29 August 2014

REQUEST FOR PROPOSAL (RFP)
Process No. 35-22488
FIRM/AGENCY/INSTITUTION/NGO
To Conduct Liquefied Petroleum Gas (LPG) Market and Household Cooking Assessment in Cambodia

Dear Sir / Madam:

We kindly request you to submit your Proposal for Conducting of Liquefied Petroleum Gas (LPG) Market and Household Cooking Assessment in Cambodia

Please be guided by the form attached hereto as Annex 2 and 3, in preparing your Proposal.

Proposals, **comprising of technical proposal and financial proposal in separate sealed envelopes**, must be submitted to below address **no later than 15 September 2014 by 11:00 a.m., Local Time**. Late proposal submission will be rejected unopened.

UNDP Cambodia
Registry Office (located in Building No. 3, Ground Floor)
No. 53, Pasteur Street, PO Box 877, Phnom Penh, Cambodia
Tel: 023 216 167, Fax: 023 216 257
Attn: Procurement Unit,
E-mail: procurement.kh@undp.org

Proposal submitted via e-mail and not separate technical proposal from financial proposal will not be accepted and considered. UNDP will not be able to consider bids that contain the Technical and Financial proposals in one envelope and/or bids of which the operational and technical part contains any pricing information whatsoever in the services offered.

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

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

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 mere act of submission of a Proposal implies that the Service Provider accepts without question 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/procurement/protest.shtml.

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,

Kolap Hul (Ms.)
Procurement Manager
Date: 29 Aug. 2014

Annex 1

Description of Requirements

Context of the Requirement	*Liquefied Petroleum Gas (LPG) Market and Household Cooking Assessment in Cambodia*
Brief Description of the Required Services	*The market assessment has five components. A firm/institution/NGO with applicable expertise would provide an offer that responds to all of the components. For further detail of relevant information, please see the Terms of Reference attached as Annex-5*
List and Description of Expected Outputs to be Delivered	• *Assessment Work Plan outlining task and responsibility of study team member and timeline for completion of assessment, including design, development, pre-test and finalization of the research instrument, data entry and submission to UNDP of the final report* • *The Assessment Work Plan should also detail planned supervision, monitoring and quality assurance activities for the data collection work* • *Draft assessment report which is covering all components including i) Overview of LPG Industry in Cambodia, ii) Household Cooking Energy and Practice, iii) LPG Use and Safety in Cambodia, iv) Environmental and Socio-Economic Benefits of LPG, and v) Summary of Recommendations for Intervention* • *Presentation of results from the draft assessment to UNDP and relevant stakeholders* • *Finalization of report incorporating the comments with acceptance from UNDP-Cambodia and UNDP-APRC* • *One pager communication about the results of the assessment*
Person to Supervise the Work/Performance of the Service Provider	*Team Leader of the Environment and Energy (E&E) Unit of UNDP Cambodia*
Location of work	*The duty stations for this assignment are based in Cambodia. During the assignment the consultants are expected to be in Phnom Penh, Cambodia, and assessment survey is also expected to cover at least minimum of two provinces including one urban and one peri-urban area with approval from the Government of Cambodia and UNDP before the surveying starts.*
Expected duration of work	*The maximum duration of the consultancy is 120 calendar days. Days required for preparation (including appointments with government officials and LPG companies), survey, reporting, and editing should be included in the quote. No additional payments for travel, accommodation or meal will be made outside the agreed price quote.*
Target start date	*September 2014*
Latest completion date	*January 2015*
Travels Expected	*Phnom Penh and two selected Provinces, Cambodia*
Special Security	*Not Applicable*

Requirements	
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	*Technical will be provided by UNDP Cambodia and UNDP APRC*
Implementation Schedule indicating breakdown and timing of activities/sub-activities	*Required*
Names and curriculum vitae of individuals who will be involved in completing the services	*Required*
Submission of Proposal	• *Technical Proposal: The Offeror shall prepare one original and two copies of the proposal, clearly marking each "Original Proposal" and "Copy of Proposal" as appropriate. In the event of any discrepancy between them, the original shall govern. In addition to the hard copy, if possible please also provide the information on diskette (IBM compatible) along with the technical proposal envelope.* • *Financial Proposal: One original in separate sealed envelope*
Currency of Proposal	*United States Dollars*
Value Added Tax on Price Proposal	*must be exclusive of VAT and other applicable indirect taxes*
Validity Period of Proposals *(Counting for the last day of submission of quotes)*	*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	*Not permitted*
Payment Terms	• *Payment terms is detailed in the attached Tor* *Condition for Payment Release:* *Within thirty (30) days from the date of meeting the following conditions:* *a) UNDP's written acceptance of the quality of the outputs; and* b) *Receipt of invoice from the Service Provider.*
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	*Team Leader of the Environment and Energy (E&E) Unit of UNDP Cambodia*
Type of Contract to be Signed	*Contract for Professional Services*
Preliminary Examination	*The Purchaser will examine the Proposals to determine whether they are*

	complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order
Criteria for Contract Award	☒ *Having received the Highest Combined Score (based on the 70% technical weight and 30% price weight distribution)* *The total score for each proposal will be calculated independently by the following formula:* Rating the Technical Proposal (TP): **TP Rating** = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100 Rating the Financial Proposal (FP): **FP Rating** = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100 Total Combined Score: (TP Rating) x Weight of TP (70%) + (FP Rating) x Weight of FP (30%) **Total Combined and Final Rating of the Proposal** ☒ *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	**1. *Technical Proposal Evaluation (70%)*** *The Technical Proposal of the offerors will be evaluated based on the following criteria:* *The total number of points allocated for the technical proposal is 100. The technical proposal of the offeror is evaluated based on following criteria:*

No.	*Summary of Technical Proposal Evaluation Forms*	*Points Obtainable*
1	*Expertise of organization*	*200*
2	*Proposed methodology and Approach*	*400*
3	*Proposed personnel*	*400*
	Total	*1000*

No.	Technical Proposal Evaluation Form 1: Expertise of organization	Points Obtainable
1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	50
2	General Organizational Capability which is likely to affect implementation • Financial stability • loose consortium, holding company or one firm • age/size of the firm • strength of project management support • project financing capacity • project management controls	50
3	Proven record in conducting quantitative and qualitative assessment	50
4	Experience working with international development agencies	50
	Total:	200

No.	**Proposed methodology and Approach**	**Points Obtainable**
1	Proposed methodology and approach for the market assessment of the 5 component to successfully carry out the assignment - Overview of LPG Industry in Cambodia (50 points) - Household Cooking Energy and Practice (50 points) - LPG use and Safety in Cambodia (50 points) - Environmental and Socio-Economic Benefits of LPG (50 points) - Summary of Recommendations for Intervention (50 points)	250
2	Timeline/Work Plan to implement the assignment	100
3	Reporting and Quality Assurance Mechanism of Services	50
	Total	400

No.	**Proposed personnel**	**Points Obtainable**
1	Proposed Team Leader • Master's degree (preferably Ph.D.) in economics, energy, public policy, and/or other related fields to the assignment (20 points) • At least 7 years of work experience in LPG and related energy sectors (40 points) • Substantive experience in conducting similar energy market assessment and household survey, as well as writing/producing a policy	200

	recommendation paper on complex issues related to human development (20 points) • *Strong technical background in energy, environment and poverty/development in Cambodia (20 points)* • *Experience in designing projects in developing countries (20 points)* • *Experience with development organizations such as UNDP, as well as understanding of the purpose and goals of UNDP and developmental/poverty aspects of energy access (20 points)* • *Excellent diplomatic, cultural skills and ability to facilitate cooperation among diverse actors and institutions (20 points)* • *Strong command of written and spoken English (preferably working knowledge of Khmer as an asset) (20 points)* • *Experience and knowledge of circumstances in Cambodia (20 points)*	
2	*Proposed Team Members:* • *At least Advanced university degree (Master or equivalent) in economics, energy, public policy, and/or other related fields to the assignment (40 points)* • *At least 3 years of substantial experience in working on energy-related issues including LPG as well as conducting similar market assessment and household survey (40 points)* • *Computer literate (MS Office package) (40 points)* • *Strong command of written and spoken both English and Khmer (40 points)* • *Experience and knowledge of circumstances in Cambodia (40 points)*	*200*
	Total	*400*

The minimum score required to pass the evaluation of technical proposal is 70% of the total obtainable score of 1,000 points.

1. <u>Financial Proposal (30%)</u>

☒ Only the Financial Proposal of the Service Providers that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical proposals will only be considered and opened for evaluation using the above formula.

UNDP will award the contract to:	*One Service Providers*

Annexes to this RFP	• *Form for Submission of Technical Proposal (Annex 2)* • *Form for Submission of Financial Proposal (Annex 3)* • *General Terms and Conditions / Special Conditions (Annex 4)* • *Detailed Terms of Reference (Annex 5)*
Contact Information for Inquiries (Written inquiries only)	*UNDP Cambodia* *Registry Office (located in Building No. 3, Ground Floor)* *No. 53, Pasteur Street,* *PO Box 877, Phnom Penh, Cambodia* *Tel: 023 216 167, Fax: 023 216 257* *Attn: Procurement Unit,* *E-mail: procurement.kh@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.*

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL[1]

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery[2])

[insert: *Location*].
[insert: *Date]*

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

Name of Proposing Organization / Firm:	
Country of Registration:	
Name of Contact Person for this Proposal:	
Address:	
Phone / Fax:	
Email:	

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 29 August 2014, 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) Interested service provider shall state why they are the best-suited to carry out the tasks. This should include a detailed organization profile, outline the service provider's strengths and expertise highlighting directly relevant experience to the assignment
b) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
c) Business Licenses – Registration Papers, Tax Payment Certification, etc.
d) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;
e) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;
f) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
g) 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 shall propose a tailored methodology to successfully carry out the*

[1] *This serves as a guide to the Service Provider in preparing the Proposal.*
[2] *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*

assignment. 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.

- *Timeline/work plan: The service provider shall submit the proposed timeline/work plan to implement the assignment*

a) Qualifications of Key Personnel

- *The service provider shall submit the proposed team structure to successfully deliver the assignment. The specific roles and responsibilities of each team member shall be clearly presented. The service provider shall also provide the updated CV of each team member as the supporting evidence of their qualification*
- *The service provider can propose more personnel than requirement based on the proposed methodology*

Annex 3

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL[3]

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery[4])

[insert: *Location*].
[insert: *Date]*

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

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

A. **Cost Breakdown of Outputs/Tasks *[This is only an Example]*:**

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

		Position	**Time Input in Day/Month/Quantity**	**Person Remuneration/ Unit Rate**	**Total**
Outcome XX					
	Output XX				
1	Personnel Services				
	a. Expertise 1		[*Home*]		
			[*Field*]		
	b. Expertise 2		[*Home*]		
			[*Field*]		
2	Other Related Costs				
	Output XX				
1	Personnel Services				
	a. Expertise 1		[*Home*]		
			[*Field*]		
	b. Expertise 2		[*Home*]		
			[*Field*]		
2	Other Related Costs				

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

---

[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*

Description of Activity	Total Period of Engagement	Total Person Remuneration/Unit Rate	Total
I. Personnel Services			
1. Services from Home Office			
a. Expertise 1			
b. Expertise 2			
2. Services from Field Offices			
a. Expertise 1			
b. Expertise 2			
II. Other Related Costs			
1. Travel Costs			
2. Daily Allowance			
3. Communications			
4. Reproduction			
5. Equipment Lease			
6. Others			

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

NOTE: WHEN SUBMITTING YOUR BID DOCUMENTS, PLEASE CAREFULLY PLACE THE TECHNICAL AND FINANCIAL PROPOSALS IN SEPARATE ENVELOPES.

Annex 4

General Terms and Conditions for Services

1.0 LEGAL STATUS:

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2.0 SOURCE OF INSTRUCTIONS:

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4.0 ASSIGNMENT:

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

5.0 SUB-CONTRACTING:

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7.0 INDEMNIFICATION:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents,

servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

8.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

8.4 Except for the workmen's compensation insurance, the insurance policies under this Article shall:

8.4.1 Name UNDP as additional insured;
8.4.2 Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;
8.4.3 Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
8.5 The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

9.0 ENCUMBRANCES/LIENS:

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10.0 TITLE TO EQUIPMENT:

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

11.1 Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor

acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

11.2 To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

11.3 At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.

11.4 Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

13.1 The recipient ("Recipient") of such information shall:

13.1.1 use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,

13.1.2 use the Discloser's Information solely for the purpose for which it was disclosed.

13.2 Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

13.2.1 any other party with the Discloser's prior written consent; and,

13.2.2 the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls controls it, or with which it is under common control, who have a need to know such

Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

13.2.2.1 a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,
13.2.2.2 any entity over which the Party exercises effective managerial control; or,
13.2.2.3 for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

13.3 The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

13.4 The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.

13.5 The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.

13.6 These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

14.1 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

14.2 If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

14.3 Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.

14.4 The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh

conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

15.0 TERMINATION

15.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.

15.2 UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

15.3 In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.

15.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

16.0 SETTLEMENT OF DISPUTES

16.1 **Amicable Settlement**: The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

16.2 **Arbitration:** Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

17.0 PRIVILEGES AND IMMUNITIES:

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18.0 TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19.0 CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20.0 MINES:

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21.0 OBSERVANCE OF THE LAW:

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22.0 SEXUAL EXPLOITATION:

22.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

22.2 The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

23.0 AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official.

Annex-5

TERMS OF REFERENCE
Professional Service

1. *Project Information*

Assignment Title:	Liquefied Petroleum Gas (LPG) Market and Household Cooking Assessment in Cambodia
UNDP Practice Area:	Environment
Cluster/Project:	Environment & Energy Cluster
Assignment Location:	Phnom Penh and two selected Provinces, Cambodia
Assignment Duration:	120 days from September 2014 to January 2015

2. *Background and Project Description*

Exposure to smoke from traditional cookstoves and open fires – the primary means of cooking for nearly three billion people in the developing world – causes 3.5 million premature deaths annually, with women and children particularly affected. In Cambodia, almost 90% of the population is using solid fuel for cooking, and more than 13 million people are affected by household air pollution (HAP). Furthermore, women and children are disproportionately affected by HAP and burdened with drudgery of traditional cooking methods.

In order to tackle these problems, United Nations Development Programme (UNDP), in cooperation with national governments, NGOs, financial institutions, and the private sector, is developing a regional project to promote the adoption of cleaner cooking solutions. The overall objective of the project is to ***secure multiple social, health, and environmental benefits by increasing the demand and supply for cookstoves using one of the cleaner fuels – LPG.***

LPG is a clean burning fuel that has many benefits in health, environment, and time savings when used for cooking. Despite its clear benefits, use of LPG remains constrained in many areas due to limited affordability and accessibility, and lack of awareness and information. In Cambodia, there is no program promoting the use of LPG in household, while there are other ongoing projects to improve cookstoves that are fueled by charcoal, biomass, or biogas.

3. *Objective of the Assignment*

The purpose of this market assessment is to identify barriers and opportunities in promoting wider use of LPG as a cooking fuel in Cambodia. The results of this market assessment will provide a basis for the scoping of an intervention by examining the potential positive and negative impacts on consumers from ***economic, social, health and environmental*** perspectives. While the focus of this assessment is on LPG as a clean cooking solution, other comparable cooking solutions such as non-LPG fuels and technologies, behavioral changes, ventilations, etc. can be recommended as other alternative interventions to be examined further within the scope and objective of the project. And also there should be a continued focus on the promotion of improved cookstoves, as well as other locally appropriate means to reduce exposures to HAP within solid fuel-using households until everyone can get an access to the cleaner fuels.

4. *Scope of Work*

The market assessment has five components. A firm/institution/NGO with applicable expertise would provide an offer that responds to all of the components. For further detail of relevant information, please see the list of existing and relevant data, documents, and publications in annex section.

PART 1: Overview of LPG Industry in Cambodia

Conduct regulatory review of policies related to the LPG industry and identify laws, regulations and enforcement mechanisms that can help catalyze investments and transition to a commercially sustainable LPG market.

A. Institutional governance and regulations of the LPG Industry (including a map of institutional framework for regulation of the LPG industry)

- Regulatory authorities and organizational structures for the LPG industry and/or other industries that affect the LPG business directly or indirectly
- Existing policies and regulations governing the LPG industry including pricing/tariff, fiscal/tax, asset ownership and liability, licensing, technical standards, safety, etc.

B. Market structure

- LPG supply chain from production/importation to retail and key infrastructure assets (import, primary storage, primary transport, filling, cylinder manufacturing, cylinder maintenance and recertification, etc.); including a geographical map of major LPG assets and distribution/retail network
- Market players (importers, transporters, cylinder manufacturers, retailers, etc.) in Cambodia with their current and proposed (if any) supply capabilities at each part of the chain (including production/service capacity), market share, and bottlenecks
- Size and role of the informal economy related to LPG

C. LPG retail price

- Breakdown of LPG retail price by supply chain and other components (e.g. bulk price, customs, VAT, storage fees, cylinders and vats, retail margin, etc.)
- Historical prices, comparison with other countries, and forecasts if available using secondary sources

D. Key questions and recommendations

- How is the current regulatory/policy regime in Cambodia accelerating and/or limiting the growth of the domestic LPG market (relative to international standards and to best practices)? What are the barriers to market entry?
- What policy/legal reforms will be required to encourage more investments in the LPG sector?
- Analyze the supply chain and examine LPG cost/retail price reduction potentials; how is pricing power exercised?
- What lessons can be applied in Cambodia from regulatory reforms in other countries and/or for other commodities?

PART 2: Household Cooking Energy and Practice

Design and conduct a survey to obtain data related to cooking fuels and practices in households and small enterprises in Cambodia (as a primary source or to supplement existing data from other surveys), categorize consumers into appropriate groups (e.g. urban, peri-urban, rural). The survey should cover minimum of two provinces including one urban and one peri-urban area, and must be approved by the Government of Cambodia and UNDP before the surveying starts.

A. Cooking fuel types

- Characterization of current and historical trends of different cooking fuel types used by households and small enterprises (e.g. restaurants) along with segmentation by demographic and geographic factors

- Data on households/small enterprises that use more than one cooking fuel (fuel types, primary vs. secondary, etc.)
- Listing of all existing surveys on cooking fuels

B. Common cooking practices

- How do most households/small enterprises in Cambodia cook? Identify meal frequencies and schedules, eating out vs. cooking at home, size of households, common dishes and cooking duration, preferred pot and stove choices, heat and temperature requirements.
- If households/small enterprises use more than one cooking fuel and technology (e.g. LPG and charcoal), how do they decide which cooking method they use?

C. Costs of cooking

- Compare different cooking fuels and technologies by relevant economic variables such as fuel price (per kg) and costs (per day, month or year), costs of stoves/appliances and other equipment, efficiency (energy outputs), cooking time, etc.
- Data and discussions on 1) other additional or hidden costs of cooking (e.g. large lump sum payments for LPG refills; stoves/appliances that require frequent repairs, etc.); 2) labor (hours and hardship) and opportunity costs of firewood collection; and add them to the first bullet point if applicable
- Switching costs including LPG, Biogas, improved biomass cookstoves, etc.

PART 3: LPG Use and Safety in Cambodia

Design and conduct a survey to obtain data (as a primary source or to supplement existing data from other surveys) related to LPG use and safety.

A. Who are the current LPG consumers?

- Characterization of the customer profile for typical households and small enterprises that currently use LPG (income, distance to retailers, other secondary or primary cooking fuels, and other relevant demographics)
- How much do they normally pay for LPG fuel?; How often and where do they refill LPG cylinders and canisters, and in what sizes?; What would their cylinder size and refill preference be, if different?
- Type of dishes they typically use LPG to cook and why
- Experience with LPG appliances (price, promotion, how they choose one brand over others, safety, durability, warranty, etc.)
- Credit support (availability of assistance in purchasing such as consumer credit or MFI loan. If loans are available, what are the characteristics of the loan (tenure, interest rate)?; which organizations are providing credit, experiences with the loan facilities, need for credit?)

B. Awareness of non-LPG users

- Level of awareness and knowledge of LPG
- Reasons for not using LPG by rank
- If the reason for not using LPG is high price, how much do they think it costs? Compare the perceived price of LPG with the actual price in the same area

C. Safety in handling of LPG

- Data/information on LPG related accidents
- General conditions of cylinders and valves
- Common unsafe practices in handling LPG with a strong emphasis on end users and small retailers in Cambodia (preferably with photos)

PART 4: Environmental and Socio-Economic Benefits of LPG

Analyze the various benefits by switching from solid fuel to LPG, including monetization of reduced CO_2 emissions through carbon financing.

A. CO_2 reduction

- Analyze the potential CO_2 reductions from a switch from solid fuel to LPG
- Implication for carbon financing by switching to LPG (e.g. requirements, estimated carbon credits, values, etc.) using case studies

B. Deforestation, health and economics

- Examine whether wood fuel and charcoal-based cooking relates to deforestation
- Provide estimates of the potential health benefits from increased use of LPG for the end user
- Analyze potential for productivity gains as a result of decrease in time spent in cooking/finding cooking fuel

C. Gender

- Identify and quantify gender aspects in cooking and fuel collection
- Examine the impacts on women by switching to LPG

PART 5: Summary of Recommendations for Intervention

The elements above will be analyzed jointly and summarized to take into account all primary considerations related to legal, regulatory, market / industry structure, consumer demand and health, gender and socio-economic benefits. This analysis will form the basis for an intervention to increase access to clean cooking energy in Cambodia.

A. LPG demand

- Analyze the primary drivers of household LPG demand (awareness; income level; culture; geography; price, payment schemes, availability and quality of LPG equipment; price and stable availability of LPG fuel; safety; proximity to an LPG retail outlet; perceived advantages over alternative fuels; price and stable availability of LPG and of substitute fuels, etc.)
- Identify opportunities (which benefits of LPG are more appealing? speed, strong heat, cleaner air, etc.) and population (target communities, consumers, location types such as urban) to increase LPG demand (both current LPG users and non-LPG users)
- Propose and examine solutions to overcome barriers related to costs, distribution network, safety, awareness, and other issues identified in the assessment (illegal refilling, informal economy, etc.); examine the feasibility and applicability of carbon financing
- Assess existing programs related to consumer education/awareness of cooking and fuel-choice benefits and costs, including related social marketing activities in Cambodia and other countries (e.g. community kitchen in India)

B. LPG supply

- Summary of supply-side gaps, opportunities and impacts of national transition to a new, high-growth LPG system, including diagnosis of specific market constraints and bottlenecks to investment in and consumption of LPG for cooking
- Provide analysis of gaps/needs for each stage of the value chain when the demand increases; show by the level of increase
- Provide a supply chain scalability and gap analysis and recommendations for financial, technical and managerial support to address scaling barriers related to supply-side and/or market economic constraints

C. LPG safety

- Provide a summary of best practices on LPG safety from other countries or jurisdictions where improvements were made by working with end users and small retailers

- Examine implications for Cambodia

D. Conceptual design recommendations for a LPG conversion programme

- Include necessary market restructurings, interventions and investments which will lead to transition the market successfully for supply, distribution and adoption of LPG equipment as fuel for cooking
- Estimate health, environmental, socio-economic benefits of an intervention by varying project size and type
- Suggest or recommend supplemental or alternative interventions, not directly involving LPG but related to clean cooking and within the objective and scope of this project
- If any, provide the recommendations based on successful case studies adopted in other developing countries

5. Expected Outputs and Deliverables

N	Deliverables/Outputs	Target Due Dates
1	▪ Assessment Work Plan outlining task and responsibility of study team member and timeline for completion of assessment, including design, development, pre-test and finalization of the research instrument, data entry and submission to UNDP of the final report ▪ The Assessment Work Plan should also detail planned supervision, monitoring and quality assurance activities for the data collection work	4th week of September
2	▪ Draft assessment report which is covering all components including i) Overview of LPG Industry in Cambodia, ii) Household Cooking Energy and Practice, iii) LPG Use and Safety in Cambodia, iv) Environmental and Socio-Economic Benefits of LPG, and v) Summary of Recommendations for Intervention ▪ Presentation of results from the draft assessment to UNDP and relevant stakeholders	3rd week of November
3	▪ Finalization of report incorporating the comments with acceptance from UNDP-Cambodia and UNDP-APRC ▪ One pager communication about the results of the assessment	3rd week of December

6. Institutional Arrangement

The service provider shall be responsible for delivering the expected outputs of the assignment and directly report to the Team Leader of the Environment and Energy (E&E) Unit of UNDP Cambodia. Outputs of the assessment will be approved and accepted by the Team Leader of the E&E Unit. The E&E Unit is expected to provide the overall supervision and monitor the performance of the service provider to ensure the quality control of the outputs.

7. Duration of the Work

The maximum duration of the consultancy is 120 calendar days. Days required for preparation (including appointments with government officials and LPG companies), survey, reporting, and editing should be

included in the quote. No additional payments for travel, accommodation or meal will be made outside the agreed price quote.

8. Duty Station

The duty stations for this assignment are based in Cambodia. During the assignment the consultants are expected to be in Phnom Penh, Cambodia, and assessment survey is also expected to cover at least minimum of two provinces including one urban and one peri-urban area with approval from the Government of Cambodia and UNDP before the surveying starts.

9. Minimum Qualifications of the Successful Service Provider at Various Levels

A successful service provider must be a firm/institution/NGO which meet at least minimum of the following requirements:

- The service provider must have proven record in conducting quantitative and qualitative assessment;
- Experience working with international development agencies would be an asset;
- The service provider should compose a tailored team consisting of at least one team leader and three team members to effectively deliver the assignment and to achieve high quality outputs.

A. Qualification of the proposed team leader

- Master's degree (preferably Ph.D.) in economics, energy, public policy, and/or other related fields to the assignment;
- At least 7 years of work experience in LPG and related energy sectors;
- Substantive experience in conducting similar energy market assessment and household survey, as well as writing/producing a policy recommendation paper on complex issues related to human development;
- Strong technical background in energy, environment and poverty/development in Cambodia;
- Experience in designing projects in developing countries;
- Experience with development organizations such as UNDP, as well as understanding of the purpose and goals of UNDP and developmental/poverty aspects of energy access;
- Excellent diplomatic, cultural skills and ability to facilitate cooperation among diverse actors and institutions;
- Strong command of written and spoken English (preferably working knowledge of Khmer as an asset); and
- Experience and knowledge of circumstances in Cambodia is a requirement.

B. Qualification of the proposed international/national consultants

- At least Advanced university degree (Master or equivalent) in economics, energy, public policy, and/or other related fields to the assignment;
- At least 3 years of substantial experience in working on energy-related issues including LPG as well as conducting similar market assessment and household survey;
- Computer literate (MS Office package);
- Strong command of written and spoken both English and Khmer; and
- Experience and knowledge of circumstances in Cambodia is a requirement.

10. Scope of Bid Price and Schedule of Payments

The contract price is a fixed output-based price regardless of extension of the herein specific duration. The service provider will be paid on a lump sum basis under the following installments. Every payment is subject

to receipt of certification for payment, and performance evaluation for the last payment duly completed by the Assistant Country Director (ACD) and Team Leader of E&E Unit, UNDP Cambodia.

No.	Outputs/Deliveries	Payment Schedule	Payment amount
1	▪ Upon submission of Assessment Work Plan outlining task and responsibility of study team member and timeline for completion of assessment	4th week of September 2014	20%
	▪ A submission of satisfactory/acceptance of draft assessment report ▪ Presentation of results from the draft assessment	3rd week of November 2014	40%
2	▪ A submission of satisfactory/acceptance of the final report incorporating the comments	3rd week of December 2014	40%

11. Recommended Presentation of Proposal

A. Profile of the service provider

- Interested service providers shall state why they are the best-suited to carry out the above task. This should include a detailed organization profile, outline the service provider's strengths and expertise highlighting directly relevant experiences to the assignment.

B. Methodology to conduct the assignment

- The service provider shall propose a tailored methodology to successfully carry out the assignment.

C. Team structure

- The service provider shall submit the proposed team structure to successfully deliver the assignment. The specific roles and responsibilities of each team member shall be clearly presented. And the service provider shall also provide the updated CV of each team member as the supporting evidence of their qualification.
- N.B. The service provider can propose more personnel than required based on the methodology above.

D. Timeline/work plan

- In addition, the service provider shall submit the proposed timeline/work plan to implement the assignment.

Annexes

Existing literature and data related to household cooking, fuel, LPG in Cambodia

Title	Org/Author/Source	Date	Note (included data)
Sustainable Energy in Cambodia: Status and Assessment of the Potential for Clean Development Mechanism Projects	Williamson, A., McIntosh, B., de Lopez, T, and Ponlok, T., (MIME, CRCD, and IGES)	2004	Energy savings potential in households
Residential energy demand in rural areas	Ministry of Industry, Mines and Energy	Oct-07	Survey in two provinces; energy used for cooking; perception on LPG; hours spent on collecting firewood; cooking energy demand forecast
Country Profile - Cambodia. Energy for Life	Hanko J. and Voller, C.	2010	
Project Document: Strengthening sustainable forest management and bio-energy markets to promote environmental sustainability and to reduce greenhouse gas emissions in Cambodia	UNDP/GEF	2011	Household energy demand forest
Assessment of the Energy Potential, and Environmental and Economic Cost of Rural Energy Household Consumption, Cambodia	San, V. (Cambodian Development Research Forum and The International Development Research Centre (IDRC))	2011	
Cambodia Demographic and Health Survey 2010	NIS, DGH, USAID, UNFPA, UNICEF, JICA, HSSP-2	2011	Cooking fuel and arrangements
Technologies and Practices to Displace **Decentralized Thermal Energy Consumption**	The Gold Standard	2011	Methodology to measure fuel savings and CO2 emission reductions
The Cambodian government's achievements and future directions in Sustainable development: National Report for Rio+20	UNDP	2012	Household energy use
Utility Costs	Cambodia Investment Bureau	2012	Cost of gas cylinders (gas tariff)

Achieving Sustainable Energy for All in the Asia-Pacific	UNDP APRC	2013	
Cambodia Sustainable Energy for All: Rapid Assessment and Gap Analysis	Ministry of Industry, Mining, and Energy, UNDP	Jul-13	LPG demand Forecast, price comparison with other countries
Cambodia Market Assessment - Sector Mapping	USAID	Jul-13	
Cambodia Market Assessment - Intervention Options	USAID	Jul-13	
Cambodia Sustainable Energy for All: Readiness Plan	Ministry of Industry, Mining, and Energy, UNDP	Aug-13	
2013 Annual Project Review: Strengthening sustainable forest management and the development of bio-energy markets to promote environmental sustainability and reduce rural poverty and CO2 emissions in Cambodia	UNDP/GEF	Mar-14	
Study on Petroleum Product Consumption in Cambodia	ERIA Research Project Report , Cambodian National Petroleum Authority	2013	Oil consumption survey including LPG
Household survey on cooking and LPG in selected villages in cookstove project sites	UNDP Cambodia/APRC	2013, 2014	Interviews with household on LPG
Kingdom of Cambodia General Population Census of Cambodia	National Institute of Statistics, Ministry of Planning		Cooking fuels in households - historical
GA for CC database, http://www.cleancookstoves.org/countries/asia/cambodia.html	Global Alliance for Clean Cookstoves		Statistics related to cooking, cookstoves, HAP, etc.
NPDP materials, http://www.nbp.org.kh/index.php?page=publication&lang=en&c=	National Biogas Digester program		Comparative data
World Bank database, http://data.worldbank.org/country/cambodia	World Bank		