



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

NAME & ADDRESS OF FIRM	DATE: June 25, 2018
	REFERENCE: RFP/PNG10-005-18

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Consultancy Services to Support the Review of Papua New Guinea's (PNG's) Forestry Act.**

Please be guided by the form attached hereto as Annex 1, 2 and 3, in preparing your Proposal. Proposals may be submitted on or before **29th July 2018**. Your Proposal must be expressed in the English, and valid for a minimum period of 120 days.

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

It shall remain your responsibility to ensure that your proposal is submitted on or before the deadline indicated by UNDP in the eTendering system . Bids/ proposala must be submitted in the online eTendering system in the following link: <https://etendering.partneragencies.org> using your username and password. If you have not registered in the system before, you can register now by logging in using
username: event.guest
password: why2change

and follow the registration steps as specified in the system user guide or access it through this link:

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

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

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

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

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

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

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

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

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,
UNDP Papua New Guinea
Procurement

Annex 1

Description of Requirements

Context of the Requirement	REDD+ Readiness project – Forest Carbon Partnership Facility			
Implementing Partner of UNDP	The Climate Change and Development Authority			
Brief Description of the Required Services	Consultancy Services to Support the Review of Papua New Guinea's (PNG's) Forestry Act			
List and Description of Expected Outputs to be Delivered	Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Certifying/ Authorizing officer
	<ul style="list-style-type: none"> Payment upon submission and acceptance of a detailed work plan (inception report) shortly after inception mission describing specific methodologies, work flow, structure of deliverables, output delivery timeline, consultation plans, inputs required from national experts and stakeholders, division of work among team members and any other items, as appropriate. As part of inception report, it is also required to provide an outline of the Legislative Review of PNG's Forestry Act. 	<p>10 days (5 days in-country; 5 days Home-based)</p>	August 31, 2018	FCPF CTA
	<ul style="list-style-type: none"> Payment upon submission and acceptance a draft assessment report containing detailed analysis of forestry sector law and 	<p>10 days (Home-based)</p>	October 30, 2018	FCPF CTA

	<p>policies, key strengths and challenges.</p> <ul style="list-style-type: none"> Payment upon submission and acceptance a report of the one-day national level consultation workshop detailing participants, presentations made and comments received. This report shall include an annex documenting all persons consulted and views received throughout the assignment. 	<p>15 days (7 days in-country; 8 days Home-based)</p>	<p>November 30, 2018</p>	<p>FCPF CTA</p>
	<ul style="list-style-type: none"> Payment upon submission and acceptance a Final report outlining the methodology for the assignment and key findings as well as recommendations for ways to better integrate climate, land-use and forest considerations, as well as REDD+, into PNG law and policy. 	<p>10 days (Home-based)</p>	<p>December 10, 2018</p>	<p>FCPF CTA</p>
Person to Supervise the Work/Performance of the Service Provider	Mr. Mirzohaydar Isoev, UNDP's Chief Technical Advisor, Forest Carbon Partnership Facility Project			
Frequency of Reporting	Monthly - Refer TOR for detailed information (Annex3)			
Progress Reporting Requirements	Refer TOR for detailed information (Annex3)			
Location of work	Home-based, Port Moresby, PNG			
Expected duration of work	Refer TOR for detailed information (Annex3)			
Target start date	Refer TOR for detailed information (Annex3)			
Latest completion date	Refer TOR for detailed information (Annex3)			
Travels Expected	Refer TOR for detailed information (Annex3)			

Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling <input checked="" type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input checked="" type="checkbox"/> Comprehensive Travel Insurance
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Refer TOR for detailed information (Annex3) -
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms ¹	Refer TOR for detailed information (Annex3)
Person(s) to review/inspect/ approve	Mr. Mirzohaydar Isoev, UNDP's Chief Technical Advisor, Forest Carbon Partnership Facility Project

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.

outputs/completed services and authorize the disbursement of payment	
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm (17.5%) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (31.50%) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (21%) <i>(To be technical competent bidder must score minimum 49% out of 70%)</i> <p><u>Financial Proposal (30%)</u></p> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (Annex4)
Contract General Terms and Conditions ²	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Technical Proposal (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 2A) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input checked="" type="checkbox"/> Bid Submission Form (Annex 4)

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.

<p>Contact Person for Inquiries (Written inquiries only)³</p>	<p><i>Tirnesh Prasad</i> Email: procurement.pq@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>
<p>Required Documents that must be Submitted to Establish Qualification of Proposers</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured <input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder <input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation <input checked="" type="checkbox"/> Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country <input checked="" type="checkbox"/> Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any <input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor’s Report for the past [2 years] <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top [3] Clients in terms of Contract Value the past [5 years] <input checked="" type="checkbox"/> CV’s of all key personnel proposed for this tender <input checked="" type="checkbox"/> Information about „green“ efforts of the company <input checked="" type="checkbox"/> All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded. <input checked="" type="checkbox"/> Signed Bid Submission Form (Annex 4) <input checked="" type="checkbox"/> Signed Financial Proposal (Annex 2A) <input checked="" type="checkbox"/> Signed Technical Proposal (Annex 2)

³ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL⁴

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

[insert: Location]

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

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

B. Proposed Methodology for the Completion of Services

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

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

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

C. **Qualifications of Key Personnel**

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

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

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

[Designation]

[Date]

Annex 2

A. Cost Breakdown per Deliverable*

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Certifying/ Authorizing officer
<ul style="list-style-type: none"> Payment upon submission and acceptance of a detailed work plan (inception report) shortly after inception mission describing specific methodologies, work flow, structure of deliverables, output delivery timeline, consultation plans, inputs required from national experts and stakeholders, division of work among team members and any other items, as appropriate. As part of inception report, it is also required to provide an outline of the Legislative Review of PNG's Forestry Act. 	<p>10 days (5 days in-country; 5 days Home-based)</p>	August 31, 2018	FCPF CTA
<ul style="list-style-type: none"> Payment upon submission and acceptance a draft assessment report containing detailed analysis of forestry sector law and policies, key strengths and challenges. 	<p>10 days (Home-based)</p>	October 30, 2018	FCPF CTA
<ul style="list-style-type: none"> Payment upon submission and acceptance a report of the one-day national level consultation workshop detailing participants, presentations made and comments received. This report shall include an annex documenting all persons consulted and views received throughout the assignment. 	<p>15 days (7 days in-country; 8 days Home-based)</p>	November 30, 2018	FCPF CTA
<ul style="list-style-type: none"> Payment upon submission and acceptance a Final report outlining the methodology for the assignment and key findings as well as recommendations for ways to better integrate climate, land-use and forest considerations, as well as REDD+, into PNG law and policy. 	<p>10 days (Home-based)</p>	December 10, 2018	FCPF CTA

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

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Team Leader				
b. Legal Expert				
c. Environmental				
d. Social expert				
2. Services from Field Offices				
a. Team Leader				
b. Legal Expert				
c. Environmental				
d. Social expert				
Add other expert if required				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

Annex 4: Bid/ Proposal Submission Form⁶

Date: _____

To: UNDP

Dear Sir/Madam:

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

We hereby declare that:

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

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

We agree to abide by this Proposal for 120 days. We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

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

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

We remain,

Yours sincerely,

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

Name and Title of Signatory: _____

Name of Firm: _____

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

Annex 5

Terms of Reference

Consultancy Services to Support the Review of Papua New Guinea's (PNG's) Forestry Act

Location:	Home based with travel to Port Moresby, PNG
Type of Contract:	Professional Service Contract with a Firm (Request for Proposals)
Project:	REDD+ Readiness project – Forest Carbon Partnership Facility
Languages Required:	English
Starting Date:	16 th July, 2018
Duration of Initial Contract:	45 days over a period of July – December 2018

1. Project Description

Papua New Guinea (PNG) has been one of the fastest growing economies globally this century with average growth rates above 6%⁷. This rapid growth has been driven primarily by the expansion of foreign investment within the natural gas sector and high prices for PNG's central exports many of which are transported to rapidly growing Asian economies. This growth has built on a long history of natural resources being at the centre of the PNG economy with exports and employment dominated by mining, natural gas, natural forest logging and agriculture. While this rapid growth has delivered significant changes in PNG's main urban areas and those communities benefiting directly from foreign investment, the country still faces significant challenges in meeting the objectives of Vision 2050 and in providing development opportunities for all while also maintaining its natural environment.

Over 85% of the nation's 7.3m population are based in rural areas and rely primarily on subsistence agriculture for survival and have limited access to health centres, education or broader development opportunities. Falling commodity prices since 2012 have also left the country facing significant economic challenges despite ongoing growth.

PNG has a significant area of intact tropical forest covering 77.8% of the country's 46.9m ha of land. Together with the forest of West Papua (Island of New Guinea) they represent one of the largest areas of intact tropical forest in the world. These forests are critical to the livelihoods and economy of the country and a commercial logging industry has for a long period been a central part of the economy.

The Government of Papua New Guinea (GoPNG) has set ambitious goals for strengthening and changing the nature of this industry including:

- a ban on all round log exports by 2020 and
- the expansion of planted forests to cover 800,000ha by 2050

⁷ World Bank Data. Available at <http://data.worldbank.org/indicator/NY.GDP.MKTP.CD?locations=PG>

These are to be achieved while also increasing the contribution of commercial logging to the domestic economy. Efforts to achieve these targets will need to address significant challenges linked to the availability of land and the level of private sector interest in investing in either area.

At the same time the government of PNG, with support from the World Bank's Forest Carbon Partnership Facility, implemented by Climate Change and Developed Authority and PNG Forest Authority (PNGFA) with support of UNDP, has developed a National REDD+ Strategy (NRS) to guide the country's approach to addressing greenhouse gas (GHG) emissions from deforestation and forest degradation – over 75% of which historically come from commercial logging⁸.

The current assignment is intended to work with PNGFA and other key stakeholders to review the Forestry Act in line with PNG's government medium term targets while also helping to reduce deforestation and forest degradation.

For this purpose, UNDP FCPF REDD+ Readiness Project is seeking an Independent Law Firm to support PNGFA in the review of PNG's Forestry Act, 1991 (as amended) and develop a set of policy recommendations to amend the Act through a policy submission to the National Executive Council.

2. Objectives

Under the overall supervision of the FCPF REDD+ Technical Advisor and the technical guidance of the Forest Policy and Planning Directorate and the Legal Unit of PNGFA and in close coordination with other stakeholders, consultancy firm (an Independent Law Firm preferably, but not limited to) will be responsible for reviewing the Forestry Act, 1991 (as amended) in line with Government priorities and assist PNGFA in the preparation of a policy submission to the National Executive Council for review and further endorsement. To achieve this, the company will:

- Undertake a review and analysis of PNG's forest legal framework and policy;
- Identify limitations in the legal and policy framework and its application;
- Provide recommendations and actions to address these limitations.

During the assessment specific consideration should be given to the importance of PNG's forests to local livelihoods, national economic development and global climate change mitigation and adaptation. The Consultancy Firm will also be closely working with ongoing consultancies to support PNGFA to ensure the findings and recommendations of the assignments are aligned with the review of the Forestry Act.

The assignment will identify and provide a guidance for implementation of forestry related activities at the provincial level. The approach taken will build on the work and results of multiple other assessments and will ensure consistency with the climate-relevant tracking approach developed.

3. Scope of Work

The Consultancy Firm will perform the following tasks:

⁸ GoPNG (2017) Forest Reference Emission Level– submitted for technical review under the UNFCCC in January 2017.

Legislative Review/Report (15 days)

- Review current policy and legislation relating to forests and the use of land-based resources to assess existing limitations in the legal and policy framework and challenges in their application;
- Review all relevant sectoral legislation to assess compatibility, conflict or otherwise with forestry policy, with a view to streamlining activities that will enable the relevant government agencies to perform their mandated responsibilities without hindrance;
- Review international best practice in strengthening forest legislation and implementation and overlaps between different sectoral regulations and the integration of applicable mechanisms (such as REDD+) into the domestic legal framework;

Produce a report to be used in subsequent stakeholder consultations on the existing strengths and limitations of PNG forestry legislation, highlighting any specific sustainable forest management and REDD+ related considerations.

Consultations (15 days):

- Consult with national and sub-national level governments, the Technical Working Committee (TWC) on REDD+, civil society, and other relevant organizations and individuals on the scope and focus of the review, and the issues to be included;
- Hold a one-day national level consultation workshop to disseminate findings of the review and collate inputs for further discussion.

Analytical work (15 days)

- Make recommendations to strengthen existing policy, law and regulations or to strengthen the implementation and awareness of existing legal requirements;
- Determine what measures are available within PNG to address key issues without parliamentary amendments to legislation;
- Determine the extent to which each issue should be addressed in forestry sector policies and legislation directly and where the issue would be better dealt with in other primary or secondary laws or regulations. Where it is determined that regulation is not required, propose non-legal measures that could be adopted to adequately address the issue;
- Determine how identified issues can be addressed through amendments to the Forestry Act, 1991 (as amended) (which articles, what kind of language, etc.), including potential implications of various options;
- Where the issue should be addressed in forest sector law and policy, relevant options will be suggested, and their implications considered. This may include suggesting amendments to existing sections or adding new sections. Where relevant, the implications for further regulation will be considered, although actual options for further regulation will not be suggested.

4. Expected Outcomes/ Deliverables

The following are the expected outcomes or deliverables:

Deliverables/ Outputs	Estimated Duration to Complete	Target Dates Due	Certifying/ Authorizing officer
<ul style="list-style-type: none"> Payment upon submission and acceptance of a detailed work plan (inception report) shortly after inception mission describing specific methodologies, work flow, structure of deliverables, output delivery timeline, consultation plans, inputs required from national experts and stakeholders, division of work among team members and any other items, as appropriate. As part of inception report, it is also required to provide an outline of the Legislative Review of PNG's Forestry Act. 	<p style="text-align: center;">10 days (5 days in-country; 5 days Home-based)</p>	<p style="text-align: center;">August 31, 2018</p>	<p style="text-align: center;">FCPF CTA</p>
<ul style="list-style-type: none"> Payment upon submission and acceptance a draft assessment report containing detailed analysis of forestry sector law and policies, key strengths and challenges. 	<p style="text-align: center;">10 days (Home-based)</p>	<p style="text-align: center;">October 30, 2018</p>	<p style="text-align: center;">FCPF CTA</p>
<ul style="list-style-type: none"> Payment upon submission and acceptance a report of the one-day national level consultation workshop detailing participants, presentations made and comments received. This report shall include an annex documenting all persons consulted and views received throughout the assignment. 	<p style="text-align: center;">15 days (7 days in-country; 8 days Home-based)</p>	<p style="text-align: center;">November 30, 2018</p>	<p style="text-align: center;">FCPF CTA</p>
<ul style="list-style-type: none"> Payment upon submission and acceptance a Final report outlining the methodology for the assignment and key findings as well as recommendations for ways to better integrate climate, land-use and forest considerations, as well as REDD+, into PNG law and policy. 	<p style="text-align: center;">10 days (Home-based)</p>	<p style="text-align: center;">December 10, 2018</p>	<p style="text-align: center;">FCPF CTA</p>

5. Institutional Arrangements

The work will be undertaken over period of July - December 2018 by a Consultancy Firm (Preferably an Independent law Firm, but not limited to) to undertaking visits to PNG. The consultancy firm will discuss and closely coordinate the scope of work with the PNGFA Forest Policy and Planning Directorate and the Legal Unit of the PNGFA before any consultations with stakeholders.

Following the development of a draft assessment report the firm will also conduct a validation workshop to present findings and gather feedback on their recommendations.

The UNDP FCPF project management unit (PMU) will provide support to the firm with regard to logistics when in PNG, including introductions to key stakeholders and organization and financing of workshops. The Firm will be responsible for her/his own transport within Port Moresby.

6. Resources Provided

UNDP and PNG Forest Authority through Policy and Planning Directorate will provide space in its Port Moresby Office. In the case of travel beyond initial deployment and final repatriation, payment of travel costs including tickets, lodging, and terminal expenses should be agreed upon between the respective business unit and Service Provider prior to travel and will be reimbursed.

7. Duration of the Assignment

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

8. Duty Station

The duty station for this assignment is Home-based, with a number of missions to PNG as outlines in the Expected Deliverables of this ToR.

9. Qualification, Team Composition and Experiences

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

- A minimum of 5 years progressive experience in natural resource management policy/law, and/or assessment of national and international environmental legislation;
- Proven project work experience of 5 years at the national level in a developing country context, as well as the international level on the management of natural resources, including some supervisory experience.

- Advance knowledge of forest management with 5 years of experience with different stakeholders from the forest sector, including high-level decision makers.
- Strong inter-personal skills, in particular, demonstrated team leadership qualities and excellent oral communication skills.
- Experience of PNG and the Pacific is an advantage.

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

- Designated leader** - lead the preparation and consolidation of reports and submit all such reports on the behalf of the team to FCPF REDD+ Project Chief Technical Advisor. The team leader should hold a minimum of a post-graduate degree in the field of forest science, natural resources management, international development, political and/or social science, or a related field. He/she should have at least eight years of experience working for International Development Organizations in similar or related fields of work. He/she should lead the overall consultancy work, taking conceptual leadership of the tasks and coordinating with team members and will be responsible for delivering all the outputs under this task. The leader should possess high quality consultative skills, organizational skills, data analysis and report writing; and should can communicate effectively, in writing and orally (in English).
- Legal expert** – bachelor’s degree in the field of environment, forestry or natural resource management, or related fields with at least five years of experiences on policy and social analysis, social and environment assessment and in the application of safeguards policies, social equity and forest governance.
- Environment expert** - bachelor’s degree in the field of environment, forestry or natural resource management, or related fields with at least five years of experience (preferably in REDD+ countries) on REDD+ development and implementation, safeguard policies, and natural resources management and governance.
- Social expert** – bachelor’s degree in social sciences and relevant fields with at least five years of experience on REDD+ and climate change, social assessment of REDD+ and natural resource management policy analysis at national level, the UNFCCC Cancun safeguard requirements. The expert would have working experience in grievance redress and significant experience in stakeholder engagement and community-based management in PNG.
- Forestry expert** – bachelor’s degree in forestry with at least five years of experience on forestry, climate change or natural resource management. The expert should have working experience forestry sector.

10. Technical Evaluation Criteria

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

Expertise of the Firm/Organization			Points obtainable
1.1	Reliability and history of the Firm/Organization's competence, technical and financial and proof of sustainability/ Reputation of Organization and Staff / Credibility / Industry Standing		20
1.2	General Organizational Capability which is likely to affect implementation:	Sub-score	50
	- Number of personnel and available facilities/expertise to produce a report of this nature	20	
	- Financial stability and soundness in the last two years (2016 & 2017)	20	
	- Types of undertaken activities	10	
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills)		10
1.4	Quality assurance procedures, warranty		20
1.5	Past experience:	Sub-score	130
	1.5.1. A minimum of 5 years progressive experience in natural resource management policy/law, and/or assessment of national and international environmental legislation;	40	
	1.5.2. Proven project work experience of 5 years at the national level in a developing country context, as well as the international level on the management of natural resources, including some supervisory experience.	50	

	1.5.3. Advance knowledge of forest management with 5 years of experience with different stakeholders from the forest sector, including high-level decision makers.	40	
1.6	Organizational Commitment to Sustainability - Organization demonstrates significant commitment to sustainability		20
Total Section 1			250

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

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

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

11.Submission Instructions

This process is managed through the UNDP online eTendering system. Proposals may be submitted on or before the deadline indicated by UNDP in the e-tendering system. Proposals must be submitted in the

online e-tendering system in the following link: <https://etendering.partneragencies.org> using your username and password. If you have not registered in the system before, you can register now by logging in using:

Username: event.guest

Password: why2change

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

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

Note to Bidders:

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

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

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

Completed proposals should be submitted using E-tendering, no later than 10th July, 2018.

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

Contract for Professional Services

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

United Nations Development Programme



*Empowered lives.
Resilient nations.*

Contract for Goods and/or Services
Between the United Nations Development Programme and [insert name of the Contractor]

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

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

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

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

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

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

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

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