

Description of Requirements

Context of the Requirement	Preparation of an Inventory Report informing of the terrestrial diversity of the flora and fauna and invasive species on Sint Maarten
Implementing Partner of UNDP	Government of Sint Maarten
Brief Description of the Required Services	<p>The consultant will produce:</p> <ol style="list-style-type: none"> 1. A biological Inventory report – a technical document based on available scientific data (literature research) and field collected data of terrestrial flora and fauna on Sint Maarten and their associated ecosystems. The biological inventory will cover a variety of geographical regions on Sint Maarten as represented by the attached vegetation map. Such regions cover coastal drylands, coastal wetlands, hill slopes, forested slopes, hilltops and valley ecosystems such as evergreen seasonal forests, mangrove ecosystems, mixed deciduous and draught deciduous evergreen and succulent shrub lands in to be identified representative areas. 2. An invasive species Inventory. – An inventory based on literature research and field observations. The invasive species covered in this review are confined to terrestrial species and include: weeds, plant diseases and invertebrate pests of plants, and vertebrate animal pests.
List and Description of Expected Outputs to be Delivered	<ol style="list-style-type: none"> 1. Inception report - It will show a work plan proposed action, method of research and schedule. 2. Interim draft biological report and invasive species inventory, written in English 3. Final Biological report and Invasive species inventory, written in English
Person to Supervise the Work/Performance of the Service Provider	Under the supervision of the Ministry of Public Housing, Spatial Planning, Environment and Infrastructure (VROMI) and the Nature Foundation of Sint Maarten
Frequency of Reporting	As required in the Terms of Reference
Progress Reporting Requirements	As per Start up Meeting
Location of work	Sint Maarten
Expected duration of work	6 months
Target start date	September 1 st 2016
Latest completion date	February 28 th 2017

Travels Expected	As per Proposed Methodology
Special Security Requirements	None
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	The Government of St Maarten will meet all necessary transport and lodging costs. Specific Requirements must be identified in the Technical Proposal.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	Required
Names and curriculum vitae of individuals who will be involved in completing the services	Required
Currency of Proposal	United States Dollars
Value Added Tax on Price Proposal ¹	must be inclusive of VAT and other applicable indirect taxes, inserted on a separate line
Validity Period of Proposals (Counting for the last day of submission of quotes)	120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	Not permitted
Payment Terms	1. First Installment – 20% upon submission of the inception report which outlines methodologies and timelines for work program delivery; 2. Second Installment – 50% upon submission and acceptance of the interim draft report by the project board; and 3. Third Installment – 30% upon submission and acceptance of the final report by the project.

Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Project Board
Type of Contract to be Signed	Contract for Professional Services
Criteria for Contract Award	Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) 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	<u>Technical Proposal (70%)</u> Expertise of the Firm 30% Methodology: Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% Management Structure and Qualification of Key Personnel 30% <u>Financial Proposal (30%)</u> 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:	One and only one Service Provider
Annexes to this RFP	Form for Submission of Proposal (Annex 2) Detailed TOR (Annex 3) General Terms and Conditions / Special Conditions (Annex 4) ²

² 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.

<p>Contact Person for Inquiries (Written inquiries only)</p>	<p>Written clarification /queries must be submitted no later than Friday 22nd July 2016 to:</p> <p><i>Vanessa Chiddick</i> <i>Procurement Associate</i> <i>vanessa.chiddick@undp.org and registry.tt@undp.org</i> <i>Subject: Consultancy- Terrestrial Diversity</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> <p>Responses to clarification will be placed on the UNDP website no later than Thursday 28th July 2016 http://www.tt.undp.org/content/trinidad_tobago/en/home/operations/procurement</p>
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Other Information Evaluation Criteria	Summary of Technical Proposal Evaluation Forms			Score Weight	Points Obtainable
	1.	Expertise of Firm / Organization		30%	300
	2.	Proposed Methodology, Approach and Implementation Plan		40%	400
	3.	Management Structure and Key Personnel		30%	300
	Total			1000	
	Technical Proposal Evaluation Form 1				Points obtainable
	Expertise of the Firm/Organization				
	1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing			50
	1.2	General Organizational Capability which is likely to affect implementation <ul style="list-style-type: none">- Financial stability- loose consortium, holding company or one firm- age/size of the firm- strength of project management support- project financing capacity- project management controls			90
	1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.)			15
	1.4	Quality assurance procedures, warranty			25
	1.5	Relevance of: <ul style="list-style-type: none">- Specialized Knowledge- Experience on Similar Programme / Projects- Experience on Projects in the Region Work for UNDP/ major multilateral/ or bilateral programmes			120
					300
	Technical Proposal Evaluation Form 2				Points Obtainable
	Proposed Methodology, Approach and Implementation Plan				

	2.1	To what degree does the Proposer understand the task?		30
	2.2	Have the important aspects of the task been addressed in sufficient detail?		25
	2.3	Are the different components of the project adequately weighted relative to one another?		20
	2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?		55
	2.5	Is the conceptual framework adopted appropriate for the task?		65
	2.6	Is the scope of task well defined and does it correspond to the TOR?		120
	2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?		85
				400
Technical Proposal Evaluation Form 3				Points Obtainable
Management Structure and Key Personnel				
3.1	Task Manager			140
			Sub-Score	
	General Qualification		120	
	Suitability for the Project			
	- International Experience	25		
	- Training Experience	20		
	- Professional Experience in the area of specialization	45		
	- Knowledge of the region	30		
	- Language Qualifications		20	
			140	
3.2	Senior Expert			120
			Sub-Score	
	General Qualification		100	
	Suitability for the Project			
	- International Experience	15		
	- Training Experience	15		
	- Professional Experience in the area of specialization	45		

			- Knowledge of the region	25		
			- Language Qualifications		20	
					120	
		3.3	Junior Expert			40
					Sub-Score	
			General Qualification		30	
			Suitability for the Project			
			- International Experience	5		
			- Training Experience	5		
			- Professional Experience in the area of specialization	10		
			- Knowledge of the region	10		
			- Language Qualification		10	
					40	
		Total Part 3				300

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL³

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

[insert: Location]

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) 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 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.

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

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

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide:

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

D. **Cost Breakdown per Deliverable***

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Upon submission of the inception report which outlines methodologies and timelines for work program delivery;	20%	
2	Upon submission and acceptance of the interim draft report by the project board; and	50%	
3	Upon submission and acceptance of the final report by the project.	30%	
	Total	100%	

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

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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