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Resilient nations.*

REQUEST FOR PROPOSAL

**Long Term Agreement (LTA) for the Provision of Consultants' Services
for Social and Environmental Safeguards and Capacity Analysis of UN
Habitat Project:**

**Support to the Restoration of Minimal Functionality of Infrastructure in
Urban Areas in Syria+**

RFP No.: UNDP-SYR-RFP-022-19

Country: Syria

Issued on: 25 March 2019

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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):

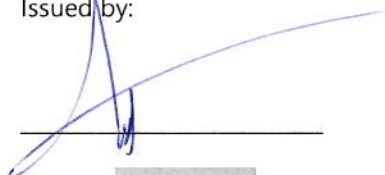
- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - Form A: Technical Proposal Submission Form
 - Form B: Bidder Information Form
 - Form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

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

Please acknowledge receipt of this RFP by sending an email to syria.procurement@undp.org, indicating whether you intend to submit a Proposal or otherwise. 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: Hanan Al Ali

Title: Procurement Analyst

Date: May 25, 2019

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>
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	<p>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.</p>
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> <p>Email Submission</p> <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. <p>eTendering submission</p> <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> 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-notices/resources/
<p>23. Deadline for Submission of Proposals and Late Proposals</p>	<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>
<p>24. Withdrawal, Substitution, and Modification of Proposals</p>	<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> <ul style="list-style-type: none"> c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
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 style="text-align: center;">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 style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;">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	<p>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.</p>
44. Payment Provisions	<p>44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.</p>
45. Vendor Protest	<p>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:</p> <p>http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</p>
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15</p> <p>http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

Section 3. Bid Data Sheet

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will not be conducted
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar However, for local supplier's payments will be in Syrian Pounds at the prevailing UN exchange rate at the date of the invoice <i>Reference date for determining UN Operational Exchange Rate: the date of deadline of Bid Submission</i>
11	31	Deadline for submitting requests for clarifications/ questions	5 days before the submission deadline

12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Hanan Al Ali Address: UNDP Office, Mezzeh, Ghazzawi Street, No.8. E-mail address: hanan.al-ali@undp.org ; syria.procurement@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 websites - www.facebook.com/UNDP.Syria - http://www.sy.undp.org/content/syria/en/home/operations/procurement/ - http://procurement-notice.undp.org/ - https://www.ungm.org/
14	23	Deadline for Submission	Wednesday 10 th April 2019 03:00 pm, Damascus Local Time.
14	22	Allowable Manner of Submitting Proposals	x Courier/Hand Delivery x Submission by email
15	22	Proposal Submission Address	<input checked="" type="checkbox"/> <u>By Courier / Hand Delivery:</u> Mezzeh, West Villas Ghazzawi Street #8 Damascus, Syrian Arab Republic Tel: +963 11 612 9811 Att. Hanan Al Ali, Procurement Analyst <input checked="" type="checkbox"/> <u>By Electronic submission:</u> Syria.bids@undp.org with subject: UNDP-SYR-RFP-022-19 - Long Term Agreement (LTA) for Social and Environmental Safeguards and Capacity Analysis of UN Habitat project.
16	22	Electronic submission (email) requirements	<ul style="list-style-type: none"> ▪ Official Address for e-submission: Syria.bids@undp.org ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Password for technical proposal <u>must</u> not be provided to UNDP until the date as indicated in No. 14 (<i>for email submission only</i>) ▪ Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP ▪ Max. File Size per transmission: 5 MB

			<ul style="list-style-type: none"> ▪ Mandatory subject of email: UNDP-SYR-RFP-022-19 - Long Term Agreement (LTA) for Social and Environmental Safeguards and Capacity Analysis of UN Habitat project.
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>May 2, 2019</i>
19		Maximum expected duration of contract	two years
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	<p>Long Term Agreement for 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	<i>Refer to Section 5 – Terms of Reference</i>

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 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	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.

Previous Experience	<ul style="list-style-type: none"> • Registration of consultancy services company in their respective country of operation (both international + national). The registration document shall be in English language or accompanied by translation in English in case in any other language than English. Non-profit organisations providing consultancy or specialised services are eligible and must provide equivalent documentation. • Agreement of joint venture between international and national consultancy companies in English language, if applicable. • The Consultant team must demonstrate proof of domestic and international experience and project value in assessment, planning, design, tendering and/or construction of community-led infrastructure and housing projects within the last 10 years (5 projects) with at least 2 relevant projects of similar complexity in the Middle East with preference for demonstrated experience in: <ul style="list-style-type: none"> ○ Project assessment and validation; ○ Infrastructure and/or settlement upgrading projects; ○ Transportation planning, design and engineering; ○ Urban planning, design or development projects involving public space/realm and/or facility and/or urban environment components; ○ Housing planning, design or rehabilitation; ○ Community participation in the above demonstrated through participatory planning, local economic development, and/or community contracting. 	Form D: Qualification Form
Financial Standing	Quick Ratio > 1 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form

Technical Evaluation Criteria:

Please refer to ANNEX 1- Technical Evaluation Criteria

Terms of Reference / Statement of Services

Long Term Agreement (LTA) for the Provision of Consultants' Services for Social and Environmental Safeguards and Capacity Analysis of UN Habitat Project:

Support to the Restoration of Minimal Functionality of Infrastructure in Urban Areas in Syria

This Terms of Reference is to solicit specialised technical and advisory services from both international and Syrian national experts (Consultants) through their employer firms/institutions in fields relevant for support to restoration of essential services and infrastructure in urban areas in Syria.

1. Background

Entering the eighth year of the crisis, the scale, severity, and complexity of needs across Syria remain staggering. Some 13.1 million people in Syria requires humanitarian assistance. This crisis has had a significant impact on Syria's economy, infrastructure, services, and social fabric. Since the outbreak of the crisis in 2011, Syria has dropped in the Human Development Index from 113th to 173rd out of 187 countries, placing Syria in the bottom tenth percentile globally. The Syrian crisis is an intensely **urban crisis** with widespread damage to many of Syria's major cities. Syria has experienced a large crisis-induced urbanization. While in 2011, Syria's population was 53 percent urban, today 3 out of 4 Syrians live in cities, some 11 million people² Around 35 percent of urbanites are internally displaced.³

Destruction of urban infrastructure and services has been severe and widespread. Municipalities are struggling to cope with demands, exacerbated through influx of large IDP populations, into rather small and confined areas. Some 30 percent of the total housing stock has been damaged (an estimated 1.2 million housing units in the 2016 Syria Humanitarian Response Plan). Direct damage to the electricity sector is widespread and the remaining power plants are struggling to cope with the increased demand. Water supply has decreased to one-third of pre-crisis levels.⁴ Sewerage treatment has decreased from 70 percent to 25 percent currently.⁵ Solid-waste collection has significantly declined in many cities, and informal dumping sites are multiplying, creating significant public health risks.

In summary, **situation in Syria has reduced the ability of people, communities, and cities to respond to on-going shocks and their ability to move beyond simply coping to recovery.** Multiple displacements have exhausted savings and undermined livelihood activities. Within host communities, large movements of internally displaced persons (IDPs) place incredible strain on already stretched infrastructure, services, and social services. An increasing number of young male Syrians are leaving Syria seeking livelihood and economic opportunities. At the same time, increasing numbers of displaced Syrians are returning to their homes or taking up

² Syria Humanitarian Needs Overview, p. 12

³ World Bank, "Syria: Reconstruction for Peace" (2016b), 21.

⁴ Strategic Framework, p.4

⁵ Strategic Framework, p.4

residence outside of their original homes – potentially resulting in reduced security of tenure, difficulties to access basic services, and to restore their livelihoods. Social tension is increasing in hosting areas as well as other locations across Syria.

2. Description of the Project

The joint UN Habitat – KfW Development Bank (KfW) “Support to the Restoration of Minimal Functionality of Infrastructure in Urban Areas in Syria” Programme (Programme) was designed to build upon the outputs of UN Habitat’s ongoing activities towards:

- restoring damaged infrastructure in urban areas of Syria to improve quality of life and to strengthen local planning processes that rebuilds the trust between communities and municipalities;
- identifying and strengthen opportunities for communities, neighbourhoods, and cities to work together to establish recovery and bottom-up processes that offer pragmatic benefits for all Syrians.

The Expected Achievement of the Programme is for crisis-affected Syrian Municipalities to produce area-based plans and deliver coordinated infrastructure rehabilitation projects in at least 3 locations in a way that is responsive to community needs and identifies social and environment risks while demonstrating that sufficient safeguards are in place to effectively avoid, mitigate, and/or manage those risks. Specific indicators of success for the Programme are:

- 96,050 people (at least 70% IDPs / returnees and 50% women) in crisis affected areas benefit from improved access to basic infrastructure and services requiring coordinated planning and delivery
- 8 municipalities in 3 locations (clusters) have planned and delivered coordinated basic infrastructure restoration projects.

These indicators are aligned with outputs and the scope of activities of the KfW infrastructure rehabilitation project:

- 3 coordinated infrastructure restoration projects are designed and are technically and financially feasible in at least 3 locations involving 8 municipalities in crisis affected areas,
 - Activity 1.1.1 Municipal and Neighbourhood Planning Process
 - Activity 1.1.2 Coordinated participatory technical and financial feasibility assessment
 - Activity 1.1.3 Development and validation through consultation of project design
 - Activity 1.1.4 Confirmation of financing and management arrangements
- 3 coordinated infrastructure restoration projects are delivered in 3 crisis affected locations
 - Activity 1.2.1 Deliver capacity building and training packages on project management and oversight
 - Activity 1.2.2 Deliver bridging infrastructure projects

The Project consists of three phases starting March 2019 and expected to finish by 30 September 2020:

- Mobilisation and Inception Phase: November 2018 – May 2019
 - Municipal and Neighbourhood Planning Process

- Coordinated participatory technical and financial feasibility assessments
- Implementation Phase: May 2019 – April 2020
 - Deliver capacity building and training packages on project management and oversight
 - Deliver bridging infrastructure projects
- Closing Out Phase: May 2020 – September 2020
 - Deliver project closure report

2.1. Proposed Project Methodology

The overall Project will be implemented within a period of approximately 2 years, comprising 4 main project components:

- To support participatory local community led planning and prioritisation processes to identify two or three potential infrastructure restoration projects that can bring together cities within a region – such as restoring agricultural value chains, water and sanitation networks, area based housing, and essential infrastructure and service networks.
- To determine the technical and social feasibility of these coordinated infrastructure restoration interventions with an emphasis on putting in place effective social and environmental safeguards and identifying cost sharing from local communities and stakeholders.
- Following approval by UN Habitat of the risk register and design and bidding documents, the bids will be floated to construction firms and/or international NGOs to execute the works.
- UN Habitat and local communities to deliver “infrastructure restoration projects” in way that requires the active participation and coordination of municipalities and local communities.

3. Specific Objectives of this Assignment

UN Habitat is planning to hire consultancy services (Consultant) (including, but not limited to, a joint venture of international and national consultancy firms) to provide specialised technical advice to support the restoration of essential services and infrastructure in urban areas in Syria. The consultancy consists of services solicited during the implementation process of the KfW – UN-Habitat project, outlined in the

Terms of Reference (ToR). Required services during execution of the project are detailed as much as possible. However, the Consultants shall bear in mind that the list of tasks and activities can by no means be considered a complete and comprehensive description of the Consultants duties. It is rather the Consultants responsibility to critically verify the scope of services indicated and to suggest extension, reduction or amendment of duties wherever deemed necessary, based on their own professional judgement and the knowledge the Consultants will acquire during preparation of this proposal. It is understood that the Consultant shall perform all work as necessary to fulfil the objectives of the Project. While the assignment represents expert support throughout all phases of the infrastructure rehabilitation project, the experts’ contributions will focus on analysis and verification of technical and social feasibility of infrastructure restoration interventions, as well as design and implementation of adequate

safeguards to mitigate/avoid risks and to assure transparency and accountability throughout all phases.

The tasks of the consultant's assignment are to be understood as a pool of requirements, which will be executed as per project development in each planned / assessed location. Scope, timelines and specific deliverables (e.g. reports) of each of these requirements will be defined on case-by-case basis, following progress and specific conditions at the time of execution. Hence, to reflect these characteristics, the assignment of the consultant will be formalized through a Long-Term Agreement (LTA), stipulating ceilings of maximum foreseen efforts, while ToRs define type, content and scope of services, including type and expected content of deliverables.

The competitive procurement process for services of this present consultancy assignment is conducted under UN / UNDP **Request for Proposal (RfP)** procedures. Since the consultant's services will be incrementally solicited, they will be remunerated on the basis of professional fees as defined in the financial proposal. The level of expected efforts represents the overall maximum threshold of services, which may or may not be entirely solicited for consultancy tasks during the project. It is within the consultant's responsibility to ensure that adequate resources are mobilized to deliver key tasks as per listing below and per specific sequential step, while respecting the maximum level of efforts as per financial proposal.

During the Consultant's assignment, other consultants and advisors may provide services to UN Habitat or other local authorities. In addition, other UN actors and projects funded by BMZ may also be operating in the same areas as the Project. It is the duty of the Consultants to meet and co-ordinate their activities with the operations of others relevant to the Project. It is to be ensured that the proposed standards, systems, methods, etc. are as compatible as possible to avoid duplication of efforts. Existing coordination mechanisms should be used to the maximum extent possible. The Consultants are expected to be in regular contact with representatives based as needed.

The Consultants will not be eligible to bid for any tenders or contracts – by UN Habitat or another entity – related to the execution of the works in this assignment.

Indicative list of key activities to be performed through this consultancy:

a) Feasibility assessments of comprehensive infrastructure restoration projects for 4 proposed locations

b) Inception Reports: consisting of the finalisation of 4 Project Sheets for consideration for implementation (one Project Sheet for each location). In addition to updating the information contained in the Preliminary Project Sheets, the final Project Sheets should include the following:

- o Identification, capacity assessment, and due diligence check against UN and related sanctions and other financing restrictions of all potential contractors and implementing partners for each of the 4 Project Sheets.
- o Environmental and Social Impact Scoping to be carried out for the 4 locations that are selected for implementation. The scoping must meet both KFW and UN Habitat Environmental and Social Safeguards and should meet World Bank Safeguards and IFC Performance Standards and international standards for

information gathering, analysis, and reporting to the maximum extent possible. The scoping must:

- i) cover the physical, biological, socioeconomic and cultural environments within the proposed Project scope,
 - (ii) identify the adequacy of the alternative analysis for the proposed sites,
 - (iii) identify potential environmental and social risks and impacts,
 - (iv) propose preliminary mitigation actions, and
 - (v) suggest the actions needed to be performed at a later stage and components that need to be integrated in the tender documents for further in-depth environmental and social impact assessments compliant with national legislation/regulations and the relevant international Standards
- o Develop and propose community led implementation modalities that comply with UN Habitat and Government requirements
 - o Detailed monitoring and stakeholder engagement plan for each of the 4 locations
 - o Throughout Programme Implementation and implementation of the Project Sheets – to provide ongoing support to monitor implementation and prepare Project Sheet closure documents

c) Support to bidding processes to deliver infrastructure restoration projects, on the basis of proposed project sheets

d) Technical assistance to monitor project implementation, on the basis of proposed scope in project sheets. Tasks c) and d) will be carried out through selective deployment of experts for monitoring, project management support and technical assistance during implementation and the liability period for any works completed during the implementation of the selected Project Sheets including developing new implementation modalities that comply with UN Habitat and Government regulations. Specifically, upon request from UN Habitat, the short-term experts will⁶:

- o Assess current operation and maintenance plans for selected municipal services
- o Assess and review the human resource capacity of the institutions responsible for the operation and maintenance of municipal services
- o Review and, if needed, update and/or develop guidelines and operating procedures for operation and maintenance of selected municipal services including but not limited to solid waste management, debris clearance, sanitary systems, water systems, and electrical systems
- o Provide assistance in the identification and selection of housing rehabilitation packages according to national and international standards and practices
- o Review of bidding documents of partnering organizations
- o Provide technical training to UN Habitat, implementing partners, and local communities support to improve the design of the public realm including but not limited to streets, sidewalks, parks, footpaths and associated facilities

⁶ Non-exhaustive listing

- o Provide technical training and capacity building to UN Habitat, implementing partners, and local communities on local economic development through implementation of infrastructure and housing projects
- o Provide technical training and capacity building to municipalities regarding the above

The Consultant may be requested to support UN Habitat in its projects for the restoration of essential services and infrastructure in urban areas services in additional locations in Syria in due course of time.

The cost of experts and staff will be determined on the basis of proposed daily rates quoted by the Consultant for his services, as per financial proposal format. The duration of input of each expert and staff will be determined by UN Habitat in consultation with the Consultant on basis of services required from experts. Detailed TORs will be developed prior to the engagement of experts for each specialised task. Within the overall frame of the LTA, requirements will be commissioned “Call Off Contracts” for each sequence. The cost of such support will be determined on basis of proposed daily rates quoted by the Consultant for the services of technical and supervisory staff in the financial offer (please see below instructions).

4. Description of the Assignment

a) KfW – UN-Habitat Project :

Each of the 4 locations consist of a cluster of primary and secondary cities where seed grants have been / or are currently being implemented by UN Habitat and implementing partners. Primary cities within each cluster will be the focus of interventions with supporting or complementary interventions in secondary cities. The identified area-based infrastructure restoration projects may comprise one or several of the types of components described below in 4.1 and 4.2.

b) Consultant’ s Assignments:

An indicative pipeline of projects in the form of 4 draft Project Sheets from the areas described above will be brought forward by UN Habitat for review by the Consultant team. The Consultant will then prepare a set of 4 Project Sheets consisting of a level of detail sufficient for the review of each Project Sheet by UN Habitat and KfW towards a Final Investment Decision. The 4 Project Sheets must include all the elements detailed above and especially in the ‘Main Expected Tasks’ section above. The Consultant will then assess the environmental and social impacts and identify impact management measures in the form of a detailed risk register for each of the 4 Project Sheets. Provisional costing of each of the prioritised infrastructure restoration projects will be defined at this stage. If alternative implementation modalities are required to successfully deliver the works, the Consultant will develop these in close collaboration with UN Habitat. Finally, the Consultant will develop a detailed monitoring and stakeholder engagement plan for each of the 4 Project Sheets. The results of this exercise will be synthesised into an Inception Report.

The Inception Report containing 4 Project Sheets will be reviewed by UN Habitat, its partners and KfW towards a Final Investment Decision. An additional technical and financial feasibility assessment may be required for particularly complex Projects. The need for this will be proposed by the Consultant to UN Habitat for final review and decision. Once approved, the 4 Project Sheets will be transferred to the relevant technical teams (either UN Habitat or a UN Habitat

partner) for detailed design and preparation of BoQ's for tendering. The Consultant will provide technical assistance in the review of designs and in support to partners where necessary in the design process including but not limited to identification of planning parameters for system design to enable sustainable maintenance, if feasible, of the infrastructure restoration projects over time.

UN Habitat will undertake the procurement and tendering process to local contractors and/or implementing partners to implement the selected projects. The Consultant will assist UN Habitat in the procurement process and in establishing an effective Project Management and Execution Plan for oversight of the contracts.

During the implementation phase, the Consultant will periodically review performance of contract implementation, including but not limited to project management of the contracts by UN Habitat. It is expected that for each Project Sheet there will be 2 to 3 higher value activities of between 300,000 to 700,000 USD and 6 to 7 lower value activities of less than 300,000 USD.

Upon completion of works, the Consultant will provide an independent review of the Project within a Project Closure Report against the expected outcomes identified in the Inception Report.

4.1. Potential KfW UN-Habitat Project Activities: Rehabilitation of Damaged Housing

The rehabilitation of damaged housing is a high priority in cities that have been damaged during the conflict. By using an area-based housing rehabilitation model, only those residential buildings at risk of collapse and/or which pose a safety risk to residents and returnees will be targeted. This will ensure that all residential buildings within an area are structurally sound and should not pose a risk for returnees. No individual housing or shelter interventions with the exception of vulnerable assistance for specific vulnerable groups is planned. The availability housing is a key driver for stabilizing population movements in an area and is often a necessary requirement before recovery processes can begin.

4.2. Potential KfW UN-Habitat Project Activities: Rehabilitation of Critical Municipal Infrastructure and Services

The rehabilitation of critical municipal infrastructure and services will only be implemented in an area-based manner with the specific intention of restoring a minimum level of basic services to support returnees, IDPs, and residents. Therefore, these activities are closely associated with the area-based housing rehabilitation above (4.1). The specific criteria for the assessment of critical infrastructure interventions will be based on (a) minimum level of functionality (using World Bank / UN Habitat DNA methodology), and (b) minimum level of services required for expected population scenarios within a neighbourhood or community.

- Solid Waste Management (SWM) is often an immediate priority in locations. The Project will work with local communities to update and implement solid waste management plans. These activities address the problems of the accumulation and unproper disposal of solid waste, the shortage of capacity of the municipalities in human resources as well as physical assets and the promotion of good and sustainable practices of integrated solid waste management. In addition to the solid waste collection and removal, this comprehensive programme potentially includes recycling and reusing solid

waste for fuel briquettes and biogas production that provide affordable alternative source of energy as well as landfill rehabilitation.

- Rehabilitation of Infrastructure includes a spectrum of activities from simple and labour-intensive light repair and debris clearing to more material and technically challenging repair of infrastructure that directly responds to critical needs. High local labour and local procurement content will be a condition of these activities.
 - Water distribution networks: this will include; repairing of existing main pipelines, replacement of main pipelines, replacement and provision of accessories (valves, elbows, T-pipes, etc.), rehabilitation of inspection rooms, and implement Concrete Blocks to protect accessories from water hammering impact.
 - Sewer and drainage networks: this will include; repairing of existing main pipelines, replacement of main pipelines, rehabilitation of manholes, provision of prefabricated manholes, replacement and provision of accessories (saddles, manhole covers, manhole ladders, etc.), rehabilitation of inspection rooms, and re-connect building sewer to main networks (house connections).
 - Rehabilitation and/or implementation of septic tanks.
 - Water storage tanks: this will include; rehabilitation of water elevated tanks, ground water tanks on the municipal level.
 - Maintenance of existing wells and supply of equipment and spare parts where it is required: this will include; repair of submersible pumps, replacing of damaged pipes, re-connecting wells with water distribution networks.
 - Improve access to electricity networks: this will include; re-connect buildings to electricity network, maintenance of buildings' main electrical board and provision of spare-parts.
- Providing Basic Municipal Services:
 - Repair and maintenance of roads surface: repair and patch roads' potholes (by casting concrete or asphalt) especially in priority streets (market streets, crowded streets, etc.), re-asphalt street surface after completing infrastructure works.
- Economic Infrastructure:
 - Rehabilitation of neighbourhood shops, workshops and offices: repair or replacement of roller shutter doors, re-connect shops with critical infrastructure (water, sewage and electricity) and providing productive assets (appliances, tools and equipment).
- Healthier Neighbourhood:
 - Community awareness campaigns: on health and hygiene promotions involving women, youth and children.
 - Fumigation campaigns for neighbourhoods and neighbourhood dumps.
 - Structure rehabilitation of primary health-care clinics: cleaning, (doors, windows, tiling, plastering, lighting, etc.) and re-connect clinics with critical infrastructure (water, sewage and electricity). Includes coordination with WHO and other health actors to assess equipment and medical supplies.
- Public and Green Spaces:

- Schoolyard: to be rehabilitated (re-tiling, maintenance of drainage, etc.) for using it as a community activities place such as community meetings, awareness sessions, workshops, trainings, exhibitions, etc.
- Playground: to be cleaned and rehabilitated for re-activate it as children playground
- Sports fields / sports grounds targeting youth / young adults.
- Public seating areas: to be rehabilitated (footpaths re-tiling, repair seats, provide waste bins, etc.)
- Open urban public spaces: to be cleaned and rehabilitated for using it as social activities place such as cultural exhibition, outdoor theatre, scouts activities, etc.
- Safer Access:
 - Clear damaged buildings from hazardous structural elements that potentially create public safety risk or could cause injuries to pedestrians.
 - Debris and rubbles removal from neighbourhood streets.
 - Rehabilitation of footpaths and sidewalks: replace damaged tiles, replace pavement damaged-curbs, repair tree grates, re-tiling pavements after completing infrastructure works.

5. Key activities to be performed by the Consultant

5.1. Indicative listing of Key Activities and Outcomes per phase

This LTA for this consultancy will cover a period from April 2019 (planned starting date) until 30. September 2020; the planned date for project conclusion, as per KfW agreement. Timelines may be subject to change, according to conditions on ground and actual progress, depending, i.a. on conduciveness of circumstances and stakeholder capacity. Such alterations may lead to extension of the consultant's mandate, basically on no-cost basis, unless the scope is substantially altered as well. The Consultant is expected to perform all or part of the following activities aligned to with the overall delivery of the UN Habitat- KFW Project:

- Scoping Reports
 - Within two weeks of signing the contract to produce Scoping Report (per planned location and summary) that details the methodology, work plan, and deliverables as understood by the Consultants and approved by UN Habitat
 - Includes an initial social and environmental risk register
 - Template for the Project Sheets and annexes that is prefilled with existing content and indicates where data is missing
- Activity 1: Assessment of infrastructure restoration project feasibility for each 4 Project Sheets, screening process with regards to:
 - Necessary requirements and detail for inclusion in the Project Sheets including but not limited to material requirements / availability, return on investment, asset sustainability, community participation and policy / guideline compliance
 - List and capacity assessment and due diligence assessment of potential contractors and implementing partners
 - Estimates on the expected target groups, results, and impact of the infrastructure restoration projects
 - 4Ws and coordination mechanisms

- Stakeholder mapping and assessment – including roles of key stakeholders such as local authorities
- Alignment with area-based planning, regional and national priorities and UN guidelines and do no harm principles
- Bottom-up participatory planning approaches, involvement of local actors and demonstrated community buy-in to project selection
- Financial and resource capacity necessary for local partners to meet conditions and terms of agreements required for implementation of infrastructure projects
- Social and environmental risk assessment as per UN Habitat, KFW, and World Bank social and environmental safeguards
- Activity 2: Prepare the Inception Report with final Project Sheets per location and summary containing all of the above, including:
 - Gap analysis within the policy and regulatory framework and recommendations to enable the delivery of the Projects
 - Risk Analysis
 - Stakeholder Engagement
 - Overview of project screening:
 - Project screening methodology
 - Project sheets and evaluation
 - Recommended Pilot Projects (if any)
 - Implementation recommendations:
 - Project work plan
 - Project organizational chart and institutional recommendations
 - Summary of project costs
 - Alignment and partnering recommendations
 - Tendering recommendations
 - Monitoring and evaluation requirements.
- Activity 3: Support to the bidding process to deliver infrastructure restoration projects, including:
 - Preparation of tools and systems for evaluation and ranking of contractors' technical and financial offers and capabilities; as well as award system to ensure selection of competent contractors for required services
 - Identification of necessary team competencies and leadership arrangements to effectively administer, design, construct and transfer built or refurbished infrastructure assets;
 - Performance requirements including but not limited to ability to work with local communities, direct hire of local labour, contracting of local suppliers and compliance with environmental and social safeguards.
 - Support the design of Project Management requirements for each Project Sheet including:
 - Defining a conceptual stage gate process for decision-making within the planning, tender, design, construction, transition and closure process aligned with UN or international standards (e.g., FIDIC);

- Identifying project controls to guide owner decision-making on feasibility, contracting and partnering;
 - Assessment of contract design and contractor requirements;
 - Identification of owner team and personnel necessary to ensure project delivery;
 - Identification of quality assurance / quality control process, performance monitoring, and reporting.
- Activity 4: Technical assistance in monitoring of Project Sheet implementation (throughout the life cycle of the Programme), including:
 - Quarterly performance monitoring against inception report requirements;
 - Support to UN Habitat in supervision and monitoring of all rehabilitation works
 - Preparation of project closure report for each of the Project Sheets, hand-over requirements and evaluation against inception report requirements.

In addition, the Consultant is expected to provide short-term experts to carry out the following tasks upon request from UN Habitat throughout the lifecycle of the Programme (on-going technical support during implementation and project and Programme closure):

- Assess current operation and maintenance plans for selected municipal services
- Assess and review the human resource capacity of the institutions responsible for the operation and maintenance of municipal services
- Develop guidelines and operating procedures for operation and maintenance of selected municipal services including but not limited to solid waste management, debris clearance, sanitary systems, water systems, and electrical systems
- Provide assistance in the identification and selection of housing rehabilitation packages according to national and international standards and practices
- Provide technical training support to improve the design of the public realm including but not limited to streets, sidewalks, parks, footpaths and associated facilities
- Provide urban planning and design assistance in upgrading programs linked to infrastructure restoration projects

The Consultant may be requested to support UN Habitat in its projects for area-based infrastructure projects in additional locations in Syria in due course of time or to provide further assistance during the Project delivery. The additional cost of such support will be determined on basis of proposed daily rate quoted by the Consultant for the services of technical and supervisory staff in the financial offer.

Bidders are required to quote prices for Experts on a daily rate basis. Bidders shall quote the daily rate for each Expert in the format as proposed in the financial proposal. The input of each expert will require pre-authorization from UN Habitat before his/her engagement for the performance of duties.

Detailed TORs will be developed prior to the engagement of experts for each specialised task and possible additional works exceeding the indicative scope listed above. The Consultants are expected to conduct all necessary HR functions associated with the deployment of experts.

As further explained below (12. Evaluation process and methods), financial proposals will only be opened and evaluated after diligent technical evaluation of proposals. It is therefore essential to submit all required information in contents and formats demonstrating the bidders' understanding of the scope and natures of this assignment and their capacity and ability to carry out expected tasks.

6. Logistics

UN Habitat will provide technical support to the Consultant in arranging for all necessary approvals related to the assignment. It will be the Consultant's duty to maintain close contact with all relevant stakeholders on all aspects of work.

The Consultant is to provide the necessary staff (administrative / technical, foreign / local personnel) required for the execution of the services. In order to enhance the local technical skills and experience, cooperation with Syrian consultants or independent local specialists is highly recommended.

The Consultant is invited to give details on the envisaged logistical set-up for the execution of the services of their technical offer.

Travel, deployment, and security by Syrian consultants within Syria will be fully the responsibility of the Consultants.

7. Contribution of UN Habitat

UN Habitat will provide free of charge all relevant information, data, reports and maps as far as available and will assist the Consultant in obtaining other relevant information and materials from Syrian institutions and authorities as far as possible. However, it is the duty of the Consultant to check availability, quality and suitability of this information. The information, data, reports etc. as mentioned above will be available for the Consultant's unlimited use during execution of the proposed services. All these documents used by the Consultant must be returned to UN Habitat upon completion of the assignment. Due provision shall be made in the proposal for the possibility that Consultant may have to collect/procure further necessary maps, aerial photographs, meteorological, hydrological and geological data, etc. at their own cost.

UN Habitat will support the facilitation of permits, authorisations and permissions required for the performance of the Consultant's services in Syria within the limits of its operational agreements with the Syrian Authorities.

For international consultants only: UN Habitat will provide the necessary international and national transportation (including airfare), DSA, and accommodations as per UN Habitat policy for any international consultants only. Any travel or deployment costs must be pre-approved and follow UN Habitat procedures. While within Syria, UN Habitat will provide the necessary security measures. The Consultants are expected to comply with all UN Habitat and UN security guidelines.

8. Schedule of Works

The scope of work is to be delivered within the following tentative timeframe:

- Signing of Contract and Scoping Report – 2 weeks following the issuance of LTA Contract Award
- Completion of Inception Reports – 6 weeks after Signing of Contract, provided that conditions in each planned / assessed location permit and KfW – UN-Habitat project progress advances at the required pace.
- Quarterly Progress Reports (maximum 6) – At the end of every quarter upon commencement of works
- Final Closure Reports – as Projects end and by September 2020

It is the responsibility of the Consultant to establish their own detailed tentative work schedule for the Project, where they are free to propose a reduction of the above time estimates in accordance with their professional judgement and knowledge of the local conditions. However, the original time frame will be considered for evaluation purposes during the tender process.

9. Quality Assurance Plan

The home office of the Consultant shall maintain continuous support to the team in Syria. Before submitting any report, the home office is obliged to carefully screen the respective document to assure the required quality according to the present ToR.

10. Reporting Requirements

In accordance with the tasks/deliverables described in Section 5 and the time schedule, the Consultant shall prepare and submit the following reports:

Scoping Report (Draft), (3 copies to UN Habitat in English).

In the Scoping Report, the Consultant shall present a detailed description of the deliverables, methodology for the Inception Report, and update / revise the workplan as needed.

Inception Report (Draft), (3 copies to UN Habitat in English and Arabic).

In the Inception Report, the Consultant shall present a description of revised/adapted methodology and revised schedule of activities and cost, if necessary. They shall also present first results of activities including identification, feasibility, screening, selection and contributions to Project Sheets. Must include the Environment and Social Impact Scoping Report. The structure of the future Quarterly Reports shall be presented as well for approval of UN Habitat. The final version shall be submitted in 3 copies in English and Arabic to UN Habitat.

Quarterly Progress Reports, (3 copies to UN Habitat in English).

The Quarterly Progress Reports during the implementation period shall contain information on the state of progress made and time schedule, as well as cost and financing. Special regards shall be given to current problems and the reasons for any deviations from time and cost schedules. The reports shall contain all circumstances that might jeopardize the achievement of the project overall objective and purpose or the progress of its implementation. It shall include detailed suggestions for measures to be undertaken by the Contractor, UN Habitat or other stakeholders for rectification. Moreover, the reports shall include staff assignments from the Consultant. The envisaged structure of the monthly report should be presented in the Inception Report. Quarterly Reports shall be submitted within two weeks after the end of the reporting period.

Final Closure Report (Draft), (3 copies to UN Habitat each in English and Arabic)

Upon conclusion of the Project, the Consultant shall investigate and report on the achievement of indicators (as defined in section 1). The final closure report shall contain, among other things, the monitoring of the effects of the measures comparing between the Project results and the Project goals. It will provide an analysis of the results of the first period of operation. Recommendations made should serve two functions: firstly, there should be guidelines for the management of UN Habitat for future operations and maintenance, and for possible operational changes; and secondly, the report should serve as a manual for the improvement of the operational and maintenance skills of the authorities responsible for the management, operation and maintenance of the restored infrastructure. The final version of the Closure Report shall be submitted in 3 copies to UN Habitat each in English and in Arabic.

All reports shall contain an executive summary and shall be prepared in DIN A4 format. A separate volume in DIN A3 format is to be prepared containing plans and drawings. In addition to these hard copies, all documents (reports and drawings) have to be provided in digital format (MS Word and pdf-format, MS Excel, drawings in pdf-format).

11. Required Resources

The Consultant should have the following core proficiencies:

- Urban development and planning: including experience in development and implementation of urban plans, settlement upgrades, resettlement plans and policy in conflict regions and conflict situations, in leading urban development projects in Syrian or elsewhere in the MENA region, in leading community engagement and participatory planning processes, and negotiating agreements with municipalities for urban-based development.
- Civil / Municipal engineering: including Syrian in-country experience in the design, contracting and management of municipal systems, in preparing and managing tendering processes for delivery of municipal works, in the involvement of designing sustainable systems based on local capacity, and involving communities in the planning, design and implementation of community-based projects.
- Community Engagement: including strategies to mobilise community participation and ownership, community led implementation models, and community monitoring.
- Municipal finance: with experience in financial assessment of projects including but not limited to feasibility assessments, life cycle assessments and fiscal impact assessments of urban infrastructure or municipal-based projects.

12. Evaluation process and methods

Following closure of the RFP, proposals will be evaluated by a UN Habitat evaluation team to assess their merits. The evaluation will be restricted to the contents of the Proposals and the reference checks.

The proposals will be evaluated on basis of combined score (technical and financial), following the best value for the money criteria.

12.1. Technical Proposal (Envelope one)

Technical proposal should include the Consultant's approach to providing the required services to UN-Habitat. In addition, it should explain and demonstrate technical approaches undertaken to administer and provide the services up to the expected standards including indicating the risks and challenges that may affect the effective and efficient provision of services. The technical proposal should also demonstrate the service provider's profile and previous experience in provision of services outlined in this document to other clients in Syria and or overseas.

Additionally, the technical proposal should demonstrate the following:

- List of names of affiliated companies and contractors in Syria;
- List of Clients in Syria and overseas;
- A roster or list of registered individual specialists with their areas of expertise;
- Safety operating procedure for personnel in Syria and other countries;
- Health and life insurance policies for personnel in Syria and other countries;

The Technical Proposal has been allocated a total 1000 marks; which accounts for 70% of the combined overall evaluation. Due to the technical complexity of this TOR, Technical Proposals receiving 600 marks or higher, will be considered technically responsive and then the Financial Proposal will be opened. Proposals which are considered not technically compliant and non-responsive will not be given further consideration.

Technical Proposals are evaluated following criteria as listed in ANNEX "Technical Evaluation Matrix" "Evaluation Criteria"; therefore, bidders are obliged to elaborate in their proposals on these respective requirements.

Technical Proposals should follow the same structure as the sub-headings in Section 12.3 and be no longer than 10 pages. Details and supporting documents should be placed in an Annex. It is up to the Consultants to submit a technical proposal that is clearly and succinctly arranged in a way that directly responds to the criteria and requirements in Section 12.3. Each Technical Proposal should have:

- Cover Page that includes the name and place of registration of JV firms
- Table of Content
- List of Annexes

12.2. Financial Proposal (Envelope two)

The total possible marks allocated to the Financial Proposal are 300, accounting for 30% of the combined overall evaluation. The maximum number of points will be allocated to the lowest price proposal that is opened and compared among those bidders which obtain the threshold points in the evaluation of the Technical Proposals. All other Price Proposals shall receive score in inverse proportion according to the following formula:

- $(\text{Max Score for price proposal} * \text{Price of lowest priced proposal}) / \text{Price of Proposal (X)}$
- The cost of all items in the Financial Proposal shall be calculated in USD.

12.3. Evaluation Process, Method and Criteria (see as well RfP Technical and Financial Evaluation Matrix)

12.3.1. Mandatory Qualification Requirements (pass- fail assessment)

12.3.2. Technical and Financial Expertise and Capacity - (250 Marks)

A description of the firm(s) that provides an overview of:

- Professional expertise and experience in the assessment, support and supervision of community infrastructure projects.
- Ability to provide subject matter experts for infrastructure, facility and housing projects as per TORs – the same expert can be proposed for multiple expert areas. In this case the expert will be assessed separately for each expert area.
- Ability to work in Arabic and English
- Technical capacity, facilities and equipment to be used for the project.
- Ability to work in project areas
- Financial capacity/status

12.3.3. Method Statement - (Total of 350 Marks)

12.3.3.1. Methodology and Approach

A detailed method statement describing Bidders approach to project management, feasibility and costing assessment, project supervision and monitoring, technical training and support in the detailed design (municipal or state utilities) and tendering process (UN Habitat), and project closure. Furthermore, Bidders will be evaluated on their approach to assessing community participation in and impact of “restoration of infrastructure projects”.

12.3.3.2. Detailed Implementation Plan/Schedule

Detailed project implementation project/schedule based on the timeline described in Item Section 10. The work activities should be broken down to sufficient level of detail for each main activity defined in time line for completion, identify critical path(s) and propose appropriate schedule compression techniques i.e., fast tracking if required to meet the project time lines. The proposed work project shall include the time lag for material procurement and submittal approvals etc.

12.3.4. Management Structure and Key Personnel (Total of 300 Marks)

Proposed Staff: Organogram showing organization of proposed site and back-office staff. BIOs and detailed CVs of each’s individual including Team leader, Project Manager, Technical Leads and supporting technical and nontechnical staff, Short Term Experts for specialized services and proposed staff on daily rate for technical and supervisory staff.

The same person can be proposed as experts for different categories (i.e. team leader can also be the PM and expert on housing and community engagement). In this case the person will be assessed separately for each category.

BIOs should be included in the Technical Proposal while CVs and organogram should be included as annexes.

12.3.5. Overall Response (Total of 100 Marks)

Understanding of, and responsiveness to, UN Habitat requirements, understanding of scope, objectives and complexity of the undertaking; overall concord between UN Habitat requirements and the proposals.

12.3.6. Financial Offer (Total of 300 Marks for the lowest priced acceptable offer)

The Financial offer consists of two components, as per format below, consisting of professional fees (to be quoted) and provisional sums for travel expenses (non-quoted lumpsums). The quoted rates represent all-inclusive price, based on expenditure schedule as per financial proposal format and will be considered for the completion of all tasks related to project implementation from inception to closure phase covering full consultant mandate as specified in TOR (Sub-section 5.1) without the possibility of alteration of any kind due to delay in the implementation of project. In the instance of security delays or delays related to the lack of government approvals including visas, exceptional alterations may be possible subject to prior approval by UN Habitat.

Financial proposal form; to be completed separately in the “Financial Proposal Envelope” for the completion of services (refer to Sub-section-5.1)

Below rates are to be quoted inclusive of DSA, personal insurance, etc. International travel will either be arranged by UN-Habitat or reimbursed on the basis of most economic modalities, upon UN-Habitat approval prior to traveling.

RFP FINANCIAL EVALUATION MATRIX

PROJECT:

FINANCIAL PROPOSAL FORM:

The expected scope of works of this consultancy is explained in the Terms of Reference. Expected outcomes (non-exhaustive summary listing) are as follows:

- a) Feasibility assessment of comprehensive infrastructure restoration projects for 4 proposed locations
- b) Inception Report
- c) Support to bidding processes to deliver infrastructure restoration projects, on the basis of proposed project sheets
- d) Technical assistance to monitor project implementation, on the basis of proposed scope in project sheets

The consultants' services will be paid on the basis of reported and certified reports for each sequence of the process, according to rates as per breakdown – the same expert can be applied for different functions as long as the daily rate for the expert is the same across the different categories

1.	Breakdown of Professional Fees (inclusive of DSA, personal insurance, etc.)	Maximum expected level of efforts (days)	Rate/day (USD)	Amount
1.1	Team Leader	20		0.00
1.2	Project Manager	40		0.00
1.3	Technical Leads	80		0.00
1.4	Urban Planning Specialist	35		0.00
1.5	Transportation Engineer	10		0.00
1.6	Municipal Finance Specialist	15		0.00
1.7	Institutional Specialist	15		0.00
1.8	Municipal Engineer	15		0.00
1.9	Environmental Engineer	10		0.00
1.10	Stakeholder- and Community Engagement Specialist	20		0.00
1.11	Housing and HLP Specialist	20		0.00

1.12	Accountant Monitoring Specialist	20		0.00
	TOTAL Professional fees			
2.	Travel Expenses			
2.1	Provisional sum for international travel (upon prior written UN-Habitat) approval)	Lumpsum		50,000
2.2	Provisional sum for Local travel (upon prior written UN-Habitat) approval)	Lumpsum		10,000
	TOTAL Travel Expenses (provisional sums)			60,000
	GRAND TOTAL			

Safety and Security: The proposers should ensure their proposal meets or exceeds recognised standards for security of its personnel in Syria. Security standards should reference to Security Operating Procedures (SOP) of international/national security companies licensed to operate in Syria. The Syrian personnel of the service provider shall not be required to follow the UN standard security and safety regulations while in Syria. International personnel will be required to follow the UN standard security and safety regulations while in Syria.

Note: While financial proposal is an important factor, it shall not be the primary consideration and will not take precedence over the technical proposal as a response to the Request for Proposal (RFP).

12.3.7. Payment Schedule

Task	Project Phase	Schedule of Pay
0	Scoping Report	As per pre-approved time-budget schedule and reported expenditures
1,2,3	Inception Report	As per pre-approved time-budget schedule and reported expenditures
4,5	Technical Assistance to Project Monitoring	As per pre-approved time-budget schedule and reported expenditures
6	Project Closure Reports	As per pre-approved time-budget schedule and reported expenditures

Payments will be processed for each agreed input after the completion of services per each sequential phase to the satisfaction of UN Habitat. Experts payment will be either processed on monthly basis or as part of payment due to consultancy firm's deliverables (as above).

The contract to the awarded bidder does not foresee advance payments. Therefore, bidders must dispose of sufficient financial capacities to ensure continued work on this assignment until first payment upon delivery of scoping and inception reports.

13. Limitations

The Consultants will not be eligible to bid for any tenders or contracts – by UN Habitat or another entity – related to the execution of the works in the bidding document (e.g., detailed design and construction of bridging projects).

14. Monitoring and Supervision:

UN Habitat shall be responsible for day-to-day technical monitoring and supervision of the Consultants experts and staff while working on the Project in Syria. UN Habitat will endorse technical outputs prior to paying the remuneration to the consultants and experts by the service provider.

15. Focal Point and Performance Evaluation Meetings:

The Consultants shall appoint a Contract Manager/Supervisor who shall act with full authority on behalf of the Consultants and shall be responsible for overall management and daily performance of the contract. The Contract Manager/Supervisor shall be the central point of contact for this contract and shall be available at all times to meet with the UN Habitat Contract Officer or his/her designated representative. The Consultants shall designate this individual in writing (listing name, address and contact telephone numbers) to the Contract Officer no later than 10 working days prior to the commencement of the contract.

Either of the parties can call for a meeting to review the implementation of the contract and other related matters. The Contract Manager/Supervisor will be responsible for the distribution of properly recorded minutes of such meetings.

16. Records and Audits:

The Consultants shall be required to maintain a complete and separate financial record and accounts for all transactions pertaining to or materially relevant to the operation of the services under the terms and conditions in relation to this scope of services/terms of reference. This will include, but not limited to, invoices, bills, receipts, vouchers, payroll records, disbursement records, general and sub ledgers and other documentation pertaining to or substantiating expenditure and receipt of revenue on either accrual or cash basis. The original financial ledgers and sub-ledgers and all original supporting documentation will be made available to inspection and audit by UN Habitat or any of its designated auditors, either internal, external or specialist, within 24 hours of a written request by UN Habitat to so present the records. This condition will be binding from commencement to twelve (12) months after expiry of the contract.

17. Identification Card:

The Consultants shall provide identification cards to the individual consultants/experts deployed to service UN Habitat. The ID card shall include the full name and photos of the individuals as well as the name of the Consultants.

18. Source of Instruction:

The Consultants shall only receive written instruction from UN Habitat for execution of the terms and conditions of the agreement.

19. Labour and other laws:

The Consultants shall ensure that it meets the labour law and other government laws that are applicable for successful execution of the contract for UN-Habitat. The Consultants shall commit to meet the standards of the international human rights law in hiring of consultants and experts and ensure that their rights of free movement are respected. The Consultants by no means can hold the experts or facilitators passports or identification cards or travel documents as a way of restricting

his/her free movement. The experts should be able to travel to Syria when needed without restrictions once visas and travel authorisations have been secured.

All correspondences covered under this contract shall be communicated in English.

20. Contract Award:

UN-Habitat will issue one contract/PO to the successful service provider.

21. General Terms and Conditions:

The attached UN General Terms and Condition for Proposals and other annexes attached hereto are integral parts of this document and should be read together.

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/password protected email)

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

Form A: Technical Proposal Submission Form

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

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] 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 not 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

- The following table should be completed as part of the Company Profile:

Company Profile	
Company Name	
About the Company	
demonstrate proof of domestic and international experience and project value in assessment, planning, design, tendering and/or construction of community-led infrastructure and housing projects within the last 10 years (5 projects) with at least 2 relevant projects of similar complexity in the Middle East	
demonstrated experience in Project assessment and validation	
demonstrated experience in Infrastructure and/or settlement upgrading projects	
demonstrated experience in Transportation planning, design and engineering	
demonstrated experience in Urban planning, design or development projects involving public space/realm and/or facility and/or urban environment components;	
demonstrated experience in Housing planning, design or rehabilitation	

Form C: Joint Venture/Consortium/Association Information Form

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

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]
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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 Number]		

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

Historical Contract Non-Performance

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

Litigation History (including pending litigation)

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

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 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 References List and 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
Quick Ratio	Year	
	Year	
	Year	
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			
Quick Ratio			

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

- 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 Number]		

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

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

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

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

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

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

SECTION 3: Management Structure and Key Personnel

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

Format for CV of Proposed Key Personnel

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 Number]		

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

The Bidder is required to prepare the Financial Proposal following **the format attached in ANNEX 2** 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.