**REQUEST FOR PROPOSAL (RFP)**
**Consultant (Firm) for Organization and Management of South-South Exchange on Engaging with the Green Climate Fund - Philippines Green Climate Fund Readiness Programme**

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| | DATE: October 12, 2018 |
| | REFERENCE: **PHL-RFP-2018-081** |

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Consultant (Firm) for Organization and Management of South-South Exchange on Engaging with the Green Climate Fund - Philippines Green Climate Fund Readiness Programme.**

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

Proposals may be submitted on or before Friday, October 26, 2018 and via email, courier mail to the address below:

**United Nations Development Programme**
15th Floor North Tower, Rockwell Business Center Sheridan
Sheridan Street corner United Street
Highway Hills, 1550 Mandaluyong City
The Procurement Unit
***procurement.ph@undp.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 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/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.

**Annex 1**

## Description of Requirements

| | |
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| Context of the Requirement | ***Consultant (Firm) for Organization and Management of South-South Exchange on Engaging with the Green Climate Fund - Philippines Green Climate Fund Readiness Programme*** |
| Implementing Partner of UNDP | Climate Change Commission (CCC) |
| Brief Description of the Required Services | The primary objective of the Philippines Green Climate Fund Readiness Program is to support the Government of Philippines (GoP) in strengthening their national capacities to effectively and efficiently plan for, access, manage, deploy, and monitor climate financing, in particular, through the Green Climate Fund (GCF). Specifically, the Program will support capacitation and empowerment of the National Designated Authority (NDA) to the GCF including relevant partner-government agencies. The Program will also target two (2) important aspects of the GCF approach, access to funds and private sector engagement, through the selection of national/sub-national implementing entities for accreditation; and the preparation of prioritized programs/projects for submission to GCF.<br><br>Engaging with the GCF is continuous learning process that entails an understanding of the Fund's criteria, policies, procedures and systems. To date, the Philippines has not accessed the Fund yet. While there are projects in the pipeline, including submitted Concept Notes subject for review of the NDA Internal Technical Committee (ITC) and Technical Working Group (TWG), ongoing funding proposal development, and Direct Access Entities (DAEs) with ongoing GCF accreditation, learning from countries which are more advanced in their engagement with the GCF is deemed necessary to deepen the Philippines' stakeholders appreciation of how to effectively and efficiently access the Fund.<br><br>With support from the GCF Readiness Programme, the Climate Change Commission will organize a South-South Exchange that will attempt to provide a venue for local stakeholders to learn from the experiences and processes of other countries on country programming, stakeholder participation in developing Concept Notes and project proposals, project management for grant and loan projects, and monitoring and evaluation. |
| List and Description of Expected Outputs to be Delivered | ▪ With the Climate Change Commission (CCC), prepare the activity design, including list of target participants, session descriptions and guide questions;<br>▪ Prepare invitations and distribute the invitations to target participants and Resource Persons, and confirm their participation;<br>▪ Undertake necessary logistical arrangements, including venue, food, lodging and transportation arrangements for the participants and Resource Persons;<br>▪ Facilitate the plenary and group discussions during the activity; and<br>▪ Document proceedings of the Workshop. |

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| Person to Supervise the Work/Performance of the Service Provider | Focal Point of the NDA for GCF – Philippines Green Climate Fund Readiness Programme |
| Frequency of Reporting | This is an output-based Contract. |
| Progress Reporting Requirements | As indicated |
| Location of work | The activity will be conducted in Manila |
| Expected duration of work | To undertake the tasks, the Consultant shall be engaged for a period equivalent to 2 months commencing upon signing of the contract and will be valid until all outputs have been delivered and accepted. |
| Target start date | 30 October 2018 |
| Latest completion date | 29 December 2018 |
| Travels Expected | n/a |
| Special Security Requirements | ☐ Security Clearance from UN prior to travelling<br>☐ Completion of UN's Basic and Advanced Security Training<br>☐ Comprehensive Travel Insurance<br>☐ Others *[pls. specify]* |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | ☐ Required<br>☒ **Not Required** |
| Names and curriculum vitae of individuals who will be involved in completing the services | ☒ **Required**<br>☐ Not Required |
| Currency of Proposal | ☐ United States Dollars<br>☐ Euro<br>☒ **Local Currency (Philippine Peso)** |
| Value Added Tax on Price Proposal[1] | ☒ **must be inclusive of VAT and other applicable indirect taxes**<br>☐ must be exclusive of VAT and other applicable indirect taxes |
| Validity Period of Proposals *(Counting for the* | ☐ 60 days<br>☐ 90 days |

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| *last day of submission of quotes)* | ☒ **120 days**<br><br>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**<br>☐ Permitted |
| Payment Terms | ▪ 20% Upon submission and acceptance of the Activity design, including list of target participants and Resource Persons, sessions descriptions and guide questions;<br>▪ 50% Upon submission and acceptance of the following:<br>  ▪ Invitations to target participants and Resource Persons prepared and distributed; list of confirmed participants and Resource Persons<br>  ▪ Logistical arrangements, including venue, food, lodging and transportation arrangements for the participants and Resource Persons;<br>▪ 30% Upon completion and approval of the following:<br>  ▪ Actual conduct of the South-South Exchange<br>  ▪ South-South Exchange proceedings |
| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | Focal Point of the NDA for GCF – Philippines Green Climate Fund Readiness Programme |
| Criteria for Contract Award | ☐ Lowest Price Quote among technically responsive offers<br>☒ **Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)**<br>☐ Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal. |
| Criteria for the Assessment of Proposal | **<u>Technical Proposal (70%)</u>**<br>☒ **Expertise of the Firm 40%**<br>☒ **Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30%**<br>*See attached TOR for the qualifications of the Key Personnel*<br><br>**<u>Financial Proposal (30%)</u>** |

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| | 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**<br>☐ One or more Service Providers, depending on the following factors : *[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]* |
| Type of Contract to be Signed | ☐ Purchase Order<br>☒ **Institutional Contract**<br>☐ Contract for Professional Services<br>☐ Long-Term Agreement<br>☐ Other Type of Contract |
| Contract General Terms and Conditions2 | ☐ General Terms and Conditions for contracts (goods and/or services)<br><br>☒ **General Terms and Conditions for de minimi contracts (services only, less than $50,000)**<br><br>Applicable Terms and Conditions are available at:<br><br>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)**<br>☒ **Detailed TOR**<br>☐ Others |
| Contact Person for Inquiries (Written inquiries only)[3] | ***Loubelle Fajardo***<br>*Procurement Assistant*<br>*loubelle.fajardo@undp.org*<br><br>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. |

[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.*

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| Other Information<br>*[pls. specify]* | • Proposals submitted by email must be limited to a maximum of 4MB, virus-free;<br>• Other documents to be submitted to establish eligibility of the Firm<br>- Company Profile<br>- Business Permits<br>- 2017 Audited Financial Statement<br>- Track Record<br>- Certificates and Accreditation<br>- Written Self Declaration |

**Annex 2**

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

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

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[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.*

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** ***[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*

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

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

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

# TERMS OF REFERENCE

**Terms of Reference**
**Consultant (Firm) for Organization and Management of South-South Exchange on Engaging with the Green Climate Fund - Philippines Green Climate Fund Readiness Programme**

## 1. Background Information and Rationale, Project Description

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| **Program** | Philippine Green Climate Fund (GCF) Readiness Program |
| **Program ID** | 00098867 |

The primary objective of the Philippines Green Climate Fund Readiness Program is to support the Government of Philippines (GoP) in strengthening their national capacities to effectively and efficiently plan for, access, manage, deploy, and monitor climate financing, in particular, through the Green Climate Fund (GCF). Specifically, the Program will support capacitation and empowerment of the National Designated Authority (NDA) to the GCF including relevant partner-government agencies. The Program will also target two (2) important aspects of the GCF approach, access to funds and private sector engagement, through the selection of national/sub-national implementing entities for accreditation; and the preparation of prioritized programs/projects for submission to GCF.

Engaging with the GCF is continuous learning process that entails an understanding of the Fund's criteria, policies, procedures and systems. To date, the Philippines has not accessed the Fund yet. While there are projects in the pipeline, including submitted Concept Notes subject for review of the NDA Internal Technical Committee (ITC) and Technical Working Group (TWG), ongoing funding proposal development, and Direct Access Entities (DAEs) with ongoing GCF accreditation, learning from countries which are more advanced in their engagement with the GCF is deemed necessary to deepen the Philippines' stakeholders appreciation of how to effectively and efficiently access the Fund.

With support from the GCF Readiness Programme, the Climate Change Commission will organize a South-South Exchange that will attempt to provide a venue for local stakeholders to learn from the experiences and processes of other countries on country programming, stakeholder participation in developing Concept Notes and project proposals, project management for grant and loan projects, and monitoring and evaluation.

## 2. Specific Objectives

To facilitate the organization and management of the said activity, a Consultant will be engaged to assist the Climate Change Commission in organizing and executing the said activity.

## 3. Scope of Work

| | |
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| **Post Title** | **Consultant (FIRM) for Organization and Management of South-South Exchange on Engaging with the Green Climate Fund** |
| **Reports To** | Focal Point of the NDA for GCF – Philippines Green Climate Fund Readiness Programme |
| **Duration** | 2 months (October 1 to November 30, 2018) |
| **Coverage** | Nationwide |
| **Client** | Climate Change Commission |

The Consultant will undertake the following activities:

**Specific Tasks:**

1) With the Climate Change Commission (CCC), prepare the activity design, including list of target participants, session descriptions and guide questions;
2) Prepare invitations and distribute the invitations to target participants and Resource Persons, and confirm their participation;
3) Undertake necessary logistical arrangements, including venue, food, lodging and transportation arrangements for the participants and Resource Persons;
4) Facilitate the plenary and group discussions during the activity; and
5) Document proceedings of the Workshop.

## 4. Approach and Methodology

There are three Components of this assignment.

- Scoping and Development of the South-South Exchange Design. The Consultant will review emerging lessons and good practices of other countries from engaging with the GCF. The Consultant will identify specific countries and stakeholders which can be invited to serve as Resource Persons and share insights on working with the Fund. The Consultant will develop the South-South Exchange design with the Climate Change Commission.

- Conduct of South-South Exchange. The Consultant will lead the execution of the South-South Exchange, including facilitation of the plenary and break-out sessions.

- Processing of results of South-South Exchange. The Consultant will take the lead in processing the results of the South-South Exchange. This will involve CCC and Technical Working Group (TWG) for GCF.

## 5. Deliverables and Scheduled/Expected Outputs

Below are the required activities and expected outputs (deliverables), based on the objectives and scope of work stated above:

| **Deliverables** | **Estimated Duration to Complete** | **Timeframe** | **Review and Approvals Required** | **Name and Email Address of designated person who will review and accept the output** |
|---|---|---|---|---|
| ▪ Activity design, including list of target participants and Resource Persons, sessions descriptions and guide questions | Half month | October 2018 | Review and approval of the Focal Point of the NDA for GCF | Rachel Anne S. Herrera \| rsherrera.ccc@gmail.com |
| ▪ Invitations to target participants and Resource Persons prepared and distributed; list of confirmed | One month | October 2018 | Review and approval of the Focal Point of the | Rachel Anne S. Herrera \| rsherrera.ccc@gmail.com |

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| participants and Resource Persons<br>▪ Logistical arrangements, including venue, food, lodging and transportation arrangements for the participants and Resource Persons; | | | NDA for GCF | |
| ▪ Actual conduct of the South-South Exchange<br>▪ South-South Exchange proceedings | One Month | November 2018 | Review and approval of the Focal Point of the NDA for GCF | Rachel Anne S. Herrera \| rsherrera.ccc@gmail.com |

## 6. Key Performance Indicators and Service Level

Key performance indicators for this assignment include the following:

- South-South Exchange design approved by CC;
- South-South Exchange implemented and completed; and
- Proceedings of the South-South Exchange, including processing of results, drafted, completed and accepted by CCC.

## 7. Governance and Accountability

The Consultant shall be engaged and directly paid by UNDP.

The Consultant will report directly to the National Coordinator of the GCFRP who will monitor, review and approve her/his outputs and evaluates his/her over-all performance. The Focal Point of the NDA for GCF shall approve and monitor the outputs of the Consultant.

## 8. Facilities to be Provided by UNDP

No facilities will be provided by UNDP to the Consultant.

## 9. Expected Duration of the Contract/Assignment

To undertake the tasks, the Consultant shall be engaged for a period equivalent to 2 months commencing upon signing of the contract and will be valid until all outputs have been delivered and accepted. The said agreement is expected to be completed by 30 November 2018.

## 10. Duty Station

The assignment is based in Manila. Official travels shall be approved by the Focal Point of the NDA for GCF. The Consultant will be engaged on an output-based arrangement.

## 11. Professional Qualifications of the Successful Contractor and Its Key Personnel

- Consultancy Firm Requirements
    - Valid business registration
    - Minimum 5 years of experience on organizing and managing events/activities similar with South-South Exchange
    - Sound financial records
    - No litigation and arbitration history
    - Proven track record, technical expertise, human resources, and operational capacity to undertake assignments of similar nature

- Team Composition
    - The Consulting Team will be composed of an Event Management Team Leader, a Documentor and, Administrative and Finance Assistant.

    - Given the expected process and deliverables, the Consulting firms shall provide a description of Team organization, roles and responsibilities as well as time allocation for the different experts. The Consultant shall also discuss the coordination, monitoring and reporting responsibilities of the Team members.

    - The CVs of the Team Leader and key experts will be evaluated based on the criteria below:
        - General qualifications (general education, training and experience); and
        - Adequacy for the assignment (relevant education, training, experience in the sector/similar assignments).

| Qualification | Team Leader (south-South) |
|---|---|
| *Education*<br>The minimum level of education acceptable and the fields of studies preferred, if any | • University Degree in Business Administration, Economics, Public Administration or Environmental Science, Human Ecology, Development Communications, or other related degrees |
| Experience | |
| • The minimum number of years of work experience on the preferred field of practice, if there is any preference | • At least five years of years of demonstrated experience on training design, development and implementation related to climate change and environmental management |
| • Special skills / experience and other qualifications which will prove to be advantageous and vital to the success of the work implementation, especially if the assignment's setting/situation is unique or has peculiarities (e.g., experience in working with indigenous people, familiarity with the key issues confronting a certain region, understanding of and ability to relate with a specific culture/religion, knowledge of a local dialect, etc.) | • At least five years of experience working with government agencies and non-state actors |

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| • The area of specialization, field of expertise, and other qualities of the ideal individual to perform the services/work satisfactorily; | • Understanding of climate finance such as Green Climate Fund |
| *Language* | English and Filipino |

| **Qualification -** | **Documentor (south-South)** |
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| *Education*<br>The minimum level of education acceptable and the fields of studies preferred, if any | • University degree in Human Ecology, Economics, Public Administration or Environmental Science, Development Communications, or other related degrees |
| Experience | |
| • The minimum number of years of work experience on the preferred field of practice, if there is any preference | • At least three years demonstrated experience and familiarity with the formulation of technical reports, research work, and event proceedings |
| • Special skills / experience and other qualifications which will prove to be advantageous and vital to the success of the work implementation, especially if the assignment's setting/situation is unique or has peculiarities (e.g., experience in working with indigenous people, familiarity with the key issues confronting a certain region, understanding of and ability to relate with a specific culture/religion, knowledge of a local dialect, etc.) | • At least three years of engagement with government agencies and non-state actors |
| • The area of specialization, field of expertise, and other qualities of the ideal individual to perform the services/work satisfactorily; | • Understanding of climate finance such as Green Climate Fund |
| *Language* | English and Filipino |

| **Qualification** | **Admin & Finance (south-South)** |
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| *Education*<br>The minimum level of education acceptable and the fields of studies preferred, if any | • Bachelor's degree in Accountancy, Management, Business Administration or other relevant subject. |
| Experience | |
| • The minimum number of years of work experience on the preferred field of practice, if there is any preference | • At least three years of years of demonstrated experience on finance, administrative or program support service |
| • Special skills / experience and other qualifications which will prove to be advantageous and vital to the success of the work implementation, especially if the assignment's setting/situation is unique or has peculiarities (e.g., experience in working with indigenous people, familiarity with the key | |

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| issues confronting a certain region, understanding of and ability to relate with a specific culture/religion, knowledge of a local dialect, etc.) | |
| • The area of specialization, field of expertise, and other qualities of the ideal individual to perform the services/work satisfactorily; | |
| *Language* | English and Filipino |

## 12. Price and Schedule of Payments

| Deliverables | % Payment |
|---|---|
| ▪ Activity design, including list of target participants and Resource Persons, sessions descriptions and guide questions | 20% of total contract amount |
| ▪ Invitations to target participants and Resource Persons prepared and distributed; list of confirmed participants and Resource Persons<br>▪ Logistical arrangements, including venue, food, lodging and transportation arrangements for the participants and Resource Persons; | 50% of total contract amount |
| ▪ Actual conduct of the South-South Exchange<br>▪ South-South Exchange proceedings | 30% of total contract amount |

## 13. Criteria for Evaluation

Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively, where the minimum passing score of technical proposal is 70%.

| Technical Proposal Evaluation Criteria | | Points Obtainable |
|---|---|---|
| 1. | Bidder's qualification, capacity and experience / Expertise of the Firm | 300 |
| 2. | Proposed Methodology, Approach and Implementation Plan | 400 |
| 3. | Management Structure and Key Personnel | 300 |
| | **Total** | **1000** |

| Section 1. Bidder's qualification, capacity and experience | | Points |
|---|---|---|
| 1.1 | Reputation of Organization and Staff Credibility / Reliability / Industry Standing | 50 |
| 1.2 | General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted | 90 |
| 1.3 | Relevance of specialized knowledge and experience on similar engagements done in the region/country | 90 |

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| 1.4 | Quality assurance procedures and risk mitigation measures | 60 |
| 1.5 | Organizational Commitment to Sustainability<br>-Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 5 points<br><br>-Organization is compliant with ISO 14001 or ISO 14064 or equivalent –5 pts<br>-Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues | 10 |
| | **Total Section 1** | **300** |

| **Section 2. Proposed Methodology, Approach and Implementation Plan** | | **Points obtainable** |
|---|---|---|
| 2.1 | Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another? | 80 |
| 2.2 | Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference | 100 |
| 2.3 | Details on how the different service elements shall be organized, controlled and delivered | 50 |
| 2.4 | Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement | 50 |
| 2.5 | Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic | 70 |
| 2.6 | Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract | 50 |
| | **Total Section 2** | **400** |

| **Section 3. Management Structure and Key Personnel** | | **Points obtainable** |
|---|---|---|
| 3.1 | Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services? | 150 |
| 3.2 | Qualifications of key personnel proposed | 150 |
| | **Total Section 3** | **300** |