



REQUEST FOR PROPOSAL (RFP)

TO: INTERESTED COMPANIES	DATE: July 30, 2014
	REFERENCE: RFP/UNDP/BDP/019/2014

Dear Sir / Madam:

We kindly request you to submit your Proposal for the provision of Detailed NAMA Option Proposal for the Rice Sector in the Philippines.

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

Proposals shall be submitted on or before **5p.m. Eastern Standard Time, August 19, 2014** via email address below:

CPU.Bids@undp.org

Email Reference : RFP/UNDP/BDP/019/2014 – RFP for NAMA for Detailed NAMA Option Proposal for the Rice Sector in the Philippines.

Your Proposal must be expressed in the English language and valid for a minimum period of 90 days. **Proposers may send as many e-mails as needed; however, the size of each e-mail should not exceed five megabytes (5 MB).** As an e-mail can take some time to arrive after it is sent, we advise all Proposers to send e-mail submissions well before the deadline. Proposers are solely responsible for ensuring that any and all files sent to UNDP are readable, that is, uncorrupted, in the indicated electronic format, and free from viruses and malware. Failure to provide readable files will result in the proposal being rejected.

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. 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 attached hereto the General Terms and Conditions of UNDP, herein attached as Annex 3.

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,

Bakhtiyor Khamraev
Procurement Specialist

Description of Requirements

Context of the Requirement	Detailed NAMA Option Proposal for the Rice Sector in the Philippines.
Implementing Partner of UNDP	N/A
Brief Description of the Required Services	Please refer to Terms of Reference (Annex 1)
List and Description of Expected Outputs to be Delivered	Please refer to Terms of Reference (Annex 1)
Person to Supervise the Work/Performance of the Service Provider	<i>MDG Carbon Project Manager:</i>
Frequency of Reporting	<i>Weekly and virtually when required</i>
Progress Reporting Requirements	Please refer to Terms of Reference
Location of work	<input checked="" type="checkbox"/> At Contractor's Location (with 2 missions to the Host Country)
Expected duration of work	5 months
Latest target start date	15 September 2014
Latest completion date	14 February 2015
Travels Expected	2 missions to the Host Country as per ToR at an estimation of 3 days per mission.
Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling (if required the Country Office will provide a guidance)
Facilities to be Provided by UNDP	N/A

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 ¹	All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.																	
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 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"/> Proposals on sub-parts of the ToR are not allowed and will be rejected.																	
Payment Terms	<table><tr><th>Deliverable</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr><tr><td>1) Completed mission to the Philippines</td><td>20%</td><td>Within 1.5 months from commencement of assignment</td><td rowspan="3">Within thirty (30) days from the date of meeting the following conditions: a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the</td></tr><tr><td>2) Draft Detailed NAMA Option Proposal submitted to the DNA and UNDP</td><td>20%</td><td>Within 3 months from commencement of assignment</td></tr><tr><td>3) Final Detailed NAMA Option Proposal submitted to the DNA and UNDP</td><td>30%</td><td>Within 4 months from commencement of assignment</td></tr></table>				Deliverable	Percentage	Timing	Condition for Payment Release	1) Completed mission to the Philippines	20%	Within 1.5 months from commencement of assignment	Within thirty (30) days from the date of meeting the following conditions: a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the	2) Draft Detailed NAMA Option Proposal submitted to the DNA and UNDP	20%	Within 3 months from commencement of assignment	3) Final Detailed NAMA Option Proposal submitted to the DNA and UNDP	30%	Within 4 months from commencement of assignment
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	4) Final NAMA submitted to UNDP and presented to the key stakeholders	30%	Within 5 months from commencement of assignment	Service Provider.	
		100%	5 Months		
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	MDG Carbon Project Manager: To be named upon Contract award				
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services				
Criteria for Contract Award	<ul style="list-style-type: none"> ✓ Minimum passing score for Technical Proposal – 70% (70 out of 100 points) ✓ Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively <input checked="" type="checkbox"/> Acceptance of the UNDP Contract General Terms and Conditions (GTC). Non acceptance of the GTC may be grounds for the rejection of the Proposal.				
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (100%)</u> Proposals will be evaluated separately and based on the below criteria.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Expertise of the Firm (40%) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (40%) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (20%) <ul style="list-style-type: none"> • <i>Senior Expert/Manager – 10% (at least 5 years of relevant working experience in climate change mitigation, existing standards, rules and guidelines as well as emerging schemes; See Annex I for full expertise requirements.</i> • <i>Experts* – 10% (at least 3 years of relevant working experience in climate change mitigation, existing standards, rules and guidelines as well as emerging schemes; See Annex I for full expertise requirements.</i> <p><i>Note* - average score for multiple experts will be used for the purposes of the evaluation.</i> (Please refer to ToR for experience and expertise requirements of experts)</p>				

	<p><u>Financial Proposal (100%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>(TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> <hr/> <p>Total Combined and Final Rating of the Proposal</p>
UNDP will award the contract to:	<p>One company.</p> <p>Any proposer can submit an offer however a proposer cannot submit at the same time its own proposal and be a subcontractor with another proposer. This situation will raise a conflict of interest.</p> <p>However, two companies can form an association and submit ONE proposal. In this case the companies have to select a leading company amongst them which will sign the contract with UNDP.</p>
Annexes to this RFP ²	<p><input checked="" type="checkbox"/> Detailed TOR (See ToR below)</p> <p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3)</p>
Contact Person for Inquiries (Written inquiries only)	<p>Focal Person in UNDP: Shadi Hussein Title: Procurement Associate</p> <p>E-mail address dedicated for this purpose: shadi.hussein@undp.org and cc: bakhtiyor.khamraev@undp.org</p> <p>Last day to submit questions to UNDP is 10 days before the submission date. UNDP will provide responses on a rolling basis for each.</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 Related to the RFP	<p>http://procurement-notice.undp.org/</p>

Terms of Reference

Detailed NAMA Option Proposal for the Rice Sector in the Philippines

Location: At Contractor's office with 2 missions to the Host Country

Language Required: English

Anticipated Date: September 2014 or upon signature of contract

Duration of Initial Contract: 5 months

Supervisor: MDG Carbon Project Manager

1. Background

Climate change is the defining issue of our generation. The way the world deals with climate change today will have a direct bearing on the human development prospects of a large section of humanity. The impacts of climate change are already being felt, and almost all recent modelling indicates that impacts are now expected to be stronger and sooner than previously projected. Developing countries offer a number of cost-effective opportunities for reducing and avoiding emissions, but they are also particularly vulnerable to climate change impacts. The people most at risk from climate change live in countries that have contributed the least to the problem. Further, those most affected are also the least able to cope, making it an issue of inequality and insecurity. If efforts for fighting climate change are to be successful, it is clear they will require a dramatic increase in investment in developing countries.

Developing countries have agreed to prepare and implement Nationally Appropriate Mitigation Actions (NAMAs) as a part of their contribution to global mitigation efforts. This contribution is underpinned by financial, technology and capacity building support from developed countries.

The current development stage of the NAMAs concept provides an opportunity for countries to help shape its future development and form. The Detailed NAMA Option Proposal that is proposed in the context of this consultancy shall help the Philippines to deploy low-emission rice cultivation schemes and enable the Philippines to remove a major emission source from agricultural activities and increase agricultural yield and sustainability. The Detailed NAMA Option Proposal will build on the 'Standardized Baseline for Methane Emissions from Rice Cultivation in the Republic of the Philippines', currently under initial assessment with the UNFCCC Secretariat and the 'Adaptation Oriented NAMA Option Proposal for the Rice Sector in the Philippines in the rice sector'.

UNDP's goal is to align human development and climate change management efforts by promoting mitigation and adaptation activities that promote socio-economic progress. With a US\$5 billion portfolio of energy and environment projects, UNDP is one of the world's largest providers of technical assistance in the area of climate change. On the ground in 166 countries, UNDP has built links and considerable trust with governments, civil society and the private sector. Over the past seven years, UNDP has been involved in carbon finance capacity development activities in more than 20 countries across several regions.

2. Objective

The overall purpose of this assignment is to develop a detailed NAMA Option Proposal for the rice sector in the Philippines.

Specific tasks:

- i. Mission to identify data gaps and collect the relevant information;
- ii. Identification of the scope of the proposed interventions;
- iii. Determination of the implementation timeline for the proposed interventions;
- iv. Identification of Sustainable Development baseline values;
- v. Design of the NAMA Option management structure, in particular the NAMA Implementer and the NAMA Manager;
- vi. Development of the Monitoring and Reporting Structure;
- vii. Estimation of costs of the proposed interventions and development of potential financing structures for the implementation of the interventions;
- viii. Presentation of the final detailed NAMA Option Proposal;

3. List of Deliverables

Deliverables	Timelines
Deliverable 1: Completed mission to the Philippines	Within 1.5 months from commencement of assignment
Deliverable 2: Draft Detailed NAMA Option Proposal submitted to the DNA and UNDP	Within 3 months from commencement of assignment
Deliverable 3: Final Detailed NAMA Option Proposal submitted to the DNA and UNDP	Within 4 months from commencement of assignment
Deliverable 4: Final Detailed NAMA Option Proposal presented to the stakeholders	Within 5 months from commencement of assignment

4. Reporting Requirements

The selected company will report weekly to the MDG Carbon Project Manager via calls/emails.

5. Key performance indicators

- I. Mission to identify data gaps and collect relevant information completed;
- II. Scope of the proposed intervention identified;
- III. Implementation timeline for the proposed interventions determined;
- IV. Sustainable Development baseline values identified;
- V. NAMA Option management structure, in particular the NAMA Implementer and the NAMA Manager designed;
- VI. Monitoring and Reporting Structure developed;
- VII. Costs of the proposed interventions estimated and potential financing structures for the implementation of the interventions developed;

VIII. Final detailed NAMA Option Proposal presented;

6. Relevant experience and expertise requirements

- Technical knowledge of climate change mitigation, existing standards, rules and guidelines as well as emerging schemes;
- Proven familiarity with the rice sector of the Philippines;
- Proven familiarity with Standardized Baselines and NAMA studies;
- Experience in working with a variety of stakeholders, including government agencies, NGOs, Civil Society, communities of the Philippines;
- Preference will be given to companies that have already worked on similar assignments in the Philippines.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL³

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁴)

[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) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- c) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- d) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- e) *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

³ This serves as a guide to the Service Provider in preparing the Proposal.

⁴ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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 as 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	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Completed mission to the Philippines	20%	
2	Draft Detailed NAMA Option Proposal submitted to the DNA and UNDP	20%	
3	Final Detailed NAMA Option Proposal submitted to the DNA and UNDP	30%	
4	Final Detailed NAMA Option Proposal presented to the stakeholders	30%	
	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	Quantity	Unit Price	Total Rate
I. Personnel Services	(Man days proposed) ⁵	USD/Consulting Day	
1. Services from Home Office			
a. Senior Expert (At least 5 years)			
b. Junior Expert (At least 3 years)			
c. Additional team members, if any			
Subtotal for Personnel services			
II. Operational Expenses			
1. Travel Costs			
2. Daily Allowance			
3. Communications			
4. Reproduction			
5. Others			
Subtotal for operational expenses			
III. Other Related Costs			
Subtotal for other costs			
TOTAL LUMP SUM			

Note: Proposer to submit pricing table (as above).

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

[Designation]

[Date]

⁵ It is roughly estimated that 70 man days is needed to complete the project. However, this may be increased or decreased. Proposer should offer pricing based on their best estimate of man days required to ensure sufficient resources to successfully complete each project.