



## REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

NAME & ADDRESS OF FIRM	August 01, 2019
	REFERENCE: RFP/PNG/001-2019

Dear Sir / Madam:

We kindly request you to submit your Proposal for **provision of consultancy Services to delivery 12-month Training and Capacity Building Program for Protected Area Management in Papua New Guinea.**

Please be guided by the form attached hereto as Annex 1, 2 and 3, in preparing your Proposal. Proposals may be submitted on or before **19<sup>th</sup> August 2019**. Your Proposal must be expressed in the English, and valid for a minimum period of 120 days.

Documents uploaded in the system as part of your quotation must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your proposal is submitted on or before the deadline indicated by UNDP in the eTendering system . Bids/ proposala must be submitted in the online eTendering system in the following link: <https://etendering.partneragencies.org> using your username and password. If you have not registered in the system before, you can register now by logging in using  
username: event.guest  
password: why2change

and follow the registration steps as specified in the system user guide or access it through this link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it is uploaded on the UNDP Atlas e-tendering system on or before the deadline. Proposals that are received by UNDP after the deadline, for whatever reason, shall not be considered for evaluation. Kindly ensure that all proposals are 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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,  
*UNDP Papua New Guinea*  
*Procurement*

## Annex 1

### Description of Requirements

Context of the Requirement	Strengthening the Management Effectiveness of the National System of Protected Areas			
Implementing Partner of UNDP	Conservation Environment and Protection Authority (CEPA)			
Brief Description of the Required Services	Provision of consultancy Services to delivery 12-month Training and Capacity Building Program for Protected Area Management in Papua New Guinea			
List and Description of Expected Outputs to be Delivered	Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Certifying/ Authorizing officer
	Payment upon submission and acceptance of inception report describing specific methodologies, work-flow, structure of deliverables and other administrative arrangements etc	1 week	3 December 2019	Head of Portfolio
	Payment upon submission and acceptance of CEPA induction program, including provision of an induction kit (e.g. containing documents, PowerPoints) that can be adapted and used in the future	1 week	30 March 2020	Head of Portfolio
	Payment upon submission and acceptance a report of One-week training courses on management planning using the open standards approach – designed, presented and presentations recorded, including follow-up mentoring of five people to become effective leaders of management planning. Submission shall include all training materials (e.g. PowerPoint and associated notes, exercises, background documents, videos)	2 weeks	20 June 2020	Head of Portfolio

	Payment upon submission and acceptance a report of One-week training course on communication, facilitation and collaboration, including open learning and coaching techniques. Development of module and delivery included	2 weeks	30 September 2020	Head of Portfolio
	Payment upon submission and acceptance of One-week training course on protected area management topics to be determined in conjunction with CEPA and UNDP. All training materials (e.g. PowerPoint and associated notes, exercises, background documents, videos) included	2 weeks	30 November 2020	Head of Portfolio
	Payment upon submission and acceptance of a final report with observations and evaluation of progress over 2-year period.	2 weeks	30 December 2020	Head of Portfolio
Person to Supervise the Work/Performance of the Service Provider	Ms. Emily Fajardo, Technical Specialist			
Frequency of Reporting	Quarterly - Refer TOR for detailed information (Annex 5)			
Progress Reporting Requirements	Refer TOR for detailed information (Annex 5)			
Location of work	Home-based, Port Moresby, PNG			
Expected duration of work	Refer TOR for detailed information (Annex 5)			
Target start date	Refer TOR for detailed information (Annex 5)			
Latest completion date	Refer TOR for detailed information (Annex 5)			
Travels Expected	Refer TOR for detailed information (Annex 5)			
Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling <input checked="" type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input checked="" type="checkbox"/> Comprehensive Travel Insurance			

Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Refer TOR for detailed information (Annex 5) -
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<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 <sup>1</sup>	Refer TOR for detailed information (Annex 5)
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Ms. Emily Fajardo, Technical Specialist,

<sup>1</sup> 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"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <input checked="" type="checkbox"/> Expertise of the Firm (28%) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (21%) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (21%) <i>(To be technical competent bidder must score minimum 49% out of 70%)</i> <p><b><u>Financial Proposal (30%)</u></b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
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"/> Contract Face Sheet (Goods and-or Services) UNDP (Annex 6)
Contract General Terms and Conditions <sup>2</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)  Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Technical Proposal (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 3) <input checked="" type="checkbox"/> Detailed TOR (Annex 5) <input checked="" type="checkbox"/> Bid Submission Form (Annex 4)
Contact Person for Inquiries (Written inquiries only) <sup>3</sup>	<p><i>Ripana James</i>  Email: <a href="mailto:procurement.pg@undp.org">procurement.pg@undp.org</a></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>

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

<sup>3</sup> 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.

<p>Required Documents that must be Submitted to Establish Qualification of Proposers</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</li> <li><input checked="" type="checkbox"/> 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><input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation</li> <li><input checked="" type="checkbox"/> Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country</li> <li><input checked="" type="checkbox"/> Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any</li> <li><input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past [2 years]</li> <li><input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top [3] Clients in terms of Contract Value the past [5 years]</li> <li><input checked="" type="checkbox"/> CV's of all key personnel proposed for this tender</li> <li><input checked="" type="checkbox"/> All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.</li> <li><input checked="" type="checkbox"/> Signed Technical Proposal (Annex 2)</li> <li><input checked="" type="checkbox"/> Signed Financial Proposal (Annex 3)</li> <li><input checked="" type="checkbox"/> Signed Bid Submission Form (Annex 4)</li> </ul>
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## Annex 2

### FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>4</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>5</sup>)*

[insert: Location]

[insert: Date]

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

Dear Sir/Madam:

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

#### A. Qualifications of the Service Provider

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

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

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

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

<sup>4</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>5</sup> 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.*

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

## Annex 3

### A. Cost Breakdown per Deliverable\*

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Certifying/ Authorizing officer
Payment upon submission and acceptance of inception report describing specific methodologies, work-flow, structure of deliverables and other administrative arrangements etc	1 week	3 December 2019	Head of Portfolio
Payment upon submission and acceptance of CEPA induction program, including provision of an induction kit (e.g. containing documents, PowerPoints) that can be adapted and used in the future	1 week	30 March 2020	Head of Portfolio
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Payment upon submission and acceptance of a final report with observations and evaluation of progress over 2-year period.	2 weeks	30 December 2020	Head of Portfolio

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

**B. 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
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Team Leader				
b. Capacity Development specialist				
c. Other Experts (if applicable)				
Add other expert if required				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

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

*[Designation]*

*[Date]*

## Annex 4: Bid/ Proposal Submission Form<sup>6</sup>

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

To: UNDP

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services to [Insert tender title] in accordance with your Request for Proposal dated (insert the date) and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal sealed under a separate envelope.

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of UNDP's Contract for Professional Services.

We agree to abide by this Proposal for 120 days. We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Contact Details: *[please mark this letter with your corporate seal, if available]*

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<sup>6</sup> No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

## Annex 5

### Terms of Reference

#### Provision of Consultancy Services to Delivery Training and Capacity Building Program for Protected Area Management in Papua New Guinea

<b>Location:</b>	Home based with travel to Port Moresby, PNG
<b>Type of Contract:</b>	Professional Service Contract with a Firm (Request for Proposals)
<b>Project:</b>	Strengthening the Management Effectiveness of the National System of Protected Areas Project
<b>Languages Required:</b>	English
<b>Starting Date:</b>	30 August 2019
<b>Duration of Initial Contract:</b>	up to 60 days from 30 <sup>th</sup> of August 2019 – 30 <sup>th</sup> December 2020

### 1. Project Description

PNG encompasses some of the world's last great tracts of mature tropical rainforest and coral reefs. These forest and marine ecosystems, combined with a unique array of species, have evolved in isolation making PNG one of the world's most important biodiversity hotspots. PNG's biodiversity and protected areas system is however under threat from logging, mining, pollution and the growing commercialization of agriculture. Compounding all of this is the looming threat of climate change.

The protected areas system in PNG has performed poorly for a number of years. A lack of political commitment, poor land use management and the interests of extractive industries pose major threats. Matters are complicated by a growing population often relying heavily on exploiting natural resources to sustain their livelihoods.

The Government of Papua New Guinea has however made a renewed commitment to support a viable and sustainable protected areas system in the country. In doing so, it has identified the need to work in partnership with communities, non-government organizations, the private sector and local levels of government to encourage stakeholders to more keenly appreciate the underlying socio-economic value of their surrounding ecosystem.

PNG's Protected Areas Policy (PAPs) approved by the National Executive Council in December 2014 and the Conservation and Environmental Protection Authority (CEPA) Act of May 2014 provide the overall policy and legal framework for the newly established CEPA. Both instruments are intended to give renewed impetus to conservation efforts and pose an excellent opportunity to improve biodiversity conservation in the broadest sense in PNG. Despite the renewed commitment, limited capacity remains a challenge and hampers implementation, compliance and enforcement.

The UNDP in partnership with the Government of PNG is currently working to address some of these challenges under the *Strengthening the Management Effectiveness of the National System of Protected Areas Project* (the 'Project'). This work is being delivered under three components.

The Project is designed to support PNG's commitment by helping operationalise PNG's Protected Area Policy as well as support the transition from the former Department of Environment and Conservation to CEPA. It further aims to strengthen the links between central government policy and implementation with newly established decentralized protected area governance and management structures. These 'bottom up' conservation initiatives are being established by communities, civil society and various levels of Government in key biodiversity areas throughout the country with the support of a range of partners, including the UNDP.

Under Component One of the Project, efforts are focused on supporting the Government oversee Protected Area Management by:

- a. Strengthening policies related to protected areas and biodiversity conservation.
- b. Building the capacity of CEPA to more effectively manage the national protected areas system.
- c. Working to build greater professionalism, through technical training and developing relevant competencies among key institutions.

In 2018-19, a number of activities have been undertaken in relation to building capacity in CEPA. These activities have included:

- Development of a competence framework for PNG's protected area management, based on the IUCN protected area competence framework.
- Survey and assessment of the competence gaps and capacity needs for CEPA staff.
- Development of a capacity action plan.
- Development of a two-year learning and training plan for CEPA staff.

Overall, the work undertaken to date has shown that CEPA overall has a low level of capacity to undertake the work needed to manage the protected area network in PNG. This low capacity relates to a number of factors:

- Insufficient numbers of staff to undertake the wide, demanding and emerging range of tasks needed to support better governance of protected areas in PNG.
- Limited basic resources to perform duties, for example, operational resources and recurrent budgetary resources.
- Inadequate communication and business planning within CEPA.
- Concentration of expertise, experience and knowledge in a limited number of individuals.
- Lack of knowledge about practical protected area management planning and implementation complicated by a lack of systems, policies and guidelines.

This consultancy will focus on implementing the learning and training plan over a one-year period. It will aim to build sustainability so that capacity will continue to increase in the future. **Error! Reference source not found.** summarizes the learning and training plan which consists of four primary approaches:

- Informal learning and training, including induction, workplace learning and self-directed learning.
- Mentoring, including formal and informal mentoring programs, peer support and coaching.
- Formal learning and training through short courses, online courses and support to obtain academic qualifications.

- Institutional aspects such as the provision of policies, guidelines and procedures to support staff in carrying out their duties.

## Key Deliverables and Schedule of Payment

This consultancy will entail four principal components of work:

1. Assist CEPA to implement a one-year learning and training program for staff involved in the management of protected areas.
2. Develop or adapt learning and training materials, including an induction course, which can be used by CEPA and other protected area management agencies in PNG into the future.
3. Deliver training courses in key topics relating to protected area management.
4. Strengthen capacity of CEPA to establish a learning culture and regular training activities.

## 2. Expected Outcomes/ Deliverables

The following are the expected outcomes or deliverables:

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Certifying/ Authorizing officer	Payment Percentage
Payment upon submission and acceptance of inception report describing specific methodologies, workflow, structure of deliverables and other administrative arrangements etc	1 week	3 December 2019	Head of Portfolio	10%
Payment upon submission and acceptance of CEPA induction program, including provision of an induction kit (e.g. containing documents, PowerPoints) that can be adapted and used in the future	1 week	30 March 2020	Head of Portfolio	20%
Payment upon submission and acceptance a report of One-week training courses on management planning using the open standards approach – designed, presented and presentations recorded, including follow-up mentoring of five people to become effective leaders of management planning. Submission shall include all training materials (e.g. PowerPoint and associated notes, exercises, background documents, videos)	2 weeks	20 June 2020	Head of Portfolio	20%

Payment upon submission and acceptance a report of One-week training course on communication, facilitation and collaboration, including open learning and coaching techniques. Development of module and delivery included	2 weeks	30 September 2020	Head of Portfolio	20%
Payment upon submission and acceptance of One-week training course on protected area management topics to be determined in conjunction with CEPA and UNDP. All training materials (e.g. PowerPoint and associated notes, exercises, background documents, videos) included	2 weeks	30 November 2020	Head of Portfolio	20%
Payment upon submission and acceptance of a final report with observations and evaluation of progress over 2-year period.	2 weeks	30 December 2020	Head of Portfolio	10%

### 3. Institutional Arrangements

The Consultant will closely work with all staff of CEPA and in particular the Sustainable Environment Programs (SEP) Wing, and its Director while taking responsibility for individual deadlines and deliverables as outlined in the Terms of Reference (ToR) and Individual Contract (IC) contract.

### 4. Resources Provided

UNDP and CEPA will provide space in its Port Moresby Office. In the case of travel beyond initial deployment and final repatriation, payment of travel costs including tickets, lodging, and terminal expenses should be agreed upon between the respective business unit and Service Provider prior to travel and will be reimbursed.

### 5. Duration of the Assignment

The duration of the assignment is from August 2019 to December 2020. In accordance with expected outputs and deliverables, the Contractor submits reports to Technical Advisor for review outputs, comments, certify approval/acceptance of works afterwards. In case of any delays to achieve the expected outputs, the Contractor should notify the Technical Advisor in advance to take necessary steps.

### 6. Duty Station



The duty station for this assignment is Home-based, with a number of missions to PNG as outlined in the Expected Deliverables of this ToR.

## 7. Qualification, Team Composition and Experiences

General expertise and qualifications of the consulting firm should be as follows:

- The firm should have proven track record for at least 10 years of experience on protected area planning and management and capacity development.
- At least 5 years working experience in the development and strengthening of a national system of protected areas, preferably in the Asia and/or Pacific region.
- At least 5 years of professional work experience in facilitating institutional in the environment sector.
- Experience of delivering training on Protected Area planning and management in a developing country.

The service provider should appoint a qualified project team and provide their qualifications and experience carried out by the relevant staff, including on-going assignments indicating responsibilities assumed by them, and their qualifications and experience. Consisting of a team of experts with in-depth work experience in PNG. Team members should comprise the following:

**Designated Team leader** – Minimum master’s degree or equivalent in ecology, environmental planning, protected area management. At least 10 years’ experience in supporting Government institutions in the planning and management of protected area systems. At least 10 years of project management experience, and 5 years of experience of working with bilateral/multilateral agency or government institution.

**Capacity Development expert** – Minimum Master’s degree with 5 years’ experience in developing training modules and conducting institution-specific training needs on protected area planning and management..

## 8. Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Expertise & reputation of Firm / Organization	400
2.	Proposed Methodology, Approach and Implementation Plan	300
3.	Management Structure and Key Personnel	300

	<b>Total</b>	<b>1000</b>
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Expertise of the Firm/Organization			Points obtainable
1.1	Reliability and history of the Firm/Organization’s competence, technical and financial and proof of sustainability/ Reputation of Organization and Staff / Credibility / Industry Standing		40
1.2	General Organizational Capability which is likely to affect implementation:	Sub-score	80
	- Number of personnel and available facilities/expertise to produce a report of this nature	20	
	- Financial stability and soundness in the last two years (2017& 2018)	30	
	- Similar types of undertaken activities	30	
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills)		20
1.4	Quality assurance procedures, warranty		30
1.5	Past experience:	Sub-score	200
	The firm should have proven track record for at least 10 years of experience on protected area planning and management and capacity development.	50	
	At least 5 years working experience in the development and strengthening of a national system of protected areas, preferably in the Asia and/or Pacific region	50	
	At least 5 years of professional work experience in facilitating institutional in the environment sector	50	
	Experience of delivering training on Protected Area planning and management in a developing country	50	
1.6	Organizational Commitment to Sustainability - Organization demonstrates significant commitment to sustainability		30
Total Section 1			400

<b>Section 2. Proposed Methodology, Approach and Implementation Plan</b>			<b>Points obtainable</b>
2.1	To what degree does the Proposer understand the task? Have the important aspects of the task been addressed in sufficient detail? - Proposed methodology in carrying out the required tasks and delivering the required outputs – description of activities.		30
2.2	Does the proposal demonstrate an understanding of the project environment and has this been properly used in the preparation of the proposal?		40
2.3	To what degree does the Proposer's have the technical understanding of the requirements of this engagement?		30

2.4	To what degree does the Proposer's approach to technical assistance including training and mentoring that meet the requirements	30
2.5	Is the conceptual framework adopted appropriate for the task?	30
2.6	Are the different components of the project adequately weighted relative to one another?	70
2.7	Is the scope of the task well defined and does it correspond to the TOR?	40
2.8	Is the sequence of activities and the planning logical, realistic and promise efficient implementation of the project?	30
<b>Total Section 2</b>		<b>300</b>

Section 3. Management Structure and Key Personnel					Points obtainable
3.1	Team Leader and Team Members - Description of the project team and their qualifications (Refer TOR)				300
	Team Members:			Sub-Score	
	3.1.1. Team Leader			180	
	Minimum master's degree or equivalent in ecology, environmental planning, protected area management and fluency in English	70			
	At least 10 years experience in supporting Government institutions in the planning and management of protected area systems;	55			
	At least 10 years of project management experience, and 5 years of experience of working with bilateral/multilateral agency or government institution	55			
	3.1.2 Capacity Development Expert			Sub-Score	
	Minimum Master's degree in ecology, environmental planning, protected area management and fluency in English	60	120		
	5 years' experience in developing training modules and conducting institution-specific training needs on protected area planning and management	60			
				Sub-Score	
Total Section 3				300	

## 9. Submission Instructions

This process is managed through the UNDP online eTendering system. Proposals may be submitted on or before the deadline indicated by UNDP in the e-tendering system. Proposals must be submitted in the online e-tendering system in the following link: <https://etendering.partneragencies.org> using your username and password. If you have not registered in the system before, you can register now by logging in using:

**Username:** event.guest

**Password:** why2change

Follow the registration steps as specified in the e-tendering instruction manual.

Please be guided by the instructions provided in this document above while preparing your submission.

**Note to Bidders:**

**Bidders should avoid attempting to register and upload just prior to the deadline as UNDP shall not be held responsible for congestion or delays in transmission. It is the Bidder's responsibility to ensure bids uploaded before the deadline.**

**Financial Proposal must be submitted separately from other documents and password protected. Password for this document (financial proposal) must not be provided to UNDP until requested by UNDP. The Proposer shall assume the responsibility for not encrypting the financial proposal. The Proposer shall assume the responsibility for not encrypting the financial proposal. DO NOT DISCLOSE YOUR PRICE IN THE LINE ITEMS. YOU MUST PUT PRICE AS 1 IN THE SYSTEM AND PROVIDE THE FINANCIAL PROPOSAL AS ENCRYPTED FILE AS EXPLAINED ABOVE.**

Incomplete proposals and failure to comply with proposal submission instruction will not be considered or will result in disqualification of proposal.

For any clarification regarding this assignment please write to Tirnesh Prasad on [procurement.pg@undp.org](mailto:procurement.pg@undp.org)



## Annex 6

### Contract for Professional Services

**THIS IS UNDP'S TEMPLATE FOR CONTRACT FOR THE PROPOSER'S REFERENCE. ADHERENCE TO ALL TERMS AND CONDITIONS IS MANDATORY.**

United Nations Development Programme



Empowered lives.  
Resilient nations.

**Contract for Goods and/or Services**  
Between the United Nations Development Programme and [insert name of the Contractor]

1. <b>Country Where Goods Will be Delivered and/or Services Will be Provided:</b>	
2. <b>UNDP</b> <input type="checkbox"/> Request for Quotation <input type="checkbox"/> Request for Proposal <input type="checkbox"/> Invitation to Bid <input type="checkbox"/> direct contracting Number and Date:	
3. <b>Contract Reference (e.g. Contract Award Number):</b>	
4. <b>Long Term Agreement:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> indicate as appropriate	
5. <b>Subject Matter of the Contract:</b> <input type="checkbox"/> goods <input type="checkbox"/> services <input type="checkbox"/> goods and services	
6. <b>Type of Services:</b>	
7. <b>Contract Starting Date:</b>	8. <b>Contract Ending Date:</b>
9. <b>Total Contract Amount:</b> [insert currency and amount in figures and words] 9a. <b>Advance Payment:</b> [insert currency and amount in figures and words or indicate "not applicable"]	
10. <b>Total Value of Goods and/or Services:</b> <input type="checkbox"/> below US\$50,000 (Services only) – UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply <input type="checkbox"/> below US\$50,000 (Goods or Goods and Services) – UNDP General Terms and Conditions for Contracts apply <input type="checkbox"/> equal to or above US\$50,000 (Goods and/or Services) – UNDP General Terms and Conditions for Contracts apply	
11. <b>Payment Method:</b> <input type="checkbox"/> fixed price <input type="checkbox"/> cost reimbursement	
12. <b>Contractor's Name:</b> Address:  Country of incorporation: Website:	
13. <b>Contractor's Contact Person's Name:</b> Title: Address:	

Telephone number: Fax: Email:
<b>14. UNDP Contact Person's Name:</b> Title: Address:  Telephone number: Fax: Email:
<b>15. Contractor's Bank Account to which payments will be transferred:</b> Beneficiary: Account name: Account number: Bank name: Bank address: Bank SWIFT Code: Bank Code: Routing instructions for payments:

This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order:

1. This face sheet ("Face Sheet").
2. UNDP Special Conditions [delete if not applicable].
3. [UNDP General Terms and Conditions for Contracts] [UNDP General Terms and Conditions for Institutional (de minimis) Contracts] [delete if not applicable and remove square brackets].
4. Terms of Reference (TORs) and Schedule of Payments, incorporating the description of services, deliverables and performance targets, time frames, schedule of payments, and total contract amount [delete if not applicable].
5. Technical Specifications for Goods [delete if not applicable].
6. The Contractor's Technical Proposal and Financial Proposal, dated [insert date], as clarified by the agreed minutes of the negotiations meeting, dated [insert date]; these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Contract.
7. Discount Prices [to be used in cases where the Contractor is engaged on the basis of an LTA; delete if not applicable].

All the above, hereby incorporated by reference, shall form the entire agreement between the Parties (the "Contract"), superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.

This Contract shall enter into force on the date of the last signature of the Face Sheet by the duly authorized representatives of the Parties, and terminate on the Contract Ending Date indicated on the Face Sheet. This Contract may be amended only by written agreement between the duly authorized representatives of the Parties.

**IN WITNESS WHEREOF**, the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed this Contract at the place and on the day set forth below.

For the Contractor		For UNDP	
Signature:		Signature:	
Name:		Name:	
Title:		Title:	
Date:		Date:	