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**REQUEST FOR PROPOSAL (RFP)**

|  |  |
| --- | --- |
| All Interested Qualified Vendors | DATE: September 12, 2018 |
| REFERENCE: ETH/RFP/2018/11 |

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Consultant Team for Training and Monitoring Land Use Planning for Forest Restoration Planning in REDD+ Regions**.

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

Proposals may be submitted on or before Wednesday, October 03, 2018 and e-Tendering submission through the link <https://etendering.partneragencies.org>

Your Proposal must be expressed in the English, and valid for a minimum period of 120 days

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

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

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

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

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

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

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

UNDP’s vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

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

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

**Thank you and we look forward to receiving your Proposal.**

**Sincerely yours,**

*Assefa Gebrehiwot*

*Procurement Specialist*

9/12/2018

**Annex 1**

**Description of Requirements**

|  |  |
| --- | --- |
| Context of the Requirement | *Consultant Team for Training and Monitoring Land Use Planning for Forest Restoration Planning in REDD+ Regions.* |
| Brief Description of the Required Services | The National Consultants will devise a training manual and conduct training courses for Woreda staff to conduct participatory land use planning for forest management and forest restoration activities. The National Consultants will facilitate the development of land use plans and maps in conjunction with local Woreda staff through provision of maps, satellite images and monitoring the quality of outputs. Land use plans will constitute the basis for participatory forest management and restoration activities undertaken by the project on forest restoration hereby defined as afforestation including forest plantations, assisted natural regeneration, and participatory forest management. Thus the goals of land use planning for forest restoration are to identify the total area and spatial location of land suitable for afforestation, reforestation and enclosure in the study area, and to ensure that this is undertaken with full participation of local communities. |
| List and Description of Expected Outputs to be Delivered | The specific duties and responsibilities of this assignment are:   1. To develop a methodology and protocol for collection of data which can be used for participatory land use planning for forest restoration and management planning involving Woreda staff and local communities. The manual should highlight participatory approaches needed to ensure the participation of men, women and youth, and to ensure that rights or access to land is not contravened. The proposals for forest restoration should be assessed and examined in relation to current and future agricultural land needs of the community. 2. To develop a Training of Trainers manual for Participatory Forest Land Use Planning and to conduct four 7 days courses including 3 days practical for 40-50 Woreda staff, with 4 staff being selected for each of the 54 Woreda for implementing the land use planning. The training is expected to be given in three phases. An evaluation form should be used and trainees should be evaluated before, after and follow-up after the training course. 3. To provide mapping and geographical information support to the woredas, including provision of suitable maps and satellite image maps to woreda staff for assisting in the land use planning; and to be responsible for the collation of spatial data from the 54 woreda maps. 4. To provide ongoing technical assistance to the woredas, ensuring accuracy of maps and participation of men, women and youth, including spot- checks and additional support during the actual follow-up land use planning activities. 5. To write a final evaluation and report on the training course, applied methods and effectiveness of the woreda planning. |
| Person to Supervise the Work/Performance of the Service Provider | *Programme Specialist, Climate Resilience Green Growth Cluster* |
| Frequency of Reporting | *Refer the ToR* |
| Progress Reporting Requirements | Refer the ToR |
| Location of work | Refer the ToR |
| Expected duration of work | Refer the ToR |
| Target start date | October 2018 |
| Latest completion date | *Refer the ToR* |
| Travels Expected | Refer the ToR |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal) | Refer the ToR |
| 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 |
| Value Added Tax on Price Proposal | must be inclusive of VAT and other applicable indirect taxes |
| Validity Period of Proposals *(Counting for the last day of submission of quotes)* | 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 | Not permitted |
| Payment Terms | Refer the ToR |
| Criteria for Contract Award | Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)  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 | **Technical Proposal (70%)**   |  |  |  | | --- | --- | --- | | **Summary of Technical Proposal Evaluation Forms** | | **Points Obtainable** | | **1** | Expertise of Firm / Organization | 300 | | **2** | Proposed Methodology, Approach and Implementation Plan | 400 | | **3** | Management Structure and Key Personnel | 300 | |  | **T O T A L** | **1000** |   **Financial Proposal (30%)**  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 |
| Type of Contract to be Signed | Purchase Order  Contract Face Sheet (Goods and-or Services) UNDP |
| Contract General Terms and Conditions | 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 | Form for Submission of Proposal (Annex 2)  Detailed TOR |
| Contact Person for Inquiries  (Written inquiries only) | *Mekdelawit Hailu*  *Procurement Analyst*  [*info.procurementet@undp.org*](mailto:info.procurementet@undp.org)  Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. |
| *Other Information* | *Please see the TOR for detail instruction on this RFP*  Please submit your technical and financial proposals separately. Your financial proposal should be protected by a password. You will be requested for a password if your proposal is qualified.  *Minimum qualification criteria:*   1. *Relevant legal documents* 2. *Minimum 2 years of relevant experience.* 3. *Minimum 2 contracts of similar value, nature and complexity implemented over the last 6 years.* 4. *Minimum annual turnover of USD 30,000 in one of the last 3 years. Please submit audited financial report for the last two or three years* |

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[1]](#footnote-1))***

[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:

1. **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:*

1. *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
2. *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
3. *Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
4. *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
5. *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
6. *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.*
7. **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. **Qualifications of Key Personnel**

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

1. *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
2. *CVs demonstrating qualifications must be submitted if required by the RFP; and*
3. *Written confirmation from each personnel that they are available for the entire duration of the contract.*
4. **Cost Breakdown per Deliverable\***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Deliverables**  ***[list them as referred to in the RFP]*** | **Percentage of Total Price *(Weight for payment)*** | **Price**  ***(Lump Sum, All Inclusive)*** |
| 1 | Deliverable 1 |  |  |
| 2 | Deliverable 2 |  |  |
| 3 | …. |  |  |
|  | Total | 100% |  |

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Activity** | **Remuneration per Unit of Time** | **Total Period of Engagement** | **No. of Personnel** | **Total Rate** |
| **I. Personnel Services** |  |  |  |  |
| 1. Services from Home Office |  |  |  |  |
| a. Expertise 1 |  |  |  |  |
| b. Expertise 2 |  |  |  |  |
| 2. Services from Field Offices |  |  |  |  |
| a . Expertise 1 |  |  |  |  |
| b. Expertise 2 |  |  |  |  |
| 3. Services from Overseas |  |  |  |  |
| a. Expertise 1 |  |  |  |  |
| b. Expertise 2 |  |  |  |  |
| **II. Out of Pocket Expenses** |  |  |  |  |
| 1. Travel Costs |  |  |  |  |
| 2. Daily Allowance |  |  |  |  |
| 3. Communications |  |  |  |  |
| 4. Reproduction |  |  |  |  |
| 5. Equipment Lease |  |  |  |  |
| 6. Others |  |  |  |  |
| **III. Other Related Costs** |  |  |  |  |

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

*[Designation]*

*[Date*

**SECTION 3: TERMS OF REFERENCE (TOR)** 

**Ministry of Environment, Forest and Climate Change**

**Terms of Reference**

**Consultant Team for Training and Monitoring Land Use Planning for Forest Restoration Planning in REDD+ Regions**

**GENERAL INFORMATION**

**Services/Description:** **Training and Monitoring in Land Use Planning for Forest**

**Restoration in REDD+ Regions**

**Project/Program Title:** REDD+ Investment Program

**Duty Station:** Addis Ababa

**Type of the Contract:** Consulting Firm

**Duration:** 90 days

**Expected Start Date:** Immediately after concluding the contract agreement

**I. BACKGROUND / RATIONALE**

The Government of Ethiopia (GoE) has developed a Climate Resilient Green Economy (CRGE) strategy. The CRGE vision aims to build a climate resilient green economy and to make the country carbon neutral by 2025. The Strategy identifies eight key sectors that play key roles in sustainable development: Reducing Emissions from Deforestation and Forest Degradation (REDD+), soils, livestock, energy, buildings and cities, industry, transport and health. REDD+, Agriculture and Livestock are key elements of the CRGE vision, because of the level of emissions under the business as usual scenario (85% of the national GHGs emissions) and their positive contribution to resilience building. To achieve the GoE’s CRGE related goals on agriculture, forestry and other land use change (AFOLU), the Ministry of Environment, Forest and Climate Change (MEFCC) has finalized the National REDD+ Readiness Program. One key output of the REDD+ readiness process is the development of a national REDD+ strategy. As outlined in Ethiopia’s REDD+ Strategy, Ethiopia’s REDD+ Programme will broadly address the drivers of deforestation and forest degradation to bring about a large proportion of the degraded areas under sustainable management practices. The strategy promotes the protection, conservation and restoration of forest ecosystems; strengthens governance; develops local capacities; and creates an enabling environment for sustainable forest development.

As part of the Ethiopia-Norway REDD+ partnership agreement, MEFCC has developed the REDD+ Investment Plan (RIP) with the financial support of the Royal Norwegian Government. RIP aims at implementing strategic actions and measures identified in the REDD+ strategy and contributing to the goals of the CRGE and the National Forest Sector Development Program (NFSDP). A key component of RIP is the afforestation and restoration of forests in 54 selected woredas of Oromia, Amhara, Tigray and SNNP regional states. An important prerequisite of forest restoration planning is to ensure that land use planning is conducted by local officials and communities, and National level staff.

To this end, MEFCC plans to hire a National Consulting Team to training Woreda staff on the theory and practice for Woreda staff for conducting land use planning for forest restoration on 54 Woredas. The Consultant team should devise a training program for small teams to be able to work with communities in a participatory manner to map existing forest and agriculture resources, and to undertake a zonation on agriculture and forestry taking into account forest management activities including (not restricted to) natural regeneration, enrichment planting, native species plantings, plantations and homestead planting. The training should provide participatory tools for assessing / analyzing the biophysical resources, agricultural practices (crop and livestock), forest management issues, and determining the specific locations for forest restoration in consultation with local communities, ensuring that agricultural needs are taken into account, no land use conflicts, resources or pasture land is not excluded and that the areas are clearly demarcated and allocated to either private households or community forests for planting of species. The planning should also consider the type of forest restoration model to be adopted and the economic implications. In addition, the tools should undertake an assessment of the socioeconomic environment and rural livelihoods to ensure that forest strategies can enhance income generation, and does not restrict current livelihood activities. Following the training, teams of Woreda staff will blead the land use planning activities, the National consultant team will subsequently monitor the quality of the work, providing technical advice to the Woreda teams and assist in digitizing any land use maps derived from the participatory processes.

**II Overall Objective**

The National Consultants will devise a training manual and conduct training courses for Woreda staff to conduct participatory land use planning for forest management and forest restoration activities. The National Consultants will facilitate the development of land use plans and maps in conjunction with local Woreda staff through provision of maps, satellite images and monitoring the quality of outputs. Land use plans will constitute the basis for participatory forest management and restoration activities undertaken by the project on forest restoration hereby defined as afforestation including forest plantations, assisted natural regeneration, and participatory forest management. Thus the goals of land use planning for forest restoration are to identify the total area and spatial location of land suitable for afforestation, reforestation and enclosure in the study area, and to ensure that this is undertaken with full participation of local communities.

**III. Specific Objectives**

Note: It may be sensible to do this assessment in two stages, 27 woreda first, then to learn lessons, then conduct training for the second phase of Land Use Planning.

The specific duties and responsibilities of this assignment are:

1. To develop a methodology and protocol for collection of data which can be used for participatory land use planning for forest restoration and management planning involving Woreda staff and local communities. The manual should highlight participatory approaches needed to ensure the participation of men, women and youth, and to ensure that rights or access to land is not contravened. The proposals for forest restoration should be assessed and examined in relation to current and future agricultural land needs of the community.
2. To develop a Training of Trainers manual for Participatory Forest Land Use Planning and to conduct four 7 days courses including 3 days practical for 40-50 Woreda staff, with 4 staff being selected for each of the 54 Woreda for implementing the land use planning. The training is expected to be given in three phases. An evaluation form should be used and trainees should be evaluated before, after and follow-up after the training course.
3. To provide mapping and geographical information support to the woredas, including provision of suitable maps and satellite image maps to woreda staff for assisting in the land use planning; and to be responsible for the collation of spatial data from the 54 woreda maps.
4. To provide ongoing technical assistance to the woredas, ensuring accuracy of maps and participation of men, women and youth, including spot- checks and additional support during the actual follow-up land use planning activities.
5. To write a final evaluation and report on the training course, applied methods and effectiveness of the woreda planning.

**IV GEOGRAPHIC SCOPE OF THE CONSULTANCY SERVICE/WORK**

This consultancy will train staff from **total of 54 woredas in 4 regional states** selected for REDD+ Investment Program. The land use planning will be implemented by the woreda staff in 54 Woreda, and it is expected that the consultants monitor and provide technical assistance to the follow up work especially related to mapping, participation and ensuring the quality of the work is of a high standard.

**V. METHODOLOGICAL APPROACH OF THE ASSIGNMENT:**

Clearly outline the proposed methodology and / or approach expected to be employed including the use of primary data or review and analysis of relevant secondary data sources. Develop a methodology and protocol for data collection, ensuring that there is equitable representation of women, men and youth groups and that data collection method and indicators can be analyzed for quantitative and qualitative change in the future. The methodology should assess local biophysical and socioeconomic attributes (climate, topography, soil type, soil depth, rainfall and existing vegetation, current land use) and existing challenges, spatial information should be presented using Open source tools. In this context, factors to consider are soil type, soil depth, slope, existing trees and vegetation (in the immediate area and similar areas nearby), current and potential land–use practices. Assess and map the forest resources, physical and socio-economic baselines, including forest resource mapping, stakeholder analysis and the socio-environmental dimensions of program intervention areas. The changes in forest area and drivers of deforestation and forest degradation should be mapped where appropriate.

Develop a training manual and conduct training courses for the Woreda.

**VI. SPECIFIC TASKS** .

1. Develop Training Manual
2. Develop and Conduct Training Evaluation for Pre, After and Follow Up Training
3. Conduct Training Courses
4. Provision of Maps, Satellite Image Maps and Mapping tools
5. Supervision and pro0vision of TA for Woreda Level mapping
6. Digitization of Maps following Woreda level planning
7. Final Report

**VII. DELIVERABLES AND PAYMENT SCHEDULE**

The consultancy assignment is expected to produce **four** deliverables inception report that includes the outline of the training methodology, details of the evaluation for training, plan for implementation and for follow up provision of mapping and quality control for the wordea teams. Two of the deliverables should be reviewed and validated in a workshop organized separately at each regional state involving relevant persons from the study woredas.

| **Installment of Payment / Period** | **Expected Outputs:** | **Required Completion Date** | **Approval should be obtained from** | **Percentage of Payment (%)** |
| --- | --- | --- | --- | --- |
| 1st installment / deliverable | An **inception report** detailing the methodology and outline of the training manual to adopted and the timeline for conducting testing the training and conducting in the four Regional trainings. The inception report should also proposed a method for pre, after and follow up assessments for trainings. This should be discussed in a technical consultation meeting with MEFCC and FSTU staff. | 10 days after signing | UNDP and MEFCC | 20% |
| 2nd installment | Training Manual is approved. Manual should include detailed methodology for woreda staff to work with local communities, mapping and use of maps, transect walks and participatory decision-making, and report writing. This should be discussed in a technical consultation meeting with MEFCC and FSTU staff. | 60 days after signing of the contract  20 days after signing contract | UNDP and MEFCC  UNDP and MEFCC | 40% |
| 3rd installment | Report on training courses is submitted. This should include evaluation of trainees performance and a monitoring baseline of trainees before and after the training (Follow up survey should be done after the Woreda level mapping) | 75 days after signing the contract | UNDP and MEFCC | 20% |
| 4th installment/ deliverable | A final report addressing/incorporating all the report on the training, revisions to the manual, training evaluation summary, details of follow up support provided to woreda staff and final land use maps provided by Woreda teams. | 90 days after signing of the contract | UNDP and MEFCC | 20% |

**VIII. REQUIRED QUALIFICATIONS AND EXPERIENCS OF THE CONSULTANCY TEAM**

The consulting team to be contracted is expected to bring together a balanced level of national expertise including livelihood experts, mapping, forest restoration and agriculture. Team members should be experienced in participatory methods, working with local communities and in data collection and analysis. The team should be composed, to a minimum, of master-level key experts in the fields of specializations indicated below (see table). In addition, the team should be able to mobilize enough number of personnel (including data collectors) to execute the tasks including staff for development of the training manual, preparation of maps, and to provide monitoring and support across the 54 woredas within the period allotted for the assignment (i.e. 90 days). Preference will be given to teams that are able to include **female candidates amongst the team members** and those that provide teams with proven expertise in land use planning and participatory methods.

|  |  |  |
| --- | --- | --- |
| **No** | **Title of key experts** | **Qualification and experience of key experts** |
| 1. | Team Leader | Masters or above in Forestry/natural resource management or Ecology. At least 10 years’ experience in related tasks  Experience on:   * Leading team of experts on similar assignment * Organizing reports on similar assessment work * Prepare and present output of study results |
| 2 | Agriculture Expert | Masters or above in agriculture or related field.  Experience on:   * Conducting agriculture baseline study * Identifying, analyze, evaluate and agriculture situation * Proposal of livelihood and climate smart agriculture interventions * Experience in participatory methods |
| 3 | Forester | Masters or above in Forestry  Experience on:   * Identify forest types and existing management system * Analyze feasibility of existing forest management * Diversification of forest income-generating activities due to a better access to forest products * Forest management |
| 4 | Sociologist | Masters or above in Sociology  Experience on:   * description of the socio- cultural base line assessment * Identifying stakeholders and conducting stakeholder consultation * Social risks identification in Environmental and Social impact Assessment * analyses of social impacts of choosing farmers participating in the project and mitigation measures * analyses of impacts of the use right transfer of land and mitigation measures * consultations of relevant stakeholders, * Community relationship to the forests from an ethnic, historical, cultural and economic perspective. |
| 5 | Land Use Planer | Masters or above in environmental law  Experience on:   * Land Use Planning |
| 6 | GIS Expert | Masters or above in GIS:  Experience on:   * Analyze feasibility of different Preparing land use/land cover map including livelihood conditions * Drainage contour map * Prepare other land use related required maps |

**X SUPERVISION AND REPORTING**

The consulting team will submit all deliverables (for validation and clearance) to MEFCC and UNDP and it will work under the direct supervision of the MEFCC and FSTU.

**XI CRITERIA FOR TECHNICAL PROPOSAL EVALUATION**

Upon the advertisement of the Procurement Notice, qualified National Consultancy Firms are expected to submit both Technical and Financial Proposals. Accordingly, the firm will be evaluated based on cumulative analysis as per the following conditions. Compliant to the Instruction to Bidders and having received the highest score our of a pre-determined set of technical and financial weighted variables specific to the solicitation, in this regard the respective weight of the proposals are:

* Technical Criteria – 70%
* Financial Criteria – 30%

The detailed criteria for proposal evaluation is shown in Annex 1.0.

**XII LOGISTIC SUPPORT**

Office space, computers, printing will be provided by the National Consultancy Firm.

**XIII RECOMMNDED PRESENTATION OF TECHNICAL PROPOSAL**

For purposes of generating proposals whose contents are presented in uniform manner, and to facilitate their comparative review; a potential bidders ae hereby provided a Table of Contents. Accordingly, your Technical Proposal document must have the preferred content as outlined in the Request for Proposals (RFP) Standard Bid Document (Annex 2.0)

**XIII CONFIDENTIALITY AND PROPRIETARY INTERSTS**

The consultants shall not either during the term or after termination of the assignment, disclose any propriety of confidential information related to the consultant or the Government, without prior written consent. Propriety interests on all materials and documents prepared by the consultants under the assignment shall become the property of UNDP. This assignment will be administered by the United Nations Development Program (UNDP), and all relevant UNDP rules, policies and procedures will apply.

**ANNEX 1 PROPOSED TECHNICAL EVALUATION CRITERIA**

The following is dependent on procurement technique

Herewith please find the **Standard Technical Proposal Evaluation Criteria** along with respective allocated weight template for Requester’s subsequent review

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Summary of Technical Proposal Evaluation Forms** | | **Score Weight** | | **Points Obtainable** | |
| **1** | Expertise of Firm / Organization | 30% | | 300 | |
| **2** | Proposed Methodology, Approach and Implementation Plan | 40% | | 400 | |
| **3** | Management Structure and Key Personnel | 30% | | 300 | |
|  | **T O T A L** | **100%** | | **1000** | |
|  |  |  | |  | |
| **Technical Proposal Evaluation (FORM I)** | |  | |  | |
| **Expertise of the Firm / Organization** | | | | **Points Obtainable** | |
| **1.1** | Reputation of Organization and Staff / Credibility / Reliability / Industry Standing | | | **50** | |
| **1.2** | General Organizational Capability which is likely to affect implementation | | | **90** | |
|  | - Financial Stability | | |
|  | - Loose consortium, Holding company or One firm | | |
|  | - Age/size of the firm | | |
|  | - Strength of the Project Management Support | | |
|  | - Project Financing Capacity | | |
|  | - Project Management Control | | |
| **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.) | | | **15** | |
| **1.4** | Quality assurance procedure, warranty | | | **25** | |
| **1.5** | Relevance of: | | | **120** | |
|  | - Specialized Knowledge | | |
|  | - Experience on Similar Programme / Projects and local experiance | | |
|  | - Experience on Projects in the Region | | |
|  | - Work for UNDP/ major multilateral/ or bilateral programmes | | |
|  | **S U B T O T A L** | | | **300** | |
| **Technical Proposal Evaluation (FORM II)** | | |  | |  |
| **Proposed Methodology, Approach and Implementation Plan** | | | | |  |
| **2.1** | To what degree does the Proposer understand the task? | | | | **30** |
| **2.2** | Have the important aspects of the task been addressed in sufficient detail? | | | | **25** |
| **2.3** | Are the different components of the project adequately weighted relative to one another? | | | | **20** |
| **2.4** | Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal? | | | | **55** |
| **2.5** | Is the conceptual framework adopted appropriate for the task? | | | | **65** |
| **2.6** | Is the scope of task well defined and does it correspond to the TOR? | | | | **120** |
| **2.7** | Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project? | | | | **85** |
|  | **S U B T O T A L** | | | | **400** |
| **Technical Proposal Evaluation (FORM III)**  **Subject for revision.** | | |  | |  |
| **Management Structure and Key Personnel** | | |  | |  |
| **3.1** | **Task/Project Manager / Team Leader /** | | | |  |
|  | General Qualification | | | |  |
|  | Suitability for the Project | | | |  |
|  | - National experience | | | | **30** |
|  | - Professional experience in the area of specialization | | | | **40** |
|  | - Knowledge of data collection, feasibility studies and data analysis | | | | **30** |
|  | **S U B T O T A L** | | | | **100** |
| **3.1** | **Project Staff/ Associate Consulting Firm - (11 people)** | | | |  |
|  | General Qualification | | | | **50** |
|  | Suitability for the project | | | |  |
|  | - Professional experience in the area of specialization | | | | **50** |
|  | -Inclusion of qualified women in the team | | | | **30** |
|  | - Knowledge of the national context | | | | **50** |
|  | - Knowledge of local Languages | | | | **20** |
|  | **S U B T O T A L** | | | | **200** |
|  | **Aggregate** | | | | **1000** |

1. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-1)