷ 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	Deliverable 1: Inception Report	10%	
2	Deliverable 2: Delivering the training with provision of reference materials to participants including presentation of Certificates to participants. A summary recommendation report based on the pre- and post-evaluation of the workshop participants of the COSMO/CLM training.	90%	
3		
	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. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
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]

Institutional Contract to Support Consortium for Small-scale Modelling/ Climate Limited-Area Modelling (COSMO/CLM) Training for the meteorologists in Zimbabwe

Terms of Reference

Type of Contract:	Institutional Contract
Languages Required:	English
Expected workload:	5 working days
Expected Date:	25 June to 29 June 2018

Background

The United Nations Development Programme (UNDP) with support from Department for International Development (DfID), the European Union (EU), the Embassy of Sweden and the Government of Zimbabwe have embarked on a resilience building initiative in rural communities, the Zimbabwe Resilience Building Fund (ZRBF). The ZRBF seeks to improve the communities' adaptive, absorptive and transformative capacities while improving early warning mechanisms and capacitating government (both national and local).

The resilience framework for Zimbabwe identified building government officials' capacity as one of the components of improving transformational capacity and promotion of evidence-based policy making at both local and national government levels. This was further noted during the capacity assessments on evidence generation to inform policy that was conducted by ZRBF for the Meteorological Services Department in July 2017.

The capacity assessment noted amongst others the need for improving the availability and reliability of climate and weather information required for development planning in Zimbabwe, with special emphasis on informing policy making. In this regard, a capacity building workshop for Meteorological department officials is being organised to address this capacity need. The focus of this training is on Consortium for Small-scale Modelling (COSMO) / Climate Limited-Area Modelling (CLM) which is a model for simulating processes of the atmosphere and regional climate information.

Proposed Consultancy

The Zimbabwe Resilience Building Fund (ZRBF) recognizes the importance of the COSMO/CLM-Model for simulating processes of the atmosphere and regional climate information. This model is of relevance given that it is a unified model system for numerical weather prediction (NWP)

and regional climate modelling (RCM). In this regard, the ZRBF PMU seeks institutional support in facilitating the capacity strengthening of the Meteorological department in COSMO/CLM modelling.

10 participants are expected for the COSMO/CLM modelling training programme which should be conducted in 5 days.

Overall Objectives

Under this consultancy the training should be devoted to provide basic training on the theory and usage (practical exercises) of the model in NWP and RCM mode. The following topics are expected to be covered amongst others:

1. Different components of the model (dynamics and numerics, physical parameterizations, data assimilation) with emphasis on standard applications.
2. Practical exercises to compile the programs, run the model and analyse the output of NWP and RCM runs using standard scripts.
3. The practical exercises should be offered in parallel for two different groups, that is: -
 - a) NWP research applications; and
 - b) Climate research applications.

Specific issues to be covered in the training include: -

1. Model Overview <ul style="list-style-type: none"> •Components of the COSMO-Model system •The Software Package: Availability and User Support •Necessary computing environment •Necessary data to operate the model 	2. Dynamics and Numerics <ul style="list-style-type: none"> •Continuous and discretized model equations •Time splitting •Grid definition •Boundary conditions •The Runge-Kutta time step and available spatial discretizations •Advection algorithms (semi-Lagrange, Bott, etc.) •Stability analysis for Leapfrog and Runge-Kutta time stepping. 	3. Physical Parameterizations <ul style="list-style-type: none"> •Cloud Microphysics and (subgrid-scale) cloudiness •Radiation •Turbulence •Surface layer scheme •Convection •Subgrid Scale Orography scheme •Soil •Lakes •Sea Ice
4. Verification for NWP	5. Data Assimilation for NWP <ul style="list-style-type: none"> •Nudging for the Atmosphere •Sea Surface Temperature Analysis 	6. Dynamics on long time scales <ul style="list-style-type: none"> •Concept of regional climate modelling •Difference NWP and RCM mode

	<ul style="list-style-type: none"> •Snow Analysis •Soil Moisture Analysis •Latent Heat Nudging 	<ul style="list-style-type: none"> •Model developments for RCM applications •Uncertainty and model errors on long time scales
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Practical Exercises

All exercises will be offered separately for the NWP- and the RCM-applications as well as for running idealized cases, COSMO, and Community Land Model.

1. Preparing external, initial and boundary data •Job organization and run-Scripts External data •Namelist input for INT2LM	2. Running the COSMO-Model in NWP- / Climate-Mode •Job organization •Namelist input for the COSMO Model •Basic configurations for NWP •Case studies / experiments	3. Visualization and analysis of GRIB / NetCDF Files •Graphics •Visualization of Grib data •Visualization and analysis of NetCDF data (CDO, NCO, ETOOL)
4. Troubleshooting in NWP / climate mode	5. Running idealized cases	

The Institutional Contractor is expected to provide Certificates of Attendance to trained officials.

Deliverables

The Institutional Contractor is expected to produce the following:

- Training materials to cover the above-mentioned topics.
- Certificates of Attendance to present to the trained officials.
- A summary recommendation report based on the pre- and post-evaluation of the workshop participants of the COSMO/CLM training.

Required skills and experience

This institutional contract seeks for an institution which provides capacity building in the field of COSMO/CLM modelling. The successful institution will have the following:

Team Composition & Required Competencies

The contracted institution should comprise scientists, who either developed the COSMO-CLM model or COSMO Certified trainers.

Qualifications of the Successful Institutional Contractor

The training team should have the following essential competencies:

- Proven experience in providing capacity building training in climate modelling.
- Excellent interpersonal skills, teamwork and adept at working with government officials.
- An understanding of and ability to abide by the core values of the United Nations.

UNDP needs the following from the potential institutional contractors:

- A minimum of 5 years' experience in delivering high level training in COSMO/CLM.
- Organisational management capacity and availability of experienced and qualified team leader and key team members in relation to conducting capacity building on COSMO/CLM.
- Organisational experience on conducting capacity building related to COSMO/CLM.
- Organisational experience on training government officials.
- Proven experience in producing training materials
- Proven excellence in written and spoken English
- Capacity to organise own work including in-country travel.

Logistics

- The Institutional Contractor is expected to supply their own logistic requirements including training materials
- Training space will be arranged by the Meteorological department including computers and internet.
- UNDP ZRBF PMU will provide overall direction to the contractor.
- The institutional contractor is responsible for arranging other meetings as identified during the course of the work.
- The institutional contractor will be required to make its own payment arrangements for any hired equipment or work sub-contracted.
- The institutional contractor will make arrangements for meals and refreshments during training.

Management Arrangements:

Organizational Setting: The institutional contractor will work under the guidance of the ZRBF Head of the Knowledge & Performance Management Unit and will report to the Capacity Building Specialist. The institutional contractor will work closely with the data experts from the Zimbabwe Meteorological department.

Contributions: The Director and technical experts from Zimbabwe Meteorological department will put at the Institutional Contractor's disposal all available materials and necessary information for tasks achievement. ZRBF Capacity Building Specialist and GIS/Data Analyst and will facilitate the necessary engagements with different stakeholders. The Zimbabwe Meteorological Services Department will be responsible for the attendance of the participants.

Milestone/Deliverable based payments

An institutional contractor bidding on this activity must submit a technical proposal and budget showing the cost of each activity including cost per participant, cost of training materials, and

cost of morning and afternoon teas and lunch, administrative and logistical support costs, travel costs etc. Value for money is an essential criterion in selection and the final budget will be agreed with the successful contractor. Payments for this contract will be processed based on the payment schedule below. UNDP ZRBF PMU will assess, discuss and agree the appropriateness of the proposed milestones with the winning bidder before the contract is signed-off.

Deliverable Payment Schedule

Deliverables	% of Total Budget
Inception Report	10%
Delivering the training with provision of reference materials to participants including presentation of Certificates to participants. A summary recommendation report based on the pre- and post-evaluation of the workshop participants of the COSMO/CLM training.	90%

Criteria for Selecting the Best Offer

The award will be done using Combined Scoring method – where the qualifications and methodology will be weighted a maximum of 70%, and combined with the price offer which will be weighted a maximum of 30%. Contractor proposals will be evaluated on the merit of the proposed approach including the following criteria:

- a) Technical Approach as illustrated in the description of proposed methodology.
- b) Key personnel and composition of the technical team, including CVs and commitment of availability. UNDP would like the Team Leader and key personnel identified as practical. UNDP will also consider the contractor's ability to engage and work with government officials
- c) Financial proposal.

