



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

NAME & ADDRESS OF FIRM	DATE: June 4, 2015
	REFERENCE: Promotion of Biomass Production and Utilization in Georgia (ID: 00078116)

Dear Sir / Madam:

We kindly request you to submit your Proposal for administering the Business Plan competition.

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

Signed and stamped proposals must be submitted in sealed and stamped envelopes. Proposals must be submitted on or before Monday, July 06, 2015 , 11.30 AM via courier mail to the address below:

United Nations Development Programme
UN House, 9 Eristavi Str. 0179, Tbilisi, Georgia
Lika Tergiashvili
lia.tergiashvili@undp.org

Your Proposal must be expressed in English (Supporting Documents available only in Georgian can be submitted in Georgian), 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.

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

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

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not

accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

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

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,


Vakhtang Berishvili
Project Manager
6/4/2015

Description of Requirements

Context of the Requirement	<p><i>The overall objective of the project is to promote sustainable production and utilization of upgraded biomass fuels in Georgia, encouraging the stakeholders to establish the pilot production projects through grant investments; start and develop biomass fuel utilization in the municipal sector.</i></p> <p><i>In order to maximize the information spread about the project and biomasses fuels, and encourage all potential manufacturers or users, it is decided to conduct a nation-wide Business Plans competition.</i></p> <p><i>The project plans to hire the facilitating organization to administer the Business Plan competition.</i></p>
Implementing Partner of UNDP	Ministry of Environment and Natural Resources Protection
Brief Description of the Required Services	<p>The selected organization/entity is expected to</p> <ol style="list-style-type: none"> a. The preparation Works for competition <ul style="list-style-type: none"> • Review the detailed information about the project and the experience of other countries; • Communicate with the Ministry of Environment and Natural Resources Protection of Georgia, UNDP and regional organizations; • Develop the detailed work plan and schedule (including the schedule of meetings) in agreement with the Ministry and UNDP; • Develop the application template for first application; • Determine the information list to be received during the first applications; • Prepare the materials for Informational/consultation meetings; b. Public the announcements in Central and Regional Media for invitation the interested parties to informational/consultation meetings c. Holding the informational/consultation meetings in regions and Tbilisi d. Receive the first applications e. Organize first application competition panel f. Support participants of competition and consulting during the business plan preparation, including: <ul style="list-style-type: none"> • Individual Technical consulting about the biomass production and utilization • Individual Business consulting about the business plan preparation g. Organize business plan competition with panel to make recommendations for the project executive board. <p><i>For further details please refer to detailed Terms of Reference (Annex 4)</i></p>
List and Description of Expected Outputs to be Delivered	<ol style="list-style-type: none"> 1. <i>Detailed schedule of activities with timelines and methodology to be used, approximate locations, planned media types; (report) July 31, 2015</i> 2. <i>Develop the primary application template and determine the information list to be received from applicants (report) July 31, 2015</i> 3. <i>Prepare the materials for Informational/consultation meetings (report) August 3, 2015</i> 4. <i>Public the announcements in Central and Regional Media for invitation the interested persons to informational/consultation meetings (report) August 7,</i>

	<p>2015</p> <ol style="list-style-type: none"> 5. Holding the informational/consultation meetings (minutes) September 10, 2015 6. Collect the first applications (report) September 28, 2015 7. First application competition panel (minutes) October 9, 2015 8. Support to participants of competition and consulting during the business plan preparing, Individual Technical consulting about the biomass production and utilization, Individual business consulting about the business plan preparation (report) November 9, 2015 9. Organize business plan competition (report, panel minutes) November 20, 2015 10. Draft feasibility study reports (covering production options (for plant), cost and benefit calculations, scenario analysis, recommendations) in Georgian language for review and feedback of project stakeholders 11. Finalized Feasibility studies report in Georgian and English languages <p><i>For further details please refer to detailed Terms of Reference (Annex 4)</i></p>
Person to Supervise the Work/Performance of the Service Provider	<p>Energy and Environment Team Leader , UNDP Georgia "Promotion of Biomass Production and Utilization in Georgia" –Project Manager, UNDP Georgia Project Director - Ministry of Environment and Natural Resources Protection of Georgia (MoENRP)</p>
Frequency of Reporting	<p>Service provider should prepare progress reports reflecting, corresponding with schedule of activities, progress achieved as well as challenges along the implementation process.</p>
Location of work	<p>The survey shall cover the following territory: Georgia Tbilisi and Regions</p>
Expected duration of work	<p>4.5 Months (13.07.2015-25.11.2015) <i>For further details please refer to Time scale in detailed Terms of Reference (Annex 4)</i></p>
Target start date	<p>13.07.2015</p>
Latest completion date	<p>25.11.2015</p>
Special Security Requirements	<p>N/A</p>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<p>N/A</p>

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 <i>For further details please refer to detailed Terms of Reference(Annex 4)</i>															
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (Payment to local companies will be made in GEL according the UN Official rate of exchange at the date of payment).															
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes															
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.															
Partial Quotes	<input checked="" type="checkbox"/> Not permitted															
Payment Terms	<table><tr><th>Outputs</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr><tr><td>1. Detailed work-plan and methodology of analysis Detailed schedule of activities with timelines and methodology to be used, approximate locations, planned media types; (report)</td><td>40%</td><td>July 31, 2015</td><td>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;</td></tr><tr><td>2. Develop the primary application template and determine the information list to be received from applicants (report)</td><td></td><td></td><td>b) MoENRP's written acceptance (i.e., not mere</td></tr></table>				Outputs	Percentage	Timing	Condition for Payment Release	1. Detailed work-plan and methodology of analysis Detailed schedule of activities with timelines and methodology to be used, approximate locations, planned media types; (report)	40%	July 31, 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;	2. Develop the primary application template and determine the information list to be received from applicants (report)			b) MoENRP's written acceptance (i.e., not mere
Outputs	Percentage	Timing	Condition for Payment Release													
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	3. Prepare the materials for Informational/consultation meetings (report) 4. Public the announcements in Central and Regional Media for invitation the interested persons to informational/consultation meetings (report) 5. Holding the informational/consultation meetings (minutes) 6. Collect the first applications (report)	40%	September 28, 2015	receipt) of the quality of Final Report; c) Receipt of invoice from the Service Provider.
	7. First application competition panel (minutes) 8. Support to participants of competition and consulting during the business plan preparing, Individual Technical consulting about the biomass production and utilization, Individual business consulting about the business plan preparation (report) 9. Organize business plan competition (report, panel minutes)	20%	November 20, 2015	
Person(s) to review/inspect/ approve outputs/completed	Energy and Environment Team Leader , UNDP Georgia; “Promotion of Biomass Production and Utilization in Georgia”			

services and authorize the disbursement of payment	<p>–Project Manager, UNDP Georgia.</p> <p>Project Director - Ministry of Environment and Natural Resources Protection of Georgia (MoENRP)</p>
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<p><input checked="" type="checkbox"/> Highest Combined Score (based on the 60% technical offer and 40% price weight distribution)</p> <p><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.</p>
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (60%) Maximum Obtainable point - 600</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm 50%</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 10%</p> <p><u>Financial Proposal (40%) Maximum Obtainable point - 400</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p><i>For further details please refer to Technical Proposal Evaluation Form (Annex 5)</i></p> <p><i><u>The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR) and scoring is allocated in accordance with the Annex V. If the offeror does not meet any of the minimum technical qualification criteria/requirements given in Annex V, it will be given score zero and will be automatically disqualified and there is no more need for further evaluation of the disqualifying offeror.</u></i></p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3)</p> <p><input checked="" type="checkbox"/> Detailed TOR (Annex 4)</p> <p><input checked="" type="checkbox"/> Technical Proposal Evaluation Form (Annex 5)</p>
Contact Person for Inquiries (Written inquiries only)	<p><i>Lika Tergiashvili</i></p> <p><i>Project Administrative and Financial Assistant</i></p> <p><i>Lia.tergiashvili@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>

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery²)

[insert: Location].

[insert: Date]

To: Lika Tergiashvili
UNDP Georgia, UNDP Project - "Promotion of Biomass Production and Utilization in Georgia"
9 Eristavi Street (UN House)
Tbilisi 0179

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated *[specify date]*, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must have:

1. Working experience in Georgian Regions during the last 3 years (at least one project/Activity - **min requirement**)
2. At least 24 months of work experience related with Natural resources, Environmental protection, climate change, renewable energy (**min requirement**)
3. Proved experience with biomass fuels production and/or utilization and bio-energy issues (brochure, article, blog, etc.) will be an asset
4. Working experience with international organizations during the last 3 years (**min requirement**)
5. Experience of engagement in civic activities during the last 3 years (**min requirement**)
6. Working with regional mass media (asset)
7. Having representative offices in Georgian Regions will be an asset
8. Experience in conducting the competitions will be an asset

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:

- Profile – describing the nature of business, field of expertise;
- Business Licenses – Tax Payment Certification
- Detailed Bank Requisites;
- Company Qualification record (Track Record) – indicating description of contract scope, contract duration, contract value, contact references
- List of representative offices with contact information
- At least 2 letters of recommendation from previous contract providers- **minimum requirement**
- CVs demonstrating qualifications of personnel;
- Written confirmation from each involved personnel that they are available for the duration of the contract.

¹ This serves as a guide to the Service Provider in preparing the Proposal.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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

Service Provider must provide:

a) Names and qualifications of the key personnel:

At a minimum:

- (1) Team Leader with minimum of 3 years' experience and knowledge of the Natural resources, Environmental protection, climate change, renewable energy; **(min. requirement)***
- (2) Team members responsible for working with public and media should have min 2 years of experience in corresponding field; **(min. requirement)***
- (3) The other professional team if deemed appropriate by the contractor to fulfill the requirements as spelled out in this RFP.*

b) CVs demonstrating qualifications must be submitted;

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 <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	1. Detailed work-plan and methodology of analysis Detailed schedule of activities with timelines and methodology to be used, approximate locations, planned media types; (report) 2. Develop the primary application template and determine the information list to be received from applicants (report)	40 %	
2	3. Prepare the materials for Informational/consultation meetings (report) 4. Public the announcements in Central and Regional Media for invitation the interested persons to	40 %	

	informational/consultation meetings (report) 5. Holding the informational/consultation meetings (minutes) 6. Collect the first applications (report)		
3	7. First application competition panel (minutes) 8. Support to participants of competition and consulting during the business plan preparing, Individual Technical consulting about the biomass production and utilization, Individual business consulting about the business plan preparation (report) 9. Organize business plan competition (report, panel minutes)	20 %	

**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 day	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Team Leader				
2. Team member				
3. Team member				
4. Other team member				
II. Out of Pocket Expenses				
1. Travel Costs				
III. Other Related Costs				

*[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

1. Background information

The overall objective of the project is to promote sustainable production and utilization of upgraded biomass fuels in Georgia, encouraging the stakeholders to establish the pilot production projects through grant investments; start and develop biomass fuel utilization in the municipal sector.

In order to maximize the information spread about the project and biomass fuels, and encourage all potential manufacturers or users, it is decided to conduct a nation-wide Business Plans competition.

The project plans to hire the facilitating organization to administer the Business Plan competition.

2. Scope of Work

- a. The preparation Works for competition
 - Review the detailed information about the project and the experience of other countries;
 - Communicate with the Ministry of Environment and Natural Resources Protection of Georgia, UNDP and regional organizations;
 - Develop the detailed work plan and schedule (including the schedule of meetings) in agreement with the Ministry and UNDP;
 - Develop the application template for first application;
 - Determine the information list to be received during the first applications;
 - Prepare the materials for Informational/consultation meetings;
- b. Public the announcements in Central and Regional Media for invitation the interested parties to informational/consultation meetings
- c. Holding the informational/consultation meetings in regions and Tbilisi
- d. Receive the first applications
- e. Organize first application competition panel
- f. Support participants of competition and consulting during the business plan preparation, including:
 - Individual Technical consulting about the biomass production and utilization
 - Individual Business consulting about the business plan preparation
- g. Organize business plan competition with panel to make recommendations for the project executive board

2.1 Publicizing in Central and Regional Media

The announcements should be available to the population of all regions through the media. It should include the brief information about the Project, biomass fuel, the date and place of information/consulting meetings, the information about additional meetings, and contact information of appropriate staff member.

The announcements should be placed in local regional printed media, also it is possible to announce through regional TVs.

2.2 The informational/consultation meetings

The facilitating organization should organize the informational/consultation meetings to cover all regions of Georgia. The meetings should be carried out in all cities joined to Covenant of Mayors.

The minimum numbers of meetings

Region	The minimum numbers of meetings
Tbilisi	2
Kakheti	5
Mtskheta Mtianeti	3
Kvemo Kartli	3
Shida Kartli	4
Samtskhe Javakheti	3
Imereti	5
Racha-lechkhumi and Kvemo Svaneti	3
Samegrelo and Zemo Svaneti	5
Guria	3
Adjara	5

For those who are not able to attend the first meeting, the additional meeting will be organized. The additional meeting should be held in at least in one Municipality of all regions on a second or third day of main meeting (location should be easily accessible for interested parties in region). In total, at least 50 meetings should be held.

In the meetings the interested parties will receive the information about the Project, learn about the researchers conducted by the project and receive the templates of applications, will be instructed in completion and submission of the applications. Also learn what additional information will be required or desired.

In addition, the meeting will be a general dissemination of information about biomass, why is the biomass fuel efficient, economical, what resources exist in Georgia and etc.

2.3 General information about competition of first applications and business plans

The first application must contain information about the production and utilization. Production must be profit-oriented, which will provide a sustainable production. Fuel should be utilized in the municipal buildings. E.g. for production can be selected a private organization or company, Municipality based organization, A legal public entity, the Company of State ownership. User can be municipal buildings, for example, kindergartens, libraries, municipal building.

The application shall include the following information about the organization, production and consumption: The names of the manufacturers and partners, date of establishment, the founders, nine-digit identification codes, activities and experience, other information about the production and consumption (written confirmation from partner organizations about the Biomass fuel consumption demand with estimated price and volume indication)

Application requirements and template will be developed and agreed with UNDP during the preparations works by the facilitating organization.

The criteria for competition will be specified by UNDP and The Ministry of Environment and Natural Resources Protection of Georgia.

The participants of competition should prepare the comprehensive business plans. For this purpose they should hire at least two independent experts: One expert in the field of business and other in the field of biomass fuel production and use. Both experts should have a long experience and deep knowledge of the relevant areas. Since Biomass fuel experts are hard to find in Georgia, it is possible to invite other experts from abroad (e.g. Moldova and Ukraine, where similar projects have been implemented).

5-10 business plans will participate in Business plans competition. The criteria of competition will be developed by the hired business consultant and will be agreed with UNDP and The Ministry of Environment and Natural Resources Protection of Georgia.

The evaluation of Business Plans as well as initial applications will be carried out by the independent Board which will be selected and approved by UNDP and The Ministry of Environment and Natural Resources Protection of Georgia. The independent business specialists also will be the members of the board.

The winner could be more than one business plan, depending on the project budget.

The list of best business plans with recommendations and the minutes of results will be given to the Project Executive Board. The Project Executive Board will make the further decisions for investments and next stages.

3. Duration of Work:

Expected Duration of the required services is up to 4.5 months starting not later than July 13, 2015 and ending no later November 25, 2015. Detailed schedule of the activities, with timelines and required resources should be submitted by Offerors.

4. Deliverables

The contractor will work under the general guidance and supervision of UNDP CO and The Ministry of Environment and Natural Resources Protection of Georgia through the Project Manager and should furnish UNDP with:

Technical Reports/products:

1. Detailed schedule of activities with timelines and methodology to be used, approximate locations, planned media types; (report) July 31, 2015
2. Develop the primary application template and determine the information list to be received from applicants (report) July 31, 2015
3. Prepare the materials for Informational/consultation meetings (report) August 3, 2015
4. Public the announcements in Central and Regional Media for invitation the interested persons to informational/consultation meetings (report) August 7, 2015
5. Holding the informational/consultation meetings (minutes) September 10, 2015
6. Collect the first applications (report) September 28, 2015
7. First application competition panel (minutes) October 9, 2015
8. Support to participants of competition and consulting during the business plan preparing, Individual Technical consulting about the biomass production and utilization, Individual business consulting about the business plan preparation (report) November 9, 2015
9. Organize business plan competition (report, panel minutes) November 20, 2015

5. Qualifications and Experience

The Service Provider should be in compliance with following criteria:

1. Working experience in Georgian Regions during the last 3 years (at least one project/Activity -min requirement)
2. At least 24 months of work experience related with Natural resources, Environmental protection, climate change, renewable energy (min requirement)
3. Proved experience with biomass fuels production and/or utilization and bio-energy issues (brochure, article, blog, etc.) will be an asset
4. Working experience with international organizations during the last 3 years (min requirement)
5. Experience of engagement in civic activities during the last 3 years (min requirement)
6. Working with regional mass media (asset)
7. Having representative offices in Georgian Regions will be an asset
8. Experience in conducting the competitions will be an asset

Qualified and experienced team consisting of, at a minimum: (1) Team Leader with minimum of 3 years' experience and knowledge of the Natural resources, Environmental protection, climate change, renewable energy; (min. requirement) (2) Team members responsible for working with public and media should have min 2 years of experience in corresponding field; (min. requirement) (3) The other professional team if deemed appropriate by the contractor to fulfill the requirements as spelled out in this RFP.

6. Documents to be submitted

- Profile – describing the nature of business, field of expertise;
- Business Licenses – Tax Payment Certification, etc.
- Detailed Bank Requisites;
- Company Qualification record (Track Record) – indicating description of contract scope, contract duration, contract value, contact references proving at least 5 years' experience in required fields and sectors;
- List of representative offices with contact information
- At least 2 letters of recommendation from previous contract providers.
- CVs demonstrating qualifications of personnel;
- Written confirmation from each involved personnel that they are available for the duration of the contract.

7. Payment Schedule

- 40% upon submission of deliverables 1 and 2
- 40 % upon submission of deliverables 3, 4, 5, 6
- 20% upon submission of deliverable 7, 8, 9

8. Criteria for Selecting the Best Offer

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.

Selection of candidates will be based on the Cumulative Analysis methodology: Technical (40 points) and Financial (60 points) criteria.

Annex V
Technical Proposal Evaluation Form

Technical Proposal	60%	Max Points Obtainable
Expertise of the Firm	50.0%	500
1. Working experience in Georgian Regions during the last 3 years One project/activity (min. requirement) 2-5 projects/activities 6 or more projects/activities	5% 0.5% 3% 5%	50 5 30 50
2. At least 24 months of work experience related with Natural resources, Environmental protection, climate change, renewable energy (min. requirement)	10%	100
3. Proved experience with biomass fuels production and/or utilization and bio-energy issues (brochure, article, blog, etc.) (asset) No experience Experience	10% 0.5% 10%	100 5 100
4. Working experience with international organizations during the last 3 years (min requirement)	5%	50
5. Experience of engagement in civic activities during the last 3 years (min requirement)	5%	50
6. Working with regional mass media (asset) No experience Experience	6% 0.5% 6%	60 5 60
7. Having representative offices in Georgian Regions (asset) 0-1 offices 2-5 offices 6 or more offices	6% 0.5% 5% 6%	60 5 50 60
8. Experience in conducting the competitions (asset) No experience Experience	2% 0.5% 2%	20 5 20

9. At least 2 letters of recommendation from previous contract provider (min requirement)			1%	10
Management Structure and Qualification of Key Personnel			10%	100
Team Leader with minimum of 3 years' experience and knowledge of the Natural resources, Environmental protection, climate change, renewable energy; (min. requirement)			5%	50
Team members responsible for working with public and media should have min 2 years of experience in corresponding field; (min. requirement)			3%	30
The other professional team if deemed appropriate by the contractor to fulfill the requirements as spelled out in this RFP			2%	20
No other professional team			0.5%	5
Other professional team			2%	20
Maximum Total Technical			60%	600
Minimum Technical points needed			37.5%	320

Financial Proposal				
Budget Proposals (To be computed as a ratio of the Proposal's Offer to the lowest price among the proposals received by UNDP)			40%	400
Maximum Total Financial			40%	400
Total:			100%	1000