



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

NAME & ADDRESS OF FIRM	August 14, 2019
	RFP/PNG/003-2019

Dear Sir / Madam:

We kindly request you to submit your Proposal for **provision of consultancy services to deliver energy efficiency audits 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 **30th 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/ proposals 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

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	Provision of consultancy services to delivery energy efficiency audits in Papua New Guinea
Implementing Partner of UNDP	Climate Change and Development Authority
Brief Description of the Required Services	Technical and administrative services to deliver a number of provincial-level energy audits and develop associated training material to build this capacity in PNG.
List and Description of Expected Outputs to be Delivered	<ol style="list-style-type: none"> 1. Inception report that presents, as a minimum, a program of works to support the delivery of the outputs required under this contract. The report will also present a risk analysis and mitigation plan. 2. Organization and conduct of workshop for selected technical personnel on building energy audits and building energy efficiency retrofits, including costing, sourcing, and technical aspects of preparing and implementing the retrofits. 3. Organization and conduct of workshop for selected technical personnel on industrial energy audits and industrial energy efficiency retrofits, including costing, sourcing, and technical aspects of preparing and implementing the retrofits. 4. Conduct of Wewak, East Sepik Province, Township Energy Efficiency Program. 5. Conduct of Maprik, East Sepik Province, Township Energy Efficiency Program. 6. Final assignment report detailing lessons learnt and recommendations on future delivery and sustainability of outputs delivered under this assignment.
Person to Supervise the Work/Performance of the Service Provider	Ms. Gretel Orake, Project Management, FREAGER,
Frequency of Reporting	Refer the terms of reference for detailed information (Annex 5)
Progress Reporting Requirements	Refer the terms of reference for detailed information (Annex 5)
Location of work	Port Moresby, selected provinces, home-base
Expected duration of work	Refer the terms of reference for detailed information (Annex 5)
Target start date	Refer the terms of reference for detailed information (Annex 5)
Latest completion date	Refer the terms of reference for detailed information (Annex 5)
Travels Expected	Refer the terms of reference 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 and medical insurance
Facilities to be Provided by UNDP (i.e., must be	Refer the terms of reference for detailed information (Annex 5)

excluded from Price Proposal)	
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms ¹	Refer TOR for detailed information (Annex 5)
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Mr. Edward Vrkic, Head of the Environment, Energy and Climate Change Portfolio.
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	<u>Technical Proposal (70%) of no more than 10 pages addressing:</u> <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%)

¹ 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.

	<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> Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
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 ²	<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	<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) ³	Ripana James Email: procurement.pg@undp.org 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.

² 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.

³ 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"> ☒ Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ☒ 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 ☒ Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation ☒ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ☒ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any ☒ Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past [2 years] ☒ Statement of Satisfactory Performance from the Top [3] Clients in terms of Contract Value the past [5 years] ☒ CV's of all key personnel proposed for this tender ☒ 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. ☒ Signed Technical Proposal (Annex 2) ☒ Signed Financial Proposal (Annex 3) ☒ Signed Bid Submission Form (Annex 4)
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Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁴

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁵)

[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, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

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

C. Qualifications of Key Personnel

⁴ This serves as a guide to the Service Provider in preparing the Proposal.

⁵ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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	Indicative Due Dates	Fees Due by %	Certifying/ Authorizing officer
Inception report that presents, as a minimum, a program of works to support the delivery of the outputs required under this contract. The report will also present a risk analysis and mitigation plan.	30 September 2019	10%	Head of Portfolio
Design of a workshop curriculum and associated training material that focuses on preparing participants to handle the technical and commercial aspects of building energy audits and retrofits.	1 November 2019	20%	Head of Portfolio
Energy audits of Wewak including: 1. Conduct of energy audits of largest electricity customers in both the commercial and industrial sectors. Management of retrofit refrigeration and lighting retrofits in selected pilot sites.	30 November 2019	30%	Head of Portfolio
Energy audits of Maprik including: 1. Conduct of energy audits of largest electricity customers in both the commercial and industrial sectors. Management of retrofit refrigeration and lighting retrofits in selected pilot sites.	28 February 2020	30%	Head of Portfolio
Final assignment report detailing lessons learnt and recommendations on future delivery and sustainability of outputs delivered under this assignment.	1 March 2020	10%	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
I. Personnel Services				
1. Services from Home Office				
a. Team Leader				
b. Other Experts (if applicable)				
Add other expert if required				
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]

Annex 4: Bid/Proposal Submission Form⁶

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]*

⁶ 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 deliver energy efficiency audits in Papua New Guinea

Location:	Home based with travel to Port Moresby and selected provinces.
Type of Contract:	Professional Service Contract with a firm or individual(s).
Project:	Facilitating Renewable Energy and Energy Efficiency Applications for Greenhouse Emission Reduction Project (FREAGER)
Languages Required:	English
Starting Date:	5 September 2019
Duration of Initial Contract:	Approximately 6 months with up to 60 person days of inputs.

1. PROJECT DESCRIPTION

Approximately only 15 percent of PNG's population has access to electricity. This presents an opportunity to leapfrog old technologies and move toward renewable energy and energy efficiency technologies. Aside from the potential to reduce current and future greenhouse gas emissions, these technologies may hold viable solutions to address PNG's power-short situation.

PNG's energy sector is characterized by a substantial production and consumption of petroleum. Crude oil production, while declining from its peak in 2007, in the past few years has again increased and now surpasses that mark. Natural gas production is growing rapidly in response to Government policy. Projected compound annual growth in primary energy consumption between 2013 and 2040 is roughly six percent. The greatest share of primary energy consumption is represented by petroleum oil products, which make up approximately 57 percent of domestic consumption.

The industrial sector is PNG's largest end user of energy. Industrial energy consumption is expected to continue to grow at a substantial rate. The second largest user of energy in PNG is the transportation sector. With agriculture and residential consumption making up a smaller share of end use. As the economy grows however, that share is expected to increase.

UNDP in partnership with the Global Environment Facility is delivering the *Facilitating Renewable Energy and Energy Efficiency Applications for Greenhouse Emission Reduction Project* or FREAGER (the 'Project'). An ambitious endeavour, it aims to demonstrate the potential of renewable and energy efficient technologies in PNG. It will be delivered under four components. These components are:

1. Analysis, assessment and improvements in energy policy and regulations.
2. The demonstration of the benefits of renewable energy and energy efficiency technology through pilot projects.
3. The development of models to better finance renewable energy and energy efficiency solutions among communities.

4. Efforts to increase normative change on the use of renewable energy and greater energy efficiency among decisions makers.

Together they will aim to demonstrate a range of renewable energy and energy efficient technologies to encourage their broader replication and up-take.

2. SERVICES REQUIRED

The successful delivery of this assignment will require the following demonstrated technical and administrative expertise:

- A strong understanding of energy efficiency and energy-use auditing.
- Applying innovative solutions to existing contexts in addressing supply-side and demand-side energy efficiency.
- Stakeholder management and negotiation skills.
- Administrative, project management and time management skills.
- Strong written and oral communication skills that support the conveying of messages and concepts clearly and to various audiences.

3. SCOPE OF WORKS AND OUTPUT DELIVERY SCHEDULE

The objective of this assignment is to highlight the benefit to end users of renewable energy and energy efficient technological application in domestic and commercial use. This will be achieved through a range of measures, including project demonstrations. This work will be delivered under Component two of the Project and support a range of activities under outcomes 2A and 2B. To achieve this, the activity will deliver a range of outputs. These are presented below:

Organization and conduct of workshop for selected technical personnel on building energy audits and building energy efficiency retrofits, including costing, sourcing, and technical aspects of preparing and implementing the retrofits.

This activity involves the design of a workshop curriculum that focuses on preparing participants to handle the technical and commercial aspects of building energy audits and retrofits. It also involves the preparation of associated training materials. Methods for carrying out building energy audits, sourcing cost-effective equipment, carrying out retrofits, and verifying energy savings will be covered. Test will be designed and administered at end of workshop to certify those candidates mastering materials.

Organization and conduct of workshop for selected technical personnel on industrial energy audits and industrial energy efficiency retrofits, including costing, sourcing, and technical aspects of preparing and implementing the retrofits.

As above, but to focus on industrial energy audits and retrofits.

Conduct of Wewak, East Sepik Province, Township Energy Efficiency Program.

The Wewak program will include: (1) conduct of energy audits of largest electricity customers (as determined by monthly kWh consumed), in both the commercial and industrial sectors, and associated EE retrofits based on opportunities identified in energy audits (realized by design, planning, approval, and implementation of an energy audit sub-program). It will also include (2) EE advisory services of new large electricity users that are expected to come online soon (realized by design, planning, approval, and implementation of an EE advisory services sub-program). In addition, (3) support for replacement of residential refrigerators and lighting will be carried out (realized via design, approval, and

implementation of a consumer EE credit scheme sub-program). Lastly, (4) street lighting EE retrofits will be conducted.

Conduct of Maprik, East Sepik Province, Township Energy Efficiency Program.

As above, except Maprik is the location, and no energy audits and retrofits will be conducted in the industrial area.

Output Schedule

Deliverables/Outputs	Indicative Due Dates	Fees Due by %	Certifying/ Authorizing officer
Inception report that presents, as a minimum, a program of works to support the delivery of the outputs required under this contract. The report will also present a risk analysis and mitigation plan.	30 September 2019	10%	Head of Portfolio
Design of a workshop curriculum and associated training material that focuses on preparing participants to handle the technical and commercial aspects of building energy audits and retrofits.	1 November 2019	20%	Head of Portfolio
Energy audits of Wewak including: 2. Conduct of energy audits of largest electricity customers in both the commercial and industrial sectors. 3. Management of retrofit refrigeration and lighting retrofits in selected pilot sites.	30 November 2019	30%	Head of Portfolio
Energy audits of Maprik including: 2. Conduct of energy audits of largest electricity customers	28 February 2020	30%	Head of Portfolio

in both the commercial and industrial sectors. 3. Management of retrofit refrigeration and lighting retrofits in selected pilot sites.			
Final assignment report detailing lessons learnt and recommendations on future delivery and sustainability of outputs delivered under this assignment.	1 March 2020	10%	Head of Portfolio

4. GOVERNANCE ARRANGEMENTS

The Service Provider will be engaged by UNDP. All deliverables will be submitted to UNDP in the first instance and the Service Provider's contract will be managed by UNDP. The Service Provider will however be required to work closely with the Government of Papua New Guinea's Climate Change and Development Authority and other stakeholders as required, in particular the Wewak Provincial Government and relevant District Development Authorities. The Service Provider will remain responsible for individual deadlines and the timeliness and quality of all outputs as detailed in this Terms of Reference and associated contract.

5. RESOURCES PROVIDED

The Service Provider will be provided with office space from which to work at both UNDP's Country Office and in the Climate Change and Development Authority Office in Port Moresby.

Where the Service Provider will (or may) be required to travel, transport arrangements, accommodation and security will be managed by the Service Provider. The Service Provider's flights to and from PNG will be managed by the Service Provider.

The costs of workshops, stakeholder consultations etc. will be met by UNDP external to the fees and costs presented in the Service Provider's price proposal to deliver this assignment.

The procurement of equipment for pilots will be recommend by the Service Provider. The costs of this equipment will be met by UNDP external to this assignment.

6. DUTY STATION

This assignment will require the Service Provider is able to work in Port Moresby and selected provinces in PNG. The Service Provider may be able to provide some inputs towards this assignment from their home destination.

7. QUALIFICATIONS, TEAM COMPOSITION AND EXPERIENCE

The successful Service Provider will be required to demonstrate the following as a minimum:

- At least 10 years experience in delivering energy sector audits.
- At least 10 years experience working on similar issues in the energy sector in emerging economies. Experience of this in the Asia-Pacific is considered a desirable.

- Experience in managing a range of stakeholders, including but not limited to various levels of Government (e.g. National, provincial, local), civil society, the private sector, communities.
- Ability to successfully communicate complex concepts, proposals and plans clearly to a range of stakeholders.
- Developing training material to improve energy efficiency etc. paying attention to both demand side and supply side issues.

8. SPECIFIED PERSONAL

The proposed team's composition to deliver this assignment will be made at the discretion of the Service Provider. The Service Provider must however specify a Team Leader for the purposes of this assignment.

The Team Leader should, as a minimum:

- Masters level qualification in energy related disciplines, engineering, development, economics, humanities, management or an associated field.
- Demonstrate at least 10 years experience working on energy sector issues, particularly in relation to energy efficiency and/or renewable energy issues.
- Successfully demonstrate delivering energy sector or energy related initiatives in developing countries and/or emerging economies.

Other Team members should have minimum:

- Relevant professional qualification(s) to deliver the services they have been nominated to provide.
- At least five years of experience to deliver the services they have been nominated to provide.
- A clear role and value in the services they have been nominated to deliver under the assignment.

1. 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
	Total	1000

Expertise of the Firm/Organization	Points obtainable
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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	
	At least 10 years experience in delivering energy sector audits	50	
	At least 10 years experience working on similar issues in the energy sector in emerging economies. Experience of this in the Asia-Pacific is considered a desirable	50	
	Experience in managing a range of stakeholders, including but not limited to various levels of Government (e.g. National, provincial, local), civil society, the private sector, communities	50	
	Ability to successfully communicate complex concepts, proposals and plans clearly to a range of stakeholders and developing training material to improve energy efficiency etc. paying attention to both demand side and supply side issues	50	
1.6	Organizational Commitment to Sustainability - Organization demonstrates significant commitment to sustainability		30
Total Section 1			400

Section 2. Proposed Methodology, Approach and Implementation Plan			Points obtainable
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
Total Section 2		300

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	
	Hold a masters level qualification in energy related disciplines, engineering, development, economics, humanities, management or an associated filed	70			
	Demonstrate at least 10 years experience working on energy sector issues, particularly in relation to energy efficiency and/or renewable energy issues	55			
	Successfully demonstrate delivering energy sector or energy related initiatives in developing countries and/or emerging economies	55			
	3.1.2 Other team members			Sub-Score	
	Relevant professional qualification(s) to deliver the services they have been nominated to provide.	40	120		
	At least five years of experience to deliver the services they have been nominated to provide.	40			
	A clear role and value in the services they have been nominated to deliver under the assignment.	40			
					Sub-Score
Total Section 3				300	

2. 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 Ripana James on procurement.pg@undp.org

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. Country Where Goods Will be Delivered and/or Services Will be Provided:	
2. UNDP <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. Contract Reference (e.g. Contract Award Number):	
4. Long Term Agreement: [Yes] [No] [indicate as appropriate]	
5. Subject Matter of the Contract: <input type="checkbox"/> goods <input type="checkbox"/> services <input type="checkbox"/> goods and services	
6. Type of Services:	
7. Contract Starting Date:	8. Contract Ending Date:
9. Total Contract Amount: [insert currency and amount in figures and words] 9a. Advance Payment: [insert currency and amount in figures and words or indicate "not applicable"]	
10. Total Value of Goods and/or Services: <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. Payment Method: <input type="checkbox"/> fixed price <input type="checkbox"/> cost reimbursement	
12. Contractor's Name: Address: Country of incorporation: Website:	
13. Contractor's Contact Person's Name:	

Title: Address: Telephone number: Fax: Email:
14. UNDP Contact Person's Name: Title: Address: Telephone number: Fax: Email:
15. Contractor's Bank Account to which payments will be transferred: 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:	