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# REQUEST FOR PROPOSAL

for

**Assessment of capacity and training needs of key government staff and community members/institutions for long-term effective biodiversity conservation, and development of a framework for implementation in SECURE Himalaya project landscapes in selected districts of Jammu and Kashmir, Himachal Pradesh, Uttarakhand and Sikkim**

RFP No.: [RFP/105/IND-2018]

Project: [SECURE Himalaya]

Country: [INDIA]

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## Section 1. Letter of Invitation

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**Subject: Assessment of capacity and training needs of key government staff and community members/institutions for long-term effective biodiversity conservation, and development of a framework for implementation in SECURE Himalaya project landscapes in selected districts of Jammu and Kashmir, Himachal Pradesh, Uttarakhand and Sikkim.**

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
  - o Form A: Technical Proposal Submission Form
  - o Form B: Bidder Information Form
  - o Form C: Joint Venture/Consortium/ Association Information Form
  - o Form D: Qualification Form
  - o Form E: Format of Technical Proposal
  - o Form F: Financial Proposal Submission Form
  - o Form G: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to [arun.arumughan@undp.org](mailto:arun.arumughan@undp.org), indicating whether you intend to submit a Proposal or otherwise. You may also utilize the “Accept Invitation” function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:

Approved by:

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Name: Arun Arumughan

Title: Procurement Officer

Date: October 29, 2018

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Name: [Alka Aneja]

Title: [Procurement Analyst]

Date: October 29, 2018

## Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
<b>1. Introduction</b>	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a></p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (<a href="http://www.ungm.org">www.ungm.org</a>). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
	<p><b>2. Fraud &amp; Corruption, Gifts and Hospitality</b></p> <p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</a></p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP</p> <p>(a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;</p> <p>(b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <a href="http://www.un.org/depts/ptd/pdf/conduct_english.pdf">http://www.un.org/depts/ptd/pdf/conduct_english.pdf</a></p>
	<p><b>3. Eligibility</b></p> <p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their</p>

	employees meet the eligibility requirements as established by UNDP.
<b>4. Conflict of Interests</b>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> <li>a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;</li> <li>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</li> <li>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</li> </ul> <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> <li>a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
<b>B. PREPARATION OF PROPOSALS</b>	
<b>5. General Considerations</b>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>

<b>6. Cost of Preparation of Proposal</b>	6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
<b>7. Language</b>	7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
<b>8. Documents Comprising the Proposal</b>	8.1 The Proposal shall comprise of the following documents: a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
<b>9. Documents Establishing the Eligibility and Qualifications of the Bidder</b>	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
<b>10. Technical Proposal Format and Content</b>	10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP. 10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive. 10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP 10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.
<b>11. Financial Proposals</b>	11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs. 11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price. 11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.
<b>12. Proposal Security</b>	12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal. 12.2 The Proposal Security shall be included along with the Technical

	<p>Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <p>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</p> <p>b) In the event that the successful Bidder fails:</p> <p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
<b>13. Currencies</b>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
<b>14. Joint Venture, Consortium or Association</b>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint</p>



	<p>venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 AJV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> <li>a) Those that were undertaken together by the JV, Consortium or Association; and</li> <li>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ul> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<b>15. Only One Proposal</b>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this RFP; or</li> <li>d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process;</li> <li>e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or</li> <li>f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.</li> </ul>
<b>16. Proposal Validity Period</b>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<b>17. Extension of</b>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal</p>

<b>Proposal Validity Period</b>	<p>validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<b>18. Clarification of Proposal</b>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<b>19. Amendment of Proposals</b>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
<b>20. Alternative Proposals</b>	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
<b>21. Pre-Bid Conference</b>	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>

C. SUBMISSION AND OPENING OF PROPOSALS	
22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</li> <li>b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> <li>i. Bear the name and address of the bidder;</li> <li>ii. Be addressed to UNDP as specified in the BDS</li> </ul> </li> <li>iii. Bear a warning that states "<i>Not to be opened before the time and date for proposal opening</i>" as specified in the BDS.</li> </ul> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p>
Email Submission	<p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</li> <li>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.</li> <li>c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be</li> </ul>

<b>eTendering submission</b>	<p>technically responsive. Failure to provide correct password may result in the proposal being rejected.</p> <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</li> <li>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</li> <li>d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</li> <li>c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.</li> <li>d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</a></li> </ul>
<b>23. Deadline for Submission of Proposals and Late Proposals</b>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<b>24. Withdrawal, Substitution, Modification and of Proposals</b>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn</p>

		after the bid has been opened
<b>25. Proposal Opening</b>	25.1	There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.
<b>D. EVALUATION OF PROPOSALS</b>		
<b>26. Confidentiality</b>	26.1	Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.
	26.2	Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.
<b>27. Evaluation of Proposals</b>	27.1	The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.
	27.2	Evaluation of proposals is made of the following steps: a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals
<b>28. Preliminary Examination</b>	28.1	UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.
<b>29. Evaluation of Eligibility and Qualification</b>	29.1	Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).
	29.2	In general terms, vendors that meet the following criteria may be considered qualified: a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award

	<p>decisions against the Bidder; and</p> <p>f) They have a record of timely and satisfactory performance with their clients.</p>
<b>30. Evaluation of Technical and Financial Proposals</b>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p><b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p><b>Combined Score</b> = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<b>31. Due Diligence</b>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <p>a) Verification of accuracy, correctness and authenticity of</p>



	<p>information provided by the Bidder;</p> <ul style="list-style-type: none"> <li>b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
<b>32. Clarification of Proposals</b>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
<b>33. Responsiveness of Proposal</b>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<b>34. Nonconformities, Repairable Errors and Omissions</b>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item</li> </ul>

	<p>total as quoted shall govern and the unit price shall be corrected;</p> <p>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
<b>E. AWARD OF CONTRACT</b>	
<b>35. Right to Accept, Reject, Any or All Proposals</b>	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
<b>36. Award Criteria</b>	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
<b>37. Debriefing</b>	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
<b>38. Right to Vary Requirements at the Time of Award</b>	38.1 At the time of award of Contract, UNDP reserves the right to vary 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.
<b>39. Contract Signature</b>	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
<b>40. Contract Type and General Terms and Conditions</b>	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
<b>41. Performance Security</b>	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a> within fifteen (15) days of the contract signature by both parties. Where a performance



	security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
<b>42. Bank Guarantee for Advanced Payment</b>	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at <a href="https://poppp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default">https://poppp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default</a>
<b>43. Liquidated Damages</b>	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
<b>44. Payment Provisions</b>	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
<b>45. Vendor Protest</b>	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</a>
<b>46. Other Provisions</b>	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></p>

### Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	<p>(1) Bidders can submit proposal for one or more than one State.</p> <p>(2) Bidders applying for multiple States must submit <b><u>separate technical and financial proposal</u></b> for each of the State applied.</p> <p>(3) Bidders applying for multiple States must propose <b><u>separate field team coordinator</u></b> for each of the states applied. If separate teams are not proposed, proposal may be considered for only one of the States.</p> <p>(4) Proposals will be evaluated separately for each State.</p>
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will not be conducted
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
9	40	Performance Security	Not Required
10	18	Currency of Proposal	Indian Rupees (INR)
11	31	Deadline for submitting requests for clarifications/ questions	03 (three) days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Arun Arumughan Address: [55, Lodhi Estate, New Delhi] E-mail address: arun.arumughan@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering  Once uploaded, Prospective Proposers (i.e. Proposers those have accepted the bid invitation in the system) will be notified via email that changes have occurred. It is the responsibility of the Proposers to view the respective changes and clarifications in the system.
14	23	Deadline for Submission	As indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.  <b><u>PLEASE NOTE:-</u></b> 1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system.  2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.
15	22	Allowable Manner of Submitting Proposals	e-Tendering

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
16	22	Proposal Submission Address	<a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a>
17	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> <li>Format: PDF files only</li> <li>File names may be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>All files must be free of viruses and not corrupted.</li> <li>Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP</li> </ul>
18	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70%.</p>
19		Expected date for commencement of Contract	November 20, 2018
20		Maximum expected duration of contract	6 months
21	35	UNDP will award the contract to:	<p>One or more Proposers, depending on the following factors :</p> <p><b>Contract will be awarded to the bidder/s scoring highest marks in cumulative evaluation (technical + financial) for respective states.</b></p>
22	39	Type of Contract	<p>Purchase Order and Contract for Goods and Services for UNDP</p> <p><a href="http://www.undp.org/content/dam/undp/library/corporate/Procurement/english/1%20%20Contract%20Face%20Sheet%20(Goods%20and-or%20Services)%20UNDP%20-%20Sept%202017.doc">http://www.undp.org/content/dam/undp/library/corporate/Procurement/english/1%20%20Contract%20Face%20Sheet%20(Goods%20and-or%20Services)%20UNDP%20-%20Sept%202017.doc</a></p>
23	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services</p> <p><a href="http://www.undp.org/content/dam/undp/library/corporate/Procurement/english/3.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf">http://www.undp.org/content/dam/undp/library/corporate/Procurement/english/3.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf</a></p>
24		Other Information Related to the RFP	Proposals are invited from the institutions/organizations only. Proposal submitted by Individuals will not be accepted.

## Section 4.Evaluation Criteria

### Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

1. Technical proposal is submitted separate to financial proposal
2. Financial proposal is password encrypted. If not, proposal will get disqualified.
3. Submission of CVs of Team Leader and other key personnel to be engaged
4. Submission of latest Business Registration Certificate
5. Submission of latest Audited Financial Statements for 3 years, including profit & loss account

### Minimum Eligibility and Qualification Criteria

**Eligibility and Qualification will be evaluated on Pass/Fail basis.**

If the Proposal is submitted as a Joint Venture/Consortium/ Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Form B: Bidder Information Form
<b>Eligibility</b>	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with RFP clause 3.	Form A: Technical Proposal Submission Form
<b>Conflict of Interest</b>	No conflicts of interest in accordance with RFP clause 4.	Form A: Technical Proposal Submission Form
<b>Bankruptcy</b>	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
<b>QUALIFICATION</b>		
<b>History of Non-Performing Contracts<sup>1</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form

<sup>1</sup> Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Subject	Criteria			Document Submission requirement
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.			Form D: Qualification Form
<b>Previous Experience</b>	S.N o.	Criteria	Documents required	Form D: Qualification Form
	1	Service Provider should have minimum 5 years of experience in capacity building and training curriculum development for government departments/agencies and local self-government institutions.	Profile and copy of relevant contracts/ work order and completion certificate as proof of experience in the required areas	
	2	Service Provider should have completed minimum 2 assignments in development of training modules and curriculum	Submit evidences ( <b>Website links / documents</b> ) in support.	
	3	Service Provider should have successfully completed 3 studies relevant to the requirement of the RFP.	List of relevant studies with client name and other contract details; with copy of contract/ work order and completion certificate	
	4	Team leader should have 10 years of relevant experience in Capacity Building Analysis and Capacity Building of forest and wildlife department or Government Department	Detailed CV of Team Leader	
<i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>				
<b>Financial Standing</b>	The bidder should have an average annual turnover of Rs. 1 Crore in the last 3 financial years			Form D: Qualification Form

Subject	Criteria	Document Submission requirement
	<i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	

**Notes:**

1. Compliance to above criteria is mandatory and If bidders do not meet any of those, their proposals will not be considered for further evaluation.
2. Bidders are required to submit evidences (details / documents) in support of their submitted criteria – otherwise proposal may be disqualified.

**Technical Evaluation Criteria**

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and relevant experience	300
2.	Proposed methodology, approach and implementation plan	200
3.	Qualification and experience of Team Leader and other key personnel	200
	<b>Total</b>	<b>700</b>

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity	20
1.2	Expertise and experience of the organization in capacity & training need assessment of government departments/institutions/agencies in the area of forest, wildlife, natural resources management, environment management, biodiversity conservation, etc.  <i>Minimum of 5 years of experience: <u>50</u> marks, for every additional year of experience: 5 marks each up to a maximum of <u>30</u> marks</i>	80
1.3	Expertise and experience of the organization working in the field of natural resource management, biodiversity conservation & livelihood promotion related training programmes  <i>Minimum of 5 years of experience: <u>40</u> marks, for every additional year of experience: 5 marks each up to a maximum of <u>20</u> marks</i>	60
1.4	Experience of the agency in conducting training and capacity building programmes for government departments and local self-government institutions.  <i>Minimum 3 training / capacity building programmes during last 5 year: <u>40</u> marks,</i>	60

	<i>for every additional training conducted during last 5 years: 5 marks each up to a maximum of <u>20</u> marks</i>	
1.5	Experience of the agency in designing training curriculum, materials and reports  <i>Minimum 3 assignments: <u>30</u> marks, for every additional assignment: 5 marks each up to a maximum of <u>20</u> marks</i>	60
1.6	Organizational Commitment to Sustainability -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points -Organization is a member of the UN Global Compact -5 points -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	20
<b>Total Section 1</b>		<b>300</b>
<b>Section 2. Proposed Methodology, Approach and Implementation Plan</b>		<b>Points obtainable</b>
2.1	Proposed methodology to undertake the task, including approach and timelines	100
2.2	What Quality Assurance Procedures are put in place?	50
2.3	What Risk identification and mitigation plan are put in place?	50
<b>Total Section 2</b>		<b>200</b>

<b>Section 3. Qualification and experience of Team Leader and other Key Personnel</b>			<b>Points obtainable</b>
3.1	Qualifications & Experience of Team Leader in successful implementation of NRM/Biodiversity Conservation/forestry, wildlife conservation and management, environment management, NRM based livelihood promotion related projects and related field as may be applicable and relevant to the ToR.		50
	Qualifications:  <i>Minimum Master's Degree from a recognized university on NRM/Biodiversity Conservation/wildlife conservation and management, environment management, NRM based livelihood promotion: <u>20</u> marks  for any additional degree, <u>5</u> marks</i>	25	
	Experience:  <i>Minimum of 10 years of experience of developing capacities of government departments/agencies and local self-government institutions: <u>15</u> marks,  for every additional year of relevant experience: 2 marks each up to a maximum of <u>10</u> marks</i>	25	



Section 3. Qualification and experience of Team Leader and other Key Personnel			Points obtainable
3.2	Qualifications & Experience of Key Team Member in training and capacity building		30
	<p>Qualifications:</p> <p>Minimum Bachelor's Degree in <i>Biological Science/ /NRM/Biodiversity Conservation/ wildlife conservation and management, environment management, NRM or any other related fields</i>: 10 marks,</p> <p>for any additional degree, 5 marks each up to a maximum of 10 marks</p>	20	
	<p>Experience:</p> <p>Minimum of 5 years of experience of imparted trainings to staff across hierarchies in organizations in related field, training of trainers, etc.: 5 marks</p> <p>for every additional year of experience 1 mark up to a maximum of 5 marks</p>	10	
3.3	Qualifications & Experience of Key Team Member in conducting interviews and questionnaire for training need assessment as well as assessment of technical support provision.		30
	<p>Qualifications:</p> <p><i>Minimum Bachelor's degree in NRM/Biodiversity Conservation/wildlife conservation and management, environment management, NRM, etc. any other relevant fields: 10 marks, for any additional degree, 5 marks each up to a maximum of 10 marks</i></p>	20	
	<p>Experience:</p> <p>Minimum of 5 years of relevant experience: 5 marks,</p> <p>for every additional year of relevant experience 1 mark up to a maximum of 5 marks</p>	10	
3.4	Qualifications & Experience of Key Team Member in process documentation, integrating feedback and learning from training programmers,		30
	<p>Qualifications:</p> <p><i>Minimum Bachelor's Degree or diploma in relevant field: 10 marks for any additional relevant degree, 5 marks each up to a maximum of 10 marks</i></p>	20	
	<p>Experience:</p> <p>Minimum of 5 years of relevant experience: 5 marks,</p> <p>for every additional year of relevant experience 1 mark up to a maximum of 5 marks</p>	10	
3.5	Qualifications & Experience of Key Team Member in Designing training modules, curriculum and training materials.		30

Section 3. Qualification and experience of Team Leader and other Key Personnel			Points obtainable
	<p>Qualifications:</p> <p><i>Minimum Bachelor's Degree in /Mass Communication/ or relevant field: <u>10</u> marks, for any additional degree, 1 marks each up to a maximum of 5 marks.</i></p>	15	
	<p>Experience:</p> <p><i>Minimum of 5 years of experience in designing innovative training modules, tools and techniques for Government Departments/Agencies and Local Self Governance Institutions: <u>5</u> marks; and Having knowledge of Adobe Photoshop, Adobe InDesign, Corel draw etc. :<u>5</u> marks, for every additional year of relevant experience 1 mark up to a maximum of <u>5</u> marks</i></p>	15	
3.6	Qualifications & Experience of Key Team Member in delivering training and capacity building programmes for government agencies, local self-government institutions.		30
	<p>Qualifications:</p> <p>Minimum Bachelor's Degree in relevant field like social sciences/natural sciences services: 10 marks, for any additional degree, 5 marks each up to a maximum of 10 marks</p>	20	
	<p>Experience:</p> <p>Minimum of 5 years of experience in training and capacity building :5 marks, for every additional year of relevant experience 1 mark up to a maximum of 5 marks</p>	10	
Total Section 3			200

**Notes:**

1. The Service Provider is expected to also identify the minimum number of key team members except for team leader/ required for the project implementation.

## Section 5. Terms of Reference

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**Assessment of capacity and training needs of key government staff and community members/institutions for long-term effective biodiversity conservation, and development of a framework for implementation in SECURE Himalaya project landscapes in selected districts of Jammu and Kashmir, Himachal Pradesh, Uttarakhand and Sikkim**

### 1. Background

The Ministry of Environment, Forest and Climate Change (MoEFCC), Government of India along with UNDP is implementing a new GEF funded project: SECURE Himalaya (Securing livelihoods, conservation, sustainable use and restoration of high range Himalayan ecosystems) in the states of Jammu and Kashmir, Himachal Pradesh, Uttarakhand and Sikkim, which aims to support the Government of India to effectively promote sustainable land and forest management in alpine pastures and forests in high range Indian Himalayan ecosystems that secure sustainable livelihoods and community resilience and ensures conservation of globally significant biodiversity and threatened species.

The high range Himalayan ecosystem in India is of critical importance for the biodiversity and ecosystems of global significance that it harbors and forms an important life-support system for a large number of remote and agro-pastoral communities that depend on it.

Despite the immense biological, socio-cultural and hydrological values of the Himalayan ecosystems, these natural ecosystems are under severe threat from high dependence of local communities on natural resources, pressures from economic development, selective removal of medicinal and aromatic plants, and the emerging threat of illegal wildlife trade and wildlife crime. To address these threats, the project SECURE Himalaya aims to demonstrate a matrix of best practices of high range Himalayan ecosystem and snow leopard conservation for scaling up and replicating in other landscapes nationally and globally.

The project would be implemented over a period of six years in the high altitude trans-Himalayan region and has the following major outcomes: (1) Improved management of high range Himalayan landscapes for conservation of Snow Leopard and other endangered species and their habitats and sustaining ecosystem services; (2) Improved and diversified livelihood strategies and improved capacities of community and government institutions for sustainable natural resource management and conservation; (3) Enhanced enforcement, monitoring and cooperation to reduce wildlife crime and related threats; (4) Effective knowledge management and information systems established for promotion of sustainable management practices in the High range Himalayan ecosystems.

The project is being implemented by the Ministry of Environment, Forest and Climate Change and UNDP with the Forest Department of State Government of Jammu and Kashmir, Himachal Pradesh, Uttarakhand and Sikkim. The brief description of the project landscapes is as follows:

## **Changthang Landscape, Ladakh, J&K**

The Changthang Landscape falls within biogeographic province 1B in the Indian Trans-Himalaya (Rodgers and Panwar 1988). It encompasses the entire area of the Changthang Wildlife Sanctuary (ca. 4,000km<sup>2</sup>). The proposed landscape for the implementation of this project would include Gya-Meru area and Rong Valley that forms part of river Indus basin. The landscape has extensive plateau, lake and river basins, and rolling hills. Characteristic of cold deserts, this landscape has long winters lasting between November and April when temperatures drop invariably 35°C below zero. The plant production in the region is very low with a short growing season of about three months. Thus, the resources are available patchily in both space and time.

## **Lahaul-Pangi Landscape and Kinnaur landscape, Himachal Pradesh**

The selected landscape for the project is Lahaul-Pangi Landscape in Himachal Pradesh. The Lahaul – Pangi Conservation Landscape lies between the Dhauladhar – Pir Panjal and Zaskar ranges in Himachal Pradesh in the upper catchment of Chandrabhaga (Chenab) forming a transition zone between the Greater and Trans-Himalaya. This landscape is contiguous with Doda and Zaskar region of Jammu and Kashmir in the North and spread over an area of nearly 8000 km<sup>2</sup>. The landscape is mostly tough, mountainous, dotted with a number of valleys. The lowest altitudinal limit of Pangi is c. 2000m at Sansari Nala and ranges over to 6,000 m comprising the lofty peaks adjacent to the Zaskar range. There are some beautiful sub valleys in Pangi such as Sural Valley, Hudan Valley, Seichu Valley and Parmar Valley, the way through which leads to Zaskar range. Biogeographically, Pangi region falls in the transition zone of the Himalaya and the Trans-Himalaya. Pangi is a remote, rugged and poorly developed tribal area. One of the reasons for its remoteness is rugged topography cut into deep gorge by river Chenab that flows initially in the western and subsequently north-westerly direction. Much of the landscape lies in the rain shadow zone of Pir Panjal, having scanty rainfall (<800 mm) and relatively high snowfall.

Lahaul is a valley comprising of the two branches of the Chenab River, Chandra and Bhaga. This is a region of crystalline high mountains interspersed with lush pastures that remain the favorite grounds for the nomadic Gaddi herders from lower Himachal Pradesh.

While Pangi borders the NW of Himachal Pradesh, bordering J&K, Kinnaur is in the east, bordering Uttarakhand and China. The Lahaul and Spiti District separates the two sites. Kinnaur is a region where the Sutlej River cuts through the lofty Greater Himalayan Range (Srikhand-Kinner Kailash (6,500m)) resulting in a deep gorge, fed by steep rugged valleys from either side. The stunning Sangla Valley joins the Sutlej on its left bank while the Rupi-Bhaba and Lippa Asrang valleys (both wildlife sanctuaries) join Sutlej on the right bank. The lower parts of the Spiti River, downstream of Chango, are included in the Kinnaur district and comprise of truly trans Himalayan areas while the rest of Kinnaur is a transition zone. The area receives a weak monsoonal effect but receives considerable snows in winter. Lower Kinnaur is forested but the upper parts of the region comprise of alpine and sub-alpine slopes. Some of the best varieties of apples in the country are from this district.

## **Gangotri - Govind Conservation and Darma Byans Landscape, Uttarakhand**

The Gangotri-Govind Landscape falls within biogeographic province 2B in the Greater Himalaya. It is located in Uttarkashi District in Uttarakhand, spanning over an area of approximately 8,000 km<sup>2</sup>. The landscape is bordered by Kinnaur district (of Himachal Pradesh) in the north, Tibet in the northeast and districts Chamoli, Rudra Prayag, Tehri and Dehradun (of Uttarakhand) in the east, southeast, south and west respectively. The elevation of the landscape ranges from 3,000m to 7,000m. Few high peaks present are Bandarpunch (6720m), Gangotri (6613m), Bhagirathi (6607m) and Swargrohini (6562m). There are very sharp undulations owing to high mountains, narrow valleys and deep gorges. The northern and eastern parts are covered with snow throughout the year (CGWB 2009). The higher ranges and snow covered peaks consists entirely high grade metamorphic rocks such as quartzites, marble and various types of micaceous schists and gneisses and slightly lower altitudinal areas with sedimentary and low grade metamorphic rocks such as limestone and sericite biotite schists. The Gangotri National Park is located in the upper catchment of Bhagirathi River. The north eastern park boundary is located along the international boundary with China. The park area forms a viable continuity between Govind National Park and Kedarnath Wildlife Sanctuary. High ridges, deep gorges and precipitous cliffs, rocky craggy glaciers and narrow valleys characterize the area. Govind NP and WS is situated in the north-western part of Uttarkashi district. It is bordered by Himachal Pradesh in the west. This Sanctuary forms the upper catchment of the Tons river, Supin and Rupin rivers are two important rivers originating in this area and draining into Tons.

### **Darma Byans Valley landscape (Pithoragarh, Uttarakhand)**

Askot Wildlife Sanctuary (20°46'45"-30°27'45"N and 81°01'53"-80°16'25"), located in the north of the Pithoragarh district in Kumaun Himalaya, covers an area of approximately 600km<sup>2</sup> and a wide altitudinal range (600-6905m). The undulating topography, diversity in climate and soil offer a high diversity of species, habitats and communities. The vegetation of the area mainly comprises subtropical, temperate, subalpine and alpine types.

The Darma-Byans valleys of Pithoragarh District represent alpine habitats of tremendous biological wealth that lie in the Kailash trans-boundary landscape and harbors good populations of high altitude fauna including snow leopard.

### **Khangchendzonga - Upper Teesta Landscape, Sikkim**

The Khangchendzonga - Upper Teesta Landscape falls within biogeographic province 2C and 1C of India (Rodgers & Panwar 1988), located in North Sikkim District. This landscape spans over an area of about 3600 km<sup>2</sup>. In the north, the landscape forms international boundary with Tibetan Autonomous Region of China while in the east and west it is bordered by Bhutan and Nepal respectively. The landscape includes Khangchendzonga National Park and Singba Rhododendron Sanctuary as Protected Areas and also the Tso-Lhamu Plateau in the northern Trans-Himalayan zone as a proposed conservation area. Mount Khangchendzonga, the third highest peak in the world, and adjacent Singalila range strongly govern the relief features on the western part of the landscape while Chola range plays prominent role in determining physiography on the eastern part. The entire landscape is above 4000m and the highest point is the summit of Mount Khangchendzonga at 8586m. The chief ridge of Khangchendzonga range is aligned in north-south inclination with west-east running transverse spurs. The major

valleys in the southern and south-eastern part of the park are oriented north-south thereby creating east and west aspects. On the other hand, the valleys in the central and northern portions of the park are east west oriented having mostly north and south aspects. The landscape is the major catchment of river Teesta that originates from Tso Lhamu lake in the north. Together, these ranges strongly influence the atmospheric circulation and regional climate in the region but also affect the climate of adjacent regions. The varying aspects and slopes have led to the occurrence of different climatic zones in Sikkim, however, the predominant features of this landscape are only alpine (4,000-5,000m) and cold deserts (>5,000m). The rainy season extends from May to September in the summers and from November to March in the winters. Spring and autumn occur for a very short time during the months of April and October respectively. The successive west-east ridge formations obstruct the monsoon winds blowing from the southwesterly direction causing heavy precipitation and as a result the amount of rainfall decreases towards the north.

The project is being implemented by the Ministry of Environment, Forest and Climate Change and UNDP with the Forest Department of State Government of Jammu and Kashmir, Himachal Pradesh, Uttarakhand and Sikkim. The project document is available on:

<http://www.in.undp.org/content/india/en/home/projects/securing-livelihoods-in-the-himalayas.html>

The landscape level area details of the project landscapes are as under.

#### **J&K**

Changthang (15,907sq.km, Leh District)

#### **H.P.**

Lahaul-Pangi Landscape (L&S district and Chamba district 8,058,sq.km.) and Kinnaur Landscape, Himachal Pradesh

#### **Uttarakhand (7,143 sq. kms):**

Gangotri-Govind (Uttarkashi) and Darma Byans Valley (Pithoragarh district) Landscape

**Sikkim:** Khangchendzonga landscape located in North Sikkim District (3346 sq.km).

#### **The output of this RFP will contribute to attaining SECURE Himalaya Outcome no 1**

“Improved management of high range Himalayan landscapes for conservation of snow leopard and other endangered species and their habitats and sustaining ecosystem services”. It is directly linked to Output 1.6 Capacity development for key government staff and community members for long-term effective conservation of biodiversity developed and implemented

The above output will help build capacity of the key stakeholders, including staff of the respective forest and wildlife departments, and other stakeholders to manage respective components of the landscape for its conservation including sustainable natural resource management and sustainable livelihood improvement to evolve workable management models. Trainings for forest and wildlife staff will also focus on methods of spatial planning and mapping and planning, implementation and monitoring landscape levels plan and development coordination. In terms of key biodiversity area, HCVFs and BHSs and biological corridor management, training would focus on methodology for monitoring of indicator

species, evaluation of effectiveness of sustainable pasture and forest management, forest and pasture rehabilitation activities, interpretation and application of laws related to wildlife, protected areas, biodiversity and surveillance, monitoring and prosecution of wildlife-related crime. Training programs and curricula would be developed with and integrated into regular training programs of institutions such as WII, ICFRE and others. After the training programs are implemented, the key stakeholders would participate in the design, implementation and participatory monitoring of landscape conservation and management plans

## I. Objective

The overall objective of the assignment is to assess capacity and training needs of key government staff and community members/ institutions for long-term effective biodiversity conservation and development of a framework for implementation within respective natural resource use sectors.

## II. Summary of tasks:

- 1- To identify the target groups involved in management of different components of the project landscape in consultation with forest & wildlife department and local self-governments.
- 2- To assess capacity and Training needs of government agencies and community institutions involved in natural resource use sectors for sustainability of the biodiversity resources in the landscapes.
- 3- To develop “**Capacity Development Strategy and Framework**” based on the output of the assessment as above.
- 4- To develop and suggest relevant training curriculum and modules based on the analysis.
- 5- To establish/revalidate baseline information (gender disaggregated data) for outcome-1 and indicator 1.2 of project result framework in consistency with the indicators mentioned in UNDP Capacity Development Scorecard for assessment of institutional capacities for planning, implementation and monitoring of multiuse landscape level plans.

## III. SCOPE OF WORK:

To achieve the above-mentioned objectives, following probable steps are envisaged to be undertaken in this regard:

- **Assessment of current capacities of government agencies and community institutions:** Assessment of institutional capacities for development, implementation and monitoring of multiuse landscape level plans.
- **Information Collection:** Information collection from primary and secondary sources regarding existing capacity building activities/ programmes for the officers and staff in the organizations. The level of staff cutting across hierarchy and organizational structure (including frontline staff) of the organisations should be specified for development of content and modules for training purposes. Review of documents considering the capacity building planning, strengths

and weaknesses should be done.

- **Training Need Assessment (TNA) of Multi-stakeholders:** The TNA will be conducted covering all stakeholders involved in contributing the outcome of the project in sustainability of project. Suggest the areas of training and capacity building requirements at each level in various departments/agencies considering the objective of the assignment.
- **Capacity Development Strategy and Framework:** Based on the above assessment, derive a “**Capacity Development Strategy and Framework for multi-stakeholders**”, which includes the requirements of capacity building tools and technologies, approach and methodologies, intensity (long/short term) and frequencies of the training.
- **Baseline Data and Monitoring Indicators:** Validate the baseline information as provided in the Project Document (gender disaggregated) about their current knowledge and understanding as per their roles and responsibilities. Review and propose additional indicators on capacity aspect in consistency with the indicators mentioned in **UNDP Capacity Development Scorecard** for assessment of institutional capacities for planning, implementation and monitoring of multiuse landscape level plans.
- **Sharing Workshop:** Organize workshop to finalize Draft Capacity Development Strategy and Framework of the project landscapes. The workshop is to be organized by the selected bidder at the project landscapes. It would be a one-day workshop with approx. 40-50 participants. All the expenses pertaining to the workshop (venue, lunch, tea, etc.) should be borne by the selected bidder.
- **List of National and International Institutions and Individual Subject Specialists:** Identify and provide a list of national and international specialized training institutions and individuals for implementation of the strategy and for references.

Conduct one pilot training programme per landscape. Training of Trainers should be an integral part of pilot training programme.

The pilot training programme is to be organized by the selected bidder at the project landscapes. It would be a one or two days training programme (depending on the contents, modules and categories of trainees (staff) across hierarchies of the organisations, with approx. 50 participants. All the expenses pertaining to the training programme (venue, lunch, tea, etc.) should be borne by the selected bidder.

#### IV. Total Period of the Study – 6 Months

#### V. DELIVERABLES

- Capacity Development and Training Need Assessment outcome
- Capacity Development Strategy and Framework
- Report and outcome of Sharing Workshop
- Baseline Data and Monitoring Indicators
- List of National and International Training Institutions
- Modules and Curriculum
- Conduct Pilot training programme per landscape/State



## 1. Expectations from Service Provider

Service Provider should have worked in the area of capacity building and training curriculum development for government departments/agencies with special focus to forest and wildlife department and local self-government institutions.

## 2. Payment Terms

	<b>Deliverables</b>	<b>Percentage of Total Contract Amount</b>
1.	Inception report detailing the work plan and methodology	20%
2.	Submission of Draft Capacity Development Strategy Framework and on Conduction of Workshop	30%
3.	Draft Report including all given components	20%
4.	Final report and after incorporation of review/ suggestions	30%
	<b>Total</b>	<b>100%</b>

## Payment Terms & timeline

<b>S. No.</b>	<b>Deliverables</b>	<b>Duration from signing of Contract</b>	<b>Percentage of Total Contract Amount</b>
1.	Inception report detailing the work plan and methodology	15 Days	20%
2.	Submission of Draft Capacity Development Strategy Framework and on Conduction of Workshop	/2 Months	30%
3.	Draft Report including all given components	4 Months	20%
4	Final report and after incorporation of review/ suggestions	6 Months	30%
	<b>Total</b>		<b>100%</b>

## Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

### Technical Proposal Envelope:

<b>Have you duly completed all the Returnable Bidding Forms?</b>	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>

### Financial Proposal Envelope

**(Must be submitted in a separate sealed envelope/password protected email)**

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

## Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[RFP/105/IND-2018]		

We, the undersigned, offer to provide the services for “

**Assessment of capacity and training needs of key government staff and community members/institutions for long-term effective biodiversity conservation, and development of a framework for implementation in SECURE Himalaya project landscapes in selected districts of Jammu and Kashmir, Himachal Pradesh, Uttarakhand and Sikkim**” in accordance with your Request for Proposal No. [RFP/105/IND-2018] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

[Stamp with official stamp of the Bidder]

## Form B: Bidder Information Form

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
<b>Are you a UNDP vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</b>	[Complete]
<b>Contact person UNDP may contact for requests for clarification during Proposal evaluation</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Please attach the following documents:</b>	<ul style="list-style-type: none"> <li>▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</li> <li>▪ Certificate of Incorporation/ Business Registration</li> <li>▪ Trade name registration papers, if applicable</li> <li>▪ Local Government permit to locate and operate in assignment location, if applicable</li> <li>▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country</li> <li>▪ Power of Attorney</li> </ul>

## Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[RFP/105/IND-2018]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

<b>Name of leading partner</b>  (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner:  
\_\_\_\_\_

Name of partner:  
\_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner:  
\_\_\_\_\_

Name of partner:  
\_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[RFP/105/IND-2018]		

If JV/Consortium/ Association, to be completed by each partner.

### Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

### Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

## Previous Relevant Experience

Please list only previous similar assignments successfully completed in **the last 5 years**.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

## Financial Standing

Annual Turnover for the last 3 years	Year	INR
	Year	INR
	Year	INR
Latest Credit Rating (if any), indicate the source		

Financial information (in INR)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

## Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[RFP/105/IND-2018]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

### SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 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 (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

### SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.



## SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

## SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

### Format for CV of Proposed Key Personnel

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/ Qualifications</b>	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of services]</i> <ul style="list-style-type: none"><li>▪ Name of institution: [Insert]</li><li>▪ Date of certification: [Insert]</li></ul>
<b>Employment Record/ Experience</b>	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert]
<b>References</b>	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert]  Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

\_\_\_\_\_  
Signature of Personnel

\_\_\_\_\_  
Date (Day/Month/Year)

## Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[RFP/105/IND-2018]		

We, the undersigned, offer to provide the services for **“Assessment of capacity and training needs of key government staff and community members/institutions for long-term effective biodiversity conservation, and development of a framework for implementation in SECURE Himalaya project landscapes in selected districts of Jammu and Kashmir, Himachal Pradesh, Uttarakhand and Sikkim”**.

” in accordance with your Request for Proposal No. [RFP/105/IND-2018] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal password protected under separate files.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*[Stamp with official stamp of the Bidder]*

## Form G: Financial Proposal Form

**Submit separate financial proposal for each of the state applied for.**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[RFP/105/IND-2018]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an separate password protected file from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

**Currency of the proposal:** [Insert Currency]

**Table 1: Summary of Overall Prices**

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

**Table 2: Breakdown of Professional Fees\***

Name	Position <b>with specialization</b>	Fee Rate	No. of Days	Total Amount
		A	B	C=A+B
	Team Leader			
	Team Member1 - <b>Expertise</b>			
	Team Member2 - <b>Expertise</b>			
	Team Member3 - <b>Expertise</b>			
	Team Member4 - <b>Expertise</b>			
	Any other personnel...			
Subtotal Professional Fees:				

*\*Structure of the team is to be proposed by the Proposer in accordance to their understanding of the ToR.*

**Table 3: Breakdown of Other Costs**

Description	UOM	Quantity	Unit Price	Total Amount
Travel & accommodation				
Communications				
Pilot training programme (one in each landscape/State)				
Out-of-Pocket Expenses (please specify)				
Other Costs: (please specify)				
Subtotal Other Costs:				

**Table 4: Breakdown of Price per Deliverable/Activity**

Output/Deliverable	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
Total	100%	INR