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Resilient nations.*

# REQUEST FOR PROPOSAL

## **Elaboration of Unified Multi-hazard Mapping and Risk Assessment Methodologies and Technical Support in Multi-hazard Mapping and Risk Assessment**

Project: Strengthening Climate Adaptation Capacities in Georgia

Country: Georgia

Issued on: 11 June 2019

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## Section 1. Letter of Invitation

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The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

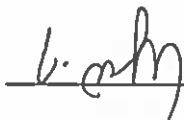
- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
  - o Form A: Technical Proposal Submission Form
  - o Form B: Bidder Information Form
 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

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 [Salome.lomadze@undp.org](mailto:Salome.lomadze@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: Salome Lomadze  
Title: Project Manager  
Date: **June 11, 2019**

Approved by:



Name: Munkhtuya Altangerel  
Title: Deputy Resident Representative  
Date:

## 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 <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a></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 (<a href="http://www.ungm.org">www.ungm.org</a>). 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 <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></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 <a href="http://www.un.org/depts/ptd/pdf/conduct_english.pdf">http://www.un.org/depts/ptd/pdf/conduct_english.pdf</a></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"> <li>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;</li> <li>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</li> <li>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</li> </ul> <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"> <li>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</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <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>B. PREPARATION OF PROPOSALS</b>	
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"> <li>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</li> <li>b) Technical Proposal;</li> <li>c) Financial Proposal;</li> <li>d) Proposal Security,</li> <li>e) Any attachments and/or appendices to the Proposal.</li> </ul>
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"> <li>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</li> </ul>

	<p>b) In the event that the successful Bidder fails:</p> <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</p>



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

		RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.
	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.
<b>C. SUBMISSION AND OPENING OF PROPOSALS</b>		
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"> <li>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.</li> <li>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"> <li>i. Bear the name and address of the bidder;</li> <li>ii. Be addressed to UNDP as specified in the BDS</li> </ul> </li> </ul>

	<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>
<b>Email Submission</b>	<p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</li> <li>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.</li> <li>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.</li> </ul>
<b>eTendering submission</b>	<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"> <li>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</li> <li>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</li> <li>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.</li> <li>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.</li> <li>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:  <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</a> </li> </ul>
<b>23. Deadline for Submission of Proposals and Late Proposals</b>	<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>
<b>24. Withdrawal, Substitution, and Modification of</b>	<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</p>

Proposals	<p>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 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>
<b>D. EVALUATION OF PROPOSALS</b>	
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> <ul style="list-style-type: none"> <li>a) Preliminary Examination</li> <li>b) Minimum Eligibility and Qualification (if pre-qualification is not done)</li> <li>c) Evaluation of Technical Proposals</li> <li>d) Evaluation of Financial Proposals</li> </ul>
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> <ul style="list-style-type: none"> <li>a) They are not included in the UN Security Council 1267/1989 Committee's</li> </ul>

list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;

- b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,
- 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

- 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.
- 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.
- 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.
- 30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:

#### Rating the Technical Proposal (TP):

$$\text{TP Rating} = (\text{Total Score Obtained by the Offer} / \text{Max. Obtainable Score for TP}) \times 100$$

#### Rating the Financial Proposal (FP):

$$\text{FP Rating} = (\text{Lowest Priced Offer} / \text{Price of the Offer Being Reviewed}) \times 100$$

#### Total Combined Score:

$$\text{Combined Score} = (\text{TP Rating}) \times (\text{Weight of TP, e.g. 70\%}) + (\text{FP Rating}) \times (\text{Weight of FP, e.g., 30\%})$$

### 31. Due Diligence

- 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 following:

- 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.

<b>32. Clarification of Proposals</b>	<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>
<b>33. Responsiveness of Proposal</b>	<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>
<b>34. Nonconformities, Reparable Errors and Omissions</b>	<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"> <li>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</li> </ul>

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 of subtotals, the subtotals shall prevail, and the total shall be corrected; and
- 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.

34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.

#### **E. AWARD OF CONTRACT**

<b>35. Right to Accept, Reject, Any or All Proposals</b>	<b>35.1</b>	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.
<b>36. Award Criteria</b>	<b>36.1</b>	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.
<b>37. Debriefing</b>	<b>37.1</b>	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.
<b>38. Right to Vary Requirements at the Time of Award</b>	<b>38.1</b>	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.
<b>39. Contract Signature</b>	<b>39.1</b>	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.
<b>40. Contract Type and General Terms and Conditions</b>	<b>40.1</b>	The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
<b>41. Performance Security</b>	<b>41.1</b>	40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a> 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.
<b>42. Bank Guarantee for</b>	<b>42.1</b>	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

<b>Advanced Payment</b>		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 <a href="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&amp;action=default">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&amp;action=default</a>
<b>43. Liquidated Damages</b>	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.
<b>44. Payment Provisions</b>	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.
<b>45. Vendor Protest</b>	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: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</a>
<b>46. Other Provisions</b>	46.1	In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.
	46.2	UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.
	46.3	The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a>



## 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)	<u>Not Allowed</u>
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p>Will be Conducted  Time: 15: 00 GMT+4  Date: June 18, 2019 3:00 PM  Venue: UN House, 9 Eristavi str., Tbilisi, 0179, Georgia</p> <p>If interested proposers cannot attend the pre-bid conference in person may join via skype. In this case, they must provide their skype address by email to <a href="mailto:nino.sherozia@undp.org">nino.sherozia@undp.org</a> (subject: MHRA methodology) before 6 pm on 17 June 2019</p> <p>The UNDP focal point for the arrangement is:  Nino Sherozia  Telephone: +995 591 701 077  E-mail: <a href="mailto:nino.sherozia@undp.org">nino.sherozia@undp.org</a></p>
5	10	Proposal Validity Period	90 days
6	14	Bid Security	<p>Required in the amount of USD10,000</p> <p>Acceptable Forms of Bid Security</p> <ul style="list-style-type: none"> <li>▪ Bank Guarantee (See Section 8 for template)</li> </ul>

7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: Percentage of contract price per 2 weeks of delay: 1% Max. number of weeks of delay 4, after which UNDP may terminate the contract.
9	40	Performance Security	Required in the amount of USD ____50,000____  <a href="https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a> 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.
10	18	Currency of Proposal	United States Dollar Payment to local companies will be done in GEL according to UN exchange rate at the date of payment
11	31	Deadline for submitting requests for clarifications/ questions	7 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Salome Lomadze Address: UN house, 9 R. Eristavi str., Tbilisi 0179 Georgia E-mail address: <a href="mailto:Salome.lomadze@undp.org">Salome.lomadze@undp.org</a>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the website: <a href="http://www.undp.org/content/georgia/en/home/procurement.html">http://www.undp.org/content/georgia/en/home/procurement.html</a>
14	23	Deadline for Submission	11 July, 12:00 GMT+4
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Courier/Hand Delivery  Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:  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

			<p>original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>b) The Technical Proposal and the Financial Proposal envelopes <b>MUST BE COMPLETELY SEPARATE</b> 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:</p> <p>i. Bear the name and address of the bidder;</p> <p>ii. Be addressed to UNDP as specified in the BDS</p> <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>
15	22	Proposal Submission Address	<p><u>UN house, 9 R. Eristavi str., Tbilisi 0179 Georgia</u>  <u>UNDP Project Strengthening Climate Adaptation Capacities in Georgia</u></p> <p><u>Box with title: <b>CCA project</b> will be place at the UN house entrance</u></p>
16	22	Electronic submission (email or eTendering) requirements	N/A
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70%.</p>
18		Expected date for commencement of Contract	<i>August 15, 2019</i>
19		Maximum expected duration of contract	August 2019 – 31 October 2023
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP

			<a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
23		Other Information Related to the RFP	<i>[All other instructions and information not yet mentioned so far in this Data Sheet but are relevant to the RFP must be cited here, and any further entries that may be added below this table row]</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
- Bid Security submitted as per RFP requirements with compliant validity period

### 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
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Form B: Bidder Information Form
<b>Eligibility</b>	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
<b>Conflict of Interest</b>	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
<b>Bankruptcy</b>	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
<b>QUALIFICATION</b>		
<b>History of Non-Performing Contracts<sup>1</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form

<sup>1</sup> 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.

<b>Previous Experience</b>	At least <b>10 years</b> of experience in multi-hazard mapping and risk assessment field.	Form D: Qualification Form
	Minimum <b>3</b> contracts of similar value, nature and complexity implemented over the last <b>10</b> years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
<b>Financial Standing</b>	Minimum average annual turnover of USD 800,000 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
	Current Ratio for the last 3 years shall equal or be above 1	Form D: Qualification Form

## Technical Evaluation Criteria

If the offeror does not meet any of the minimum technical qualification criteria/requirements defined in the sections 1, 2, and 3 of the Technical Evaluation Criteria (presented below), it will be given score (0) zero and will be automatically disqualified and will not be considered for further evaluation.

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	200
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	400
<b>Total</b>		<b>1000</b>

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	50
	Recommendation letters/Statements of Satisfactory Performance from <b>at least 3</b> clients confirming that bidder successfully completed assignments similar to the subject of this RFP ( <b>minimum requirement</b> )	40
	Recommendation letters/Statements of Satisfactory Performance from <b>more than 3</b> clients confirming that bidder successfully completed assignments similar to the subject of this RFP	50
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls	55
	Clear management structure with project management controls that includes organigram and description of responsibilities and functions ( <b>minimum requirement</b> )	10
	Bank letter for the last 3 years evidencing the annual turnover of the organization no less than USD 800,000 per year ( <b>minimum requirement</b> )	15
	Bank letter for the last 3 years evidencing the annual turnover of the organization more than USD 800,000 per year	25
	Current Ratio for the last 3 years shall equal or be above 1 ( <b>minimum requirement</b> )	20
1.3	Relevance of specialized knowledge and experience on similar engagements	60

	<b>At least 10 years</b> of experience in multi-hazard mapping and risk assessment field ( <b>minimum requirement</b> )	<b>15</b>	
	<b>More than 10 years</b> of experience in multi-hazard mapping and risk assessment field	<b>30</b>	
	<b>Minimum 3 contracts</b> of similar value, nature and complexity implemented over the last <b>10 years</b>	<b>15</b>	
	<b>More than 3 contracts</b> of similar value, nature and complexity implemented over the last <b>10 years</b>	<b>30</b>	
1.4	Quality assurance procedures and risk mitigation measures		<b>25</b>
	Quality assurance plan, e.g. risk management task force with description of responsibilities ( <b>minimum requirement</b> )	<b>20</b>	
	Organization is compliant with ISO 9001 or equivalent ( <b>asset</b> )	<b>5</b>	
1.5	Organizational Commitment to Sustainability		<b>10</b>
	Organization is compliant with ISO 14001 or ISO 14064 or equivalent ( <b>minimum requirement</b> )	<b>5</b>	
	Organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues ( <b>asset</b> )	<b>5</b>	
<b>Total Section 1</b>			<b>200</b>

<b>Section 2. Proposed Methodology, Approach and Implementation Plan</b>			<b>Points obtainable</b>
2.1	<b>Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?</b>		<b>100</b>
	Important aspects of the task have been addressed in sufficient detail. Different components of the project are adequately weighted relative to one another ( <b>minimum requirement</b> )	<b>40</b>	
	Important aspects of the task have been addressed in exceeding detail and components of the project are adequately weighted relative to one another	<b>100</b>	
2.2	<b>Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference</b>		<b>100</b>
	Approach and methodology meet the requirements of the Terms of Reference ( <b>minimum requirement</b> )	<b>40</b>	
	Approach and methodology exceed requirements of the Terms of Reference	<b>100</b>	
2.3	<b>Assessment of how the different service elements shall be organized, controlled and delivered</b>		<b>50</b>



	Description of the organization control and delivery of different service elements are well adopted to the Terms of Reference ( <b>minimum requirement</b> )	50	
2.4	<b>Assessment of performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific assignment</b>		50
	Performance monitoring and evaluation mechanisms and tool and how they shall be adopted and used for a specific assignment is described in sufficient detail ( <b>minimum requirement</b> )	50	
2.5	<b>Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic</b>		50
	Activities are properly sequenced, are logical and realistic ( <b>minimum requirement</b> )	50	
2.6	<b>Demonstrated ability to plan, integrate and effectively implement sustainability measures in the execution of the contract</b>		50
	Plan for integration and effective implementation of sustainability measures in the execution of the contract is described in sufficient detail ( <b>minimum requirement</b> )	50	
<b>Total Section 2</b>			<b>400</b>

<b>Section 3. Management Structure and Key Personnel</b>			<b>Points obtainable</b>
3.1 a	<b>International Expert in multi-hazard mapping and risk assessment (Team leader)</b>		
	<b>Master's degree</b> in Environmental Science, Climatology, Hydrometeorology, Geology or another relevant field ( <b>minimum requirement</b> )	6	85
	<b>PhD</b> in Environmental Science, Climatology, Hydrometeorology, Geology or another relevant field	10	
	<b>10 years</b> of experience in multi-hazard mapping and risk assessment and disaster risk management ( <b>minimum requirement</b> )	15	
	<b>More than 10 years</b> of experience in multi-hazard mapping, vulnerability and risk assessments and disaster risk management	20	
	<b>10 years</b> of experience in development of country-relevant approaches and methodologies for MHRA, integration of relevant hazard information, preparing disaster resilience country strategies; ( <b>minimum requirement</b> )	15	
	<b>More than 10 years</b> of experience in development of country-relevant approaches and methodologies for MHRA, integration of relevant hazard information, preparing disaster resilience country strategies	20	
	<b>10 years</b> of experience of risk and vulnerable mapping and assessments methods, including modelling methods ( <b>minimum requirement</b> )	15	
	<b>More than 10 years</b> of experience of risk and vulnerable mapping and assessments methods, including modelling methods	20	

	<b>10 years of experience of economic, social, environmental, and political risk, vulnerability and impact assessment of hazards (minimum requirement)</b>	<b>10</b>	
	<b>More than 10 years of experience of economic, social, environmental, and political risk, vulnerability and impact assessment of hazards</b>	<b>15</b>	
<b>3.1 b</b>	<b>International expert in Hydrology</b>		<b>75</b>
	<b>Master's degree</b> in hydrology, water resources management, river basin management, Environmental Science, Climatology, or Hydrometeorology ( <b>minimum requirement</b> )	<b>11</b>	
	<b>PhD</b> in hydrology, water resources management, river basin management, Environmental Science, Climatology, or Hydrometeorology	<b>15</b>	
	<b>7 years of experience in international flood and drought hydrology and flood risk management (minimum requirement)</b>	<b>17</b>	
	<b>More than 7 years of experience in international flood and drought hydrology and flood risk management</b>	<b>20</b>	
	<b>7 years of experience in hydrology of all ecological types (Forest hydrology, (Agricultural hydrology, Urban hydrology, Rural hydrology); geomorphological types (Catchment hydrology, Snow hydrology, Glacier hydrology, Mountain hydrology, Floodplain hydrology) and climatic types (Nordic hydrology, arid-zone) (minimum requirement)</b>	<b>15</b>	
	<b>More than 7 years of experience of in hydrology of all ecological types (Forest hydrology, (Agricultural hydrology, Urban hydrology, Rural hydrology); geomorphological types (Catchment hydrology, Snow hydrology, Glacier hydrology, Mountain hydrology, Floodplain hydrology) and climatic types (Nordic hydrology, arid-zone)</b>	<b>20</b>	
	Knowledge of climate modelling, downscaling, hydrological modelling and experience in hydrological Modelling software ( <b>asset</b> )	<b>5</b>	
	Familiarity with WMO Technical Regulations, which define standards and recommended practices for services and for taking observations and creating, sharing and accessing meteorological, climatologic and hydrological data ( <b>asset</b> )	<b>5</b>	
	Knowledge of hydrological and water resources information systems and familiarity with conventional and modern equipment and techniques for hydrological data collection, including up-to-date knowledge on remote sensing and data transmission technology ( <b>minimum requirement</b> );	<b>10</b>	
<b>3.1 c</b>	<b>International expert in Meteorology</b>		<b>75</b>
	<b>Master's degree</b> in Meteorology, Climatology or Hydrometeorology, Environmental Science ( <b>minimum requirement</b> );	<b>11</b>	
	<b>PhD</b> in Meteorology, Climatology or Hydrometeorology, Environmental Science	<b>15</b>	
	<b>7 years of experience in climatology, surveying, meteorological data acquisition, weather analysis, severe storm analysis, snow, solar energy analysis, climate analysis, climate change, weather pattern interpretation, radar and satellite image analysis (minimum requirement)</b>	<b>10</b>	
	<b>More than 7 years of experience in climatology, surveying, meteorological data acquisition, weather analysis, severe storm analysis, snow, solar energy analysis, climate analysis, climate change, weather pattern interpretation, radar and satellite image analysis</b>	<b>15</b>	

	<b>7 years of experience of in Disaster Risk Management and/or assessment of the socio-economic impacts of meteorological and hydrological events including, damage caused by weather conditions, wind damage, flooding, storm damage, property and building damage, hail damage, and other forms of damage arising from meteorological conditions (minimum requirement)</b>	<b>17</b>	
	<b>More than 7 years of experience of in Disaster Risk Management and/or assessment of the socio-economic impacts of meteorological and hydrological events including, damage caused by weather conditions, wind damage, flooding, storm damage, property and building damage, hail damage, and other forms of damage arising from meteorological conditions;</b>	<b>20</b>	
	Familiarity with WMO Technical Regulations, which define standards and recommended practices for services and for taking observations and creating, sharing and accessing meteorological, climatologic and hydrological data (asset)	<b>5</b>	
	Knowledge of weather information systems and familiarity with conventional and modern equipment and techniques for meteorological data collection, including up-to-date knowledge on remote sensing and data transmission technology (minimum requirement);	<b>15</b>	
	Experience in supplying education and training opportunities to the personnel of National Meteorological and Hydrological Services (asset)	<b>5</b>	
<b>3.1 d</b>	<b>International expert in Geology</b>		<b>75</b>
	PhD in in Geological sciences or related field (minimum requirement)	<b>10</b>	
	<b>10 scientific papers</b> in the last 5 years in Geological hazard (landslide, debris/mudflow) assessment and methodology (minimum requirement)	<b>8</b>	
	<b>More than 10 scientific papers</b> in the last 5 years in Geological hazard (landslide, debris/mudflow) assessment and methodology	<b>10</b>	
	<b>At least 10 years of experience</b> in undertaking field survey for landslide and debris/mudflow with conventional and modern equipment and techniques for geological data collection (minimum requirement)	<b>15</b>	
	<b>More than 10 years of experience</b> in undertaking field survey for landslide and debris/mudflow with conventional and modern equipment and techniques for geological data collection	<b>20</b>	
	<b>10 years of experience of developing models</b> for landslide and debris/mudflow susceptibility assessment at national scales using available landslide and debris/mudflow conditioning factor datasets and landslide inventory data (minimum requirement)	<b>10</b>	
	<b>More than 10 years of experience of developing models</b> for landslide and debris/mudflow susceptibility assessment at national scales using available landslide and debris/mudflow conditioning factor datasets and landslide inventory data	<b>20</b>	
	<b>10 years of experience of Digital topographic data analysis; statistical approaches for landslide and debris/mudflow susceptibility assessment and landslide and debris/mudflow inventory data; assessing landslide susceptibility at national scales for climate-induced landslides and debris/mudflows (minimum requirement)</b>	<b>10</b>	

	Experience of analysis of the economic, social and environmental impacts of landslides and debris/mudflows (asset)	5	
3.1 e	<b>International expert in GIS</b>		<b>75</b>
	<b>Master's degree</b> in GIS, remote sensing or a related computer science or geography discipline (minimum requirement)	10	
	<b>PhD</b> in GIS, remote sensing or a related computer science or geography discipline	15	
	<b>7 years of</b> practical experience in GIS and Remote Sensing and its application to natural hazard and risk assessment, and Disaster Risk Management (minimum requirement)	10	
	<b>More than 7 years</b> of practical experience in GIS and Remote Sensing and its application to natural hazard and risk assessment, and Disaster Risk Management	15	
	<b>At least 7 years</b> of experience in collating, translating and assessing spatial data with consideration to quality assurance (minimum requirement)	20	
	<b>At least 5 years</b> of experience with developing land-use/watershed management plans based on GIS/remote sensing data (minimum requirement)	20	
	Experience in demonstrating and training varied stakeholders in the use of GIS – including government officials and community members (asset)	5	
3.2	Other personnel: national experts with relevant qualifications in hazard mapping, climate risk management and other related fields to provide technical inputs to the team of international experts (document review/translation, support in identification of stakeholders etc.) (asset)	15	15
<b>Total Section 3</b>			<b>400</b>

## Section 5. Terms of Reference

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### a. Background Information and Rationale, Project Description

Due to the diverse and complex terrain of the Caucasus mountains, its significant influence and the influence of the Black Sea and Caspian Sea on the climate and weather of the region, Georgia is exposed to various climate-induced hazards including floods and flash floods, climate-induced geological hazards (including landslides, mudflow, debris flows), droughts, soil erosion, severe winds, hailstorms and avalanches. Furthermore, according to Georgia's the 2nd and the 3rd National Communications, the frequency, intensity and geographical spread of extreme hydro meteorological hazards will increase under climate change and may result in significant impacts on key sectors including agriculture, critical infrastructure (transportation networks, buildings, roads, water supply, energy installations), natural resources and eco-systems, glaciers and forests.

Disaster risk reduction governance in Georgia in terms of prevention, mitigation, preparedness, response/recovery is very poor both on national and local government levels. One of the reasons is the limited capacity of relevant authorities to address intensifying climate risks due to lack of accurate climate risk information and lack of capacity of relevant institutions to generate such information based on a standardized and harmonized hazard, risk, and vulnerability modelling and mapping frameworks. There is no definitive hazard, risk or vulnerability mapping for Georgia for any of the hydro meteorological hazards that it faces and the technical and financial capacity to undertake such mapping is lacking. In addition, there is no up-to-date, harmonised regulation defining requirements and methodologies for hazard mapping, including procedures, criteria, data needs, formats, assessment methods. Practices applied are based on old Soviet guidelines used by National Environmental Agency (e.g. field observations and statistical analysis method for series of hydro-meteorological data) combined with some new technologies (e.g. hydraulic (1 D, 2 D, MIKE and hydrological modelling) and differing methodologies based on knowledge acquired under various donor funded projects but, at a lesser extent. Meanwhile the EU Georgia Association Agreement requires the country to adopt such regulations in line with EU Aquis covering all legislation which Georgia needs to adopt. Thus, there is a need for adopting regulation on climate-induced hazard mapping, based on WMO, EU and other relevant requirements.

Consequently, to address the existing development challenges, UNDP designed a program aimed at reducing exposure of Georgia's communities, livelihoods and infrastructure to climate-induced natural hazards reduced through a well-functioning nation-wide multi-hazard early warning system and risk-informed local action. The program encompasses two interrelated projects funded by SDC, under which the current Request Proposal is being announced, and GCF. The GCF funded interventions will target at expanding hydro-meteorological network & modelling capacities and improving community resilience through implementation of EWS & risk reduction measures.

The project funded by SDC will aim at reducing exposure and vulnerability of communities in Georgia, through development of multi-hazard risk information and relevant capacities; Geographical coverage of the project interventions is nation-wide, particularly 11 major river basins in Georgia: Enguri, Rioni, Chorokhi-Adjaristskali, Supsa, Natanebi, Khobi, Kintrishi, Khrami-

Ktsia, Alazani, Iori, Mtkvari (same as Kura) focusing on the following hazards: floods, landslides, mudflows, avalanches, hailstorms, windstorms and droughts.

Under this RFP, a standardized and harmonized national multi-hazard mapping and risk assessment methodologies will be developed and multi-hazard maps for 11 river basins in Georgia prepared, which will provide valuable multi-hazard information both on national and local levels for further multi-hazard risk assessment. The multi-hazard maps will be developed by the National Environmental Agency under the Ministry of Environment Protection and Agriculture of Georgia.

The legal entity of public law – National Environmental Agency (NEA) under the Ministry of Environment Protection and Agriculture of Georgia is the institution which is responsible for monitoring of environmental quality conditions (atmospheric air, surface and groundwaters, sea, soil) and meteorological, hydrological, and geological processes taking place on the territory of Georgia. NEA's departments of Hydrometeorology and Geology are responsible for the monitoring, assessment and mapping of hydrometeorological and geological hazards in the country.

The National Environmental Agency possesses main information and historical data on hydro-meteorological and geological hazards and have respective databases. The staff is experienced in monitoring, assessment and mapping of natural hazards, obtaining, collecting and processing of respective data and information.

However, there is no definitive hazard, risk or vulnerability mapping for Georgia for any of the hydro-meteorological and geological hazards that it faces and the technical and financial capacity to undertake such mapping is lacking.

Mandates for risk assessment based on multi-hazard mapping and vulnerability are not clearly defined in the country. Emergency Management Service under the Ministry of Internal Affairs is the main body responsible for emergency risk management including the emergency risk assessment, which only focuses on identification of potential emergency cases and is not based on the hazard and vulnerability assessment. Though vulnerability assessments are conducted in the country, they are limited to specific donor-funded project scopes and conducted usually by NGOs, without unified approach applied.

Thus, the project is expected to provide both NEA and EMS with required international expertise to support in developing unified multi-hazard mapping and risk assessment methodologies as well as provide technical support and guidance in developing the multi-hazard maps and risk profiles.

#### **b. Specific Objectives**

The objective of the required services is to develop unified methodologies for hazard mapping and risk assessment, including accompanying guidelines and SoPs, and to support the relevant agencies - National Environmental Agency and Emergency management Service - in development of multi-hazard maps and risk profiles for 11 river basins in Georgia.

The goals of the assignment are:

1. Development of unified methodology for multi-hazard mapping and risk assessment methodologies.

2. Technical support in development of multi-hazard maps and risk profiles for 11 river basins and 7 hazards in Georgia.

Specific targets to be achieved by the service provider are the follows:

**1.1 develop multi-hazard mapping and risk assessment methodologies** in line with the WMO, EU requirements and other relevant commitments and national requirements of Georgia in that regard, for the following hazards: floods, landslides, mudflows, avalanches, hailstorms, windstorms and droughts. The methods should be based on existing national and international best practices and active consultations with major stakeholders and project partners. The risk assessment methodology should consider the vulnerability assessment methodology, to be developed under GCF funded project and ensure consideration of gender sensitive aspects. The methodology should be provided both in Georgian and English languages;

**2.1 Provide technical expertise** to ensure development of multi-hazard maps for 11 river basins in Georgia (Enguri, Rioni, Chorokhi-Adjaristskali, Supsa, Natanebi, Khobi, Kintrishi, Khrami-Ktsia, Alazani, Iori, Mtkvari (same as Kura) by NEA;

**2.2 Provide technical expertise** to Emergency Management Service in development of multi-hazard risk profiles for the 11 river basins in Georgia.

**NOTE:** UNDP is committed to mainstream gender equality principles in each activity carried out within the framework of the Terms of Reference

### **c. Scope**

The service provider will be expected to work closely with the team of experts to be hired under the program throughout the project implementation. Particularly, development of methodology for multi-hazard mapping will be supplemented by the hydrological and hydraulic modelers hired by GCF funded project. The multi-hazard risk assessment methodology should incorporate the vulnerability assessment methodology to be developed under the GCF project.

Furthermore, the service provider will be expected to provide inputs to the project activity related to development of legal and institutional framework regulating the multi-hazard mapping and risk assessment.

In detail the service provider will be expected to provide the following services within the overall 5-year period (2019-2023) of the project life-span:

### **Year 1. 2019**

#### **Phase 1. Technical Note/annual work plan**

1. Develop a detailed annual workplan and resourcing plan covering the 5-year period, building upon the RFP for development of multi-hazard mapping and risk assessment methodologies and capacities, in close cooperation with and active involvement of the UNDP project team and project Chief Technical Advisor.

## Phase 2. Desk Research

1. Conduct stakeholder mapping for multi-hazard mapping and risk assessment, including governmental agencies and academia to form a working group for validation of the methodologies;
2. Conduct in-depth comparative analysis of international best practices and national experience in hazard mapping for floods, landslides, mudflows, avalanches, hailstorms, windstorms, and droughts in Georgia in close consultations with project partners and stakeholders;
3. Conduct in-depth comparative analysis of multi-hazard risk assessment and profiling practices internationally and nationally;
4. Conduct in-depth analysis of WMO requirements and EU commitments that apply to the methodology for hazard mapping and risk assessment for the 7 hazards with consideration of national requirements;
5. Review any existing and conduct detailed analysis of all available data for conducting hazard and risk modelling and assessment for all 7 hazards to assess data availability, quality and needs.
6. Development of 5 year on-job training program for multi-hazard mapping and risk assessment for NEA and EMS. The activity will be supplemented by the hydraulic and hydrological modelers to be hired by GCF.

## Phase 3. Multi-hazard modelling and mapping methodology

1. Develop methods for modelling and mapping for the following hazards: floods, landslides, mudflows, avalanches, hailstorms/windstorms and droughts that will include specifics on data needs:
  - a. Establish a nationally consistent system of data collection, research and analysis to ensure a sound knowledge-base on natural hazards to include field survey data methods, procedures and programmes. Methods of collecting/acquiring/modelling other essential datasets for hazard modelling and mapping. Identification and technical specification of data sets to be purchased including topographic LiDAR data for floodplains;
  - b. Development of mathematical modelling and mapping methodologies for each of the 7 hazards. To include, review of international best practice approaches and selection of the most appropriate modelling methods for the Georgian context, taking account of geographical and climatic context, data availability, necessary technical, financial and resources capacities, and technology requirements for sustainability of modelling approaches.
  - c. Methods for flood modelling and mapping should be developed in close cooperation with the hydraulic modeler, to be recruited under the GCF funded project. The activity should be conducted in close cooperation with NEA and relevant entities from Ministry of Environment Protection and Agriculture, for drought mapping. For the implementation of the activity NEA will provide existing data availability and quality analysis on the hazards for the 11 river basins.
  - d. Development of technical documentation for hazard modelling and mapping methodologies, procedures and guidelines;
  - e. Conduct thematic working group meetings (at least two) to present the methodologies for review and validation
2. Conduct the on-job trainings for NEA in the following areas:



- data analysis and data modelling,
- hazard modelling and mapping for all hazards,
- field survey method for all hazards

The activity will be supplemented by the hydraulic and hydrological modelers to be hired by GCF. The report prepared upon implementation of the activity shall include: i. Training materials developed and used in training; ii. Register of attendance and documentation of training session; iii. Assessment of trainees' capacity after each training (so training should include trainee assessment at least after each training).

#### Phase 4. Multi-hazard risk assessment methodology

1. In close cooperation with EMS review existing risk assessment methodology and support with incorporation with vulnerability assessment methodology to be developed by GCF funded project;
  - a. Review existing multi-hazard risk with consideration of vulnerability models to be reviewed by the company selected by GCF;
  - b. Revise existing risk assessment unified methodology for undertaking multi-hazard risk assessment to include:
    - i. A nationally consistent system of socio-economic data collection, research and analysis to ensure a sound knowledge-base on risk and vulnerability to include both field survey data methods, procedures and programmes (to be developed by GCF funded interventions). Methods of collecting/acquiring/modelling other essential datasets for risk modelling and mapping and vulnerability modelling and mapping (to be developed by GCF funded interventions)
    - ii. Development of mathematical modelling and mapping methodologies for multi-hazard risk and vulnerability (to be developed through GCF interventions). To include, review of international best practice approaches, and selection of the most appropriate modelling methods for the Georgian context, taking account of socio-economic, administrative, geographical and climatic context, data availability, necessary technical, financial and resources capacities, and technology requirements for sustainability of modelling approaches (to be implemented in close cooperation with the company selected for vulnerability assessment methodology under GCF project).
    - iii. Methods for multi-hazard risk and vulnerability modelling and mapping should be developed in close cooperation with the socio-economics lead, to be recruited under the GCF funded project. The activity should be conducted in close cooperation with EMS and relevant entities from other line ministries.
    - iv. Development of technical documentation multi-hazard risk and vulnerability modelling and mapping methodologies, procedures and guidelines in close cooperation with company selected for development of vulnerability assessment methodology, EMS and other line ministries.
    - v. Conduct thematic working group meetings (at least two) for review and validation of the methodology

#### Phase 5. Annual Workplan

1. Develop a detailed annual work plan in close cooperation with project partners (hydraulic and hydrological modelers, company working on vulnerability assessment) and active involvement of the UNDP project team and project Chief Technical Advisor.

#### Phase 6. Unified methodology for Multi-hazard mapping and risk assessment

1. Consolidation of the hazard modelling and mapping methods into unified methodology for multi-hazard modelling and mapping in close consultation with project partners and stakeholders, the methodology should include set of procedures, data needs and guidelines. The unified methodology should be reviewed and validated by the thematic working group.

#### Phase 7. Multi-hazard maps

1. Provide technical support to NEA in multi-hazard mapping for 3 selected river basins (to be identified by NEA), that will include:
  - a. quality control of the data collected by NEA,
  - b. Delivery of on the job training to NEA as identified in the on-job training program
  - c. supervision on specific hazard mapping and quality control of the works;
2. Ensure development of multi-hazard maps for 3 selected river basins;
3. Technical support in development of specifications for geological equipment required for hazard mapping, support in selection of bid proposals and on-job training in installation and operation/maintenance of the equipment.

#### Phase 8. Multi-hazard risk assessment

1. Provide multi-hazard risk assessment of the 3 selected river basins in cooperation with Emergency Management Service, that will include:
  - a. In close cooperation with the company working on vulnerability assessment, develop and deliver on-job training to EMS staff in the following areas: Socio-economic data analysis and data modelling for multi-hazard risk assessment;
  - b. Based on the multi-hazard and vulnerability maps develop risk profiles;
  - c. Provide on-job trainings to EMS staff in multi-hazard risk mapping as identified in the on-job training plan

#### **Year 3. 2021**

#### Phase 9. Annual Workplan

1. Develop a detailed annual work plan in close cooperation with project partners (hydraulic and hydrological modelers, company working on vulnerability assessment) with and active involvement of the UNDP project team and project Chief Technical Advisor.

#### Phase 10. Multi-hazard mapping

1. Provide technical support to NEA in multi-hazard mapping for 3 selected river basins (to be identified by NEA), that will include
  - a. quality control of the data collected by NEA,
  - b. Delivery of on the job training to NEA as per on-job training plan
  - c. supervision on specific hazard mapping and quality control of the works;
2. Ensure development of multi-hazard maps for 3 selected river basins;

The area of expertise includes hydrology, geology, meteorology and GIS.

**Phase 11. Multi-hazard risk assessment**

1. Provide multi-hazard risk assessment of the 3 selected river basins in cooperation with Emergency Management Service, that will include:
  - a. Based on the multi-hazard and vulnerability maps develop risk profiles;
  - b. Provide on-job trainings to EMS staff in multi-hazard risk mapping as identified in the on-job training plan

**Year 4. 2022**

**Phase 12. Annual Workplan**

1. Develop a detailed annual work plan in close cooperation with project partners (hydraulic and hydrological modelers, company working on vulnerability assessment) with and active involvement of the UNDP project team and project Chief Technical Advisor.

**Phase 13 Multi-hazard maps**

1. Provide technical support to NEA in multi-hazard mapping for 3 selected river basins (to be identified by NEA), that will include
  - a. quality control of the data collected by NEA,
  - b. Delivery of on the job training to NEA staff as per on-job training plan
  - c. supervision on specific hazard mapping and quality control of the works;
2. Ensure development of multi-hazard maps for 3 selected river basins;

**Phase 14. Multi-hazard risk assessment**

1. Provide multi-hazard risk assessment of the 3 selected river basins in cooperation with Emergency Management Service, that will include:
  - a. Based on the multi-hazard and vulnerability maps develop risk profiles;
  - b. Provide on-job trainings to EMS staff in multi-hazard risk mapping as identified in the on-job training plan

**Year 5. 2023**

**Phase 15. Annual Workplan**

1. Develop a detailed annual work plan in close cooperation with project partners (hydraulic and hydrological modelers, company working on vulnerability assessment) with and active involvement of the UNDP project team and project Chief Technical Advisor.

**Phase 16 Multi-hazard mapping**

1. Provide technical support to NEA in multi-hazard mapping for 2 selected river basins (to be identified by NEA), that will include
  - a. quality control of the data collected by NEA,
  - b. Delivery of on the job training to NEA staff as per on-job training plan
  - c. supervision on specific hazard mapping and quality control of the works;
2. Ensure development of multi-hazard maps for 2selected river basins;

The area of expertise includes hydrology, geology, meteorology and GIS.

#### **Phase 17. Multi-hazard risk assessment**

1. Provide multi-hazard risk assessment of the 2 selected river basins in cooperation with Emergency Management Service, that will include:
  - a. Based on the multi-hazard and vulnerability maps develop risk profiles;
  - b. Provide on-job trainings to EMS staff in multi-hazard risk mapping as identified in the on-job training plan

**NOTE:** Methodologies developed under the assignment should be provided both in English and Georgian languages;

**NOTE:** UNDP is committed to mainstream gender/vulnerability groups equality principles in every activity of the Terms of Reference, with special emphasis on multi-hazard risk assessment methodology

**NOTE:** Please refer to the Annex 1. for indicative list of contents for the unified methodology for multi-hazard mapping and risk assessment

#### **Annex 1. Indicative Table of Contents for the Unified Methodology for multi-hazard mapping and Risk Assessment**

<b>Executive summary</b>
<b>1 Introduction</b>
1.1. Objective and Purpose of the document
<b>2. Methodologies and procedures for hazard mapping data analysis</b>
2.1. General
2.2. Data requirements for hazard modelling and mapping
2.3. Data acquisition – LiDAR and others
2.4. Data acquisition - Field survey methods
2.5. Data availability, quality, and analysis methods
2.6. Data modelling methods
2.7. Other methods, techniques and information sources
2.8. Preparation of hydrological, meteorological, topographic and other data for hazard modelling and mapping
<b>3. Methodologies and procedures for hazard modelling, mapping and assessment</b>
3.1. General
3.1.1. Review of international best practice in hazard modelling, mapping and assessment
3.1.2. Analysis of approaches for Georgia
3.2. Mathematical modelling methods for each hazard for Georgia
3.2.1. Flood hazard modelling and assessment
3.2.2. Drought hazard modelling and assessment
3.2.3. Landslide hazard modelling and assessment
3.2.4 Debris/mudflow modelling and assessment
3.2.5. Avalanche modelling and assessment
3.2.6. Hail modelling and assessment
3.2.7. Strong winds modelling and assessment

3.3.	Guidance on choice of models
3.4.	Calibration and validation of models
3.5.	Model updating and maintenance
<b>4.</b>	<b>Hazard Mapping methodologies</b>
4.1.	Types of hazard maps
4.2.	Contents of hazard maps
4.3.	Representing the information
4.4.	Format of the published map, report and complementary information
4.5.	Digital representation of the information
4.6.	Updating and maintaining hazard maps
<b>5.</b>	<b>Methodologies and procedures for multi-hazard risk and vulnerability assessment data analysis</b>
5.1.	General
5.2.	Data requirements for multi-hazard risk and vulnerability modelling and mapping
5.3.	Data sources and acquisition – receptor and socio-economic datasets
5.4.	Vulnerability survey methods
5.5.	Data availability, quality, and analysis methods
5.6.	Data modelling methods
5.7.	Other methods, techniques and information sources
5.8.	Preparation of socio-economic and receptor data for multi-hazard risk and vulnerability modelling and mapping
<b>6.</b>	<b>Methodologies and procedures for multi-hazard risk and vulnerability modelling, mapping and assessment</b>
6.1.	General
6.2.1.	Review of international best practice in multi-hazard risk assessment methods
6.2.2.	Analysis of multi-hazard risk assessment methods appropriate for Georgia
6.2.	Mathematical modelling methods for multi-hazard risk assessment for Georgia
6.3.	Calibration and validation of models
6.4.	Model updating and maintenance
<b>7.</b>	<b>Multi-Hazard Risk Mapping methodologies</b>
7.1.	Types of multi-hazard risk and vulnerability maps
7.2.	Contents of risk and vulnerability maps
7.3.	Representing multi-hazard risk and vulnerability information
7.4.	Format of the published map, report and complementary information
7.5.	Digital representation of the information
7.6.	Updating and maintaining multi-hazard risk and vulnerability maps
<b>8.</b>	<b>Annexes</b>
<b>9.</b>	<b>References</b>

## **Approach and Methodology**

At the initial stage the service provider should prepare a process approach and implementation plan acceptable for UNDP project team, CTA, and annual work plans to be approved by UNDP.

The Service provider will be expected to complete deliverables with the following requirements:

1. The annual work plans should include Gantt Charts or Work Schedule indicating detailed sequence of the implemented activities and their corresponding timing;
2. Development of the unified-multi hazard mapping and risk assessment methodology should be complimentary to the project activity related to development of regulatory and legal framework for multi-hazard mapping and risk assessment in Georgia. Thus, the service provider will be expected to provide inputs to the company selected for the assignment;
3. Partner with the team of experts from the project "Strengthening CCA Capacities in the South Caucasus: Enhancing regional cooperative action for the benefit of the Caucasus mountain region", funded by SDC and implemented by the Scientific Network for the Caucasus Mountain Region, working on development of hazard mapping and DRR University Courses
4. Development of the methodologies for hazard mapping and risk assessment, and support to NEA and EMS in hazard mapping risk assessment respectively should be provided in cooperation with the hydraulic and hydrological modelers and consultants for development of socio-economic vulnerability assessment methodology, to be selected by GCF funded project.
5. While supporting the NEA in hazard mapping and EMS in risk assessment, the service provider should ensure development of long-lasting capacities within the organization through on-job trainings and active involvement of the organizations into the process;
6. The service provider should ensure active engagement and consultations with major stakeholders in Georgia, and particularly the project donor SDC, while developing the methodologies;
7. The methodologies must provide detailed set of procedures for its implementation with distribution of roles and responsibilities, data needs (type of data, method of collection and regularity) and guidelines with detailed description of the process.

#### **Deliverables and Schedules/Expected Outputs**

During the above-mentioned period, the service provider shall produce following deliverables per year:

#### **Year 2019**

#	Deliverable	Timing
1	The submitted deliverable should be analysed by UNDP during this period Phase 1. Technical Note/annual work plan	2 weeks from contract signing
2.	Upon completion of phase 2 desk research That includes reports on in-depth analysis of: 1. Stakeholder mapping for multi-hazard mapping and risk assessment, including governmental agencies and academia; 2. In-depth comparative analysis of international best practices and national experience in hazard mapping for floods, landslides, mudflows, avalanches, hailstorms, windstorms, and droughts in Georgia in close consultations with project partners and stakeholders; 3. In-depth comparative analysis of multi-hazard risk assessment and profiling practices	30 September, 2019

	internationally and nationally; 4. in-depth analysis of WMO requirements and EU commitments that apply to the methodology for hazard mapping and risk assessment for the 7 hazards with consideration of national requirements; 5. Review any existing and analysis of all available data for conducting hazard and risk modelling and assessment for all 7 hazards to assess data availability, quality and needs 6. 5 year on-job training program for multi-hazard mapping and risk assessment for NEA and EMS. The activity will be supplemented by the hydraulic and hydrological modelers to be hired by GCF. The submitted deliverable should be analysed by UNDP during this period	
3.	Upon completion of phase 3 Multi-hazard mapping methodology that includes methods for modelling and mapping the following hazards: floods, landslides, mudflows, avalanches, hailstorms/windstorms and droughts that will include specifics on data needs. On-job training plan for multi-hazard risk assessment, training report which includes: training materials developed and used in trainings; Register of attendance and documentation of training session; Assessment of trainees' capacity after each training. The submitted deliverable should be analysed by UNDP and validated by relevant stakeholders during this period	15 December, 2019
4.	Upon completion of phase 4 Multi-hazard risk assessment methodology that includes method for multi-hazard risk assessment with specifics on data needs, description of procedures and guidelines.	15 December, 2019

#### Year 2020

#	Deliverable	Timing
1	Upon completion of phase 5 Annual workplan. The submitted deliverable should be analysed by UNDP during this period	14 January, 2020
2.	Upon completion of phase 6 Unified methodology for Multi-hazard mapping and risk assessment	31 March, 2020
3.	Upon completion of phase 7 Multi-hazard maps: 1. a detailed progress report on the technical guidance provided to NEA, 2. training report which includes: training materials developed and used in trainings; Register of attendance and documentation of training session; Assessment of trainees' capacity after each training, 3. multi-hazard maps for 3 river basins. The submitted deliverable should be analysed by UNDP during this period; 4. Bid evaluation report for the	30 September, 2020

	geological monitoring equipment, on-job training report for installation, operation and maintenance of the equipment	
3.	Upon completion of phase 8 Multi-hazard risk assessment: 1. On job training report that includes: Training materials developed and used in training; Register of attendance and documentation of training session; Assessment of trainees' capacity after each training 2. risk profiles for 3 river basins. The submitted deliverable should be analysed by UNDP during this period	31 December, 2021

#### Year 2021

#	Deliverable	Timing
1	Upon completion of phase 9 Annual workplan. The submitted deliverable should be analysed by UNDP during this period	14 January, 2021
2.	Upon completion of phase 10 Multi-hazard maps: 1. a detailed progress report on the technical guidance provided to NEA, 2. training report which includes: training materials developed and used in trainings; Register of attendance and documentation of training session; Assessment of trainees' capacity after each training, 3. multi-hazard maps for 3 river basins. The submitted deliverable should be analysed by UNDP during this period	30 September, 2021
3.	Upon completion of phase 11 Multi-hazard risk assessment: 1. On job training report that includes: Training materials developed and used in training; Register of attendance and documentation of training session; Assessment of trainees' capacity after each training 2. risk profiles for 3 river basins. The submitted deliverable should be analysed by UNDP during this period	31 December, 2021

#### Year 2022

#	Deliverable	Timing
1	Upon completion of phase 12 Annual workplan. The submitted deliverable should be analysed by UNDP during this period	14 January, 2022
2.	Upon completion of phase 13 Multi-hazard maps: 1. a detailed progress report on the technical guidance provided to NEA, 2. training report which includes: training materials developed and used in trainings; Register of attendance and documentation of training session; Assessment of trainees' capacity after each training, 3. multi-hazard maps for 3 river basins. The	30 September, 2022



	submitted deliverable should be analysed by UNDP during this period	
3.	Upon completion of phase 14 Multi-hazard risk assessment: 1. On job training report that includes: Training materials developed and used in training; Register of attendance and documentation of training session; Assessment of trainees' capacity after each training 2. risk profiles for 3 river basins. The submitted deliverable should be analysed by UNDP during this period	31 December, 2022

#### Year 2023

#	Deliverable	Timing
1	Upon completion of phase 15 Annual workplan. The submitted deliverable should be analysed by UNDP during this period	14 January, 2023
2.	Upon completion of phase 16 Multi-hazard maps: 1. a detailed progress report on the technical guidance provided to NEA, 2. training report which includes: training materials developed and used in trainings; Register of attendance and documentation of training session; Assessment of trainees' capacity after each training, 3. multi-hazard maps for 2 river basins. The submitted deliverable should be analysed by UNDP during this period	30 September, 2023
3.	Upon completion of phase 17 Multi-hazard risk assessment: 1. On job training report that includes: Training materials developed and used in training; Register of attendance and documentation of training session; Assessment of trainees' capacity after each training 2. risk profiles for 2 river basins. The submitted deliverable should be analysed by UNDP during this period	31 December, 2023

#### d. Key Performance Indicators and Service Level

The service provider shall be expected to provide international technical expertise in unified multi-hazard mapping and risk assessment, meteorology, hydrology, geology, and GIS for the following services:

- Development of hazard mapping methodologies and procedures for the following hazards (flood, landslide, mudflow, avalanche, hailstorms/windstorms, and drought).
- Development of unified methodology and procedures for the multi-hazard mapping;
- Development/improvement of multi-hazard risk assessment methodology and procedures;
- Provision of technical support and quality control and on-job trainings to relevant government institutions responsible for multi-hazard mapping and risk assessment for 11 river basins in Georgia (Enguri, Rioni, Chorokhi-Adjaristskali, Supsa, Natanebi, Khobi, Kintrishi, Khrami-Ktsia, Iori and Mtkvari (same as Kura).

No payments shall be due from UNDP in case the service level is not met by the service provider for the activities and deliverables listed above.

**e. Governance and Accountability**

The contractor's performance will be monitored and regularly evaluated based on the monthly progress reports designed to provide updates per the service implementation plan and annual workplan. Regular monitoring of the performance will be conducted by UNDP senior management as per stipulated in the Terms of Reference.

The instalments will be linked with the deliverables and will be linked with approval from Project Manager and Chief Technical Advisor.

The service provider while implementing the service, should closely cooperate with National Environmental Agency, Emergency Management Service, Ministry of Environment Protection and Agriculture of Georgia, project donor – SDC technical representatives and the project's Chief Technical Advisor.

**Facilities to be provided by UNDP**

To the certain extent UNDP will provide assistance in the process of mobilizing stakeholders contributing to the assignment. UNDP with NEA will provide office premises during the mission in Georgia.

**f. Expected duration of the contract/assignment**

The implementation period of the contract is July 2019 – October 2023 with the following distribution of effective person-days per year: 2019 – 150 working days; 2020 – 150 working days; 2021 – 60 working days; 2022 – 50 working days; 2023 – 50 working days.

UNDP reserves the right to review outputs, give comments, approve/accept outputs within 2 weeks period after submission.

**i. Duty Station**

The duty station of the contractor will be home based with missions to Tbilisi Georgia at NEA and EMS offices for international experts. Distribution of the missions per year are as follows: 50 days in 2019; 50 days - 2020; 30 days - 2021; 30 days - 2022; 20 days - 2023.

**j. Professional Qualifications of the Successful Contractor and its key personnel**

The assignment must be implemented through the international expertise, however if required additional national consultancy may be added to provide with technical inputs to the team of international experts while implementing the assignment, entailing but not limited to collection/translation of required document for desk review, support in stakeholder mapping. However, the major technical activities related to multi-hazard mapping and risk assessment should be implemented by NEA and EMS staff to ensure long-lasting capacity development of the

institutions. The team of international experts are expected to have relevant qualifications to take the following responsibilities:

**1. International Expert in multi-hazard mapping and risk assessment (team leader)**

The Team Leader shall be responsible for overall technical and administrative supervision, coordination of the team of experts, planning of the activities and ensuring that the project progresses as scheduled, coordination with the stakeholders, financial management, and regular reporting, in the development of the unified methodology for all hydrometeorological hazards. He/she shall provide technical advice / input for selection of the appropriate methodologies, modelling software, provide training, supervision and quality assurance to relevant staff of National Environmental Agency (NEA) and Emergency Management Service (EMS) in implementation of the project. He/she shall be responsible for the development of the unified methodology for multi-hazard risk assessment and for oversight of the preparation of multi-hazard maps and risk profiles.

**2. International Expert in Hydrology**

The consultant shall provide leadership in all hydrological studies to be undertaken in the development of the unified methodology for all hydrometeorological hazards; provide guidance and oversight of all hydrological analysis to be carried out under the project. In this regard, it is expected that the expert will provide technical advice / input for selection of the appropriate methodologies, modelling software, provide training, supervision and quality assurance to relevant staff of National Environmental Agency (NEA) in implementation of the project.

**3. International Expert in Meteorology**

The consultant shall provide leadership in all meteorological studies to be undertaken in the development of the unified methodology for all hydrometeorological hazards; provide guidance and oversight of all meteorological analysis to be carried out under the project. In this regard, it is expected that the expert shall provide technical advice / input for selection of the appropriate methodologies, modelling software, provide training, supervision and quality assurance to relevant staff of National Environmental Agency (NEA) in implementation of the project.

**International Expert in Geology**

The consultant shall provide guidance in the development of the unified methodology for geological hazards (landslide, debris/mudflow) assessment; provide guidance and oversight of geological analysis to be carried out under the project. In this regard, it is expected that the consultant shall provide technical advice / input for selection of the appropriate methodologies for geological hazard mapping and modelling, guidance for selection appropriate software (modelling and hazard mapping), provide on job training to relevant staff of National Environmental Agency (NEA) in implementation of the project. Provide guidance for selection of appropriate geological hazards monitoring system equipment, through development of specifications, support in evaluation of bids and on-job training on installation, and operation maintenance of the equipment.

### **International Expert in GIS**

The expert shall provide leadership in all GIS/geodetic tasks to be undertaken in the development of the unified methodology for all hydrometeorological hazards. The expert shall have extensive experience in the field of LIDAR and geodetic survey with emphasis on acquisition of LIDAR data and preparation of the derived products (DTM, DSM, DOF, riverbed profiles, key ground points, etc.). The Expert shall be responsible for the coordination and follow-up of the preparation of all geodetic activities as described in the activities and work with National Environmental Agency and Emergency Management Service.

#### **k. Price and Schedule of Payments**

The Contract's price is fixed output-based regardless of extension of the herein specific duration. Payment per each deliverable as referred to in the ToR will be done only after full clearance of the deliverables by the Project Manager and Chief Technical Adviser.

By end of each year, the annual performance evaluation of the service provider will be conducted by UNDP and negative evaluation will result in termination of the contract with the service provider.

The proposers are requested to provide the cost breakdown for each deliverable based on the following Form G: Financial Proposal Form. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the Scope of Services.

According to the Terms of Reference activities are divided into 16 phases, to be finalized from contract signing till 31 October 2023. During the period the contractor should submit the deliverables as described in the ToR.

#### **Year 2019**

#	Deliverable	Percentage of Payments
1	The submitted deliverable should be analysed by UNDP during this period Phase 1. Technical Note/annual work plan	30%
2.	Upon completion of phase 2 desk research That includes reports on in-depth analysis of: 1. Stakeholder mapping for multi-hazard mapping and risk assessment, including governmental agencies and academia; 2. In-depth comparative analysis of international best practices and national experience in hazard mapping for floods, landslides, mudflows, avalanches, hailstorms, windstorms, and droughts in Georgia in close consultations with project partners and stakeholders; 3. In-depth comparative analysis of multi-hazard risk assessment and profiling practices	40%

	internationally and nationally; 4. in-depth analysis of WMO requirements and EU commitments that apply to the methodology for hazard mapping and risk assessment for the 7 hazards with consideration of national requirements; 5. Review any existing and conduct detailed review, and analysis of all available data for conducting hazard and risk modelling and assessment for all 7 hazards to assess data availability, quality and needs 6. 5 year on-job training program for multi-hazard mapping and risk assessment for NEA and EMS. The activity will be supplemented by the hydraulic and hydrological modelers to be hired by GCF. The submitted deliverable should be analysed by UNDP during this period	
3.	Upon completion of <u>phase 3 Multi-hazard mapping methodology</u> that includes methods for modelling and mapping the following hazards: floods, landslides, mudflows, avalanches, hailstorms/windstorms and droughts that will include specifics on data needs. On-job training plan for multi-hazard risk assessment, training report which includes: training materials developed and used in trainings; Register of attendance and documentation of training session; Assessment of trainees' capacity after each training. Upon completion of <u>phase 4 Multi-hazard risk assessment methodology</u> that includes method for multi-hazard risk assessment with specifics on data needs, description of procedures and guidelines.	30%

#### Year 2020

#	Deliverable	Timing
1	Upon completion of phase 5 Annual workplan. The submitted deliverable should be analysed by UNDP during this period	10%
2.	Upon completion of phase 6 Unified methodology for Multi-hazard mapping and risk assessment	20%
2.	Upon completion of phase 7 Multi-hazard maps: 1. a detailed progress report on the technical guidance provided to NEA, 2. training report which includes: training materials developed and used in trainings; Register of attendance and documentation of training session; Assessment of trainees' capacity after each training, 3. multi-hazard maps for 3 river basins. The submitted deliverable should be analysed by UNDP during this period; 4. Bid evaluation report for the geological monitoring equipment, on-job training report for installation, operation and maintenance of the equipment	50%

3.	Upon completion of phase 8 Multi-hazard risk assessment: 1. On job training report that includes: Training materials developed and used in training; Register of attendance and documentation of training session; Assessment of trainees' capacity after each training 2. risk profiles for 3 river basins. The submitted deliverable should be analysed by UNDP during this period	20%
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#### Year 2021

#	Deliverable	Timing
1	Upon completion of phase 9 Annual workplan. The submitted deliverable should be analysed by UNDP during this period	20%
2.	Upon completion of phase 10 Multi-hazard maps: 1. a detailed progress report on the technical guidance provided to NEA, 2. training report which includes: training materials developed and used in trainings; Register of attendance and documentation of training session; Assessment of trainees' capacity after each training, 3. risk profiles for 3 river basins. The submitted deliverable should be analysed by UNDP during this period	40%
3.	Upon completion of phase 11 Multi-hazard risk assessment: 1. On job training report that includes: Training materials developed and used in training; Register of attendance and documentation of training session; Assessment of trainees' capacity after each training 2. risk profiles for 3 river basins. The submitted deliverable should be analysed by UNDP during this period	40%

#### Year 2022

#	Deliverable	Timing
1	Upon completion of phase 12 Annual workplan. The submitted deliverable should be analysed by UNDP during this period	20%
2.	Upon completion of phase 13 Multi-hazard maps: 1. a detailed progress report on the technical guidance provided to NEA, 2. training report which includes: training materials developed and used in trainings; Register of attendance and documentation of training session; Assessment of trainees' capacity after each training, 3. multi-hazard maps for 3 river a detailed report on the technical guidance provided to NEA. The basins. The submitted deliverable should be analysed by UNDP during this period	40%

3.	Upon completion of phase 14 Multi-hazard risk assessment: 1. On job training report that includes: Training materials developed and used in training; Register of attendance and documentation of training session; Assessment of trainees' capacity after each training 2. risk profiles for 3 river basins risk profiles for 3 river basins. The submitted deliverable should be analysed by UNDP during this period	40%
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#### Year 2023

#	Deliverable	Timing
1	Upon completion of phase 15 Annual workplan. The submitted deliverable should be analysed by UNDP during this period	20%
2.	Upon completion of phase 16 Multi-hazard maps: 1. a detailed progress report on the technical guidance provided to NEA, 2. training report which includes: training materials developed and used in trainings; Register of attendance and documentation of training session; Assessment of trainees' capacity after each training, 3. multi-hazard maps for 2 river basins; A detailed progress report on the technical guidance provided to NEA. The submitted deliverable should be analysed by UNDP during this period	40%
3.	Upon completion of phase 17 Multi-hazard risk assessment: 1. On job training report that includes: Training materials developed and used in training; Register of attendance and documentation of training session; Assessment of trainees' capacity after each training 2. risk profiles for 2 river basins. Risk profiles for 2 river basins. The submitted deliverable should be analysed by UNDP during this period	40%

#### m. Additional References or Resources

Existing literature or documents that will help provide Bidders with a better comprehension of the project situation and the work required should be provided as annex/s to the TOR, especially if such literature or documents are not confidential.

The following reports will support with comprehension of the national context:

1. Assessment of Hazard Mapping System in Georgia, UNDP 2018, available at: [http://www.ge.undp.org/content/georgia/en/home/library/environment\\_energy/assessment-of-hazard-mapping-system-in-georgia-and-recommended-a.html](http://www.ge.undp.org/content/georgia/en/home/library/environment_energy/assessment-of-hazard-mapping-system-in-georgia-and-recommended-a.html)
2. Comparative Analysis of Climate Change Adaptation and Disaster Risk Reduction Architecture and Recommended Actions. 2018 UNDP available at: [http://www.ge.undp.org/content/georgia/en/home/library/environment\\_energy/comparative-analysis-of-climate-change-adaptation-and-disaster-r.html](http://www.ge.undp.org/content/georgia/en/home/library/environment_energy/comparative-analysis-of-climate-change-adaptation-and-disaster-r.html)

The successful service providers should take advantage and use the results of hazard mapping data availability analysis conducted separately by NEA.

## 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:

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

### Financial Proposal Envelope

(Must be submitted in a separate sealed envelope)

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



## Form A: Technical Proposal Submission Form

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

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

## 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]

<b>Name of leading partner</b> (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

- ☐ Contract non-performance did not occur for the last 3 years
- ☐ Contract(s) not performed for the last 3 years

Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
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Name of Client:

Address of Client:

Reason(s) for non-performance:

### Litigation History (including pending litigation)

- ☐ No litigation history for the last 3 years
- ☐ Litigation History as indicated below

Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
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Name of Client:

Address of Client:

Matter in dispute:

Party who initiated the dispute:

Status of dispute:

Party awarded if resolved:

## Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

## Financial Standing

<b>Annual Turnover for the last 3 years</b>	Year	USD
	Year	USD
	Year	USD
<b>Latest Credit Rating (if any), indicate the source</b>		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			

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

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

## Form E: Format of Technical Proposal

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

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/ Qualifications</b>	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of services]</i> <ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>
<b>Employment Record/ Experience</b>	<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]
<b>References</b>	<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 below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: USD

### Table 1: Summary of Overall Prices

	Amount(s)
<b>Professional Fees</b> (from Table 2)	
<b>Other Costs</b> (from Table 3)	
<b>Total Amount of Financial Proposal</b>	

### Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days*	Total Amount
		A	B	C=A+B
<b>In-Country**</b>				
	International Expert in multi-hazard mapping and risk assessment (Team leader)			
	International expert in Hydrology			
	International expert in Meteorology			
	International expert in Geology			
	International expert in GIS			
	Additional national technical staff in			

	specialization for fulfilment of tasks envisaged in ToR***		
	Administrative staff, that company considers necessary for fulfilment of the tasks envisaged in the ToR***		
<b>Home Based**</b>			
	International Expert in multi-hazard mapping and risk assessment (Team leader)		
	International expert in Hydrology		
	International expert in Meteorology		
	International expert in Geology		
	International expert in GIS		
	Administrative staff, that company considers necessary for fulfilment of the tasks envisaged in the ToR***		
<b>Subtotal Professional Fees:</b>			

**Table 3: Breakdown of Other Costs\*\*\*\***

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
<b>Subtotal Other Costs:</b>				

**IMPORTANT NOTES:**

\*UNDP strongly recommends companies to use days as a primary unit of time when providing respective calculations of under the cost breakdown

\*\* The Contractor is free to propose combination of In-country and/or Home-Based Consultancy rates based on the level of engagement and services required under the Terms of Reference;

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

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

**Table 4: Breakdown of Price per Deliverable/Activity**

<b>Deliverable/ Activity description</b>	<b>Time (person days)</b>	<b>Professional Fees</b>	<b>Other Costs</b>	<b>Total</b>
Deliverable 1				
Deliverable 2				
Deliverable 3				
****				

## Form H: Form of Proposal Security

**Proposal Security must be issued using the official letterhead of the Issuing Bank.  
Except for indicated fields, no changes may be made on this template.**

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To: UNDP

*[Insert contact information as provided in Data Sheet]*

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Proposal to UNDP dated [Click here to enter a date](#) to execute Services [Insert Title of Services] (hereinafter called "the Proposal"):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Proposal after the date of the opening of the Proposals;
- c) Fails to comply with UNDP's variation of requirement, as per RFP instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

### SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

*[Stamp with official stamp of the Bank]*