



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: July 1, 2019
	REFERENCE: ETH0426

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Firm Level Consultancy Service for Reviewing and Preparation of Woreda Level Climate Smart Development Plan in Selected Woredas**.

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

Proposals may be submitted on or before **Wednesday, July 31, 2019** and via e-tendering through <https://etendering.partneragencies.org/> - Event ID **ETH0426**

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

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

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

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

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

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

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

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

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Taye Amssalu
Operations Manager
7/1/2019

Description of Requirements

Context of the Requirement	Firm Level Consultancy Service for Reviewing and Preparation of Woreda Level Climate Smart Development Plan in Selected Woredas
Implementing Partner of UNDP	Ministry of Finance Economic Commission (MoFEC)
Brief Description of the Required Services ¹	<p>Climate relevant projects have typically been implemented as stand-alone projects at the local level in Ethiopia and have had a strong sector orientation. As a result, there has been lack of integration across the land, water, energy and livelihood areas, which misses the opportunities for climate smart planning, cross-sectoral synergies, fails to capture key trade-offs. This project aims to address these issues through the use of integrated climate smart planning, with multi-sectoral approaches, which are grounded in local community development plans and views. The project also adopts the use of community development officers ('community animators') to embed the project within the local community, i.e. within each Kebele. To advance this, a series of activities are proposed that build the integrated planning approach. On the basis of the forgoing, the Ministry would like to bring on board a national consulting firm for the development of integrated climate resilient development plan for each of the 7 woredas of the project.</p> <p>The overall objective of the assignment is to design climate smart development plan at all the 7 woredas and document existing local development plan in view of climate smart development for adaptation fund project implementation sites. (See the ToR for detail)</p>
List and Description of Expected Outputs to be Delivered	<p>The following are the key deliverables that are expected from the consulting firm that will be selected to conduct the exercise.</p> <ol style="list-style-type: none"> 1. Inception Report: This should indicate the methodology that is going to be employed including the tools and approaches. It is expected to be delivered within the first week of the contract award. 2. Draft Climate Smart Development Plan for the 7 project target woredas: This is expected in 60 days after the inception report is cleared by the technical team of MoF CRGE facility team members.

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	<p>3. Conduct Validation workshop: This should be organized within 15 days after the submission of the draft development plan for comments and suggestions by the relevant stakeholders who involve in the execution of the project. The exact date and venue of the workshop will be decided by the MOF. The latter also invite participants and organizes the workshop</p> <p>4. Final Climate Smart Development Plan for the 7 project target woredas: The final report should address all comments and feedback provided on the draft report from invited stakeholders. It is expected fifteen after the draft report is delivered.</p> <p>(See the ToR for detail)</p>
Person to Supervise the Work/Performance of the Service Provider	National Climate Change Specialist (UNDP); MoF, CRGE Facility Teams
Frequency of Reporting	Please refer the ToR.
Progress Reporting Requirements	Please refer the ToR.
Location of work	Please refer the ToR
Expected duration of work	172 days
Target start date	Immediately after signing of the contract
Latest completion date	Please refer the ToR
Travels Expected	Yes, please refer the ToR
Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling <input checked="" type="checkbox"/> Comprehensive Travel Insurance
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others <i>[pls. specify]</i> <ul style="list-style-type: none"> As indicated in the ToR, UNDP will not provide any service. The successful service provider shall manage transport services and provide DSA and other facilities to the team members during the field work.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in	<input checked="" type="checkbox"/> Required

completing the services				
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency- Ethiopian Birr			
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.			
Partial Quotes	<input checked="" type="checkbox"/> Not permitted			
Payment Terms ³	Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained from:	Percentage of Payment
	1st Installment	Study Proposal and Inception Report	MoF, CRGE Facility Teams and UNDP	15%
	2nd Installment	Draft Climate Smart Development Plan for each target woredas	MoF, CRGE Facility Teams and UNDP “	30%
	3rd Installment	Validation Workshops reports	MoF, CRGE Facility Teams and UNDP “	20%
	4th Installment	Final Climate Smart Development Plan for each target woredas	MoF, CRGE Facility Teams and UNDP	35%
	Grand Total			100%
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	National Climate Change Specialist (UNDP); MoF, CRGE Facility Teams			
	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)			

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

Criteria for Contract Award	<input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.																						
Criteria for the Assessment of Proposal	<p>Technical Proposal (70%)</p> <p>A firm should obtain minimum of 70 points out of 100 on technical evaluation to be considered as “qualified” and only qualified firms will be further evaluated for their financial proposals.</p> <table><tr><th colspan="2">Summary of Technical Proposal Evaluation Forms</th><th>Score Weight</th><th>Points Obtainable</th></tr><tr><td>1</td><td>Expertise of Firm / Organization</td><td>30%</td><td>300</td></tr><tr><td>2</td><td>Proposed Methodology, Approach and Implementation Plan</td><td>40%</td><td>400</td></tr><tr><td>3</td><td>Management Structure and Key Personnel</td><td>30%</td><td>300</td></tr><tr><td colspan="2">TOTAL</td><td>100%</td><td>1000</td></tr></table> <p>Financial Proposal (30%)</p> <p>To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.</p>			Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	1	Expertise of Firm / Organization	30%	300	2	Proposed Methodology, Approach and Implementation Plan	40%	400	3	Management Structure and Key Personnel	30%	300	TOTAL		100%	1000
Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable																				
1	Expertise of Firm / Organization	30%	300																				
2	Proposed Methodology, Approach and Implementation Plan	40%	400																				
3	Management Structure and Key Personnel	30%	300																				
TOTAL		100%	1000																				
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider																						
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement ⁴ and <i>if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i>																						
Contract General Terms and Conditions ⁵	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html																						
Annexes to this RFP ⁶	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR																						
Contact Person for Inquiries (Written inquiries only) ⁷	<p>FT Procurement Assistant Info.procurementet@undp.org</p> <p>Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>																						
Other Information [pls. specify]	Please see the ToR for detail.																						

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

[insert: Location]

[insert: Date]

To: **UNDP Ethiopia**

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

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

B. Proposed Methodology for the Completion of Services

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

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

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

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

D. Cost Breakdown per Deliverable*

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

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

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

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

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

[Designation]

[Date]