



REQUEST FOR PROPOSAL (RFP)

To Interested Bidders	DATE: November 8, 2018
	REFERENCE: RFP/BPPS/2018/1479

***UPDATES:

SUBMISSION DEADLINE (from 11 Nov to 18 Nov 2018)
ESTIMATE DAYS TO COMPLETE WORK (from 50 to 150)

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Assessing Country-Level NDC Private Sector Engagement**

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

Proposals may be submitted on or before **Sunday, November 18, 2018** via email to:
bpps.procurement@undp.org

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

Proposals sent to other UNDP e-mail addresses will not be accepted and the Purchaser will not be responsible for the confidentiality of such offer. Proposers must consider the following:

Proposers must indicate the below in the e-mail subject box while submitting the Technical proposal:
TECHNICAL PROPOSAL (items A, B and C of Annex 2): NDC SP – private sector mapping

Proposers must indicate the below in the e-mail subject box while submitting the Financial proposal:
FINANCIAL PROPOSAL (items D and E of Annex 2): NDC SP – private sector mapping

Both financial and technical proposals must be separately submitted.

*The Financial Proposal **MUST BE** password protected and the password **MUST NOT** be sent to UNDP with the proposal submission.*

Upon finalizing the technical evaluation, only technically qualified bidders will be requested to provide the password of the financial proposal. The technically qualified proposers will have 24 hours to respond to UNDP's request for the password.

Proposers may send as many e-mails as needed; however, the size of each e-mail should not exceed seven megabytes (7 MB). As an e-mail can take some time to arrive after it is sent, we advise all Proposers to send e-mail submissions well before the deadline. Proposers are solely responsible for ensuring that any and all files sent to UNDP are readable, that is, uncorrupted, in the indicated electronic format, and free from viruses and malware. Failure to provide readable files will result in the proposal being rejected.

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

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

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

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

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

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

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

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

<http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html>

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Jo Scheuer
Director/Chief of Profession
Climate Change and Risk Reduction Cluster
Bureau for Policy and Programme Support
08 November 2018

Annex 1

Description of Requirements

Context of the Requirement	<p>Along with the opportunity and momentum created by the Paris Agreement comes the important challenge of transforming Nationally Determined Contribution (NDCs) into tangible actions that lead to long term zero-carbon and climate-resilient development. It is well-recognised that access to finance is fundamental for creating momentum and raising ambition, but countries continue to face challenges in securing the financial resources needed to achieve NDC targets. One critical aspect to unlocking financial flows is putting in place a transparent enabling environment that can reduce, transfer or compensate for investor risks.</p> <p>This assignment will focus on mapping and assessing existing national private sector players and national financial products and services and identifying engagement points for financial and industry decision-makers in the mapped landscape.</p>
Implementing Partner of UNDP	N/A
Brief Description of the Required Services	<p>The UNDP NDC Support Programme requires the selected contractor to provide the following services in the selected countries: Tunisia, Philippines, Ivory Coast, Chile, Ecuador, Paraguay, Kenya and Ghana:</p> <ul style="list-style-type: none"> • Map private sector players in the SME ecosystem, value chains of key sectors, or the FDI landscape in the sector of focus • Provide an assessment of the current financial products and services available in the segment • Recommend engagement points for financial and industry decision-makers in the mapped landscape including financial returns, risk perceptions, and the pace and timing of decision-processing • Among the stakeholders mapped, identify potential participants for UNDP investment forums to be held to promote investment opportunities and engage sector leaders • Define measurements of success linked to NDC delivery through impact metrics • Prepare a training package that can be used with the methodology as part of its dissemination and use (summary powerpoint presentation, summary of success stories, input for execution of a workshop with country-counterparts). <p>This assignment will require expertise in climate change finance (for mitigation and adaptation) and preparation of comprehensive reports and training materials.</p>

List and Description of Expected Outputs to be Delivered	Please refer to the Terms of Reference (Annex3)
Person to Supervise the Work/Performance of the Service Provider	<i>Private Sector Advisor</i>
Frequency of Reporting	<u>Monthly</u>
Progress Reporting Requirements	Formal reporting scope will be determined through the initial planning meeting between UNDP and the selected contractor but at a minimum will include monthly reporting by the Lead Contractor to Climate Change Technical Advisors and Private Sector Advisor via teleconference.
Location of work	<input type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	150 days (within six months)
Target start date	Mid-November 2018
Latest completion date	No later than Mid- May
Travels Expected	One mission to each country (Tunisia, Philippines, Ivory Coast, Chile, Ecuador, Paraguay, Kenya and Ghana), with a minimum duration of 3 days in each country.
Special Security Requirements	<input checked="" type="checkbox"/> Standard security requirements apply, that are governed by the local and international laws.
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Not Applicable
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required

Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars			
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.			
Partial Quotes	<input checked="" type="checkbox"/> Not permitted			
Payment Terms	Outputs	Percentage	Timing	Condition for Payment Release
	Upon submission of draft country reports (for each of the 8 participating country), detailing: country-level private sector players, existing financial products and services and engagement points for financial and industry decision-makers	20%	Within 3 months of commencement of assignment	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	Upon submission of final country reports (for each of the 8 participating country), detailing: country-level private sector players, existing financial products and services and engagement points for financial and industry decision-makers	20%	Completed 3 months after submission of draft report	
	Upon submission of a draft national impact metrics for measurements of success linked to NDC	20%	Within 3 months of commencement of assignment	

	delivery (one consolidated report)			
	Upon submission of a final national impact metrics for measurements of success linked to NDC delivery (one consolidated report)	20%	Completed 3 months after submission of draft impact metrics	
	Upon submission of training package (summary powerpoint presentation, summary of success stories, input for execution of a workshop with country-counterparts)	20%	Completed 6 months after commencement of assignment	
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	<i>Private Sector Advisor and Climate Change Technical Advisors: To be named upon contract award.</i>			
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.			
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%) (Minimum pass score is 49 points out of 70 total obtainable)</u> Proposals will be evaluated separately and based on the below criteria. <ul style="list-style-type: none"> <u>Qualifications of company:</u> <ul style="list-style-type: none"> Demonstrated 10 years of experience in training and advising developing country governments in the area of climate change finance in developing countries. (10 points) Personnel (or sub-contractors) that include individuals fluent in English and Spanish (10 points) <u>Qualifications of the company's Team Leader:</u> 			

	<ul style="list-style-type: none"> ○ Authored/co-authored at least one guidance or analysis on approaches to engaging private sector in mitigation projects in developing countries. (10 points). ○ Proven understanding of the Global Climate Finance landscape and procedures including the role of private sector in climate finance. (5 points) ○ Thorough understanding of low carbon finance in developing countries, investment risks and barriers and proven expertise in designing financing mechanisms that address investment risks. (10 points) ○ At least a Master's degree in a relevant field such as economics, finance or related areas. (10 points) <ul style="list-style-type: none"> • <u>Proposed methodology for completion of services:</u> <ul style="list-style-type: none"> ○ Demonstrates good understanding of the tasks and timelines of the TORs (15 points) <p>Financial Proposal (30%) (Only bidders who get minimum of 49 points on technical evaluation will be technically responsive and considered for financial evaluation)</p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p>Total Combined Score: (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g. 30%) Total Combined and Final Rating of the Proposal</p>
UNDP will award the contract to:	<p>One company.</p> <p>Any proposer can submit an offer, however a proposer cannot submit at the same time its own proposal and be a subcontractor with another proposer. This situation will raise a conflict of interest.</p> <p>However, two or more companies can form an association and submit ONE proposal. In this case the companies have to select a leading company amongst them and with whom will sign the contract with UNDP.</p>
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Consulting Services
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3)
Contact Person for Inquiries (Written inquiries only)	<p><i>Focal Person in UNDP: Fabiane Flesch</i> <i>Email address: fabiane.flesch@undp.org</i></p> <p>Last day to submit questions to UNDP is 7 days before the submission date. UNDP will provide responses on a rolling basis for each.</p> <p>Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery²)

[insert: Location]

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

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

B. Proposed Methodology for the Completion of Services

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

¹ This serves as a guide to the Service Provider in preparing the Proposal.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

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

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

The Price Schedule Sheet document should be provided as a separate document from the technical offer and to be password protected.

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price	Price Per Output in USD
1	Upon submission of a draft report detailing: country-level private sector players, existing financial products and services and engagement points for financial and industry decision-makers	20%	
2	Upon submission of a draft report detailing: country-level private sector players, existing financial products and services and engagement points for financial and industry decision-makers	20%	
3	Upon submission of draft national impact metrics for measurements of success linked to NDC delivery.	20%	
4	Upon submission of final national impact metrics for measurements of success linked to NDC delivery.	20%	
5	Upon submission of training package (summary powerpoint presentation, summary of success stories, input for execution of a workshop with country-counterparts)	20%	
	Total	100%	

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

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate z
1. Key Personnel				
1-				
2-				
2. Support Staff (if applicable):				
3. Travel				
4. Other Costs (As applicable)				
Communications				
Reproduction				
Equipment Lease				
Others				

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

Terms of Reference

Assessing Country-Level NDC Private Sector Engagement

Background

UNDP has substantially re-conceptualized its delivery capacity to support through a single, unified policy bureau, the Bureau for Policy and Programme Support (BPPS). The Bureau brings together UNDP's policy work across all regions and all levels, and ensures that risk awareness and crisis prevention and recovery are fully integrated into its development work. The Policy and Programme Support function cuts-across four substantive groups in the organigram, with each of the above sub-functions incorporated adequately within each group. One of these groups is the Climate Change and Disaster Risk Reduction Team, which covers three critical areas:

1. Climate change: Climate strategies (including on adaptation, mitigation, financing, geo-physical disaster, capacity strengthening), Low Emission Climate Resilience Development strategy (LECRDS).
2. DRR: Disaster risk reduction and recovery (preparedness and post recovery), post disaster needs assessments, capacities of disaster management.
3. Energy: De-risking renewables' investment, access for all to energy, energy efficiency.

This TOR addresses the needs for a Company to support the UNDP NDC Support Programme with mapping and assessing existing national private sector players and national financial products and services and identifying engagement points for financial and industry decision-makers in the mapped landscape.

The NDC Support Programme is supported by a Global Support Unit out of New York and Geneva and is part of the Climate Change and Disaster Risk Reduction unit in the UNDP Bureau of Policy and Programme Support (BPPS).

Introduction

The objective of the NDC Support Programme, which is funded by the European Union and the governments of Germany and Spain, is to support governments to achieve transformational change by scaling up public and private investments in climate change actions to deliver long-term sustainable development, using NDCs as the tool for realizing zero-carbon and climate-resilient gains that are sustainable and fully inclusive; where the empowerment of women is integral to success. In many countries, the institutional systems, governance structures and other enabling capacities for implementation of climate action are not robust, limiting the business case for investors.

There is widespread consensus that the private sector must be mobilised to support the transition to low-emission, climate-resilient development if we are to ensure sufficient investment and move towards a greener global economy to limit the average global temperature rise to 2C and to pursue efforts to limit the temperature increase further to 1.5 °C. The private sector is at the center of the transition to low-emission and climate-resilient development, as private sector actors usually provide technology and

finance for projects related to greenhouse gas emissions (or reductions) or climate change adaptation. Indeed, the UNFCCC estimates that more than 85% of all finance to address climate change will need to come from the private sector (UNEP FI discussion paper, 22 May 2012).

Private climate finance averaged \$270 billion/year during 2015 and 2016, which was 23% higher than the annual average in 2013/2014. A record high of \$299 billion was recorded in 2015, followed by a 19% decline in 2016, though 2016 was still higher than the years prior to 2015. (Global Landscape of Climate Finance. Climate Policy Initiative. 2017).

The element limiting private investment deployment toward NDC investments to date is largely due to a lack of awareness of: 1) the opportunities afforded by the NDCs; 2) clear investability criteria for NDCs and how they are supported nationally; 3) an evidence base for successful risk-informed investments in NDC priority actions; and 4) data underpinning returns and impact over time to support recurring investments.

In the course of developing the NDC work, a joint USCIB-BIZMEF analysis on INDC preparation noted:

- Most INDCs lacked essential information and specificity regarding: the policies that will be used to implement outcomes; assumptions that underpin pledges; and metrics to measure progress (if the INDC is not based on economy-wide emissions).
- There appear to be many opportunities to increase the economic efficiency of policies to implement INDCs;

The report went on to recommend that the business community could be better engaged to recommend effective policies and also involved in identifying economic opportunities and avoiding inefficiencies and unnecessary costs.

Building out this aspect of the analysis would bring in the NDC relevance and could be used to highlight the importance of establishing regular engagement with the private sector – for providing business with more confidence in policy signals, for creating a mechanism that encourages continuity of NDC pledges and longer-term vision beyond changes in government, and also raise awareness of the private sector about impacts of climate change on business (the risk-informed element).

Objective

This Consultancy will focus on supporting UNDP's NDC Support Programme identifying private sector partners and advising on strategies for engagement to deliver the NDCs, under the supervision of the Private Sector Advisor (Geneva). The NDC Support Programme has been funded by donors as a contribution to the NDC Partnership. Project activities are expected to respond to country needs and support gaps for NDC implementation, especially those identified in national NDC partnership plans.

Under the supervision of the Private Sector Advisor, and in close collaboration with the Climate Change Technical Advisors in the Global Support Unit, the contractor will be responsible for the following tasks in **Tunisia, Philippines, Ivory Coast, Ghana, Kenya, Chile, Ecuador and Paraguay:**

- Map private sector players in the SME ecosystem, value chains of key sectors, or the FDI landscape in the sector of focus
- Provide an assessment of the current financial products and services available in the segment
- Recommend engagement points for financial and industry decision-makers in the mapped landscape including financial returns, risk perceptions, and the pace and timing of decision-processing
- Among the stakeholders mapped, identify potential participants for UNDP investment forums to be held to promote investment opportunities and engage sector leaders
- Define measurements of success linked to NDC delivery through impact metrics
- Preparation of a training package (summary powerpoint presentation of key findings and results, summary of success stories from institutional or angel investors in country, input for execution of a workshop with country-counterparts to discuss findings and solutions)

The number of days to deliver these tasks is estimated at around **150** working days.

List of Deliverables:

Outputs	Percentage	Timing
Upon submission of a draft report detailing: country-level private sector players, existing financial products and services and engagement points for financial and industry decision-makers	20%	Within 3 months of commencement of assignment
Upon submission of a final report detailing: country-level private sector players, existing financial products and services and engagement points for financial and industry decision-makers	20%	Completed 3 months after submission of draft report
Upon submission of draft national impact metrics for measurements of success linked to NDC delivery	20%	Within 3 months of commencement of assignment
Upon submission of final national impact metrics for measurements of success linked to NDC delivery	20%	Completed 3 months after submission of draft impact metrics
Submission of training package (summary powerpoint presentation, summary of success stories, input for execution of a workshop with country-counterparts)	20%	Completed 6 months after commencement of assignment