



REQUEST FOR PROPOSAL (RFP)

Project No.: 00098209 Project Name: Good Growth Partnership -Production	Date: June 26, 2018
	Reference: 13501 RSC 2018

Dear Sir / Madam:

We kindly request you to submit your Proposal for a GGP Landscape Analysis for Good Growth Partnership (GGP) and Green Commodities Programme (GCP).

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

Proposals may be submitted under **Ref: 13501 RSC 2018 – GGP Landscape Analysis for Good Growth Partnership (GGP) and Green Commodities Programme (GCP)** no later than July 16, 2018 at 15:00 (UTC/GMT-5), time of the Republic of Panama.

United Nations Development Programme
Procurement Unit
Email: adquisiciones.rclac@undp.org

Your Proposal must be expressed in English, and valid for a minimum period of 90 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 .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 attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

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/business/protest-and-sanctions/>

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,

UNDP Procurement Unit

DESCRIPTION OF REQUIREMENTS

Context of the Requirement	To contract a company or firm for to develop a GGP Landscape Analysis for Good Growth Partnership (GGP) and Green Commodities Programme (GCP).
Project	Project Award No.: 00098209, Project No. 00101611 Project Name: Taking Deforestation Out of the Commodity Supply Chains
Brief Description of the Required Services	This assignment will build on proven landscape assessment tools such as those developed by Conservation International, US State department, etc. to support UNDP and the GGP in increasing the knowledge of effective strategies and tools for improving production of commodities in ways that do not involve conversion of forested land.
List and Description of Expected Outputs to be Delivered	<p>Deliverable 1 – METHODOLOGY PAPER:</p> <p>One paper including a) a summary of findings from visits, interviews and gap analysis, b) a detailed description of the proposed landscape analysis methodology, c) explanations on how baseline assessments will be conducted;</p> <p>Deliverable 2 – RESEARCH INSTRUMENT:</p> <p>One Landscape Analysis Instrument (tested and fully functioning) with its implementation guide that provides enough evidence to understand and analyze the explanatory factors driving deforestation and poor livelihood among farmers;</p> <p>Deliverable 3 – BASELINES WORK AND ANALYTICAL REPORTS:</p> <p>Five baseline assessment reports – one for each targeted landscape – that include key findings about the inter-play of various parameters driving deforestation and poor livelihood, lessons learned about effective interventions, and concrete recommendations on how to improve landscape-level forest cover and sustainable commodity production;</p> <p>Deliverable 4 – CAPACITY DEVELOPMENT:</p> <p>Face to face, and/or virtual briefing sessions and occasional technical support for GCP global advisors, practitioners of the Green Commodities Community, and UNDP country project teams in Liberia, Paraguay and Indonesia, as well as participation at dedicated workshops of the Good Growth Conference;</p> <p>Deliverable 5 – PAPER ON INDEX METHODOLOGY:</p> <p>One feasibility paper outlining a simple methodology for a Landscape Index that could score, rank and over-time track changes in the level of</p>

	readiness towards deforestation free commodity production of 20+ landscapes.
Person to Supervise the Work/Performance of the Service Provider	UNDP Senior Advisor - Learning and Impact
Frequency of Reporting	As described in TORs (Annex 4)
Progress Reporting Requirements	As described in TORs (Annex 4)
Location of work	Home-based
Expected duration of work	Six (6) months
Target start date	September 2018
Latest completion date	February 2019
Travels Expected	N/A
Special Security Requirements	The Contractor shall remain solely responsible for the security of its personnel.
Facilities to be Provided by UNDP	N/A
Implementation Schedule indicating breakdown and timing of activities/sub-activities	Required
Names and curriculum vitae of individuals who will be involved in completing the services	Required
Currency of Proposal	United States Dollars (USD)
Value Added Tax on Price Proposal	Not to be included
Validity Period of Proposals	90 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	Not permitted																											
Payment Terms	<table><tr><th><i>Deliverables</i></th><th><i>Percentage of Payment</i></th><th><i>Expected Completion Time</i></th><th><i>Review and Approval</i></th></tr><tr><td><i>Deliverable 1 – Methodology Paper</i></td><td><i>30%</i></td><td><i>Within 3 weeks from contract signature</i></td><td><i>The GGP Global Project Manager and the GCP Global Head</i></td></tr><tr><td><i>Deliverable 2 – Research Instrument</i></td><td><i>15%</i></td><td><i>Within 2 months from contract signature</i></td><td><i>The GGP Global Project Manager and the GCP Global Head</i></td></tr><tr><td><i>Deliverable 3 – Baseline Work and Analytical Reports</i></td><td><i>40%</i></td><td><i>By 31 December 2018</i></td><td><i>The GGP Global Project Manager and the GCP Global Head</i></td></tr><tr><td><i>Deliverable 4 – Capacity Development</i></td><td><i>10%</i></td><td><i>By 15 Feb 2019</i></td><td><i>The GGP Global Project Manager and the GCP Global Head</i></td></tr><tr><td><i>Deliverable 5 – Paper on Index Methodology</i></td><td><i>5%</i></td><td><i>By 28 Feb 2019</i></td><td><i>The GGP Global Project Manager and the GCP Global Head</i></td></tr></table>				<i>Deliverables</i>	<i>Percentage of Payment</i>	<i>Expected Completion Time</i>	<i>Review and Approval</i>	<i>Deliverable 1 – Methodology Paper</i>	<i>30%</i>	<i>Within 3 weeks from contract signature</i>	<i>The GGP Global Project Manager and the GCP Global Head</i>	<i>Deliverable 2 – Research Instrument</i>	<i>15%</i>	<i>Within 2 months from contract signature</i>	<i>The GGP Global Project Manager and the GCP Global Head</i>	<i>Deliverable 3 – Baseline Work and Analytical Reports</i>	<i>40%</i>	<i>By 31 December 2018</i>	<i>The GGP Global Project Manager and the GCP Global Head</i>	<i>Deliverable 4 – Capacity Development</i>	<i>10%</i>	<i>By 15 Feb 2019</i>	<i>The GGP Global Project Manager and the GCP Global Head</i>	<i>Deliverable 5 – Paper on Index Methodology</i>	<i>5%</i>	<i>By 28 Feb 2019</i>	<i>The GGP Global Project Manager and the GCP Global Head</i>
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Person(s) to review /inspect /approve outputs/completed services and authorize the disbursement of payment	Drafts and final deliverables will be reviewed by the Good Growth Partnerships Global Project Manager and the Green Commodities Programme Global Head.																											
Type of Contract to be Signed	Contract for Professional Services																											
Criteria for Contract Award	<p>Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</p> <p>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.</p>																											

Criteria for the Assessment of Proposal	<ul style="list-style-type: none"> • <u>Technical Proposal (70%)</u> Firm/Company Experience (200 points); Technical Proposal (350 points); Key Personnel (150 points). • <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:	One and only one Service Provider
Annexes to this RFP	<ul style="list-style-type: none"> • Form for Submission of Proposal (Annex 2) • General Terms and Conditions / Special Conditions (Annex 3) • Detailed TOR (Annex 4) • Evaluation Matrix (Annex 5)
Contact Person for Inquiries (Written inquiries only)	<p>UNITED NATIONS DEVELOPMENT PROGRAMME PROCUREMENT UNIT</p> <p>adquisiciones.rclac@undp.org</p> <p>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.</p>
Other Information Instructions to send proposals	<ul style="list-style-type: none"> • Official address to send a proposal: adquisiciones.rclac@undp.org • Documents must be out of virus or damaged folders • PDF Format • Size of the documents: Max. 4MB for each mail
Required Documents that must be Submitted to Establish Qualification of Proposers (In "Certified True Copy" form only)	<p>The proposal should include an index of all the documentation that has been sent.</p> <p>There is no restriction on the number of sent mails, being the only restriction the size limit of 4MB.</p> <p>Each proposer is responsible to send the offer on the time and date required.</p> <p>If the proposal is sent to a private address, it could be rejected.</p>

- Signed Annex 2;
- Company profile: should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured;
- Legal documents: company constitution, legal representing, etc.;
- Reference letters: of two jobs previously concluded;
- 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.;
- Track record and experiences: provide the following information regarding corporate experience within the last ten (10) years which are related or relevant to those required for this Contract. For example:

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

- Certificates and accreditations: including quality certificates, patent registrations, environmental sustainability certificates, etc.;
- 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;
- Proposed methodology;
- Implementation schedule: indicating breakdown and timing of activities /sub-activities;
- Key personnel: CVs demonstrating qualifications (Focal Point) with written confirmation that the proposed focal point personnel will be available for the entire duration of the contract. Should include names and qualifications of the key personnel that will perform the services indicating who is the team leader, who are the supporting personnel, etc.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹)

[insert: Location].

[insert: Date]

To: Panama Regional HUB – Procurement Unit

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, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.; and*
- 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.

¹ 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	30%	
2	Deliverable 2	15%	
3	Deliverable 3	40%	
4	Deliverable 4	10%	
5	Deliverable 5	5%	
	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				
2. Services from Field Offices				
a. Expertise 1				
3. Services from Overseas				
a. Expertise 1				
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]*

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

GENERAL TERMS AND CONDITIONS FOR SERVICES**1.0 LEGAL STATUS:**

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2.0 SOURCE OF INSTRUCTIONS:

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4.0 ASSIGNMENT:

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

5.0 SUB-CONTRACTING:

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7.0 INDEMNIFICATION:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other

intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

- 8.1** The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 8.2** The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- 8.3** The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.
- 8.4** Except for the workmen's compensation insurance, the insurance policies under this Article shall:
 - 8.4.1** Name UNDP as additional insured;
 - 8.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;
 - 8.4.3** Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
- 8.5** The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

9.0 ENCUMBRANCES/LIENS:

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10.0 TITLE TO EQUIPMENT:

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

- 11.1** Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

- 11.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.
- 11.3** At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.
- 11.4** Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

- 13.1** The recipient ("Recipient") of such information shall:
- 13.1.1** use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,
 - 13.1.2** use the Discloser's Information solely for the purpose for which it was disclosed.
- 13.2** Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:
- 13.2.1** any other party with the Discloser's prior written consent; and,
 - 13.2.2** the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

- 13.2.2.1** a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,
- 13.2.2.2** any entity over which the Party exercises effective managerial control; or,
- 13.2.2.3** for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

- 13.3** The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.
- 13.4** The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.
- 13.5** The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.
- 13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

- 14.1** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.
- 14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.
- 14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

15.0 TERMINATION

- 15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.
- 15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

16.0 SETTLEMENT OF DISPUTES

- 16.1 Amicable Settlement:** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.
- 16.2 Arbitration:** Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

17.0 PRIVILEGES AND IMMUNITIES:

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18.0 TAX EXEMPTION

- 18.1** Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.
- 18.2** Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19.0 CHILD LABOUR

- 19.1** The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.
- 19.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20.0 MINES:

- 20.1** The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.
- 20.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21.0 OBSERVANCE OF THE LAW:

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22.0 SEXUAL EXPLOITATION:

- 22.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with

any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

- 22.2** The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

23.0 AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official.

TERMS OF REFERENCE

UNITED NATIONS DEVELOPMENT PROGRAMME	
	
CLUSTER: Sustainable Development Cluster	
A. GENERAL INFORMATION	
Title:	GGP Landscape Analysis for Good Growth Partnership (GGP) and Green Commodities Programme (GCP)
Project:	00098209- Good Growth Partnership -Production
Type of Contract:	Professional Services
Direct Supervisor:	UNDP Senior Advisor - Learning and Impact
Duty Station:	Home based
Estimated Start Date:	September 2019
Duration:	6 months
B. BACKGROUND	
<p>Most commodity sectors in developing countries are afflicted by poor production practices that lead to increasing pressure on ecosystems and fail to improve the livelihoods of rural communities. Poor production practices lead to negative environmental impacts such as biodiversity loss, deforestation, carbon emissions, soil erosion, depletion of water resources and contamination from chemicals. In fact, the largest driver of deforestation is the production of agricultural commodities. On the social side, working conditions in commodity production are often not in line with basic labor rights and small producers are held in poverty, mostly due to low productivity and product quality.</p> <p>Despite the progress made through standards and supply-chain initiative, weaknesses in the underlying enabling environment limit change at a larger scale. An effective enabling environment consists of elements such as clear public policies, a well-functioning legal framework, clarity regarding land-use planning, effective enforcement mechanisms, accessible credit structures, and effective farmer extension services.</p>	

Because of the absence of these elements, work on commodity sustainability remains less effective than it could be, and costlier and more time-consuming than it should be. Improving the enabling environment will increase the chances of sector-wide change to sustainable production practices.

UNDP established the Green Commodities Programme (GCP) in 2009 in recognition of the importance of global agricultural commodities and how they contribute to economic, social and environmental sustainability and the need to strengthen UNDP's support and leadership in the field. GCP was initiated with seed funding from the UNDP and was tasked to evolve into a global programme supporting UNDP's Strategic Plan, building on almost a decade of GEF supported projects mainstreaming ecosystem services into productive landscapes. GCP's global targets, objectives and delivery strategies are based on inclusive and sustainable growth and development – combining governments and markets in agriculture through public private partnerships and democratic dialogue processes. GCP's focus on strengthening the livelihoods of smallholder producers within commodity supply chains and reducing environmental footprints, particularly deforestation, through public private partnerships can be key for UNDP's ambitions to reduce poverty, reduce deforestation and engage the private sector in SDGs.

The Green Commodities Programme (GCP) exists to improve the national economic, social and environmental performance of agricultural commodity sectors. GCP works within agricultural commodity production in countries of UNDP operation where the programme can have significant impact on rural livelihoods, mitigate climate change, and maintain the ecosystem services and resilience of landscapes and seascapes.

The GCP has pioneered the concept of National Commodity Platforms to help governments facilitate shared visions and actions for sustainable commodity production among key stakeholders. GCP operates in over 10 countries globally.

Since 2017, GCP is coordinating the GEF Good Growth Partnership (GGP) "Taking Deforestation out of Commodity Supply Chains" which is an integrated "supply chain" approach to tackling the underlying root causes of deforestation from agriculture commodities, specifically beef, oil palm, and soy, which together account for nearly 70% of deforestation globally. The GGP is delivered through a multi-agency consortium including WWF, IFC, UNEP, and CI. The GGP provides support to production, generates responsible demand, supports enabling transactions and fosters adaptive management and learning through multiple child projects in Paraguay, Liberia and Indonesia, involving 5 landscapes.

Besides its overall coordination role of the GGP, GCP is also responsible for the direct implementation of Production Child Projects that include global support and national level activities in Indonesia, Liberia and Paraguay.

One important aspect of these projects (outcome 4.1) is to track and analyse the status and dynamics of change that take place at the landscape level, and to understand how the impact of commodity production on deforestation may be influenced by government, NGO and donor interventions.

Against this background, with this call for proposal, UNDP is soliciting the services of a qualified international consultancy firm or consortium to help the GGP project teams and its key stakeholders increase their knowledge of how to improve commodities production while preserving forested land at landscape level.

C. OBJECTIVES OF SERVICE /ASSIGNMENT

This assignment will build on proven landscape assessment tools such as those developed by Conservation International, US State department, etc. to support UNDP and the GGP in increasing the knowledge of effective strategies and tools for improving production of commodities in ways that do not involve conversion of forested land.

Specifically, this assignment has the following objectives *in each five target landscapes*:

1. Collect and analyse landscape-level information about the status, trends and over time changes in land use (notably deforestation);
2. Enhance the capacity of local and global commodity practitioners to build an enriched analytical and dynamic picture (quantitative and qualitative) of the key human, social, economic and political drivers that positively and negatively influence commodity production and land use in each landscape, and assess if and how these parameters evolve at three years intervals;
3. Build a shared analytical understanding of the effectiveness of government, NGO, private sector and donor interventions in encouraging reduced deforestation commodity production, including but not restricted to the Good Growth Partnership, and in the process, gain knowledge — based on actual experience — of the most important levers for effecting change. This analysis will help practitioners fine-tune future interventions.

D. SCOPE of SERVICE / ASSIGNMENT

UNDP's GCP has oversight of this assignment and several partners will need to be consulted to ensure that the final deliverables are agreed and coherent. As outlined below, this assignment will take place in five inter-related phases and the selected contractor will be responsible for working through the following key activities (no rigid sequential order).

Phase 1: Preparations

1. Reading necessary background and project documents;
2. Conducting field visits to targeted landscapes in Indonesia, Liberia and Paraguay;
3. Interviewing GCP global team and project teams involved in the targeted landscapes;
4. Conducting a gap analysis of existing landscape assessment approach /tools;
5. Preparing a report (based on findings from point 1-4 above) including suggestions for adjusting the design of UNDP's landscape analysis instrument;
6. Establishing an expert review group to validate the landscape analysis methodology.

Phase 2: Design & Development

7. Designing and validating the methodology for landscape analysis;
8. Developing, testing, and refining a Landscape Analysis Instrument.

Phase 3: Implementation

9. Undertaking baseline assessments using the Landscape Analysis Instrument in the 5 targeted landscapes mentioned below;
10. Producing baseline assessment reports for each landscape.

Phase 4: Knowledge Work

11. Sharing lessons learned at some Green Commodities Community virtual workshops;
12. Preparing for and attending the Good Growth Conference in Peru in February 2019 to present findings;
13. Briefing/training GCP advisers and project teams on how to implement the Landscape Analysis Instrument;
14. Taking part in relevant calls as requested by GCP leadership team;
15. Providing occasional technical support for outreach presentations of the instrument and reports.

Phase 5: Forward Looking

16. Preparing a concept paper describing a methodology for the future creation of a Landscape Index.

E. EXPECTED DELIVERABLES

Deliverable 1 – METHODOLOGY PAPER:

One paper including a) a summary of findings from visits, interviews and gap analysis, b) a detailed description of the proposed landscape analysis methodology, c) explanations on how baseline assessments will be conducted.

Deliverable 2 – RESEARCH INSTRUMENT:

One Landscape Analysis Instrument (tested and fully functioning) with its implementation guide that provides enough evidence to understand and analyze the explanatory factors driving deforestation and poor livelihood among farmers.

Deliverable 3 – BASELINES WORK AND ANALYTICAL REPORTS:

Five baseline assessment reports – one for each targeted landscape – that include key findings about the inter-play of various parameters driving deforestation and poor livelihood, lessons learned about effective interventions, and concrete recommendations on how to improve landscape-level forest cover and sustainable commodity production.

Deliverable 4 – CAPACITY DEVELOPMENT:

Face to face, and/or virtual briefing sessions and occasional technical support for GCP global advisors, practitioners of the Green Commodities Community, and UNDP country project teams in Liberia, Paraguay and Indonesia, as well as participation at dedicated workshops of the Good Growth Conference.

Deliverable 5 – PAPER ON INDEX METHODOLOGY:

One feasibility paper outlining a simple methodology for a Landscape Index that could score, rank and over-time

track changes in the level of readiness towards deforestation free commodity production of 20+ landscapes.

F. APPROACH TO SERVICE AND DELIVERABLES

The assignment concerns the following landscapes:

1. North Sumatra, Indonesia
2. West Kalimantan, Indonesia
3. Riau, Indonesia
4. Sime Darby Landscape (exact location to be defined with project team), Liberia
5. Chaco, Paraguay

Deliverable 1 and 2: The methodology proposed for the Landscape Analysis Instrument, baseline work, and final reports will:

1. Primarily use secondary research and/or qualitative data obtained through face to face interactions that can be compared overtime and across landscapes;
2. Allow replicability in any landscape and with any commodity and forest typology;
3. Assess and track landscape-level status, and overtime changes related to:
 - a. Areas of high conservation value forest (HCVF), secondary and tertiary forest cover;
 - b. Livelihood of farmers and their communities;
 - c. Political, economic, social, and environmental explanatory factors driving deforestation and poor livelihood among farmers; with an emphasis on the specific impact of agricultural commodity production as one explanatory factor;
 - d. Effectiveness of interventions by government, NGOs, private sector and donors aimed at altering the above drivers of deforestation and poor livelihood;
4. Capture and present these explanatory factors in alignment with GCP's theory of change – considering changes in mindsets; regulatory framework; capacities; and practices in the pursuance of the following key outcomes:
 - a. Government business and civil society are united around, and finance and coordinate the implementation of a national action plan for sustainable commodity production;
 - b. Government adopts, monitors and enforces a strong and consistent regulatory land use framework;
 - c. Government adopts, monitors and enforces a robust regulatory framework for sustainable commodity production;
 - d. Key actors strengthen, finance, capacitate and support the coordinated implementation of targeted farming extension services;
 - e. Government and business implement their commitments to sustainable commodity production;

- f. Consumers and the public increase demand for sustainably produced commodities;
- g. Banks and other financial institutions support sustainable production practices;
- h. Public-private partnerships establish economic incentives for sustainable production.

Deliverable 3: The primary themes for lesson learning about effective interventions will include:

1. Approaches to constructively engaging governments and balancing potential conflicts perceived to exist between environmental protection and aspirations for economic growth;
2. Approaches to make multi-stakeholder dialogue meaningful and effective so that it generates shared visions and lead to collective action, and is resilient in changing political environments;
3. Approaches to working with the private sector to improve the implementation of deforestation-related commitments, exploring how private sector can be best approached to participate in multi-stakeholder dialogue at national and landscape levels;
4. Good practices for providing effective support to smallholders including the financial viability and sustainability of farmer extension services;
5. Good practices for monitoring land use change; exploring strategic choices, methods, and stakeholder engagement approaches that are important to consider when establishing a land use change monitoring system;
6. Approaches to link and strategically align subnational level interventions taking place at landscape level and national level; exploring barriers and enablers they face in this regard;
7. Good advocacy practices and favorable enabling environments that bring about policies that positively influence commodity production practices to reduce deforestation;
8. Good practices in mainstreaming gender issues in landscape-level work.

Deliverable 4: The work will require the contractor to:

1. Organize virtual and/or face to face briefing sessions for GCP global technical advisors and country project teams;
2. Take part as requested in relevant virtual workshop of the Green Commodities Community and attend the Good Growth Conference taking place in Peru in February 2019;
3. Take part in occasional calls as requested by GCP leadership team and provide occasional technical support for outreach presentations of the Landscape Analysis Instrument and findings.

Deliverable 5: The proposed methodology will:

1. Allow UNDP's GCP to subsequently develop a Landscape Index that could score, rank, and over time track changes in the level of readiness of any targeted landscapes towards deforestation-free commodity production;
2. Hinge on the methodology and findings from deliverable 1,2, and 3;
3. Ensure that the Landscape Index could be produced with resources not exceeding USD 20K per country.

G. INSTITUTIONAL ARRANGEMENTS

For development and day-to-day basis issues, the contractor will liaise with the GCP Learning and Impact Senior Adviser.

Drafts and final deliverables will be reviewed by the Good Growth Partnerships Global Project Manager and the GCP Global Head.

H. DURATION OF THE WORK

The consultancy duration will be over 6 months – September 2018 to February 2019.

Initial field visits to targeted landscapes will take within 3 weeks from contract signature.

Payments will be processed upon submission and approval of expected deliverables by the Good Growth Partnerships Global Project Manager and the GCP Global Head.

Estimated lead time for UNDP to review outputs, give comments, certify approval/acceptance of outputs: 10 working days after submission of output.

I. DUTY STATION

The consultancy will be home based.

J. QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR

Organization Experience:

- At least 10 years of experience working in the commodities sector, deforestation, and agronomic suitability;
- At least 10 years of experience working at landscape level, developing landscape assessment tools, and linking conservation of forest with improved commodity production;
- Experience working on production, demand, and financing of soy, palm oil, and beef;
- Experience in using multi-stakeholder dialogue to engage and build the capacity of government, private sector, and civil society;
- Experience in working with gender, free prior and informed consent, and other related social safeguards;
- Experiences designing research instruments using political economy analysis, gap analysis, etc.;
- Expertise carrying out participatory field research in Indonesia, Liberia, Paraguay and Brazil;
- Experience working with UNDP or other UN agencies.

Key Personnel:

- At least Master's Degree in international development, economics, business, finance, sustainable development, conservation, or related field;
- At least 10 years of work experience related to landscape, 5 of which working on landscape assessment;
- At least 5 years consulting experience in commodity production or a related field;
- Relevant and proven experience working with:
 - political economy
 - forest governance
 - farmers support
 - agricultural and environment policies
 - land use policies
- Excellent knowledge of English, including the ability to write clear and concise reports, working knowledge of Spanish, Bahasa Indonesian, and/or Portuguese is an advantage.

K. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS

<i>Deliverables</i>	<i>Percentage of Payment</i>	<i>Expected Completion Time</i>	<i>Review and Approval</i>
<u><i>Deliverable 1 – METHODOLOGY PAPER:</i></u> <i>The paper includes a summary of findings from visits and interviews; a detailed description of the proposed landscape analysis methodology; and explanations on how baseline assessments will be conducted.</i>	30%	<i>Initial field visits to targeted landscapes will take within 3 weeks from contract signature</i>	<i>The Good Growth Partnerships Global Project Manager and the GCP Global Head</i>
<u><i>Deliverable 2 – RESEARCH INSTRUMENT:</i></u> <i>One tested and fully functioning research instrument together with its implementation guide that provides enough relevant evidence to understand and analyze the explanatory factors driving deforestation and poor livelihood among farmers.</i>	15%	<i>Within 2 months from contract signature</i>	<i>The Good Growth Partnerships Global Project Manager and the GCP Global Head</i>
<u><i>Deliverable 3 – BASELINE WORK AND ANALYTICAL REPORTS:</i></u> <i>Five baseline assessment reports – one for each targeted landscape – that include key findings about the inter-play of various parameters driving deforestation and poor livelihood, lessons learned about effective interventions, and concrete recommendations on how to improve landscape-level forest cover and sustainable commodity production.</i>	40%	<i>By 31 December 2018</i>	<i>The Good Growth Partnerships Global Project Manager and the GCP Global Head</i>

<u><i>Deliverable 4 – CAPACITY DEVELOPMENT:</i></u> <i>Face to face and virtual briefing sessions and occasional technical support for GCP global advisors and UNDP country teams at dedicated events or good growth conference.</i>	10%	By 15 Feb 2019	The Good Growth Partnerships Global Project Manager and the GCP Global Head
<u><i>Deliverable 5 – PAPER ON INDEX METHODOLOGY:</i></u> <i>One paper proposing a simple methodology that would score and rank the level of readiness of 50+ landscapes towards deforestation free commodity production.</i>	5%	By 28 Feb 2019	The Good Growth Partnerships Global Project Manager and the GCP Global Head
K. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL			
<p>The technical proposal should include the following items:</p> <ol style="list-style-type: none"> 1. Approach to the service 2. Technical quality assurance review mechanism 3. Implementation timelines 4. Summary of focal point's competences with CV 5. Subcontracting and Partnership (if any) 			
L. ANNEXES			

EVALUATION MATRIX		
Technical Evaluation		Max. Points 700
Form 1 - Firm/Company Experience		
1.1	At least 10 years of experience working in the commodities sector, deforestation, and agronomic suitability, <ul style="list-style-type: none"> 10 years of experience 17.5 points More than 10 years but less than 12 years of experience 22.5 points More than 12 years of experience 25.0 points 	25
1.2	At least 10 years of experience working at landscape level, developing landscape assessment tools, and linking conservation of forest with improved commodity production <ul style="list-style-type: none"> 10 years of experience 17.5 points More than 10 but less than 12 years of experience 22.5 points More than 12 years of experience 25.0 points 	25
1.3	Experience working at landscape level, developing landscape assessment tools, and linking conservation of forest with improved commodity production	30
1.4	Experience in using multi-stakeholder dialogue to engage and build the capacity of government, private sector, and civil society	30
1.5	Experience in working with gender, free prior and informed consent, and other related social safeguards	25
1.6	Experiences designing research instruments using political economy analysis, gap analysis, etc.	25
1.7	Expertise carrying out participatory field research in Indonesia, Liberia, Paraguay, and Brazil	20
1.8	Experience working with UNDP or other UN agencies	20
Total		200

Form 2 - Technical Proposal		
Criteria: Excellent 100%; Very good 90%; Good 70%; Fair 30%; Poor 10%, Not submitted 0% of the Max points		
2.1	Clarity: Is the proposal structured in a concise and understandable way?	50
2.2	Objective: Does the proposal achieve the objective of the contract? Major aspects of the task have been addressed in sufficient detail?	100
2.3	Feasibility: The proposal allows to achieve the planned products with the resources available?	100
2.4	Creativity: The portfolio shows innovative ideas	100
Total		350

Form 3 - Key Personnel	
<p>At least Master's Degree in International Development, Economics, Business, Finance, Sustainable Development, Conservation, or related field</p> <p>Doctorate Degree 20 points</p> <p>Master Degree 14 points</p>	20
<p>At least 10 years of work experience related to landscape, 5 of which working on landscape assessment</p> <p>10 year experience working with landscape 15 points</p> <p>10 years working with landscape and 5 years working on landscape assessment 28 points</p> <p>More than 10 years working with landscape and more than 5 years working on landscape assessment 40 points</p>	40
<p>At least 5 years consulting experience in commodity production or a related field</p> <p>5 years consulting experience in commodity production 24.5 points</p> <p>More than 5 years consulting experience in commodity production 35.0 points</p>	35
<p>Relevant experience working with: political economy, forest governance, farmers support, agricultural and environment policies, land use policies</p> <p>5 years or more of experience in the any required fields 20.0 points</p> <p>5 years or more of experience in two of the required fields 24.5 points</p> <p>5 years or more of experience in three or more of the required fields ... 24.5 points</p>	35
<p>Excellent knowledge of English, including the ability to write clear and concise reports, working knowledge of Spanish, Bahasa Indonesian, and/or Portuguese is an advantage</p> <p>English 10 points</p> <p>2nd language (Spanish, Bahasa Indonesian/Portuguese) 15 points</p>	15
Total	150