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REQUEST FOR PROPOSAL

Fostering Local Economic Development through Participatory Planning - Upgrading Municipal Development Documents in Target Municipalities of Georgia and Developing Municipal Investment Profiles in Eight Pilot Municipalities

Projects: UNDP/Fostering Regional and Local Development in Georgia, Phase II

UNDP/Fostering Decentralization and Good Governance at the Local Level in Georgia

Country: Georgia

Issued on: 11 December 2018

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Section 1. Letter of Invitation

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.

Pre-proposal conference will be held:

Time: **14:00** (local time)

Date: **21 December 2018**

Venue: **Conference Hall, UN House 9, Eristavi Str., 0179 Tbilisi, Georgia**

Please acknowledge receipt of this RFP by sending an email to gvantsa.bitskinashvili@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:




Name: **Marika Shioshvili**

Title: **Project Manager**

UNDP Project "Fostering Regional
and Local Development in Georgia", Phase II

Date: **December 12, 2018**

Approved by:



Name: **Munkhtuya Altangerel**

Title: **UNDP Deputy Resident Representative**

Date: **December 12, 2018**

ნ. კაკუბავა

Name: Nino Kakubava

Title: Project Manager

UNDP Project "Fostering Decentralization and
Good Governance at the Local Level in Georgia"

Date: **December 12, 2018**

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<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 https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</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 (www.ungm.org). 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>
2. Fraud & Corruption, Gifts and Hospitality	<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 http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</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 (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; (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 http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
3. Eligibility	<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 employees meet the eligibility requirements as established by UNDP.</p>

4. Conflict of Interests	<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"> 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; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <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"> 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 b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <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>
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B. PREPARATION OF PROPOSALS

5. General Considerations	<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>
6. Cost of Preparation of Proposal	<p>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.</p>
7. Language	<p>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.</p>
8. Documents	<p>8.1 The Proposal shall comprise of the following documents:</p>

Comprising the Proposal	<ul style="list-style-type: none"> 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.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	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.
10. Technical Proposal Format and Content	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>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.</p> <p>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</p> <p>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.</p>
11. Financial Proposals	<p>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.</p> <p>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.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. Proposal Security	<p>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.</p> <p>12.2 The Proposal Security shall be included along with the Technical 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> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails:

	<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>
13. Currencies	<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>
14. Joint Venture, Consortium or Association	<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 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 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <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>

<p>15. Only One Proposal</p>	<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"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or 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; 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 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.
<p>16. Proposal Validity Period</p>	<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>
<p>17. Extension of Proposal Validity Period</p>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal 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>
<p>18. Clarification of Proposal</p>	<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>
<p>19. Amendment of Proposals</p>	<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>

	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.
20. Alternative Proposals	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.
	20.2	If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"
21. Pre-Bid Conference	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.
C. SUBMISSION AND OPENING OF PROPOSALS		
22. Submission	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.
	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.
	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.
Hard copy (manual) submission	22.4	Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows: <ul style="list-style-type: none"> 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. 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"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS

	<p>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.</p> <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"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; 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. 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 technically responsive. Failure to provide correct password may result in the proposal being rejected.
eTendering submission	<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"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. 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. 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. 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: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/
23. Deadline for Submission of Proposals and Late Proposals	<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>
24. Withdrawal, Substitution, and Modification of Proposals	<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</p>

	<p>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 after the bid has been opened</p>
25. Proposal Opening	<p>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.</p>
D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>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.</p> <p>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.</p>
27. Evaluation of Proposals	<p>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.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
28. Preliminary Examination	<p>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.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> 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; They have a good financial standing and have access to adequate financial

	<p>resources to perform the contract and all existing commercial commitments,</p> <p>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;</p> <p>d) They are able to comply fully with UNDP General Terms and Conditions of Contract;</p> <p>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</p> <p>f) They have a record of timely and satisfactory performance with their clients.</p>
30. Evaluation of Technical and Financial Proposals	<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>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
31. Due Diligence	<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</p>

	<p>following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; 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; 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; 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; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	<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>
33. Responsiveness of Proposal	<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>
34. Nonconformities, Repairable Errors and Omissions	<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"> 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 total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction

	<p>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>
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	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.
36. Award Criteria	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.
37. Debriefing	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.
38. Right to Vary Requirements at the Time of Award	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.
39. Contract Signature	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.
40. Contract Type and General Terms and Conditions	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 http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default 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.
42. Bank Guarantee for Advanced Payment	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

		https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. Liquidated Damages	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.
44. Payment Provisions	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 affected by bank transfer in the currency of contract.
45. Vendor Protest	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: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html
46. Other Provisions	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.
	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.
	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 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer

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)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p>Time: 14:00 (local time) Date: 21 December 2018 Venue: Conference Hall, UN House 9, Eristavi Str., 0179 Tbilisi, Georgia</p> <p>If interested proposers can not attend the pre-proposal conference, may join via skype (UNDP FRLD) The UNDP focal point for the arrangement is: Marika Shioshvili Telephone: +995 577 991101 E-mail: gvantsa.bitskinashvili@undp.org</p>
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 be imposed as follows: Percentage of contract price per 15 days of delay: 1% Max. number of days of delay 30, after which UNDP may terminate the contract.
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar <u>The payment to a Georgian company will be made in GEL according to active UN exchange rate on the date of payment</u>
11	31	Deadline for submitting requests for clarifications/ questions	5 days before the submission date.
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Marika Shioshvili, Nino Kakubava Address: UN House, 9 Eristavi St., 0179 Tbilisi, Georgia E-mail address: Gvantsa.iremashvili@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the website www.ge.undp.org/content/georgia/en/home/procurement.html http://procurement-notice-admin.undp.org/index.cfm
14	23	Deadline for Submission	18 January, 2019. 16:00 (Georgia local time)
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Courier/Hand Delivery <input type="checkbox"/> Submission by email <input type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	<u>UN House, 9 Eristavi St. 0179 Tbilisi, Georgia</u> <u>UNDP Project: Fostering Regional and Local Development Phase 2</u> <u>Please place your proposal in the designated box allocated on the first floor of the UN House with a sign of FRLD 2</u>
16	22	Electronic submission (email or eTendering) requirements	N/A

17	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>
18		Expected date for commencement of Contract	<i>February 15, 2019</i>
19		Maximum expected duration of contract	15 months
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	<p>Purchase Order and Contract for Goods and Services for UNDP</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
23		Other Information Related to the RFP	N/A

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:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity

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
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	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 ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	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
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 5 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 5 years.	Form D: Qualification Form
Previous Experience	Minimum 5 years of experience in developing policy papers and strategic documents	Form D: Qualification Form

¹ 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.

	<ul style="list-style-type: none"> Minimum 3 implemented projects in strategic planning of similar value, nature and complexity over the last 5 years. Statement of Satisfactory Performance from the 3 clients confirming that bidder successfully completed assignments like the subject of the RFP. <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
Financial Standing	Certificate of NO Debts towards Budget *	Form D: Qualification Form
	<ul style="list-style-type: none"> Bank letter for the last 3 years evidencing the annual turnover of the organization no less than USD 300 000 (USD 300 000 per year is a minimum requirement) 	Form D: Qualification Form
	<p>Bidder must demonstrate the current soundness of its financial standing.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p> <ul style="list-style-type: none"> Latest Audited Financial Statement (issued no later than 2 years ago) if any; If company does not have an Audited Financial Statement, it must submit the Income statement and the stamped and signed balance sheet. 	Form D: Qualification Form

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	300
Total		1000

Section 1. Bidder's qualification, capacity and experience		Sub-Score	Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing		50
	✓ Statements of Satisfactory Performance from <u>at least 3 clients</u> confirming that bidder successfully completed assignments similar to the subject of this RFP (minimum requirement)	30	
	Statements of Satisfactory Performance from <u>more than</u> 3 clients confirming that bidder successfully completed assignments similar to the subject of this RFP	40	
	Previous cooperation with UNDP and/or other international organizations would be an asset	10	
1.2	Financial stability		90
	✓ Certificate of NO Debts towards Budget (minimum requirement)	30	
	✓ Bank letter for the last 3 years evidencing the annual turnover of the organization no less than USD 300 000 (USD 300 000 per year is a minimum requirement)	30	
	Latest Audited Financial Statement (issued no later than 2 years ago) if any; If company does not have an Audited Financial Statement, it must submit the Income statement and the stamped and signed balance sheet (minimum requirement)	30	
1.3	Relevance of specialized knowledge and experience on similar engagements done in the regions of Georgia		100
	✓ Minimum 5 years of experience in developing policy papers and strategic documents (minimum requirement)	30	
	More than 5 years of experience in developing policy papers and strategic documents	50	
	✓ 3 implemented projects in strategic planning of similar value, nature and complexity over the last 5 years (minimum requirement)	30	
	Experience in working in regions/municipalities of Georgia would be an asset	20	

1.4	Quality assurance procedures and risk mitigation measures		60
	General organizational capability which is likely to affect implementation: management structure, project and reporting and M&E tools/system (minimum requirement)	60	
Total Section 1			300

Section 2. Proposed Methodology, Approach and Implementation Plan		Sub-Score	Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another? Addressed in fairly sufficient details (minimum requirement) Addressed in sufficient details	 50 80	80
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference Meets the requirements of the Terms of Reference (minimum requirement) Exceeds the requirements of the Terms of Reference	 70 100	100
2.3	Details on how the different service elements shall be organized, controlled and delivered Adopted to the Terms of Reference (minimum requirement) Exceeds the requirements of the Terms of Reference	 30 50	50
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement Corresponds to the Terms of Reference (minimum requirement) Exceeds the requirements of the Terms of Reference	 30 50	50
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic Clear implementation plan with some elements of logical and realistic planning, including activities and timeline (minimum requirement) Exceptional implementation plan with sound, logical and realistic planning, including activities and timeline	 40 70	70

2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract (minimum requirement)	50	50
Total Section 2			400

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services? (minimum requirement)	30	30
3.2	Qualifications of key personnel proposed		
3.2 a	Team Leader		70
	At least 5 years of professional experience in project management in economic development and/or strategic planning (minimum requirement)	40	
	More than 5 years of professional experience in project management in economic development and/or strategic planning	50	
	Experience in working in regions/municipalities of Georgia would be an asset	20	
3.2 b	At least 2 Local Economic Development Experts		70
	At least 5 years of experience in carrying out local/municipal economic development projects (minimum requirement)	50	
	Experience in working in regions/municipalities of Georgia would be an asset	20	
3.2 d	Business Consultant		70
	At least 5 years of experience in consultancy for public sector on economic development (minimum requirement)	30	
	More than 5 years of experience in consultancy on economic development	50	
	Experience in working in regions/municipalities of Georgia would be an asset	20	
3.2 c	At least 4 Community Mobilizers		60
	At least 5 years of experience in working in community development projects with CSOs and local governments (minimum requirement)	30	
	More than 5 years of experience in working in community development projects with CSOs and local governments	50	
	At least 1 (out of 4) Community Mobilizer has experience in working with multicultural environment (minimum requirement)	10	
Total Section 3			300

Section 5. Terms of Reference

a. Background Information and Rationale, Project Description

UNDP in Georgia has been implementing two projects to assist the Government of Georgia in the implementation of a systemic reform of regional and local governance. Between 2012 and December 2017, UNDP, with support from the Swiss Agency for Development and Cooperation (SDC) and the Australian Development Agency (ADA), implemented the first phase of the Fostering Regional and Local Development (FRLD) in Georgia program. FRLD Phase I focused on delivering assistance in key reform areas to the Georgian Ministry of Regional Development and Infrastructure. It also supported the development of Municipal Development Documents and Action Plans in 39 municipalities.

UNDP also implemented the Fostering Decentralisation and Good Governance at the Local Level program (DGG) to assist national and local authorities to promote a nation-wide policy reform of decentralisation and local self-governance. With funding provided by the Governments of Denmark and Georgia and operating through to March 2023, DGG will improve policy and institutional frameworks to foster decentralisation and promote good governance at the local level. It will enhance institutional and human capacities of national and local authorities, improve municipal service delivery, and empower rights holders to engage in local policy making.

UNDP is now implementing the second phase of the Fostering Regional and Local Development in Georgia program. Launched on 20 March 2018, FRLD Phase II will support the Government of Georgia and municipal governments to implement the country's new vision of decentralisation and local self-governance. It will focus on local economic development (LED) to enhance engagement of citizens in decision-making, and increase the competence and capacities of local municipal staff, business representatives, community organisations and citizens to engage in the LED process to foster economic growth.

FRLD Phase II will be implemented between 2018 and December 2021 in targeted municipalities in the regions of Racha-Lechkhumi-Kvemo Svaneti, Samegrelo-Zemo Svaneti, Guria, and Kvemo Kartli. Lessons learned from FRLD Phase 2 will be applied in all regions of Georgia.

FRLD Phase I established a crucial foundation and framework for local self-governance policy reform and regional development in Georgia. FRLD Phase II will accelerate translation of this framework into tangible results for targeted beneficiaries with Local Economic Development as a primary component. Local Economic Development will be applied as a central instrument throughout the project implementation cycle and will utilise a participatory, bottom-up approach that emphasizes the catalytic role of the public sector and business working together to create sustainable economic development and growth.

Project activities are structured in a way to form constituent and complementary parts of the LED process contributing to the three defined project outcomes. These include:

- i. National institutions define and implement policy and institutional frameworks to foster decentralization and enable local economic development;
- ii. Municipalities and community centres are strengthened to deliver relevant services and incentives for the business environment and local economic actors; and
- iii. Civil society organisations and local businesses are empowered to participate in inclusive LED planning and decision-making.

In the context of preparing and submitting a proposal to deliver the activities listed in this tender, Local Economic Development is defined as building up the economic capacity of a local area to improve its economic future and to improve the quality of life for all. It is a process by which public, business and non-governmental

sector partners work collectively to create better conditions for economic growth and employment generation.² A key objective of FRLD Phase II is to further the inclusion of the private sector, entrepreneurs, communities, Internally Displaced Persons, marginalized groups and minorities in the LED planning process. FRLD II will also incorporate gender-responsive approaches to LED in identifying and informing on opportunities for LED and economic empowerment initiatives at the municipal level.

b. Specific Objectives

The objective of the assignment is to strengthen municipal government and local stakeholder capacity to work together to identify opportunities for inclusive local economic development. In delivering this objective, consultancy support will be provided to update the Municipal Development Documents (MDDs) created in targeted municipalities during FRLD Phase I. Consultancy support will use a participatory LED planning approach to bring together key stakeholders (refer to Activity 1 for potential stakeholders) in each municipality to identify new local economic development priorities, actions and initiatives for inclusion in an updated Municipal Development Document. Updated MDDs will be prepared incorporating new LED input obtained for 39 target municipalities located in 6 regions of Georgia. These updated Municipal Development Documents will be prepared for:

- Municipalities located in the Kvemo Kartli region, including the City of Rustavi, Marneuli Municipality, Gardabani Municipality, Tsalka Municipality, Tetritskaro Municipality, Bolnisi Municipality and Dmanisi Municipality.
-
- Municipalities located in the Guri region include the Ozurgeti Municipality, Chokhatauri Municipality, and Lanchkhuti Municipality.
- Municipalities located in the Samegrelo Zemo Svaneti region include the City of Poti, Zugdidi Municipality, Chkhorutsk Municipality, Tsalenjikha Municipality, Abasha Municipality, Khobi Municipality, Senaki Municipality, Martvili Municipality and Mestia Municipality.
- Municipalities located in the Racha-Lechkhumi-Kvemo Svaneti region include Ambrolauri Municipality, Oni Municipality, Tsageri Municipality and Lentekhi Municipality.
- Municipalities located in the Mtskheta-Mtianeti region include the Mtskheta Municipality, Tianeti Municipality, Dusheti Municipality and Kazbegi Municipality.
- Municipalities located in the Imerti region include the City of Kutaisi, Sachkhere Municipality, Chiatura Municipality, Kharagauli Municipality, Zestaponi Municipality, Bagdati Municipality, Terjola Municipality, Tkibuli Municipality, Tskaltubo Municipality, Samtredia Municipality, Khoni Municipality and Vani Municipality.

In supporting a number of municipalities to promote the economic, business and investment opportunities identified through their participatory LED approach and contained in their updated Municipal Development Document, consultancy support will engage with municipal government and stakeholders to prepare eight (8)

² Further resources on the LED approach being advocated by the FRLD Phase 2 is available to view at: <http://web.worldbank.org/WBSITE/EXTERNAL/TOPICS/EXTURBANDEVELOPMENT/EXTLED/0,,menuPK:341145~pagePK:149018~piPK:149093~theSitePK:341139,00.html>

municipal investment profiles as a basis for attracting investor interest and promoting the municipality to a wider geographic audience.

c. Scope of Work

The activities listed below are grouped under thematic tasks. Some activities from different tasks can be performed sequentially or concurrently. All activities should be planned and implemented in close collaboration and agreement with the FRLD and DGG projects team in Tbilisi.

Activity 1: Support Participatory Planning in LED

A key objective of the FRLD Phase II program is to facilitate implementation of Local Economic Development initiatives that are advocated for by local actors and stakeholders. A key outcome required is the enhancement of the capacity of the local stakeholders to shape and inform the development of LED initiatives at the municipal level. These stakeholders include but are not limited to municipal staff, Civil Society Organisations, Civil Advisory Councils, Gender Equality Councils, business associations, key business leaders and business owners, and community representatives. The intent is to equip these stakeholders with the relevant knowledge, skills and understanding to facilitate their engagement in the participatory approach to the identification and planning of LED initiatives. Similarly, enhancing the participation and capacities of local Civil Society Organisations and community groups in LED planning is one of the main goals of DGG project.

In conducting this activity, the successful bidder will be expected to:

- Identify the relevant municipal, business and community stakeholders in each municipality as the basis for conducting participatory and inclusive LED planning and project identification
- Equip Civil Society Organisations, Civil Advisory Councils, Business Associations and other key stakeholders with the necessary knowledge, skills and competences for effective participatory policymaking
- Encourage these stakeholders to participate and contribute to the revision of the Municipal Development Documents
- Identify the structure³ and facilitate the establishment of a region-wide platform to support engagement and learning for Civil Society Organisations on local economic development planning and practice in each of the six regions (6 total)
- Strengthen the lobbying and advocacy capacities of Civil Society Organisations on local economic development planning and practice using a targeted program of learning and capacity building
- Strengthen municipal government staff and local stakeholder capacity and know-how in program and project planning and proposal writing in support of financing and implementing LED projects and initiatives at the municipal and community level, to address the call for proposals under the UNDP small grants scheme accompanying the FRLD Phase 2

Support will be provided to CSOs operating in all 39 municipalities of 6 target regions of the project.

Activity 2. Facilitation of upgrading Municipal Development Documents and Action Plans. Among other achievements of the FRLD Phase I is the institutionalization of the systemic approach to regional and municipal development through the introduction of the regional and municipal strategic planning. Between 2015 and 2016, 43 municipalities were supported to prepare Mid-Term Municipal Development Documents. These MDDs were developed using a series of instruction manuals (methodologies) developed with FRLD support. FRLD

³ Bidders will be expected to propose their approach to identifying the relevant structure and stakeholders for this platform. Bidders will be expected to assess and evaluate the relevance and value of using existing regional structures or CSOs, or whether new regional structures or dedicated CSOs should be formed in support of Local Economic Development learning and capacity development.

Phase II aims to provide additional support to municipalities to further incorporate economic development as a key component and encourage input and direction by the private sector and entrepreneurs, among other stakeholders, to engage in the design and delivery of LED initiatives for inclusion into revised MDDs and action plans. Activity 2 will also align with the aim of the DGG project which is, to revise the MDD preparation methodology to incorporate tools to integrate Sustainable Development Goals (SDGs) within municipal development planning. This will serve as a prerequisite for further localizing SDGs and bringing the knowledge and actions related to 2030 Agenda to the local and municipal level.

With this in mind, the selected company will be expected to:

- Revise the existing MDD methodology to incorporate inclusive and participatory Local Economic Development as the basis for MDD preparation including alignment with the capacity for LED to support the Sustainable Development Goals
- Deliver a structured program of training, guidance and capacity building to train municipal staff, business representatives and CSO stakeholders on the using the revised methodology to lead on the update of the Municipal Development Document
- Conduct a local business enabling environment survey in each municipality to obtain up-to-date information on the local business climate and 'doing business'. A participatory local business enabling environment survey will identify the business challenges, barriers and opportunities impacting business development in the municipality. Information to be collected will include input from businesses and entrepreneurs on local regulatory barriers, institutional barriers, access to finance, human resource constraints, public private partnerships, and other business-related issues. The FRLD project team will provide a guideline on the content and structure of this Survey Instrument.
- Update the existing Municipal Development Documents in all 39 municipalities of the 6 target regions to incorporate LED input and initiatives and Sustainable Development Goal components, ensuring that the participatory engagement and consultation is an ongoing activity during the update. Where possible, priorities identified are expected to align with existing municipal budgeting mechanisms
- Ensure that youth, minority and gender sensitive issues are addressed in the updated Municipal Development Documents and reflect a socially and environmentally responsible approach as the basis for inclusive economic growth
- Elaborate the constituent Action Plans of Municipal Development Documents in each of the 39 target municipalities
- Assess and reflect the role and capacity for municipal-private sector-led public-private partnerships for inclusion in the Municipal Development Documents and Action Plans
- Deliver further needs-based support to municipalities to implement LED initiatives according to the Action Plans if required

The successful bidder is required to harmonize all activities to align with other local and municipal development initiatives taking place within municipalities. As such, the successful firm will be expected to demonstrate its deep understanding and appreciation of the development policy frameworks, activities, plans and programs being implemented by the Government of Georgia through the Ministry of Regional Development and Infrastructure, Ministry of Economy and Sustainable Development, Ministry of Finance and Ministry of Agriculture, and others. Similarly, the successful firm will be expected to align activities with national, regional and local development frameworks, activities and initiatives being implemented in support of regional and local development and planning by donors and Georgian implementing partners. These include but are not limited to activities supported by the Mayors for Economic Growth initiative supported by the European Commission, the European Neighbourhood Programme for Agriculture and Rural Development (ENPARD), the Good Local Governance in South Caucasus program being implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), and programs being implemented by the United States Agency for International Development and The World Bank.

Support will be provided to municipality staff and other key stakeholders in all 39 municipalities of 6 target regions of the project. All activities should be planned and implemented in close collaboration and agreement with the FRLD and DGG projects team in Tbilisi.

Activity 3. Assist Municipal Governments to Develop Municipal Investment Profiles. The project aims to provide support to municipalities to improve service provision, create a positive business enabling environment for investors and entrepreneurs, and incentivize local economic actors to engage in joint initiatives and pilot schemes leading to increased employment and income generation. Following the application of the local business enabling environment survey in Activity 2, newly updated MDDs and Action Plans will identify a revised set of LED priorities that may include marketing and promotion.

Promoting a municipality's location, existing assets and opportunities for investment is a recognised mechanism to attract investment and jobs. To inform municipal staff and stakeholders on good practice around LED marketing, and to provide a practical tool to promote business development at the municipal level, Activity 3 will facilitate the preparation of 8 municipal investment profiles to promote investment attraction in targeted municipalities in alignment with MDDs and Action Plans.

In delivering Activity 3, the firm will be expected to:

- Identify and present the main features, information inputs and presentational requirements and techniques underpinning the development and application of municipal investment profiles as a tool for promoting municipal economic development and supporting investor attraction. Drawing on a review of international good practice, the company will be required to submit a 'How-to' Guide and template written for staff of municipal government and Civil Society Organisations addressing the steps and information content required to prepare LED-driven municipal investment profiles.
- Identify a comparative selection process for identifying 8 municipalities to develop a municipal investment profile. The process recommended should be informed by a review of the economic opportunity and assets identified by the participatory LED planning process to update Municipal Development Profiles. The company will be required to provide targeted support to create municipal investment profiles, identifying 2 municipalities from the Racha-Lechkhumi-Kvemo Svaneti, Samegrelo-Zemo Svaneti, Guria, and Kvemo Kartli regions.
- Where necessary, obtain statistical, financial, and other relevant information about the political, institutional, economic, environmental and social landscape at the local level, as well as the judicial and public service systems in municipalities including the land use, urban development, economic activities, taxation, local fees, local permits for use of natural resources, to be included in municipal investment profiles
- Provide support to the selected municipalities and identify key staff members to strengthen their capacities and know-how to update municipal investment profiles on a regular basis and act as focal point to serve as business advisors in the pilot municipalities
- Assist municipalities to develop business support services

d. Approach and Methodology

Under Activity 1: **Support Participatory Planning in LED**, the successful company will be required to:

- Identify a team of qualified, experienced and skilled experts, trainers and community facilitators to organise and conduct a structured and participatory-driven LED planning process to engage with municipal staff and stakeholders in the target municipalities.
- Identify and propose the relevant stakeholders to provide and engage in the LED planning process in each of the 39 municipalities in the target regions
- Conduct workshops and meetings with key stakeholders to identify the main challenges and barriers impacting LED and SDGs in each municipality

- Submit a project management plan and framework that will introduce and deliver workshops and training to the key municipal stakeholders on the methods, techniques and approach to participatory policy-making, strategic LED planning, lobbying and advocacy, preparation of project proposals and project implementation
- Identify the method and approach that will be used to ensure the inclusion of stakeholders in the process of MDD revision and Action Plan preparation with direct advice (for example, workshops, attendance at working group meetings, etc.)
- Incentivise proactive CSOs to transfer know-how to their counterparts in other municipalities in the region, eventually leading to creation of a platform of knowledge sharing and consolidated lobbying practices
- Develop content for an accelerated project management course for Civil Society Organisations to build their capacities in all cycles of project management including proposal writing, implementation, monitoring and evaluation.

Under Activity 2: Facilitation of upgrading Municipal Development Documents and Action Plans, the successful company will be required to:

- Identify key stakeholders that will comprise a new MDD planning team within each municipality. These teams may include representatives drawn from community based organisations, non-governmental organisations, technical and vocational education and training institutions (or other relevant skills-based service provider), Gender Equality Councils, business and/or agricultural associations, growers' associations, unions, community leaders, entrepreneurs, others
- Facilitate a hands-on discussion about the current status and content of the MDDs in each of the 39 target municipalities; in collaboration with the planning teams, identify the sections where the MDDs need modification and incorporation of LED and SDG components
- Prepare an updated Action Plan based on the revised MDDs and incorporate a Monitoring and Evaluation framework
- Ensure the inclusion of CSO recommendations and the projection of feedback into both documents
- Train the planning teams to better understand the relevant tools for research and analysis necessary for project writing and implementation

As part of this activity, the successful company will be required to prepare a concise report identifying lessons learned from implementing project activities. The report will identify and catalog stakeholders and beneficiaries engaged during the project. The report is also expected to identify key barriers to implementation and recommendations for future interventions at the municipal and stakeholder level.

NB: The process of facilitation excludes direct writing or drafting of MDDs, Action Plan, or sections of these by the selected organization.

Under Activity 3: Assist local governments to create municipal investment profiles, the successful company will be required to:

- Identify a comparative selection process for identifying 8 municipalities to develop a municipal investment profile Submit a 'How-to' Guide and template written for staff of municipal government and Civil Society Organisations addressing the steps and information content required to prepare LED-driven municipal investment profiles Identify focal points within each municipality that will contribute to creation of municipal investment profiles
- Collect relevant and additional data necessary for investment profile preparation
- Prepare draft and final versions of the municipal investment profiles
- Provide 100 printed copies of each Municipal Investment Profile developed (800 in total)

In addition to the above, in response to specific requests by the FRLD and DGG projects team, the selected organization will:

- *Mitigate emerging issues that fall in line with the tasks presented in this Terms of Reference*
- *Elaborate ad hoc reports at any stage if requested to do so*
- *Participate in working meetings and other events organized by UNDP needed for successful implementation of the company's assignment*

The selected company may also propose additional activities if deemed necessary to facilitate completion of assignments and accepted by the Project team.

This structure of the company should be arranged in a way to serve the following essential functions: providing overall strategic direction, facilitating dialogue between partners, managing data collection and analysis, handling communication, coordinating community outreach, and managing finances.

Travel, accommodation and other relevant costs of national and local government officials and civil society organizations participating in the respective meetings will be paid by the selected organization as part of the contract.

e. Deliverables and Schedules/Expected Outputs

The organization shall produce the following deliverables:

SN	Deliverable/ Expected Outputs	Timing
1	Inception Package (Inception report, visual timeframe and detailed description of activities under each task, ways of coordination and communication with stakeholders throughout the project, respective training mechanisms, means for research and gathering information, sustainability plan)	22 February 2019
2	<ul style="list-style-type: none"> - At least 3 workshops/trainings conducted in each of the 39 municipalities (For efficiency purposes, one training can cover more than one municipality at once and be held region-wide); - Planning teams are formed and at least one meeting is held on MDD revision in all 39 municipalities; 	26 April 2019
3	<ul style="list-style-type: none"> - Established 6 regional LED platforms⁴; - Pre-final draft of MDDs and its Action plans are prepared in all 39 municipalities; 	12 September 2019
4	<ul style="list-style-type: none"> - Final Drafts of updated MDDs and its Action plans are prepared in all 39 municipalities; - Written methodology ('How to' Guide and template) is developed for preparation of LED driven municipal investment profiles 	29 November 2019
5	<ul style="list-style-type: none"> - To specifically raise the capacity of MDD stakeholders in each municipality, facilitate preparation at least 4 	6 March 2020

⁴ To align with the regions served under the DANIDA project.

	<p>LED project proposals developed from MDD Action Plans in conjunction with MDD stakeholders;</p> <ul style="list-style-type: none"> - Focal points within municipalities are identified and trained for creation of Municipal investment Profiles; - Draft of 8 municipal investment profiles are prepared in conjunction with MDD stakeholders; 	
6	<ul style="list-style-type: none"> - Final version of 8 municipal investment profiles are prepared and printed; - Final Comprehensive Report and project evaluation 	8 May 2020

All deliverables must be approved by the UNDP project managers.

The UNDP team reserves the right to request additional information and data throughout the implementation of this assignment.

Reports shall be submitted in English and Georgian, while the Municipal Development Documents should be submitted in Georgian, and in English if requested.

f. Governance and Accountability

For the duration of the engagement, the contractor's performance will be monitored and regularly evaluated, and the company selected will prepare and submit quarterly reports. Regular monitoring of the performance will be conducted by the Project team as per deliverables stipulated in the Terms of Reference, and when periodically requested by the contracting authority.

In case an additional activity to this Terms of Reference is offered, the company should seek the approval from the Project team and adjust the deadlines for submitting the deliverables accordingly. All suggested additional activities are subject to the terms and conditions set forth in this RFP.

g. Expected duration of the contract/assignment

15 months

h. Duty Station

The project aims to provide support to 39 Target Municipalities of Georgia. Namely: City of Rustavi, Marneuli, Gardabani, Tsalka, Tetrtskaro, Bolnisi and Dmanisi Municipalities in Kvemo Kartli; Ozurgeti, Chokhatauri and Lanchkhuti Municipality in Guria; City of Poti, Zugdidi, Chkhorutsku, Tsalenjikha, Abasha, Khobi, Senaki, Martvili and Mestia Municipalities in Samegrelo-Zemo Svaneti; Ambrolauri, Oni, Tsageri and Lentekhi Municipalities in Racha-Lechkhumi-Kvemo Svaneti; Mtskheta, Tianeti, Dusheti and Kazbegi in Mtskheta-Mtianeti; City of Kutaisi, Sachkhere, Chiatura, Kharagauli, Zestaponi, Bagdati, Terjola., Tkibuli, Tskaltubo, Samtredia, Khoni and Vani in Imereti.

i. Professional Qualifications of the Successful Contractor and its key personnel

Relevance of specialized knowledge and experience on similar engagements in the region/country.
Team of at least 8 team members (1 team leader; 2 Led experts; 4 mobilizers; 1 business consultant).
Please, refer to the **Big Datasheet Section 4** for detailed information.

j. **Price and Schedule of Payments**

SN	Deliverable/Expected Outputs	Deadlines	Percentage of Payments
1	Inception Package (Inception report, visual timeframe and detailed description of activities under each task, ways of coordination and communication with stakeholders throughout the project, respective training mechanisms, means for research and gathering information, sustainability plan)	22 February 2019	20 %
2	<ul style="list-style-type: none"> - At least 3 workshops/trainings conducted in each of the 39 municipalities (For efficiency purposes, one training can cover more than one municipality at once and be held region-wide); - Planning teams are formed and at least one meeting is held on MDD revision in all 39 municipalities; 	26 April 2019	20 %
3	<ul style="list-style-type: none"> - Established 6 regional LED platforms⁵; - Pre-final draft of MDDs and its Action plans are prepared in all 39 municipalities; 	12 September 2019	20 %
4	<ul style="list-style-type: none"> - Final Drafts of updated MDDs and its Action plans are prepared in all 39 municipalities; - Written methodology ('How to' Guide and template) is developed for preparation of LED driven municipal investment profiles 	29 November 2019	20 %
5	<ul style="list-style-type: none"> - To specifically raise the capacity of MDD stakeholders in each municipality, facilitate preparation at least 4 LED project proposals developed from MDD Action Plans in conjunction with MDD stakeholders; - Focal points within municipalities are identified and trained for creation of Municipal investment Profiles; - Draft of 8 municipal investment profiles are prepared in conjunction with MDD stakeholders; 	6 March 2020	10 %
6	<ul style="list-style-type: none"> - Final version of 8 municipal investment profiles are prepared and printed; - Final Comprehensive Report and project evaluation 	8 May 2020	10 %

Successful company will be paid in 6 installments (20%+20%+20%+20%+10%+10%) after satisfactory provision of the deliverables described above. UNDP will make the payment after satisfactory receipt of the due deliverable from project manager.

⁵ To align with the regions served under the DANIDA project.

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:

Have you duly completed all the Returnable Bidding Forms?	
▪ 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"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Envelope

(Must be submitted in a separate sealed envelope)

▪ 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:	[Insert RFP Reference Title]		

We, the undersigned, offer to provide the services for [Insert RFP Reference Title] in accordance with your Request for Proposal No. [Insert RFP Reference Title] 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

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

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Title]		

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 (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner

(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:	[Insert RFP Reference Title]		

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

Historical Contract Non-Performance

☐ Contract non-performance did not occur for the last 5 years

☐ Contract(s) not performed for the last 5 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)

☐ No litigation history for the last 5 years

☐ 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 3 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	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	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			
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☐ 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:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) 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:	[Insert RFP Reference Title]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. **It is Bidder's responsibility to address in the proposal all specific issues specified in the Section 4 – Evaluation Criteria in a clear, well-structured and detailed manner.** 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

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i> <ul style="list-style-type: none">▪ Name of institution: [Insert]▪ Date of certification: [Insert]
Employment Record/ Experience	<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]
References	<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:	[Insert RFP Reference title]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference title] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

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

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference title]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate 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: [USD]

Table 1: Summary of Overall Prices

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

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate in USD	No. of Days*	Total Amount in USD
		A	B	C=A*B
In-Country	Team leader			
	LED Expert			
	Business Consultant			
	Community Mobilizer			
	Additional technical staff in the area of specialization that company considers necessary for fulfillment the tasks envisaged in the TOR**			
	Administrative staff, that company considers necessary for fulfillment the tasks envisaged in the TOR**			

Table 3: Breakdown of Other Costs***

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			
Local transportation costs	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Total transportation costs	Lump Sum			
Training costs (Breakdown by training facility, trainers, catering, materials, etc.)				
Digital services costs (e.g. designing investment profiles)				
Other Costs: (please specify)				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1				
Deliverable 2				
Deliverable 3				
Deliverable 4				
Deliverable 5				
Deliverable 6				

IMPORTANT NOTES

*UNDP strongly recommends companies/organizations to use days as primary unit of time when providing respective calculations under the Cost Breakdown.

**If the bidder will provide additional technical and administrative staff and other related costs it can be subject to review and approval from UNDP side

*** Under Other Costs companies shall include detailed list of all costs associated with implementation of the deliverables, each cost shall be justified and clearly calculated. Other related costs can be subject to UNDP review and if applicable consideration for exclusion similar to the existing note about technical staff