



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

NAME & ADDRESS OF FIRM	DATE: November 21, 2018
	REFERENCE: RFP/PNG10-059-18

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Consultancy Services to pilot an Integrated Approach to Land-use and Development Planning in Pomio District of East New Britain province of Papua New Guinea.**

Please be guided by the form attached hereto as Annex 1, 2 and 3, in preparing your Proposal. Proposals may be submitted on or before **15th December 2018**. Your Proposal must be expressed in the English, and valid for a minimum period of 120 days.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,
UNDP Papua New Guinea
Procurement
22nd November 2018

Annex 1

Description of Requirements

Context of the Requirement	REDD+ Readiness project – Forest Carbon Partnership Facility		
Implementing Partner of UNDP	The Climate Change and Development Authority		
Brief Description of the Required Services	Consultancy Services to pilot an Integrated Approach to Land-use and Development Planning in Pomio District of East New Britain province of Papua New Guinea		
List and Description of Expected Outputs to be Delivered	Deliverables/ Outputs	Estimated Duration to Complete	Certifying Officer
	An Inception report describing specific methodologies, work flow, structure of deliverables, output delivery timeline, consultation plans, etc.	10 January 2019	FCPF REDD+ Chief Technical Advisor
	Proposed framework and tools for integration of spatial planning into development planning framework and supporting integration of national and subnational priorities within planning processes – with tools and frameworks building on the experience of past land use and development planning activities	31 May 2019	FCPF REDD+ Chief Technical Advisor
	Progress Report on testing of planning tools within Pomio district.	10 September 2019	FCPF REDD+ Chief Technical Advisor
	District Development Plan for Pomio district including supporting LLG plans for the next 5 years.	30 September 2019	FCPF REDD+ Chief Technical Advisor
	Final Report on the assignment, including revised tools, recommendations for modifications/ additions to the Sustainable Land Use Policy and future guidance related to its implementation including a capacity development plan for ENB province to be able to fully develop and implement integrated land use and development planning actions	15 December 2019	FCPF REDD+ Chief Technical Advisor
Person to Supervise the Work/Performance of the Service Provider	Mr. Mirzohaydar Isoev, UNDP's Chief Technical Advisor, Forest Carbon Partnership Facility Project		
Frequency of Reporting	Monthly - Refer TOR for detailed information (Annex3)		

Progress Reporting Requirements	Refer TOR for detailed information (Annex 4)
Location of work	Home-based, Port Moresby, PNG
Expected duration of work	Refer TOR for detailed information (Annex 4)
Target start date	Refer TOR for detailed information (Annex 4)
Latest completion date	Refer TOR for detailed information (Annex 4)
Travels Expected	Refer TOR for detailed information (Annex 4)
Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling <input checked="" type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input checked="" type="checkbox"/> Comprehensive Travel Insurance
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Refer TOR for detailed information (Annex 4)
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted

Payment Terms ¹	Refer TOR for detailed information (Annex 4)
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Mr. Mirzohaydar Isoev, UNDP's Chief Technical Advisor, Forest Carbon Partnership Facility Project
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%)</u> <input checked="" type="checkbox"/> Expertise of the Firm (17.5%) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (31.50%) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (21%) <i>(To be technical competent bidder must score minimum 49% out of 70%)</i> <u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) are available at: http://www.pg.undp.org/content/papua_new_guinea/en/home/procurement.html
Contract General Terms and Conditions ²	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

¹ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

² Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Technical Proposal (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 2A) <input checked="" type="checkbox"/> Bid Submission Form (Annex 3) <input checked="" type="checkbox"/> Detailed TOR (Annex 4)
Contact Person for Inquiries (Written inquiries only) ³	<p><i>Mr. Tirnesh Prasad</i> Email: procurement.pg@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Required Documents that must be Submitted to Establish Qualification of Proposers	<input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured <input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder <input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation <input checked="" type="checkbox"/> Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country <input checked="" type="checkbox"/> Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any <input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past [2 years] <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top [3] Clients in terms of Contract Value the past [5 years] <input checked="" type="checkbox"/> CV's of all key personnel proposed for this tender <input checked="" type="checkbox"/> Information about „green“ efforts of the company <input checked="" type="checkbox"/> All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded. <input checked="" type="checkbox"/> Signed Bid Submission Form (Annex 3) <input checked="" type="checkbox"/> Signed Financial Proposal (Annex 2A) <input checked="" type="checkbox"/> Signed Technical Proposal (Annex 2)

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

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁴

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

[insert: Location]

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, 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.

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

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

C. Qualifications of Key Personnel

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

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

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

Annex 2A

A. Cost Breakdown per Deliverable*

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Milestone payment percentage	Certifying/ Authorizing officer
An Inception report describing specific methodologies, work flow, structure of deliverables, output delivery timeline, consultation plans, etc.	10 days (5 days in-country; 5 days Home-based)	10 January 2019	20%	FCPF CTA
Proposed framework and tools for integration of spatial planning into development planning framework and supporting integration of national and subnational priorities within planning processes – with tools and frameworks building on the experience of past land use and development planning activities	10 days (Home-based)	31 May 2019	30%	FCPF CTA
Progress Report on testing of planning tools within Pomio district.	15 days (7 days in-country; 8 days Home-based)	10 September 2019	40%	FCPF CTA
Payment upon submission and acceptances of the following deliverables: 1. District Development Plan for Pomio district including supporting LLG plans for the next 5 years. 2. Final Report on the assignment, including revised tools, recommendations for modifications/ additions to the Sustainable Land Use Policy and future guidance related to its implementation including a capacity development plan for ENB province to be able to fully develop and implement integrated land use and development planning actions	10 days (Home-based)	30 September 2019 15 December 2019	10%	FCPF CTA FCPF CTA

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

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Designated leader and land use planning expert				
b. GIS experts				
c. Environmental expert				
d. Stakeholder engagement experts				
2. Services from Field Offices				
e. Designated leader and land use planning expert				
f. GIS experts				
g. Environmental expert				
h. Stakeholder engagement experts				
Add other expert if required				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

[Name and Signature of the Service Provider's

Authorized Person]

[Designation]

[Date]

Annex 3: Bid/ Proposal Submission Form⁶

Date: _____

To: UNDP

Dear Sir/Madam:

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

We hereby declare that:

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

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

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

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

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

We remain,

Yours sincerely,

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

Name and Title of Signatory: _____

Name of Firm: _____

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

Annex 4. Terms of Reference

Consultancy Services to pilot an Integrated Approach to Land-use and Development Planning in Pomio District of East New Britain province of Papua New Guinea

Project Title: REDD+ Readiness project – Forest Carbon Partnership Facility

Duration: December 2018 – December 2019

Location: Port Moresby, East New Britain Province, PNG

1. PROJECT DESCRIPTION

Papua New Guinea (PNG) has one of the most significant areas of largely-intact tropical forest in the world, although these forests appear to be facing acute and imminent threats. Forests are also a vital resource for the local population particularly in the remote rural areas of PNG, providing food, fibre, building materials, and support a variety of wildlife and ecosystem services. The Papua New Guinea Forest Authority (PNGFA) estimates that approximately 80 per cent of the total area of the country is covered by natural forests, of which 60 per cent are considered intact forests.

A mechanism for Reducing Emissions from Deforestation and Degradation (REDD+) being developed through the United Nations Framework Convention on Climate Change (UNFCCC) provides an opportunity to support PNG's efforts to reduce levels of deforestation and help to maintain and protect its natural forest. PNG has been a leading proponent of REDD+ at the international level, and has made significant progress towards developing the capacity to engage in an international mechanism on REDD+. This progress has initially been supported by the UN-REDD Programme and is now being aided by the Forest Carbon Partnership Facility (FCPF) through a project that will run until the end of 2020.

The PNG Forest Reference Level has identified the high impact that land use change activities have in terms of GHG emissions from the forest sector. These emissions are driven by a number of direct drivers including:

- Commercial logging
- Family agriculture
- Clearance for commercial agriculture

Almost all of these activities are occurring on customary land, but it is when land or land rights are removed from customary tenure that there is the highest risk of land use change. While it is recognised some conversion is likely given PNG's high forest cover, a rapidly rising population and need for economic development make it important that such transitions deliver the optimum benefits to land owning communities as well as government. As such the National REDD+ Strategy is designed around strengthening systems from the local to national level to help optimise land use decision-making, with particular emphasis on incorporating bottom up sustainable land use planning at the clan, community and ward levels into the higher levels of the government planning processes.

This approach builds on the local success of a number of projects across PNG in supporting local level land use planning and conservation activities as well as national level commitments to the promotion of sustainable and responsible development through the STARS, Medium Term Development Strategy 3 (MTDP 3) and the development of a draft Sustainable Land Use Policy. These spatial actions however have yet to be fully integrated into development planning systems set out within the PNG Planning and Monitoring Responsibility Act 2016 which requires all levels of government to produce development plans around which their budget will be based. The project thus seeks to work with partners from across government to pilot an approach to land use and development planning that can inform how spatial planning at the local to district level can be done and integrated with existing development planning systems.

2. SCOPE OF WORK

The objective of the current assignment is to develop tools and approaches to integrate and implement sustainable land use planning with the Ward, Local Level Government (LLG), and District development planning processes and to link these systems with sector planning activities in Pomio District of East New Britain Province of PNG.

The ultimate objective of this assignment is the development of a district level sustainable land use and development plan that builds on those of constituent wards and LLGs and to support the integration of this plan into provincial planning processes. The plans should be developed through a participatory process that builds the capacity of government officials and local stakeholders, as well as strengthening linkages between LLG, district, provincial and national government entities. It should also provide a methodological and regulatory framework to allow for the practical inclusion of land use planning within sub-national planning activities required under the PNG Planning and Monitoring Responsibility Act 2016.

Key outputs from the assignment will include:

- Proposed framework and tools for the integration of spatial planning into development planning frameworks and supporting integration of national and subnational priorities within planning processes – that build on an assessment of experience of integrating community-based land use planning with development planning activities in PNG and more broadly.
- Progress Report on testing of planning tools within Pomio district.
- Reviewed District Development Plan for Pomio District including supporting LLG plans.
- Final Report on the assignment, including key recommendations and lessons learned.

3. METHODOLOGY

The project scope and output should be developed through a multi-stakeholder process with the consultant team working closely with the FCPF team and other development partners working on land use planning, conservation and development activities and with national government entities working on land use planning, environmental conservation, development planning, forestry, agriculture and climate change.

Particular areas of collaboration and consideration include:

- **Land use zoning categories** – these should be linked with work undertaken by the Department of Lands and Physical Planning (DLPP) on the development of the sustainable land use policy to provide a test case for potential zoning areas. (FCPF will be supporting work on the National Sustainable Land Use Policy (NSLUP) and can aid with liaison in this area)

- ***Tools for low cost land use planning and integration of participatory field techniques and GIS / remote sensing information*** – how can land use planning at clan, community, ward, LLG and district level be conducted through a cost-effective approach within government systems and how can / at what point is local level planning transferred into digital formats.
- ***Structures and templates for simplified development plans that integrate spatial elements*** – many development plans are extensive in length and lack a spatial elements for a simplified structure can be developed.
- ***Linkages between land use planning and the provision of services and access to development activities*** – support to livelihoods is at the centre of development planning and actions to strengthen the way in which land use planning is able to access further development actions will be important to the success of land use plans.
- ***Linkages between land use planning and climate change mitigation, adaptation and disaster risk reduction*** – how can use of spatial and geophysical information be combined with information on social and economic elements to strengthen planning efforts to reduce the impacts of climate change on communities.

In addressing these areas, it is anticipated that the following steps will be undertaken:

- ***Assessment of current approaches to subnational development and land use planning and options for how to integrate and operationalize approaches to land use planning within the development planning process*** – this should include consultations:
 - With key government agencies on potential linkages between development and land use planning action. Central to this will be consultation with the Department of National Planning and Monitoring (DNPM), DLPP and the Department of Provincial and Local Level Government (DLPPG) on how planning systems can be more effectively integrated.
 - With civil society and government agencies on potential zoning criteria for land use and how this can align with the SLUP. Initial work has been done within the draft SLUP on identification of three zoning categories, further consultation with other sectors on potential categories however is needed and will be coordinated with ongoing work to review and further development the draft SLUP
 - On undertaking land use and development planning activities at the subnational levels, including bottom up sustainable land use planning, starting at clan, community and/or Ward level – land use planning within PNG is a high cost and challenging process given high levels of customary ownership, low population densities, limited infrastructure and low levels of literacy. This should be based on existing land use planning practices in PNG.
- ***Development of a framework to integrate land use and development planning and simplified tools to undertake planning activities*** – this process should be based on experiences and understanding developed in the steps above as well as international best practice. Proposed tools should be consulted on with key stakeholder groups at the national and subnational level.
- ***Testing of tools*** – the team should work with officers at the national, provincial, district and LLG levels to test planning tools within the Pomio district, supporting understanding of officers on how tools can be used and potential strengths and challenges, based on this, revisions should be made to the tools.
- ***Undertake land use and development planning activities for Pomio district*** – working with national, provincial, district and LLG partners, the team will work to develop an integrated land use plan and

review the development plan for Pomio district for the next 5 years. ***Final revisions of tools and drafting a capacity development plan and recommendations for future implementation*** – based on the experience of the team tools utilised should be revised and recommendations made for amendments to legislation as well as the draft SLUP. A capacity building plan for ENB should also be provided identifying resource and training requirements needed to complete further planning exercises and to maintain information systems to support them.

It is also anticipated that the team will work closely with local NGOs, research organisations and government agencies so that LLG planning activities can be carried on with limited support following the completion of the project.

4. EXPECTED OUTPUTS/DELIVERABLES

The Service Provider will deliver the following outputs:

Deliverables/ Outputs	Estimated Duration to Complete	Certifying Officer
An Inception report describing specific methodologies, work flow, structure of deliverables, output delivery timeline, consultation plans, etc.	10 January 2019	FCPF REDD+ Chief Technical Advisor
Proposed framework and tools for integration of spatial planning into development planning framework and supporting integration of national and subnational priorities within planning processes – with tools and frameworks building on the experience of past land use and development planning activities	31 May 2019	FCPF REDD+ Chief Technical Advisor
Progress Report on testing of planning tools within Pomio district.	10 September 2019	FCPF REDD+ Chief Technical Advisor
District Development Plan for Pomio district including supporting LLG plans for the next 5 years.	30 September 2019	FCPF REDD+ Chief Technical Advisor
Final Report on the assignment, including revised tools, recommendations for modifications/ additions to the Sustainable Land Use Policy and future guidance related to its implementation including a capacity development plan for ENB province to be able to fully develop and implement integrated land use and development planning actions	15 December 2019	FCPF REDD+ Chief Technical Advisor

5. TERMS AND PAYMENT

Payments are based upon output, i.e. upon delivery of the services specified in the TOR. All planned costs related to this consultancy must be specified in the proposal by contractor for this assignment. The contract will be paid in USD.

6. INSTITUTIONAL ARRANGEMENTS

The assignment will be undertaken in close partnership with the FCPF REDD+ and UNDP GEF Projects in close consultations with the Climate Change and Development Authority (CCDA), Conservation and Environment Protection Authority (CEPA) Department of Lands and Physical Planning (DLPP), Department of Provincial and Local Level Government Affairs (DPLLGA) and other respective national and subnational stakeholders.

7. DURATION OF THE ASSIGNMENT

The duration of the assignment is from December 2018 to December 2019. In accordance with expected outputs and deliverables, the Contractor submits reports to FCPF REDD+ Chief Technical Advisor for review outputs, comments, certify approval/acceptance of works afterwards. In case of any delays to achieve the expected outputs, the Contractor should notify the FCPF REDD+ Chief Technical Advisor in advance to take necessary steps.

8. DUTY STATION

The duty station for this assignment is Home-based, Port Moresby, with travels to East New Britain.

9. QUALIFICATION, TEAM COMPOSITION AND EXPERIENCES

The successful contractor should be able to demonstrate the following capabilities:

- Strong understanding of PNG national context including development and land use planning processes
- A minimum of 5 progressive experience of working at subnational, district and LLG level within PNG
- A proven 5 years of experience of land use and development planning, including multi-stakeholder consultative processes
- A minimum of 5 years of progressive experience in capacity development and management on spatial planning processes through combining GIS and remote sensing tools with tools applicable for use within remote locations by non-experts

Contractors able to bring international and local level expertise and institutions together are encouraged to apply. Potential team structure should include:

- i. **Designated leader and land use planning expert** – the team leader will be primarily responsible for leading the team in the preparation and consolidation of reports and submit all such reports on the behalf of the team to UNDP Senior Climate Change Advisor. The team leader should hold a minimum of a Master's degree in the field of natural resources

management, international development, political and/or social science, or a related field. He/she should have at least eight years of experience working for International Development Organizations in similar or related fields of work. He/she should lead the overall consultancy work, taking conceptual leadership of the tasks and coordinating with team members and will be responsible for delivering all the outputs under this task. The leader should possess high quality consultative skills, organizational skills, data analysis and report writing; and should be able to communicate effectively, in writing and orally (in English).

- ii. **GIS experts** – Bachelor's degree in the field of information technology, GIS or related fields with at least five years of experiences on GIS mapping and environment assessment.
- iii. **Environmental expert** - Bachelor's degree in the field of environment, forestry or natural resource management, or related fields with at least five years of experience (preferably in REDD+ countries) on REDD+ development and implementation, safeguard policies, and natural resources management and governance
- iv. **Stakeholder engagement and consultant expert** – Bachelor's degree in the field of environment, forestry or natural resource management, or related fields with at least five years of experience of working on community-based engagement programmes.

1. Technical Evaluation Criteria

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

Expertise of the Firm/Organization			Points obtainable
1.1	Reliability and history of the Firm/Organization's competence, technical and financial and proof of sustainability/ Reputation of Organization and Staff / Credibility / Industry Standing		20
1.2	General Organizational Capability which is likely to affect implementation:	Sub-score	50
	- Number of personnel and available facilities/expertise to produce a report of this nature	20	
	- Financial stability and soundness in the last two years (2016 & 2017)	20	
	- Types of undertaken activities	10	

1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills)	10
1.4	Quality assurance procedures, warranty	20
1.5	Past experience:	Sub-score
	1.5.1. Strong understanding of PNG national context including development and land use planning processes	20
	1.5.2. A minimum of 5 progressive experience of working at subnational, district and LLG level within PNG	40
	1.5.3. A proven 5 years of experience of land use and development planning, including multi-stakeholder consultative processes	30
	1.5.4. A minimum of 5 years of progressive experience in capacity development and management on spatial planning processes through combining GIS and remote sensing tools with tools applicable for use within remote locations by non-experts	40
1.6	Organizational Commitment to Sustainability - Organization demonstrates significant commitment to sustainability	20
Total Section 1		250

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

Section 3. Management Structure and Key Personnel				Points obtainable
3.1	Team Leader and Team Members - Description of the project team and their qualifications (Refer TOR)			300
	Team Members:		Sub-Score	
	3.1.1. Designated Leader		90	
	<ul style="list-style-type: none">at least 8 years’ experience working for International Development Organizations in similar or related fields of work	40		
	<ul style="list-style-type: none">He/she should lead the overall consultancy work, taking conceptual leadership of the tasks and coordinating with team members and will be responsible for delivering all the outputs under this task. The leader should possess high quality consultative skills, organizational skills, data analysis and report writing; and should can communicate effectively, in writing and orally (in English).	30		
	<ul style="list-style-type: none">Education: Master’s degree in the field of natural resources management, international development, political and/or social science, or a related field	20		
	3.1.2 GIS Experts		Sub-Score	
	<ul style="list-style-type: none">At least five years of experiences on GIS mapping and environment assessment.	40	70	
	<ul style="list-style-type: none">Education: Bachelor’s degree in the field of information technology, GIS or related fields	30		
	3.1.3 Environmental Expert		Sub-Score	
	<ul style="list-style-type: none">Bachelor’s degree in the field of environment, forestry or natural resource management, or related fields	40	70	
	<ul style="list-style-type: none">At least five years of experience (preferably in REDD+ countries) on REDD+ development and implementation, safeguard policies, and natural resources management and governance	30		
	3.1.4 Stakeholder Engagement Expert		Sub-Score	

	<ul style="list-style-type: none"> Bachelor's degree in the field of environment, forestry or natural resource management, or related fields 	40	70	
	<ul style="list-style-type: none"> At least five years of experience of working on community-based engagement programmes 	30		
Total Section 3				300

2. Submission Instructions

This process is managed through the UNDP online eTendering system. Proposals may be submitted on or before the deadline indicated by UNDP in the e-tendering system. Proposals must be submitted in the online e-tendering system in the following link: <https://etendering.partneragencies.org> using your username and password. If you have not registered in the system before, you can register now by logging in using:

Username: event.guest

Password: why2change

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

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

Note to Bidders:

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

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

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

Completed proposals should be submitted using E-tendering, no later than **6th December 2018**.

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

