



## REQUEST FOR PROPOSAL (RFP)

Monitoring and Evaluation

To interested bidders	DATE: February 5, 2019
	REFERENCE: RFP/BPPS/2018/CPS/1590

Dear Sir / Madam:

We kindly request you to submit your Proposal for **LECB and NDC Programmes - Monitoring and Evaluation**

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

Proposals may be submitted on or before **Wednesday, February 20, 2019** via email to:  
***priyanka.chaudhary@undp.org***

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

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP at another email address and after the deadline indicated above, for whatever reason, shall not be considered for evaluation. Kindly ensure that your proposals are signed and in the .pdf format not exceeding seven megabytes (7MB), and free from any virus or corrupted files.

Proposer must consider the following while submitting the proposals:

- For the *Technical* proposal please indicate on the email subject field:  
TECHNICAL PROPOSAL\_LECB NDC ME
- For the *Financial* proposal please indicate on the email subject field:  
FINANCIAL PROPOSAL\_LECB NDC ME

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

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

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

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

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

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

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

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Stephen Gold

Global Team Leader, Climate Change  
BPPS, UNDP

05 February 2019

### Description of Requirements

Context of the Requirement	The NDC Support Programme seeks the services of a firm to conduct a suite of monitoring and evaluation tasks, including a project evaluation, a programme learning assessment and the creation a results-based framework for future monitoring and evaluation of a multi-donor climate mitigation programme.
Implementing Partner of UNDP	N/A
Brief Description of the Required Services	To conduct a suite of monitoring and evaluation tasks, including a project evaluation, a programme learning assessment and the creation a results-based framework for future monitoring and evaluation of a multi-donor climate mitigation programme.
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> <li>- Project evaluation</li> <li>- Programme learning assessment</li> <li>- Creation of a results-based monitoring framework/system for future monitoring and evaluation</li> </ul> <p style="text-align: center;"><b><i>More details on Annex III</i></b></p>
Person to Supervise the Work/Performance of the Service Provider	NDC Support Programme - Programme Specialist
Frequency of Reporting	<i>Monthly</i>
Progress Reporting Requirements	Formal reporting scope will be determined through the initial planning meeting between UNDP and the selected contractor, but at a minimum will include monthly reporting by the Lead Contractor to the Programme Specialist via teleconference, followed by a summary of discussion, key activities undertaken, challenges, and upcoming plans.
Location of work	<input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	Four months
Target start date	March 2019
Latest completion date	No later than July 2019
Travels Expected	No travel is expected.
Special Security Requirements	<input checked="" type="checkbox"/> Not Applicable
Facilities to be Provided by UNDP (i.e., must be	<input checked="" type="checkbox"/> Not Applicable

excluded from Price Proposal)																		
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required																	
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required																	
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars																	
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes																	
Validity Period of Proposals <i>(Counting for the last day of submission of quotes)</i>	<input checked="" type="checkbox"/> 120 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																	
Partial Quotes	<input checked="" type="checkbox"/> Not permitted																	
Payment Terms	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Upon signature of contract</td> <td>20%</td> <td></td> <td rowspan="4">Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.</td> </tr> <tr> <td>Upon submission of LECB Learning Assessment (Deliverable 1)</td> <td>25%</td> <td>TBD</td> </tr> <tr> <td>Upon submission EU-INDC Project Evaluation (Deliverable 2)</td> <td>25%</td> <td>TBD</td> </tr> <tr> <td>Upon submission of M&amp;E Framework and reporting template (Deliverable 3)</td> <td>30%</td> <td>TBD</td> </tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release	Upon signature of contract	20%		Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	Upon submission of LECB Learning Assessment (Deliverable 1)	25%	TBD	Upon submission EU-INDC Project Evaluation (Deliverable 2)	25%	TBD	Upon submission of M&E Framework and reporting template (Deliverable 3)	30%	TBD
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Person(s) to review/inspect/ approve outputs/completed services and	NDC Support Programme Manager: to be named upon contract award																	

authorize the disbursement of payment	
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)  <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%) (Minimum pass score is 49 points out of 70 total obtainable)</u></b>  Proposals will be evaluated separately and based on the below criteria.</p> <p style="text-align: center;"><b><i>REFER TO ANNEX III for Required Qualifications</i></b></p> <p><u>Qualifications of company (15 points):</u></p> <ul style="list-style-type: none"> <li>• Demonstrated 10 years of experience monitoring and evaluation of climate-related projects and programmes. (5 points)</li> <li>• Demonstrated experience with result-based management evaluation methodologies (5 points)</li> <li>• Demonstrated experience with UNDP and EU evaluation procedures, criteria and requirements (5 points)</li> </ul> <p><u>Qualifications of the company’s Team Leader (30 points):</u></p> <ul style="list-style-type: none"> <li>• Minimum 10 years of relevant professional experience related to monitoring and evaluation of development and/or capacity building projects (10 points)</li> <li>• Demonstrated experience designing result-based monitoring frameworks for global projects. (12 points)</li> <li>• Technical knowledge in the targeted focal area(s) of climate mitigation and sustainable development (5 points)</li> <li>• Working knowledge of the projects to be assessed (3 points)</li> </ul> <p><u>Qualifications of team members (10 points)</u></p> <ul style="list-style-type: none"> <li>• Substantive and demonstrated project evaluation/review experience with capacity building projects in the targeted focal area(s) of climate mitigation, sustainable development, and results-based monitoring. (10 points)</li> </ul> <p><u>Proposed methodology for completion of services (15 points):</u></p> <ul style="list-style-type: none"> <li>• Demonstrates good understanding of the tasks and timelines of the TORs (15 points)</li> </ul>

	<p><b>Financial Proposal (30%)</b> (Only bidders who get minimum of 49 points on technical evaluation will be technically responsive and considered for financial evaluation)</p> <p>To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.  FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><b>Total Combined Score:</b>  (TP Rating) x (Weight of TP, e.g. 70%)  + (FP Rating) x (Weight of FP, e.g. 30%)  Total Combined and Final Rating of the Proposal</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement <sup>1</sup> and <i>if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.</i> ) <input type="checkbox"/> Other Type/s of Contract
Contract General Terms and Conditions <sup>2</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP <sup>3</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3)

<sup>1</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

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

<sup>3</sup> Where the information is available in the web, a URL for the information may simply be provided.

<p>Contact Person for Inquiries (Written inquiries only)<sup>4</sup></p>	<p>Focal person in UNDP: Priyanka Chaudhary Email: <a href="mailto: Priyanka.chaudhary@undp.org">Priyanka.chaudhary@undp.org</a></p> <p>Last day to submit questions to UNDP is 5 days before the submission date. UNDP will provide responses on a rolling basis.</p> <p>Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
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<sup>4</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

ANNEX II

**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>5</sup>**

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>6</sup>)*

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

**A. Qualifications of the Service Provider**

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

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

**B. Proposed Methodology for the Completion of Services**

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

**C. Qualifications of Key Personnel**

<sup>5</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>6</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes



The Service Provider must provide:

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

**D. Cost Breakdown per Deliverable\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3	....		
	<b>Total</b>	100%	

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

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

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

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

## ANNEX III

### REQUEST FOR PROPOSAL ToRs:

Project evaluations and results-based framework development for future monitoring and evaluation

<b>Project Title:</b> NDC Support Programme
<b>Title of Services/Work:</b> RFP: Project Evaluation, future monitoring and reporting
<b>Country / Region of Work Location:</b> Global
<b>Language of the Proposal:</b> English
<b>Latest Expected date for commencement of Contract:</b> 1 March 2019
<b>Expected duration of contract:</b> 4 months

### BACKGROUND

The Paris Agreement on Climate Change 2015, is the world’s first global agreement to address climate change and to transition to a resilient, low-carbon economy. The goal is to limit average global temperature rise to less than 2 degrees Celsius, and ideally below 1.5 Celsius, by the end of the century. Each country submitted a contribution in terms of emission reduction targets. UNDP has been one of the leading organizations supporting countries on the design and implementation of these national climate plans through direct technical support, and capacity building through peer-to-peer knowledge sharing forums.

Under the Secretary General’s “One UN” strategy, UNDP is one of the three leading organizations on the implementation of the Paris Agreement. UNDP’s work on climate change already spans more than 140 countries and USD \$2.8 billion in investments in climate change adaptation and mitigation measures since 2008. A programme funded by the European Union, and the Governments of Germany and Spain, (building directly upon the results of the Low Emission Capacity Building Programme) will help countries implement their climate commitments in the context of their development priorities.

Results-based monitoring and reporting frameworks borne out of lessons learned from predecessor projects will help to create a critical foundation for robust knowledge capture, systematic reporting, and better delivery of services to our countries as well as programme donors. For this reason, UNDP seeks a firm to carry out a suite of monitoring and evaluation tasks that responds to the Programme’s myriad needs.

### Objective

The NDC Support Programme seeks the services of a firm to conduct a suite of monitoring and evaluation tasks, including a project evaluation, a programme learning assessment and the creation a results-based framework for future monitoring and evaluation of a multi-donor climate mitigation programme.

Under the supervision of the UNDP Support Programme Specialist, and in close collaboration with the UNDP Climate Technical Specialist, the firm will be responsible for the following tasks:

### *Evaluation and Assessment*

- Deliverable 1: Prepare a Learning Assessment of the UNDP Low Emission Capacity Building Programme using existing data and interviews with HQ staff and select country representatives (as needed).

At a minimum the evaluation should include:

- Executive Summary
- Introduction
- Description of the Intervention(s)
- Evaluation Scope and Objectives
- Evaluation Approach and Methods
- Data Analysis
- Findings and Conclusions
- Recommendations
- Lessons Learned

The number of days to complete this deliverable is estimated at up to 30 days. It may happen concurrently with additional deliverables.

- Deliverable 2: Prepare a final evaluation of the EU-INDC Project as required by EU contractual obligations through a desk review of existing data and a digital survey (as needed). (all data will be provided to the successful firm);

At a minimum the evaluation should include:

- Executive Summary
- Introduction
- Description of the Intervention
- Evaluation Scope and Objectives
- Evaluation Approach and Methods
- Data Analysis
- Findings and Conclusions
- Recommendations
- Lessons Learned

The number of days to complete this deliverable is estimated at up to 20 days. It may happen concurrently with additional deliverables.

### ***Monitoring and Evaluation Architecture***

- Deliverable 3: Develop a monitoring and evaluation framework for the NDC Support Programme, a multi-donor, global programme. The monitoring and evaluation framework shall include:
  - Consolidation of varying global results frameworks to track and capture outcomes and impacts;
  - Review and improvement of national results frameworks and indicators;
  - Creation of a global, results-based monitoring framework including a critical view of meaningful indicators, proposed data collection methods and submission of draft templates for data collection and tracking;
  - Proposal of practical monitoring tools and templates to support a nested and streamlined M&E system for both global and national level tracking and reporting;

- In-person or virtual training for programme staff on the importance of meaningful impact-oriented reporting and how to capture and communicate results.
- The number of days to complete this deliverable is estimated at approximately 20 days.

**Institutional Arrangements:**

- NDC Support Programme - Programme Specialist will directly supervise the contractor in close coordination with the NDC Support Programme Technical Specialist. The disbursement of payments will be approved by NDC Support Programme Manager.
- UNDP will provide all relevant information necessary for execution of the tasks under this assignment.

**Timeline of Activities**

	<b>Deliverables</b>	<b>Timeframe</b>
1	Review of project and programme reports, frameworks, evaluations, etc.	March
2	Draft LECB Learning Assessment (UNDP review timeframe: 2 weeks) (Deliverable 1)	April
3	Draft INDC Pagoda Final Evaluation (UNDP review timeframe: 2 weeks) (Deliverable 2)	April
4	Draft Monitoring and Evaluation Framework and tools (UNDP review timeframe: 2 weeks) (Deliverable 3)	May
5	Final evaluations and framework submitted	May - June
6	Training for Programme Staff	June

**Qualifications**

**Required Qualifications of firm**

- Minimum of 7 years experience in monitoring and evaluation of climate-related projects and programmes;
- Minimum of 5 years experience with strategic planning and/or result-based management evaluation methodologies and planning;
- Demonstrated experience with UNDP and EU evaluation procedures, criteria and requirements;
- Excellent report-writing, communication, and analytical skills.

*Note: The evaluation team must be composed of a minimum of 1 Team Leader and 2 members*

**Required Qualifications of Team Leader**

- Minimum 7 years of professional experience related to monitoring and evaluation of development and/or capacity building projects;
- Previous experience designing result-based monitoring frameworks for global projects;
- Technical knowledge in the targeted focal area(s) of climate mitigation and sustainable development;
- Knowledge of UNDP climate change mitigation project development and evaluation processes
- Proven excellent English writing skills.

***Required Qualifications of Team Members***

- Previous experience with results-based monitoring and evaluation methodologies;
- Proven experience with analysis of climate change mitigation projects globally, including analysis of barriers and mitigation strategies, and economic, social, and environment benefits.