



REQUEST FOR PROPOSAL (RFP)

To: Interested Organisations/Firms	Date: 18 February 2015
	REFERENCE: RFP/UNDP/EU/003/2015 – Development of Activity Data and Local Emission Factor on Municipal Solid Waste for GHG Inventory in Riau Province – RE TENDER

Dear Sir / Madam:

We kindly request you to submit your Proposal for Development of Activity Data and Local Emission Factor on Municipal Solid Waste for GHG Inventory in Riau Province

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

Proposals may be submitted on or before Wednesday, March 04, 2015 and via email to bids.id@undp.org and the contact person for this tender are as follow:

United Nations Development Programme
UNDP, Menara Thamrin 8th Floor. Jl. MH Thamrin Kav. 3, Jakarta 10250
PIC: Rida Trisna and Yusef Millah
email: rida.trisna@undp.org and yusef.millah@undp.org

Your Proposal must be expressed in English, and valid for a minimum period of 90 days

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

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

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

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

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

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions 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 4.

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:

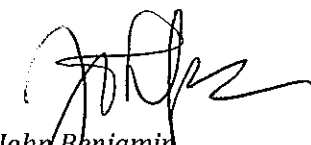
<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

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,



John Benjamin
Procurement Specialist
2/18/2015

Annex 1

Description of Requirements

Context of the Requirement	Development of Activity Data and Local Emission Factor on Municipal Solid Waste for GHG Inventory in Riau Province.
Implementing Partner of UNDP	Kementrian Lingkungan Hidup dan Kehutanan
Brief Description of the Required Services ¹	The Consultants will assist the Coordinator of the Working Group on GHG Inventory and its member to develop activity data and local emission factor on domestic solid waste for GHG inventory in Riau Province
List and Description of Expected Outputs to be Delivered	<p>The Consultants will perform specific tasks as follow:</p> <ul style="list-style-type: none"> • To measure total weight of incoming solid waste in SWDS. • To measure value of municipal waste composition of each regency in Riau Province. • To determine dry material contents of municipal solid waste in SWDS. • To determine the Degradable Organic Carbon (DOC) of municipal solid waste. • To estimate value of emission factor. <p>The task also includes several functions as described below:</p> <ol style="list-style-type: none"> a) Conducting field survey including measurement and primary data sampling of municipal solid waste composition at SWDS, representing dry season and rainy season conditions, in 12 (twelve) cities/ regencies (Pekan Baru, Bangkinang, Pasir, Pkl Kerinci, Siak, Bengkalis, Dumai, Bagan, Tembilahan, Rengat, Teluk Kuantan, Selat Panjang) of Riau Province. b) The data sampling should be segregated into 11 components (referring to IPCC 2006 GL): 1) food, 2) garden and park waste, 3) wood, 4) paper and cardboard, 5) textiles, 6) nappies, 7) rubber and leather, 8) plastic, 9) metal, 10) glass, 11) others. c) Identification of municipal waste distribution management. d) Conducting laboratory sampling analysis and data analysis.

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

	<p>e) Collecting secondary data on waste volume entering the SWDS within period of 2009-2013.</p> <p>f) Discussion and coordination with related stakeholders on waste management in the central and local level.</p>
Person to Supervise the Work/Performance of the Service Provider	<i>Project Manager of TNC</i>
Frequency of Reporting	<i>Please see ToR</i>
Progress Reporting Requirements	<p>a) Preliminary Report, consist of methodology and consultant's workplan on the scope of work.</p> <p>b) Interim Report, consist of field survey preliminary analysis, including primary and secondary data collections.</p> <p>c) Draft Final Report, consist of draft result analysis.</p> <p>d) Final Report, consist of all final analysis result on activity data and local emission factor related to GHG inventory on municipal solid waste sector in Riau Province. Final report should be submitted in two language (English and Bahasa Indonesia).</p>
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	10 months
Target start date	April 2015
Latest completion date	January 2016
Travels Expected	Yes, Please see ToR
Special Security Requirements	<input checked="" type="checkbox"/> N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> N/A
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars

	<input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency – Local Bidders should submit their price proposal in IDR																	
Value Added Tax on Price Proposal ²	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <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 type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input 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 <input type="checkbox"/> Permitted																	
Payment Terms ³	<table border="1"> <thead> <tr> <th>Outputs</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr> </thead> <tbody> <tr> <td>Preliminary report</td><td>30%</td><td>April 2015</td><td rowspan="4"> 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 Service Provider. </td></tr> <tr> <td>Interim report</td><td>30%</td><td>August 2015</td></tr> <tr> <td>Draft final report</td><td>20%</td><td>October 2015</td></tr> <tr> <td>Final report</td><td>20%</td><td>January 2016</td></tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release	Preliminary report	30%	April 2015	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 Service Provider.	Interim report	30%	August 2015	Draft final report	20%	October 2015	Final report	20%	January 2016
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Interim report	30%	August 2015																
Draft final report	20%	October 2015																
Final report	20%	January 2016																
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<i>Project Manager of TNC</i>																	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services																	
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers																	

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

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

	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm (20%) <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 (40%)
	<p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the technically qualified proposals received by UNDP.</p> <p>Technically qualified is considered a proposal that scores minimum 70% of the total points from the technical evaluation.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following
Annexes to this RFP ⁴	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 4) ⁵ <input checked="" type="checkbox"/> Detailed TOR (Annex 2) <input checked="" type="checkbox"/> Description of Requirements (Annex 1)
Contact Person for Inquiries (Written inquiries only) ⁶	<p>Focal Person for administrative-related matters in UNDP <i>UNDP Procurement Unit – Rida Trisna and Yusef Millah</i> <i>Fax: (6221) 314 5251, Email: yusef.millah@undp.org and cc rida.trisna@undp.org</i></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>

⁴ Where the information is available in the web, a URL for the information may simply be provided.

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

⁶ 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>Other Information: Allowable Manner of Submitting Proposals and Conditions and Procedures for electronic submission and opening, if allowed</p>	<ol style="list-style-type: none"> 1. The proposal should be submitted electronically 2. Official Address for e-submission: <u>bids.id@undp.org and not to the personals email address mentioned in the first page</u> 3. Free from virus and corrupted files 4. Format : PDF files only, 5. Max. File Size per transmission: 4 MB 6. Mandatory subject of email : RFP/UNDP/EU/003/2015 “Development of Activity Data and Local Emission Factor on Municipal Solid Waste for GHG Inventory in Riau Province.” 7. Digital Certification/Signature: <i>YES</i> 8. Time Zone to be Recognized: <i>GMT + 7 hours</i>
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Annex 2

TERM OF REFERENCE

Development of Activity Data and Local Emission Factor on Municipal Solid Waste for GHG Inventory in Riau Province

A. Project Title: Third National Communication to the United Nations Framework Convention on Climate Change (TNC)

B. Project Description

Indonesia signed the Climate Change Convention (UNFCCC, United Nation Framework Convention on Climate Change) in Rio in 1992, which was then ratified in 1994 through Law no. 6/1994. Under this framework, Indonesia, which is a non-Annex 1 country, is committed to fully implementing the convention. Under one of the requirements of the convention, Indonesia has to report its activities aimed at addressing the climate change to the UNFCCC through the National Communication on Climate Change. The National Communication contains information on national circumstances, GHG inventory and projection, mitigation action plan (including related cost, expected funding and relevant policies), vulnerability and adaptation assessment (including action plan for adaptation, related costs, expected funding and relevant policies), institutional arrangement, and plan for improvement of future national communication.

Following the Decision 1/CP.16, paragraph 60, the Conference of the Parties decided to enhance the reporting in national communications, including *inventories from non-Annex I Parties, on mitigation actions and their effects, and support received*. In this regards as defined in the Decision 2/CP.17, the non-Annex I Parties should also submit Biennial Update Report (BUR) consistent with their capabilities and the level of support provided for reporting. The Purpose of the BUR is to provide an update to the most recently submitted National Communication. The BUR will provide: (i) updates of national GHG inventories including a national inventory report; (ii) information on mitigation actions including a description, analysis of the impacts and associated methodologies and assumptions, progress in implementation and information on domestic measurement, reporting and verification; and (iii) needs and support received. Indonesia is now preparing its First BUR and the Third National Communication (TNC).

The Presidential Regulation no. 71 of 2011 provides guidance on the obligation to conduct an inventory of GHG emissions in Indonesia, to be reported to the UNFCCC. GHG inventory is an activity to obtain data and information on the level, status and trends of GHG emissions changes periodically from various emission sources (source) and absorption (sink) including carbon storage (carbon stock). Information collected at regular periods on the level, status and trends of changes in GHG emissions and uptake including carbon storage in Indonesia. Presidential Decree 71/2011 mandates GHG emissions inventory to the level of district / city. Inventory includes GHG emissions from Energy utilization and generation (ENERGY), Industrial Process and Product Use (IPPU), Agriculture, Forestry and Land Use (AFOLU) and waste management (WASTE).

One of the main contributors to GHG emissions in waste sector is from municipal solid waste. There are three challenges in conducting an inventory of GHG emissions in the municipal solid waste management activities, including; (a) how to improve the quantity and quality of activity data, (b) how to maintain the continuity of data, and (c) how to improve the accuracy of emission factors. Until 2014, many provinces, including Riau Province still use the IPCC default data, national standards, the data from the region (province) and other assumptions or data. As one of the pilot province priority for TNC project, strengthening the local capacity in Riau Province to improve their GHG inventory in solid waste management activity is urgently required.

C. Scope of Services and Expected Outputs

C.1 Objectives of Assignment

The objective of this assignment is to determine activity data and local emission factor for GHG inventory on municipal solid waste management activities, through surveys of urban domestic waste, including: composition, dry matter content and domestic solid waste, domestic waste management distribution, the volume of waste that goes to Solid Waste Disposal Site (SWDS), and SWDS existing condition.

C.2 Scope of work & expected outputs

The Consultants will assist the Coordinator of the Working Group on GHG Inventory and its member to develop activity data and local emission factor on domestic solid waste for GHG inventory in Riau Province, with specific tasks as follow:

- To measure total weight of incoming solid waste in SWDS.
- To measure value of municipal waste composition of each regency in Riau Province.
- To determine dry material contents of municipal solid waste in SWDS.
- To determine the Degradable Organic Carbon (DOC) of municipal solid waste.
- To estimate value of emission factor.

The consultants will work based on inputs from the Working Group. Documents produced by the consultants will be consulted with policy makers at related sector by the Working Group on GHG Inventory as part of the process of finalizing the study.

The task also includes several functions as described below:

- a. Conducting field survey including measurement and primary data sampling of municipal solid waste composition at SWDS, representing dry season and rainy season conditions, in 12 (twelve) cities/ regencies (Pekan Baru, Bangkinang, Pasir, Pkl Kerinci, Siak, Bengkalis, Dumai, Bagan, Tembilahan, Rengat, Teluk Kuantan, Selat Panjang) of Riau Province.
The data sampling should be segregated into 11 components (referring to IPCC 2006 GL): 1) food, 2) garden and park waste, 3) wood, 4) paper and cardboard, 5) textiles, 6) nappies, 7) rubber and leather, 8) plastic, 9) metal, 10) glass, 11) others.
- b. Identification of municipal waste distribution management.
- c. Conducting laboratory sampling analysis and data analysis.
- d. Collecting secondary data on waste volume entering the SWDS within period of 2009-2013.
- e. Discussion and coordination with related stakeholders on waste management in the central and local level.

C3. Deliverables:

The consultants will produce a final report on Activity Data and Local Emission Factor related to GHG Inventory on Municipal Solid Waste Sector in Riau Province.

The deliverables consist of following:

- a. **Preliminary Report**, consist of methodology and consultant's workplan on the scope of work.
- b. **Interim Report**, consist of field survey preliminary analysis, including primary and secondary data collections.
- c. **Draft Final Report**, consist of draft result analysis.
- d. **Final Report**, consist of all final analysis result on activity data and local emission factor related to GHG inventory on municipal solid waste sector in Riau Province. Final report should be submitted in two languages (English and Bahasa Indonesia).

D. Assignment Schedule, Deliverables, And Payment Schedule

D.1 Assignment Schedule

Duration of Assignment: 10 months

Deliverables	Time frame
Preliminary report	April 2015
Interim report	August 2015
Draft final report	October 2015
Final report	January 2016

Draft reports shall be submitted in Bahasa Indonesia or English.

Final Report shall be reported in both Bahasa Indonesia and English.

The deliverables shall be presented and discussed to GHG Inventory Working Group team and key stakeholders in the meeting/focus group discussions:

- Presentation and discussion on preliminary and interim report
- Presentation and discussion on draft Final report

D.2 Payment Schedule

Payment will be made after satisfactory acceptance by UNDP of the services provided on the following schedule:

- Submission of preliminary report – 30%
- Submission of interim report – 30%
- Submission of draft final report – 20%
- Submission of final report – 20%

E. Location of Work

The contractor shall work mainly from Riau Province (Pekan Baru City), and with several travels to each regency/ city of Riau Province for SWDS field surveys.

Locations	Allocation
Pekan Baru, Bangkinang, Pasir, Pkl Kerinci, Siak, Bengkalis, Dumai, Bagan, Tembilahan, Rengat, Teluk Kuantan, Selat Panjang.	Up to 6 times each

F. Qualifications of the Successful Service Provider at Various Levels

F.1. Qualification

The contracted company shall have the following qualification:

- At least 5 years of experience in environmental study or waste management study, and survey.
- Having experience working with Riau Provincial Government, particularly with the Environmental Office (*Badan Lingkungan Hidup/ BLH*), would be an advantage
- Having experience working with UN agencies/ multilateral programmes/ bilateral programs/ international organization would be an advantage.

F.2 Qualification of Team

The proposed team shall have the following qualification:

- **National Lead Expert:**
 1. Master degree, with background study on environment, engineering, or physical science.
 2. Strong network with the Provincial Government of Riau especially with the Environment Office (*Badan Lingkungan Hidup/ BLH*) would be preferable
 3. Working experience in the area of specialization (climate change mitigation/ environment/ waste management) for at least 5 years
 4. High quality report writing skills in English and Bahasa Indonesia (e.g. published journal; reviewed articles, research papers, etc.)
 5. Experience in facilitating or coordinating research projects for at least 5 years
- **National Technical Experts (consist of two technical researchers to support the National Lead Expert):**
 1. Master degree, with background study on environment, engineering, or physical science.
 2. Strong network with the Provincial Government of Riau especially with the Environment Office (*Badan Lingkungan Hidup/ BLH*) would be preferable
 3. Working experience in the area of specialization (climate change mitigation/ environment/ waste management) for at least 5 years
 4. High quality report writing skills in English and Bahasa Indonesia (e.g. published journal; reviewed articles, research papers, etc.)
- **Three local surveyor team and one administrative support**
 1. Bachelor or Diploma degree
 2. Surveyors: Experience in data collection/survey for two years, recruited locally, familiar with the targeted areas and able to communicate clearly and clarify answers
 3. Administrative/Support: Experience in working admin, finance / accounting, event organizing and assisting field research for two years

Suggested Man days:

Personnel	Quantity (a)	Suggested Man days	Total Suggested Man days
Lead Expert	1	70 days	70
Technical Experts	2	62 days	124
Local surveyors	3	36 days	108
Administrative Support	1	70 days	70

The contract price shall be inclusive of all costs, including the travel cost, living allowances, DSA, etc.

F.3 Criteria for Selecting the Best Offer

The selection will be based on the following:

Combined Scoring method – where the qualifications and methodology will be weighted a maximum of 70% and combined with the price offer which will be weighted a maximum of 30% (illustrated below):

Rating the Technical Proposal (TP):

$$\text{TP Rating} = (\text{Total Score Obtained by the Offer} / \text{Max. Obtainable Score for TP}) \times 100$$

Rating the Financial Proposal (FP):

$$\text{FP Rating} = (\text{Lowest Priced Offer} / \text{Price of the Offer Being Reviewed}) \times 100$$

Total Combined Score:

$$\frac{(\text{TP Rating}) \times (\text{Weight of TP, e.g., 70\%}) + (\text{FP Rating}) \times (\text{Weight of FP, e.g., 30\%})}{\text{Total Combined and Final Rating of the Proposal}}$$

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm / Organization	20%	20
2.	Proposed Methodology, Approach and Implementation Plan	40%	40
3.	Management Structure and Key Personnel with the matching qualification for the Lead Expert and team member	40%	40
	Total		100

Technical Proposal Evaluation Part 1		Points obtainable
1. Expertise of the Firm/Organization		
1.1	Reputation of Organization and Staff/ Credibility / Reliability / Industry Standing (in climate change/environmental/ waste management/ policy analysis). Proof of evidence required.	10
1.2	General Organizational Capability which is likely to affect implementation <ul style="list-style-type: none"> - 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 	5
1.3	Relevance of: <ul style="list-style-type: none"> - Specialized Knowledge (environment/ climate change mitigation/ waste management) - Experience on Similar Programme / Projects - Experience on Projects in the Region (working with Government of Indonesia) - Work for International Organization/major multilateral/ or bilateral programmes 	5
		20

Technical Proposal Evaluation Part 2		Points Obtainable
2. Proposed Methodology, Approach and Implementation Plan		
2.1	Have the important aspects of the task been addressed in sufficient detail?	10
2.2	Is the conceptual framework adopted appropriate for the task?	10
2.3	Is the scope of task well defined and does it correspond to the TOR?	10
2.4	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	10
		40

Technical Proposal Evaluation Part 3		Points Obtainable
3. Management Structure and Key Personnel		
3.1	National Lead Expert	25
	- Master degree, with background study on environment, engineering, or physical science.	5

	- Strong network with the Provincial Government of Riau especially with the Environment Office (<i>Badan Lingkungan Hidup/ BLH</i>) would be preferable	5
	- Demonstrated professional experience in the area of specialization (climate change mitigation/ environment/ waste management) for at least 5 years	5
	- High quality report writing in English and Bahasa Indonesia (e.g. published journal; reviewed articles, research papers, etc.)	5
	- Experience in facilitating or coordinating research projects for at least 5 years	5
3.2	National Team Members	10
	- Master degree, with background study on environment, engineering, or physical science.	2.5
	- Strong network with the Provincial Government of Riau especially with the Environment Office (<i>Badan Lingkungan Hidup/ BLH</i>) would be preferable	2.5
	- Demonstrated professional experience in the area of specialization (climate change mitigation/environment/waste management) for at least 5 years	2,5
	- High quality report writing skills in English and Bahasa Indonesia (e.g. published journal; reviewed articles, research papers, etc.)	2,5
3.3	Local Surveyor and Administrative Support	5
	- Bachelor or diploma degree	2
	- Surveyors: Experience in data collection/survey for two years, recruited locally, familiar with the targeted areas and able to communicate clearly and clarify answers	1,5
	- Administrative/Support Team: Experience in working admin, finance / accounting, event organizing and assisting field research for two years	1,5
		40
	TOTAL Part 1,2,3	100

Annex 3

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

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

[insert: Location]

[insert: Date]

To: John Benjamin
UNDP Procurement Unit
Menara Thamrin Building 8th Floor
Jl. MH. Thamrin Kav. 3
Jakarta 10250

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 2/18/2015 , 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.*

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

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

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

The Service Provider must provide:

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

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Preliminary Report , consist of methodology and consultant's workplan on the scope of work.	30%	
2	Interim Report , consist of field survey preliminary analysis, including primary and secondary data collections.	30%	
3	Draft Final Report , consist of draft result analysis.	20%	
4	Final Report , consist of all final analysis result on activity data and local emission factor related to GHG inventory on municipal solid waste sector in Riau Province. Final report should be submitted in two language (English and Bahasa Indonesia).	20%	
	Total		

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

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Lead Expert			1	
2. Team Members				
a. Technical Researcher 1			1	
b. Technical Researcher 2			1	

c. Technical Researcher 3			1	
d. Administrative Support			1	
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs (please provide the breakdown cost separate sheet)				

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

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 UNORCID 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 UNORCID 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 SECURITY:

23.1 The Contractor shall:

- (a) Put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the services are being provided;
- (b) Assume all risks and liabilities related to the Contractor's security, and the full implementation of the security plan.

23.2 UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract. Notwithstanding the foregoing, the Contractor shall remain solely responsible for the security of its personnel and for UNDP's property in its custody as set forth in paragraph 4.1 above.

24.0 AUDITS AND INVESTIGATIONS:

24.1 Each invoice paid by UNDP shall be subject to a post-payment audit by auditors, whether internal or external, of UNDP or the authorized agents of the UNDP at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract. The UNDP shall be entitled to a refund from the Contractor for any amounts shown by such audits to have been paid by the UNDP other than in accordance with the terms and conditions of the Contract. Should the audit determine that any funds paid by UNDP have not been used as per contract clauses, the company shall reimburse such funds forthwith. Where the company fails to reimburse such funds, UNDP reserves the right to seek recovery and/or to take any other action as it deems necessary.

24.2 The Contractor acknowledges and agrees that, at anytime, UNDP may conduct investigations relating to any aspect of the Contract, the obligations performed under the Contract, and the operations of the Contractor generally. The right of UNDP to conduct an investigation and the Contractor's obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Contract. The Contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any documentation for such purposes and to grant to UNDP access to the Contractor's premises. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNDP hereunder.

25.0 ANTI-TERRORISM:

25.1 The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received under this Contract are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Contract.

26.0 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 Agreement, 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 Agreement signed by the Contractor and jointly by the UNDP Authorized Official.