



## REQUEST FOR PROPOSAL (RFP)

DATE: <b>April 7, 2015</b>
REFERENCE: <b>LEB/CO RFP/52/15</b>

Dear Sir / Madam:

We kindly request you to submit your Proposal **for the provision of professional services for a Consultation for Lebanon's Intended Nationally Determined Contribution (INDC)'s Preparation and Submission.**

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

Your offer comprising of technical proposal and financial proposal, in two separate sealed envelopes, labeled "Confidential Technical Proposal" and "Confidential Financial Proposal" **submitted only in the name of "UNDP Lebanon Procurement Unit" for "LEB/CO RFP/52/15: Provision of professional services for a Consultation for Lebanon's Intended Nationally Determined Contribution (INDC)'s Preparation and Submission", should reach the Procurement Unit, UNDP Office in Beirut, and should be registered and given a Reference Number by the Procurement Unit, at the below mentioned address no later than Thursday, 07 May 2015, 3:00 p.m. Beirut Local Time.**

**Address:**

**Procurement Unit, UNDP Lebanon**  
**Room # 310, 3<sup>rd</sup> Floor**  
Arab African International Bank Building  
Riad El Solh Street  
Nejmeh, Beirut 2011 5211, Lebanon  
Tel: +961 1 962 500  
Fax: +961 1 962 491

Your Proposal must be expressed in the English language, 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 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, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

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

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

**Luca Renda**  
**UNDP Country Director**  
4/7/2015

### Description of Requirements

Context of the Requirement	Project Title: Low Emission Capacity Building Project
Implementing Partner of UNDP	UNDP Lebanon
Brief Description of the Required Services	<p>The overall objectives of the INDC process are to ensure:</p> <ol style="list-style-type: none"> <li>1. A comprehensive domestic process (e.g., cross-ministry coordination combined with consultative and research process) covering the entire spectrum of emissions in Lebanon;</li> <li>2. High level of transparency of INDC related data;</li> <li>3. A comprehensive INDC including an overall mitigation target and/or sub-targets and activities as well as adaptation components, all at a national and sectoral level;</li> <li>4. High level of ambition scenario with optional additional activities to achieve greater ambition;</li> <li>5. Tracking sustainable development co-benefits and the potential for transformational changes;</li> <li>6. Identifying opportunities for international financial support; and</li> <li>7. Identifying accounting procedures to avoid double counting and ensure environmental integrity.</li> </ol>
List and Description of Expected Outputs to be Delivered	<p>The following deliverables are requested:</p> <ol style="list-style-type: none"> <li>1. Inception report depicting the detailed methodology and work plan;</li> <li>2. First progress report; summary on the stocktaking of outcomes and recommendations from current and past reports and strategies;</li> <li>3. Second progress report presenting the INDC preparation based on the stocktaking exercise and the evaluation of further mitigation and adaptation activities and their costs;</li> <li>4. Final report: the INDC for Lebanon in the format which will be submitted to the UNFCCC.</li> </ol>
Person to Supervise the Work/Performance of the Service Provider	<b>Please refer to the attached Terms of Reference.</b>
Frequency of Reporting	<b>Please refer to the attached Terms of Reference.</b>
Progress Reporting Requirements	<b>Please refer to the attached Terms of Reference.</b>
Location of work	<b>Please refer to the attached Terms of Reference.</b>

Expected duration of work	Six (6) months														
Target start date	Upon contract signature by UNDP and the awarded Offeror.														
Latest completion date	Six (6) months from contract’s signature date.														
Travels Expected	Please refer to the attached Terms of Reference.														
Special Security Requirements	Not Applicable														
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Not Applicable														
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required														
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required														
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars														
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes														
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.														
Partial Quotes	<input checked="" type="checkbox"/> Not permitted														
Payment Terms	<table><tr><th>Outputs</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr><tr><td>Upon submission and approval of the Inception Report</td><td>10%</td><td>10 calendar days after satisfactory deliverable 1</td><td rowspan="3">Within thirty (30) days from the date of meeting the following conditions: a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.</td></tr><tr><td>Upon submission and approval of the 1<sup>st</sup> progress report</td><td>20%</td><td>10 calendar days after satisfactory deliverable 2</td></tr><tr><td>Upon submission and approval</td><td>40%</td><td>10 calendar days after satisfactory</td></tr></table>	Outputs	Percentage	Timing	Condition for Payment Release	Upon submission and approval of the Inception Report	10%	10 calendar days after satisfactory deliverable 1	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.	Upon submission and approval of the 1 <sup>st</sup> progress report	20%	10 calendar days after satisfactory deliverable 2	Upon submission and approval	40%	10 calendar days after satisfactory
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Upon submission and approval of the 1 <sup>st</sup> progress report	20%	10 calendar days after satisfactory deliverable 2													
Upon submission and approval	40%	10 calendar days after satisfactory													

	of the 2 <sup>nd</sup> progress report		deliverable 3	
	Upon submission and approval the Final report	30%	10 calendar days after satisfactory deliverable 4	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<b>Please refer to the attached Terms of Reference.</b>			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services			
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.			
Criteria for the Assessment of Proposal	<b><u>Technical Proposal (70%)</u></b>  <b>See Tables Below</b>  <b><u>Financial Proposal (30%)</u></b> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.			
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider			
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <sup>1</sup> <input checked="" type="checkbox"/> Detailed Terms of Reference (Annex 4)			
Contact Person for Inquiries (Written inquiries only) <sup>2</sup>	<b>UNDP Lebanon Procurement Unit</b> <b>Email: <a href="mailto:procurement.lb@undp.org">procurement.lb@undp.org</a></b>  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.			

<sup>1</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>2</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Other Information: <b>No. of copies of Proposal that must be submitted.</b>	<b>Original: 1 Copy: 1</b>
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**Criteria for the Award of Contract and Evaluation of Proposals:**

Summary of Technical Proposal Evaluation Forms	Score Weight	Points Obtainable	Company / Other Entity				
			A	B	C	D	E
Expertise of Firm /Organization submitting Proposal	20%	200					
Proposed portfolio Work Plan and Approach	30%	300					
Proposed Team of Experts	50%	500					
<b>Total</b>	<b>100%</b>	<b>1000</b>					

Evaluation forms for technical proposals are indicated here below. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

**Form 1: Expertise of Firm /Organization submitting Proposal**

**Form 2: Proposed portfolio Work Plan and Approach**

**Form 3: Proposed Team of Experts**

Technical Proposal Evaluation - Form 1			Points obtainable	Company / Other Entity				
				A	B	C	D	E
Expertise of firm / organization submitting proposal								
1.1	Company Profile. Work experience in environmental or climate change projects	50						
1.2	Experience in similar projects and/or initiatives	100						
1.3	General organizational capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organization, strength of project management support e.g. project financing capacity and project management controls)	50						
Total Form 1		200						

Technical Proposal Evaluation - Form 2			Points obtainable	Company / Other Entity				
				A	B	C	D	E
Proposed Methodology, Work Plan and Approach								
2.1	Bidder’s understanding of the task and addressing important aspects in sufficient detail	100						
2.2	Bidder’s offer is a well-designed approach meeting/exceeding the requirements of the RFP	100						
2.3	Proposed improvements or additions to the scope of work	100						
Total Form 2		300						

Technical Proposal Evaluation - Form 3			Points Obtainable	Company / Other Entity				
				A	B	C	D	E
Proposed Team of Experts								
3.1	Team Leader/policy expert		100					
		Sub-Score						
	Education	40						
	Experience	50						
	English Language Skills	10						
3.2	Mitigation Expert		125					

		Sub-Score						
	Education	40						
	Experience	75						
	English Language Skills	10						
3.3	<b>Adaptation Expert</b>		125					
		Sub-Score						
	Education	40						
	Experience	75						
	English Language Skills	10						
3.4	<b>National Development Expert</b>		80					
		Sub-Score						
	Education	20						
	Experience	50						
	English and Arabic Language Skills	10						
3.5	<b>Team structure, size and composition adequate to meet the requested outputs</b>		70					
		Sub-Score						
	<b>Total Form 3</b>		<b>500</b>					

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>3</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>4</sup>)*

[insert: Location].

[insert: Date]

To: Luca Renda, UNDP Country Director

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 4/7/2015 , 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, contract references;
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

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

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and

<sup>3</sup> This serves as a guide to the Service Provider in preparing the Proposal.

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

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\***

	<b>Deliverables</b>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Price (Lump Sum, All Inclusive)</b>
1	<b>Deliverable 1: Inception report</b>	<b>10%</b>	
2	<b>Deliverable 2: 1<sup>st</sup> progress report</b>	<b>20%</b>	
3	<b>Deliverable 3: 2<sup>nd</sup> progress report</b>	<b>40%</b>	
4	<b>Deliverable 4: Final report</b>	<b>30%</b>	
Proposal Sub-Grand Total Value (USD), excluding VAT			
VAT (10%) USD (if applicable)			
Proposed Grand Total Value (USD), including VAT		100%	

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

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

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				

2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

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

*[Designation]*

*[Date]*

## **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.

## **Terms of Reference**

### **Consultation for Lebanon's Intended Nationally Determined Contribution (INDC)'s Preparation and Submission**

**Project Name:** Low Emission Capacity Building Project

**Reference Number:** 00082292

**Consultancy:** Consultation for Lebanon's Intended Nationally Determined Contribution (INDC)'s Preparation and Submission

#### **I. Background**

The Republic of Lebanon ratified the United Nations Framework Convention on Climate Change (UNFCCC) in 1994 with Law No. 359 as a Non-Annex I Party, and as a party to the UNFCCC, Lebanon is to abide by the Conference of Parties (COP) decisions. In the 20<sup>th</sup> COP in Lima, Peru which concluded in December 2014, nations agreed on the elaboration of the elements of the new agreement, scheduled to be agreed in Paris in late 2015, while also agreeing on the ground rules on how all countries can submit Intended Nationally Determined Contributions (INDCs) for the new agreement to come into effect after 2020, including on the 2015 INDC process and the upfront information to be included when submitting INDCs to the UNFCCC Secretariat.

Developing countries' understanding of INDCs has benefitted in recent months from Regional Technical Dialogues on INDCs organized by UNDP and the UNFCCC, as well as other technical and financial support from donors and other organizations. However, given the timing for INDC submission (31 March for countries able to do so, and 1 October in order to be included in a UNFCCC synthesis report), INDC preparations will be a largely bottom-up process in which countries have considerable leeway in the type of contribution and level of detail they put forward. INDCs should also be in line with the countries' respective capabilities and responsibilities. They are expected to represent a progression beyond the current undertaking of each country, and may include, in addition to mitigation, an adaptation component.

In line with the decision to conduct an INDC, Lebanon has so far initiated several efforts in reducing its greenhouse gas (GHG) emissions and increase its GHG removals; Lebanon already has a national voluntary commitment to reach 12% of renewable energy consumption by 2020. This will result in informed policy and investment decisions, scale up mitigation actions, as well as create new employment opportunities and move towards long term sustainability. There are several efforts implemented as part of the adaptation efforts as well. It indicates that there are reasonable amounts of baseline information that could be used to prepare Lebanon for the post-2020 climate regime (i.e. INDCs).

This document constitutes the Terms of Reference for the provision of consultancy services for the preparation and submission of Lebanon's INDC, which will be presented to the Council of Ministers for endorsement.

The overall objectives of the INDC process are to ensure:

1. A comprehensive domestic process (e.g., cross-ministry coordination combined with consultative and research process) covering the entire spectrum of emissions in Lebanon
2. High level of transparency of INDC related data;
3. A comprehensive INDC including an overall mitigation target and/or sub-targets and activities as well as adaptation components, all at a national and sectoral level;
4. High level of ambition scenario with optional additional activities to achieve greater ambition;
5. Tracking sustainable development co-benefits and the potential for transformational changes;
6. Identifying opportunities for international financial support; and
7. Identifying accounting procedures to avoid double counting and ensure environmental integrity.

## **II. Consultancy Objective:**

The purpose of this consultancy is to design and prepare Lebanon's INDC to be submitted to the UNFCCC before the 21<sup>st</sup> Conference of Parties (COP 21) in Paris, France in December 2015 ideally by October 1, 2015.

## **III. Scope of Work:**

The proposed assignment is divided into the following tasks:

Task 1: Stocktaking of outcomes and recommendations from current and past reports and strategies

Task 2: Preparation of the INDC

## **IV. Activities:**

### **4.1 Work Plan**

In the proposal, the Contractor is requested to provide a preliminary proposed project work plan covering all the activities described below (a GANTT chart showing detailed list of tasks, duration and schedule per task and allocated resources per task shall be included in the bid). It shall also include the Contractor's resources as well as other dependencies which affect the project duration. In that respect, the plan shall clearly specify the input (human resources, material etc.) that the Contractor will have to ensure at each phase of the assignment.

Upon contract award, the Contractor shall provide UNDP with a revised project work plan, if necessary. Once agreed upon, the new plan shall be adopted and shall form the basis for project supervision and monitoring.

### **4.2 Activity requirements**

Under the direct supervision of the project management team, the Contractor's responsibilities are, but not limited to, the following:

Task 1: Stocktaking of outcomes and recommendations from current and past reports and strategies

Activity 1.1: Review all relevant documents for initial situational analysis, including current and future GHG emissions, current mitigation actions, mitigation potential of additional actions, and information related to adaptation;

Activity 1.2: Prepare an overview listing of the available information for INDC preparation and conduct gap analysis, including cost-effectiveness of the various mitigation and adaptation opportunities; and draw on proxy data when needed, providing modeling and policy analysis of the actions (quantification of GHG reductions, costs, etc.);

## Task 2: Preparation of the INDC

Activity 2.1: Identify the co-benefits (e.g., environmental – air pollution reduction, biodiversity, and socio-economic – job creation) of the mitigation and adaptation opportunities;

Activity 2.2: Determine the costs and support needs for the implementation of each mitigation and adaptation opportunity;

Activity 2.3: Ensure that the proposed mitigation and adaptation opportunities' are in line with existing with national development goals and sectoral plans; and develop a justification for how the INDC is fair and ambitious in the international context;

Activity 2.4: Determine the macro-economic impacts (such as impact on GDP, effect on inflation, implications on long-term development, etc.);of the proposed mitigation and adaptation opportunities;

Activity 2.5: Propose the type of goal and unit of output (e.g., quantified absolute emission reduction relative to which base year; or quantified absolute mitigation goal relative to a BAU scenario – including the choice of the scenario; or intensity goal; sector-specific emission reduction target, etc.) and adaptation component to be submitted as INDC;

Activity 2.6: Propose a design of a system for monitoring the results of the INDC;

Activity 2.7: Support the project in convening a meeting of stakeholders to present draft proposals and receive feedback on proposals;

Activity 2.8: Finalize the INDC to be submitted for endorsement to the Council of Ministers.

## **V. Deliverables:**

### 5.1 Deliverables

All deliverables should be handed out in three hard copies as well as one soft copy (word format) and a PDF format for web publishing. Copies of high resolution maps and graphics (if any) should also be handed out to the project management team.

During the fulfilment of the assignment, the Contractor will ensure regular communication with the project team, and will ensure a timely delivery of the expected outputs and will regularly inform the project team of the progress as well as any obstacles that might occur.

The following deliverables are requested:

1. Inception report depicting the detailed methodology and work plan;
2. First progress report; summary on the stocktaking of outcomes and recommendations from current and past reports and strategies;
3. Second progress report presenting the INDC preparation based on the stocktaking exercise and the evaluation of further mitigation and adaptation activities and their costs;
4. Final report: the INDC for Lebanon in the format which will be submitted to the UNFCCC.

At least 2 stakeholder consultation workshops are envisaged throughout the INDC development process,. The costs of the stakeholder consultation(s) should not be added to the financial offer since all costs incurred will be covered by the project.

## 5.2 Delivery Schedule

The Contractor is expected to complete and submit the deliverables specified in the above section based on the following time schedule. Payments will be made only when the respective deliverables are considered satisfactory by UNDP. Expected overall duration for project completion is **6 months** from date of contract signature, with a total of 80 man-days.

The deliverables include the following:

Task	Deliverables	Potential dates for deliverables	Description
1	Inception report	1 month after contract signature	Detailed work plan and methodology
2	1 <sup>st</sup> progress report	3 months after contract signature	Report summarizing political process and stocktaking
3	2 <sup>nd</sup> progress report	5 months after contract signature	Report summarizing INDC preparation
4	Final report	6 months after contract signature	Final INDC report to be presented to Council of Ministers

## VI. Qualifications:

### Firms Qualifications

Contractors wishing to be considered for the services described herein should meet the following **criteria**:

1. Economic and financial standing: total annual turnover must exceed twice the maximum budget of the contract.
2. Technical capacity: the Contractor has worked on at least one major project in fields related

to the contract in the past three years.

3. International Company having international experience in more than one country and sub-contracting local company or experts, or joint venture of international company acting as lead of consortium, with a local company. Legal proof should be presented.

#### Profile of requested staff

The Contractor shall include in his offer a proposal regarding the team composition and structure with recent CVs. There will be no replacement of experts without explicit consent from UNDP. The requested team should have diversified skills including amongst others: a team leader, project manager, a mitigation expert, a policy expert and a local partnering company team leader. The following profiles are requested:

#### **Team leader (international)**

- Advanced degree in environmental policy/engineering/management, or a related field;
- At least 10 years of relevant experience in environment and development projects and profound understanding of NAMAs and INDCs related issues (e.g., mitigation, adaptation, MRV, means of implementation);
- Experience with United Nations Framework Convention on Climate Change (UNFCCC) dynamics is a plus;
- Fluent in English.

#### **Mitigation Expert (international)**

- Advanced degree engineering, economics or environmental sciences or other closely related fields;
- At least 7 years of relevant experience in climate mitigation sectors (including forestry), and solid understanding of issues related NAMA and INDCs (e.g., GHG inventories, national communications, options of expressing contributions and addressing data gaps, etc.);
- Experience with United Nations Framework Convention on Climate Change (UNFCCC) dynamics is a plus;
- Fluent in English.

#### **Adaptation Expert (international)**

- Advanced degree engineering, economics or environmental sciences or other closely related fields;
- At least 7 years of relevant experience in climate adaptation sectors;
- Experience with United Nations Framework Convention on Climate Change (UNFCCC) dynamics is a plus;
- Fluent in English.

#### **National Development Expert (local)**

- Advanced degree in environmental science/policy, environmental management/engineering, economics or a related field;
- At least 7 years of relevant experience in environment and development projects, with working extensive experience in and knowledge of Lebanon;
- Fluent in English and Arabic.