



REQUEST FOR PROPOSAL (RFP)

Re-announced

All interested companies	DATE: June 28, 2018
	REFERENCE: RFP/007/18 – Development and installation of a biodiversity conservation information management system (hereafter as BCIMS)

Dear Sir / Madam:

We kindly request you to submit your Proposal for Development and installation of a biodiversity conservation information management system (hereafter as BCIMS)

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

Proposals may be submitted on or before 17.00 p.m. (GMT+5, Tashkent local time), Thursday, July 12, 2018 via email, courier mail or fax to the address below:

United Nations Development Programme
4 Shevchenko Street, Tashkent, Uzbekistan
Procurement Unit

If you prefer submission of electronic version of your proposal, then your proposal must be sent to bids.uz@undp.org. Proposals submitted to other email accounts will not be accepted and will be declined. Quotation submitted by e-mail must be limited to a maximum size of **5 MB**, virus-free and consist of no more than 3 email transmissions. Otherwise, such quotations will be rejected.

Please indicate in the sealed envelope or in the subject of email message reference to the RFP:

"Proposal for RFP/007/18"¹

Your Proposal must be expressed in the English or Russian, and valid for a minimum period of 60 days.

Your questions regarding tender rules and condition should be addressed to UNDP Procurement Unit in writing before the bids submission deadline to pu.uz@undp.org. Questions sent to other email will not be considered and responded.

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

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

¹ Email submission that will not contain this subject or without reference to subject tender will not be opened and will be declined

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/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

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,

*Procurement Unit
UNDP Uzbekistan
6/28/2018*

Description of Requirements

Context of the Requirement	Develop and install a biodiversity conservation information management system (hereafter as BCIMS).
Implementing Partner of UNDP	Inspection for the control over the protection and use of biodiversity and protected areas under the State Committee of the Republic of Uzbekistan for Ecology and Environmental Protection
Brief Description of the Required Services	Please refer to the attached Terms of Reference provided in Annex 1
List and Description of Expected Outputs to be Delivered	<p>Phase 1:</p> <ol style="list-style-type: none"> 1. Detailed report on analysis of existing experience on cadaster data collection, scientific collections of animals and plants data collection, reporting and management on land types and biodiversity; 2. Detailed design concept/vision of BCIMS with all corresponding technical specifications. 3. Detailed plan for the organization of activities and monitoring of the BCIMS implementation. 4. Detailed plan for long-term sustainable operation of the BCIMS. 5. List of hardware equipment for BCIMS center, including detailed specifications of each equipment. <p>Phase 2:</p> <ol style="list-style-type: none"> 6. BCIMS installed and tested. <p>Phase 3:</p> <ol style="list-style-type: none"> 7. A user manual and system documentation. 8. Trainings conducted for BCIMS administrators based on the provided workplan. 9. "Uzbekistan Biodiversity Resource Center" webpage created (in Uzbek, Russian and English) and launched. 10. Report on monitoring of BCIMS implementation. 11. Final report on BCIMS implementation, including on gained experience and practices, analysis of its effectiveness.
Person to Supervise the Work/Performance of the Service Provider	Project Manager, UNDP-GEF and Government of Uzbekistan "Sustainable natural resource use and forest management in key mountainous areas important for globally significant biodiversity" project
Frequency of Reporting	Weekly
Progress Reporting Requirements	Report should indicate work progress, complications and/or deviations (if any) and expected completion dates.
Location of work	<input checked="" type="checkbox"/> This is a desk work with at least 3 field trips to Tashkent city, Uzbekistan. UNDP will provide visa support letter. The Price proposal shall include all other travel related costs.
Expected duration of work	Duration of contract is 24 months from the contract signature date by both parties
Target start date	Contract signature date by both parties

Latest completion date	24 months from the contract signature date			
Travels Expected	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s
	Tashkent city	6 days	Familiarizing with existing practice of cadaster of flora and fauna data collection, reporting and management on land types and biodiversity, including extensive consultation with stakeholders for further analysis of the situation.	a month from the signature date of contract by both parties
	Tashkent city	15 days	Conducting trainings for BCIMS administrators and users and system installation.	6 months from the signature date of contract by both parties
	Tashkent city	6 days	Conducting assessment of BCIMS work and operation for final recommendations and/or adjustments of the system.	11 months from the signature date of contract by both parties
Special Security Requirements	<input checked="" type="checkbox"/> Travel Insurance (health) for the period of visit to Tashkent city at the company's expense			
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Office space (working table, notebook, internet and office equipment) during the visit to Tashkent and office working hours <input checked="" type="checkbox"/> Visa support letter to visit Uzbekistan (if required) *All other costs including travel (including local) and stay in Uzbekistan shall be covered by the contractor			
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. Detailed CV/Resume of specialists requested as per Technical Proposal Evaluation Form 3 below. CV shall be signed by the specialists.			
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars; or <input checked="" type="checkbox"/> Local Currency for vendors located in Uzbekistan			

Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes				
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 60 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. Partial quotes will be rejected at preliminary evaluation stage.				
Payment Terms ²	Outputs	Percentage	Timing	Condition for Payment Release	
	Deliverable 1	10%	upon timely submission of respective deliverables and their acceptance by the Supervisor and UNDP CO.	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.	
	Deliverable 2	5%	upon timely submission of respective deliverables and their acceptance by the Supervisor and UNDP CO.		
	Deliverable 3	5%	upon timely submission of respective deliverables and their acceptance by the Supervisor and UNDP CO.		

² 15% advance payment is envisaged if payment to local vendors (registered in Uzbekistan)

	Deliverable 4	5%	upon timely submission of respective deliverables and their acceptance by the Supervisor and UNDP CO.	
	Deliverable 5	5%	upon timely submission of respective deliverables and their acceptance by the Supervisor and UNDP CO.	
	Deliverable 6	15%	upon timely submission of respective deliverables and their acceptance by the Supervisor and UNDP CO.	
	Deliverable 7	20%	upon timely submission of respective deliverables and their acceptance by the Supervisor and UNDP CO.	
	Deliverable 8	5%	upon timely submission of respective deliverables and their acceptance by the Supervisor and UNDP	

			CO.		
	Deliverable 9	20%	upon timely submission of respective deliverables and their acceptance by the Supervisor and UNDP CO.		
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Project Manager, UNDP-GEF and Government of Uzbekistan “Sustainable natural resource use and forest management in key mountainous areas important for globally significant biodiversity” project				
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement and if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Other Type/s of Contract				
Contract General Terms and Conditions ³	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimi contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html				
Criteria for Contract Award	<input checked="" type="checkbox"/> 1. Proven practical work experience on the subject not less than 5 years: <ol style="list-style-type: none"> BCIMS development, installation and implementation, including adapted to local conditions; Previous work experience in Central Asian countries is an advantage; Previous experience working on biodiversity conservation technology solutions is desirable. 2. Working knowledge of English is required, and knowledge of Russian and				

³ 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>Uzbek is an advantage.</p> <p>3. Outstanding time-management, organizational and interpersonal skills.</p> <p><input checked="" type="checkbox"/> The company (team) to achieve the results in accordance with the terms of reference should have the following specialists as part of a team:</p> <ol style="list-style-type: none"> 1. A leader with relevant experience in team management, organizational skills, planning skills, analytical work and reporting. 2. Specialist on information management system development, and having a relative qualification on adaptation and installation of the software/system as well as conducting trainings. 3. Specialist (specialists) on web design/development. <p><input checked="" type="checkbox"/> Sound financial position: liquidity ratio value at least 1 in the last 2 years</p> <p><input checked="" type="checkbox"/> Minimum 2 contracts in the areas listed above undertaken over the past 3 years</p> <p><input checked="" type="checkbox"/> Lowest technically compatible offer (based on the at least 70% technical score and lowest price)</p> <p><input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). Non-acceptance of the GTC will serve as grounds for the rejection of the Proposal</p> <p><input checked="" type="checkbox"/> Availability of: a) permanent office, b) number of specialists required as per Terms of reference c) availability of landline telephone, internet and corporate email through which office personnel could be contacted.</p>
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (100 points)</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm (50)</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (30)</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (20)</p> <p><u>At least 70 points shall be obtained to qualify technically</u></p> <p><u>Financial Proposal</u></p> <p>Lowest price technically qualified offer is accepted.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP ⁴	<p><input checked="" type="checkbox"/> Detailed Term of Reference (Annex 1)</p> <p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p>
Contact Person for Inquiries (Written inquiries only) ⁵	<p><i>Procurement Unit, UNDP CO</i> <i>pu.uz@undp.org</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

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

⁵ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

<p>Required Documents that must be Submitted to Establish Qualification of Proposers</p>	<p>Documents to be submitted:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Form of submitting proposal (Annex 2) <input checked="" type="checkbox"/> Company Profile paying attention to the description of the company expertise in the fields mentioned in the attached Terms of References, Annex 1 (general company profile and specific company profile sections), which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured <input checked="" type="checkbox"/> Verified copy of Certificate of Registration of the business, including Articles of Incorporation⁶ <input checked="" type="checkbox"/> Verified copy of Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any⁷ <input checked="" type="checkbox"/> Verified copy of the latest Income Statement and Balance Sheet for the last 2 years – 2016, 2017; The latest Income Statement and Balance Sheet should be duly certified by a Public Accountant or with authentication of receiving by the Government's Internal Revenue Authority. Include any indication of credit rating, industry rating, etc. <input checked="" type="checkbox"/> List of corporate clients for similar services as those required by UNDP (Please provide the list in Section C of the "Form for submitting service provider's proposal" (Annex 2)) <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract value and nature in the past 3 years; <input checked="" type="checkbox"/> Declaration of owners' interest in other companies using form provided in Annex 2; <input checked="" type="checkbox"/> Consortium/ Joint Venture/ Partnership agreement if any applying, formalized and duly signed by all parties detailing all members, object of the agreement, responsibilities and roles, as relevant to this RFP, especially: <ul style="list-style-type: none"> • who is the main Proposer (the full and complete responsible for the Proposal and any eventual contract, as unique responsible in front of UNDP in terms of deliverables, project coordination, communication, guarantees, contractual performance and any contractual matter) • who is/are the partner/s in the Consortium/Joint Venture, and the exact area/s of responsibility or collaboration, specifically distinguishing the main local partner providing support services, if any <input checked="" type="checkbox"/> Written self-declaration on acceptance of the UNDP Contract General Terms and Conditions <input checked="" type="checkbox"/> CV/Resume of specialists to be involved in the project. Each CV/Resume must be signed by respective specialist proposed for the team <input checked="" type="checkbox"/> Declaration from each specialist proposed for the team on willingness and availability during project implementation period
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⁶ Verified by the signature of the authorized Offeror's representative and Offeror's company stamp/seal

⁷ Verified by the signature of the authorized Offeror's representative and Offeror's company stamp/seal

Post qualification:	<input checked="" type="checkbox"/> Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted; <input checked="" type="checkbox"/> Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; <input checked="" type="checkbox"/> Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder; <input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed
Other requirements:	<p>Offers submitted by two (2) or more Offerers shall all be rejected if they are found to have <u>any</u> of the following:</p> <ol style="list-style-type: none"> they have at least one controlling partner, director or shareholder in common; or any one of them receive or have received any direct or indirect subsidy from the other/s; or they have the same legal representative for purposes of this RFP; or they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Offer of, another Offerer regarding this RFP process; they are subcontractors to each other's Offer, or a subcontractor to one Offer also submits another Proposal under its name as lead Offerer; or an expert proposed to be in the team of one Offerer participates in more than one Offer received for this RFP process. This condition does not apply to subcontractors being included in more than one Offer.

Evaluation of Proposals

UNDP shall examine the Proposal to confirm that all terms and conditions under the UNDP General Terms and Conditions and Special Conditions have been accepted by the Proposer without any deviation or reservation.

The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other documentation provided, applying the evaluation criteria, sub-criteria, and point system specified in the **RFP**. Each responsive Proposal will be given a technical score. A Proposal shall be rendered non-responsive at this stage if it does not substantially respond to the RFP particularly the demands of the Terms of Reference, which also means that it fails to achieve the minimum technical score indicated in the **RFP**. Absolutely no changes may be made by UNDP in the criteria; sub-criteria and point system indicated in the **RFP** after all Proposals have been received.

Evaluation forms for technical proposals are given 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 the Company

Form 2: Methodology -Proposed Work Plan and Approach

Form 3: Management Structure and Key Personnel

Technical Proposal Evaluation Form 1		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
Expertise of the Company							
1.1	Reputation of Organization and Staff (Competence / Reliability):	20					
	- Successful corresponding work experience more than 3 years, more than 3 recommendation letters	10					
	- More than 2 contracts in required area executed during the last 3 years	7					
	- Availability of recommendation letters from International Organization (s)	3					
1.2	Technical capacity:	30					
	- Structure and size of the company	10					
	- More than 4 qualified staff	15					
	- Good financial stability, quick ratio above 1	5					
Total Part 1		50					

Technical Proposal Evaluation Form 2		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
Methodology – Proposed Work Plan and Approach							
2.1	Is the scope of task well defined and does it correspond to the TOR?	10					
2.2	To what degree does the Proposer understand the task?	10					
2.3	Is the conceptual framework adopted appropriate for the task?	10					
Total Part 2		30					

Technical Proposal Evaluation Form 3		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
Management Structure and Key Personnel (experts on information management system development with qualification on adaptation and installation of the software/system as well as conducting trainings and web design/development)							
3.1	Specialist/s – Team Leader on installation of BCIMS						
	University degree (or equivalent), preferably in the field of environment, biology, forestry, management of protect areas, management or related to these (copy of diploma, certificate and other documents which ensure of high education degree)	3					
	More than 3 years of relevant experience in team management and organization of information management system development and implementation. Good planning skills, analytical work and reporting abilities	5					
	Sub Total	8					
3.2	Specialist/s on information management system development						
	University degree (or equivalent), preferably in the field of environment, biology, forestry or IT technologies (copy of diploma, certificate and other documents which ensure of high education degree)	2					
	More than 3 years of practical experience on implementation of information management systems and conducting trainings. Good knowledge of the organization of the work of information management system and relative qualification on adaptation and installation of software/system.	4					
	Sub Total	6					
3.3	Specialist/s on web design/development						

	University degree (or equivalent), preferably in the related field of environment, biology, forestry, IT, web design or management (copy of diploma, certificate and other documents which ensure of high education degree)	2					
	More than 3 years of considerable experience in web pages/sites.	4					
	Sub Total	6					
Total Part 3		20					

In the second stage, only the Financial Proposals of those Proposers who achieve the minimum technical score (minimum 70 points of obtainable maximum technical score of 100) will be considered for further price assessment. In this stage, lowest price, technically qualified offer is selected for contract award.

Terms of Reference

for the Develop and install a biodiversity conservation information management system (hereafter as BCIMS).

Project Title

UNDP-GEF and Government of Uzbekistan “Sustainable natural resource use and forest management in key mountainous areas important for globally significant biodiversity” project.

Project Description

Uzbekistan is globally and regionally important in terms of its biodiversity due to its location between the European, Middle Eastern, and Asian biogeographical regions. Its varying landscapes of high mountain ranges, wide steppes, deserts, riparian wetlands, and the Aral Sea has results in a wide diversity of habitats. UNDP, for many years, have supported the Government of Uzbekistan in tackling environmental challenges, including in the area of biodiversity.

UNDP/GEF and Republic of Uzbekistan project on “Sustainable natural resource use and forest management in key mountainous areas important for globally significant biodiversity” will further support the country in addressing biodiversity conservation challenges, specifically with focusing on mountain ecosystems such as the western-most outliers of the western Tian Shan (Chatkal, Pskem, Ugam and Kuramin ranges) and Pamir-Alai (Gissar, Turkestan and Zaravshan ranges), which are home to the endangered snow leopard, and provide important habitat for its key prey species.

The project objective is ‘To enhance the conservation, and sustainable use, of natural resources in the biodiverse high-altitude mountain ecosystems of Uzbekistan’, and the project is structured into four components, with each component comprising a complementary suite of two to three outputs:

- i) Component 1: Landscape level planning and management decision-making;
- ii) Component 2: Strengthening key biodiversity areas;
- iii) Component 3: Sustainable economic development incentives for communities;
- iv) Component 4: Promoting cooperation and collaboration.

Within the framework of the implementation of Component 1: "Landscape level planning and management decision-making", it is planned to develop and install a biodiversity conservation information management system (hereafter as BCIMS). The BCIMS will be installed within the Inspection on control and use of biodiversity and protected areas (hereafter as Bioinspection) of State Committee of the Republic of Uzbekistan on Ecology and Environmental Protection (hereafter as Goscomecology), and all other national agencies dealing with environmental data collection and use will submit their respective data to Goscomecology for data storage and use. The BCIMS should provide support to the Goscomecology in planning and management natural resources within and around protected areas, and should serve mainly as database for storing, using and managing data.

In this regard, UNDP is looking for a highly qualified national or international environmental information systems design company to: (a) design the BCIMS; (b) provide technical support in the installation and setup of the hardware, software and networking of the BCIMS; (c) provide professional and technical support to the development of (or adaptation of existing) graphic user interfaces for the BCIMS; (d) provide training, mentoring and technical backstopping support to the BCIMS data manager; (e) provide technical support to the validation, transformation and integration of all existing electronic environmental datasets into the BCIMS; and (f) host a series of in-service training sessions on the procedures and standards for collecting and submitting future information for integration into the BCIMS. The BCIMS will comprise data on flora and

fauna (including national and globally red listed species), as well as scientific collections of animals and plants, and land types per national legislation and norms.

The company developing and installing the BCIMS will carry out its activities under the overall supervision of the project manager, in close cooperation with the international technical adviser and the direct supervision of the project field coordinator on knowledge management.

The contract will proceed in three phases, with successful completion of each phase being pre-requisite for the continuation of work on subsequent phases.

Scope of Work

Phase 1: Situation analysis and BCIMS design

1. Carry out analysis of existing practice of cadaster of flora and fauna data collection, reporting and management on land types and biodiversity, including extensive consultation with stakeholders
2. Based on the analysis, design a user-friendly and optimized environmental data management and reporting system. Please see Annex A for an initial draft proposed system design.
3. Design and provide a concept of BCIMS with all corresponding technical specifications (e.g. security, regular operation and maintenance modes, back-up settings etc.) and requirements, and agree with the project and the national partner (Goscomecology).
4. Design BCIMS homepage that should include user dashboard, menu on biodiversity and land types data, GIS maps menu, and other helpful menu options and additional assistance tools (search, filters, sorting, and other features) available for users.
5. Design an administrative panel of the BCIMS that should offer administrators a wide range of configuration options that enable smooth set up of the overall system. The administrators should be able to configure basic and advanced settings of the system, for instance importing data, creating users, configuring the application, etc. The admin panel is expected to include user management settings, general system settings, and GIS settings, and other settings can be included upon recommendations and agreement.
6. Develop the respective list of necessary equipment (hardware) with detailed technical specifications for the proposed BCIMS.
7. Design a webpage to make certain information from the BCIMS publicly available. The webpage will be named “Uzbekistan biodiversity resource center” and will contain information menus on national environmental organizations/agencies, environmental legislation, flora and fauna, protected areas, programmes and strategies, etc. Please see Annex B for an initial draft proposed webpage design. This webpage will be linked to the Bioinspection of Goscomecology website and will function as Uzbekistan’s Biodiversity Clearing House Mechanism under the Convention on Biological Diversity.
8. Conduct an analysis and develop plan for long-term sustainable operation of the BCIMS, regarding both financial and operational aspects, including:
 - a. Summary of projected long-term operating costs (including hardware and software depreciation), and plans with clients and national partners for provision of operational costs;
 - b. Operational elements, such as plans to continue meeting data submission and updating requirements, through regular engagement and processes for data collection, data entry, and data analysis into useful reporting products.

Phase 2: Development and installation of BCIMS

1. Develop (and reach agreement) the detailed plan of BCIMS development, implementation and schedule with the project.
2. Installation and testing of the BCIMS.

Phase 3: Full-scale roll-out and operationalization of the BCIMS system.

1. Develop a training workplan, and conduct trainings for administrative users of the BCIMS.
2. Develop and provide user manual and system documentation.
3. Conduct initial monitoring and analysis of BCIMS implementation and make additions and corrections to the system as necessary.

Work planning and progress reporting

1. Prepare (and consult with the project team) detailed plan of actions on development, installation and implementation of BCIMS.
2. Prepare annual workplans based on the detailed plan of actions.
3. Provide reports on results within an agreeable template and timeframe based on the annual workplan and other inputs as may be required by the project for reporting.
4. Maintain regular and adequate communication with the project team, as required

Expected outputs

As previously stated, moving to each phase of the project is dependent on successful completion of the preceding phase.

Phase 1:

1. Detailed report on analysis of existing experience on cadaster data collection, scientific collections of animals and plants data collection, reporting and management on land types and biodiversity;
2. Detailed design concept/vision of BCIMS with all corresponding technical specifications.
3. Detailed plan for the organization of activities and monitoring of the BCIMS implementation.
4. Detailed plan for long-term sustainable operation of the BCIMS.
5. List of hardware equipment for BCIMS center, including detailed specifications of each equipment.

Phase 2:

6. BCIMS installed and tested.

Phase 3:

7. A user manual and system documentation.
8. Trainings conducted for BCIMS administrators based on the provided workplan.
9. "Uzbekistan Biodiversity Resource Center" webpage created (in Uzbek, Russian and English) and launched.
10. Report on monitoring of BCIMS implementation.
11. Final report on BCIMS implementation, including on gained experience and practices, analysis of its effectiveness.

Duty Station

This is a desk work with field trips to Tashkent city of Uzbekistan.

Scope of bid price and schedule of outputs

The total duration of contract is 24 months. Following is the deliverables and timeframe, including at least 3 missions to Uzbekistan:

#	Deliverables	Timeframe
1	Detailed report on analysis of existing experience on cadaster data collection, scientific collections of animals and plants data collection, reporting and management on land	A month after contract initiation

	types and biodiversity.	
2	Detailed design concept/vision of BCIMS with all corresponding technical specifications.	Two months after contract initiation
3	Detailed plan for the organization of activities and monitoring of the BCIMS implementation as well as detailed plan for long-term sustainable operation of the BCIMS.	Two months after contract initiation
4	List of hardware equipment for BCIMS center, including detailed specifications of each equipment, and estimated costs.	Two months after contract initiation
5	BCIMS installed and tested.	Five months after contract initiation
6	A user manual and system documentation.	Five months after contract initiation
7	Trainings conducted for BCIMS administrators based on the provided workplan.	Six months after contract initiation
8	“Uzbekistan Biodiversity Resource Center” webpage created and launched.	Twelve months after contract initiation
9	Report on monitoring of BCIMS implementation.	Twelve months after contract initiation
10	Final report on BCIMS implementation, including on gained experience and practices, analysis of its effectiveness.	Twenty-four months after contract initiation

Payment Conditions

This is a lump sum contract that should include costs of consultancy and international travel costs, accommodation and meal (DSA or per diems in Tashkent) and visa costs required to produce the above deliverables.

Payment will be released in 9 (nine) installments below upon timely submission of respective deliverables and their acceptance by the Supervisor and UNDP CO.

1st (10% of the total contract amount) to be made upon achievement of Deliverable 1

2nd (5% of the total contract amount) to be made upon achievement of Deliverable 2

3rd (5% of the total contract amount) to be made upon achievement of Deliverable 3

4th (5% of the total contract amount) to be made upon achievement of Deliverable 4

5th (5% of the total contract amount) to be made upon achievement of Deliverable 5

6th (25 % of the total contract amount) to be made upon achievement of Deliverable 6 and 7

7th (20 % of the total contract amount) to be made upon achievement of Deliverable 8

8th (5% of the total contract amount) to be made upon achievement of Deliverable 9

9th (20% of the total contract amount) to be made upon achievement of Deliverable 10

Qualifications of the Successful Contractor

1. Proven practical work experience on the subject not less than 5 years:
 - a. BCIMS development, installation and implementation, including adapted to local conditions;
 - b. Previous work experience in Central Asian countries is an advantage;
 - c. Previous experience working on biodiversity conservation technology solutions is desirable.

2. Working knowledge of English is required, and knowledge of Russian and Uzbek is an advantage.
3. Outstanding time-management, organizational and interpersonal skills.

The company (team) to achieve the results in accordance with the terms of reference should have the following specialists as part of a team:

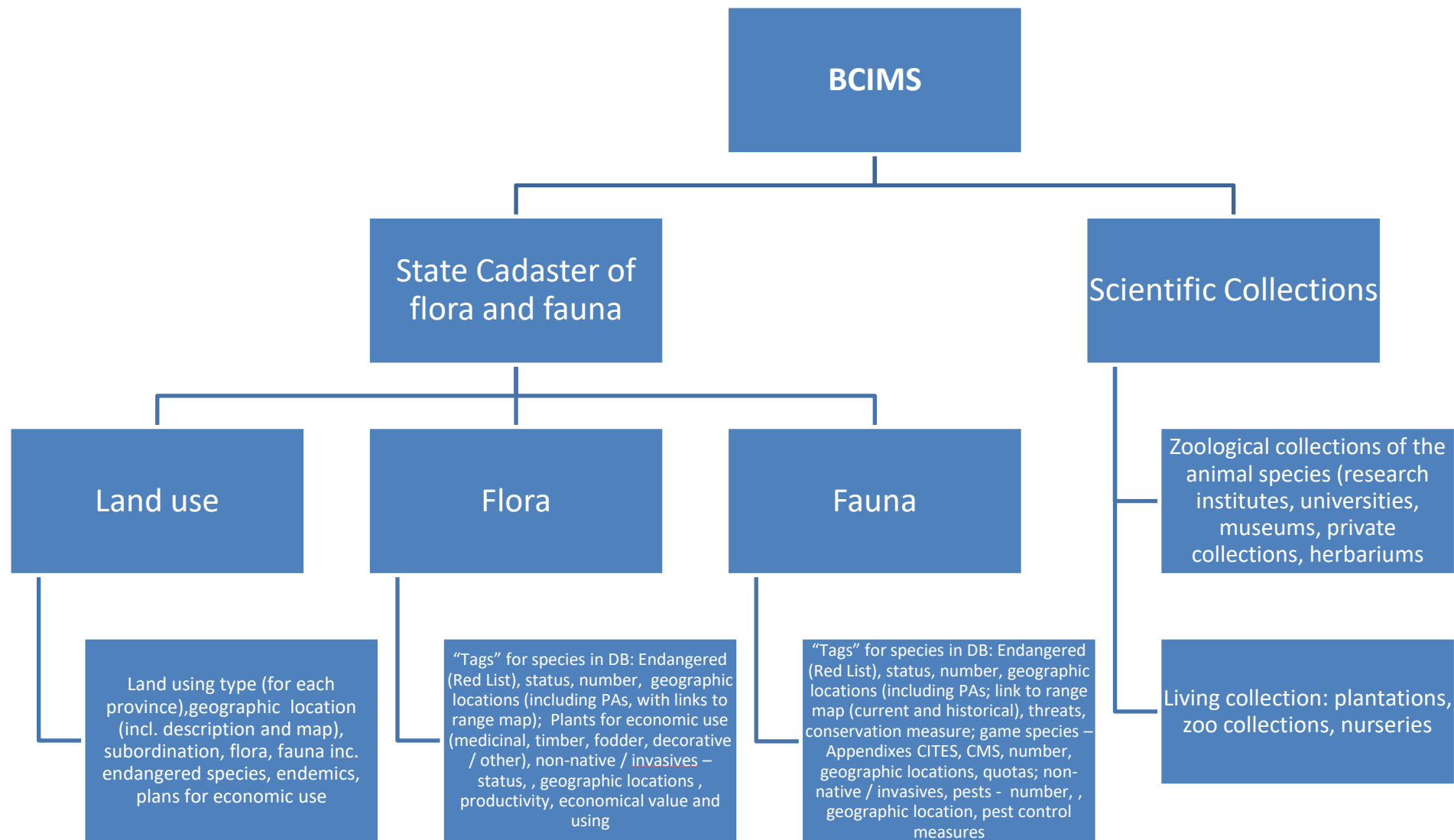
1. A leader with relevant experience in team management, organizational skills, planning skills, analytical work and reporting.
2. Specialist on information management system development, and having a relative qualification on adaptation and installation of the software/system as well as conducting trainings.

Specialist (specialists) on web design/development.

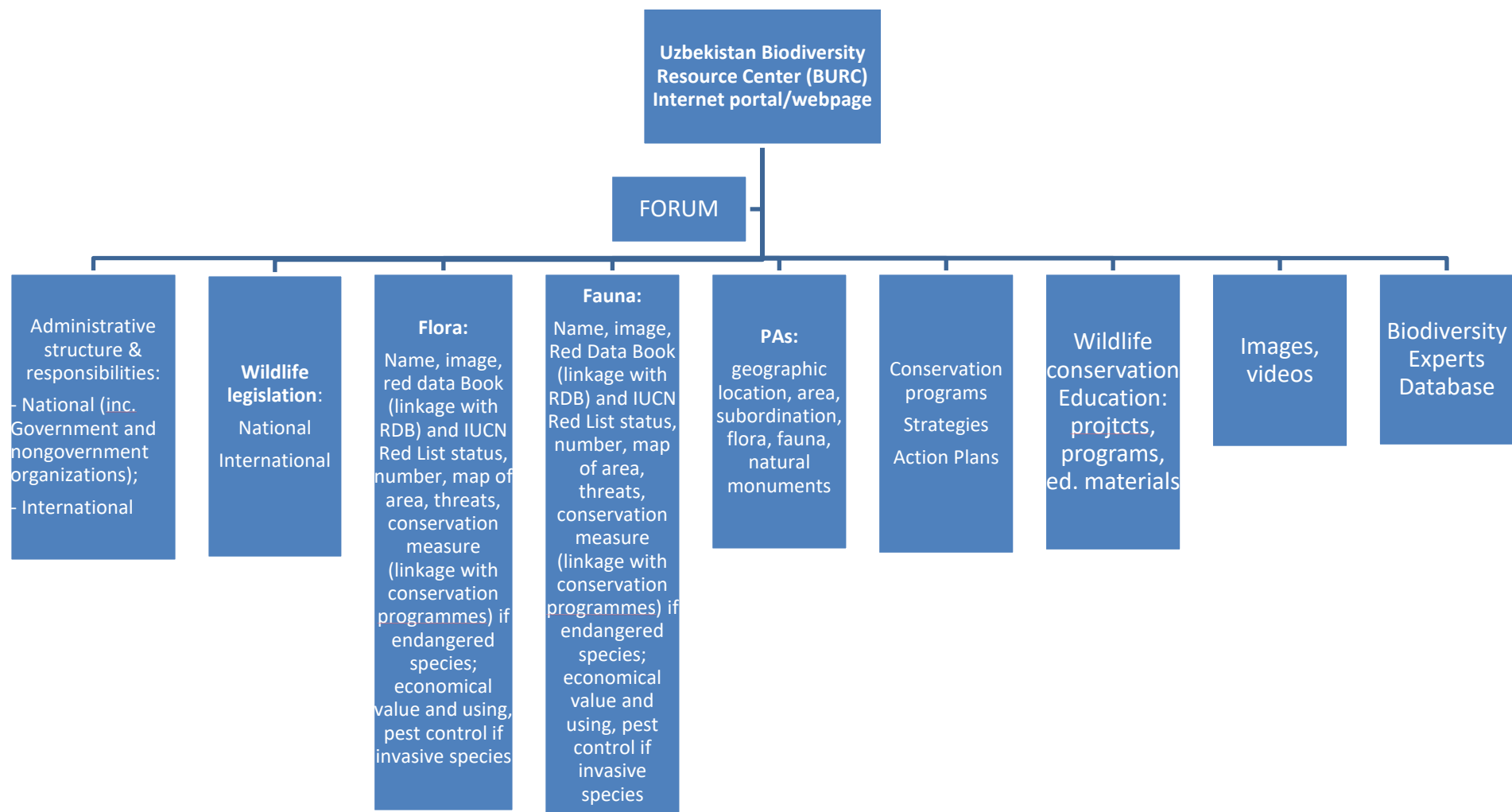
This TOR is approved by:

Signature _____
Name and Designation UNDP _____
Date of Signing _____

Signature _____
Name and Designation Goscomecology _____
Date of Signing _____



Annex B. “Uzbekistan biodiversity resource center” webpage design.



FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

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

[insert: Location]

[insert: Date]

To: [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/007/18 dated 6/6/2018, 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, paying particular attention to the description of the company's expertise in the fields mentioned in the attached Terms of References, Annex 1 (general company profile and specific company profile sections).*
- 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; at least 3 recommendation letters*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Information about the company office and availability of office and communication equipment*
- g) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*
- h) Written acceptance of the UNDP Contract General Terms and Conditions (GTC). Non-acceptance of the GTC may be grounds for the rejection of the Proposal.*
- i) Profile of the specialists to be involved in the project (services) and their availability during project (contract) implementation period.*

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. Experience in similar nature¹⁰

Name of the good supplied/rendered services	Delivery period (month, year)	Amount of the contract	Client (Name, contact person, telephone, e-mail)

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

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

¹⁰ At least 2 contracts for the last 3 years for services as specified in Description of Requirements, "Criteria for award" is a must

D. Qualifications of Key Personnel

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 required by the RFP including reference contact details of current and previous workplaces; and
- c) Copy of Diploma and specialized training certificates
- d) Written confirmation from each personnel that they are available for the entire duration of the contract.

E. 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), currency</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

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

F. Cost Breakdown by Cost Component:

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]

G. Declaration of Interest

Dear Sir/Madam,

We/I, _____ (Name and Title), as shareholder(s)/owner(s) of _____ Company, declare that:

- a) Have no financial and other interests in, association or relationship with, are not employed and do not have relatives (i.e. spouse, parents, children or siblings) employed by the United Nations Development Programme (UNDP) or the Government of Uzbekistan that announced the RFQ; and do not have access to information about, or influence on the selection process for this RFQ
- b) Have no common controlling partner, director, shareholder, legal representative for the purposes of this RFQ with any other entity submitting its Quotation under this RFQ; are not subcontracting or are subcontractors to other entities for the purposes of this RFQ; and that the experts proposed in the team do not participate in more than one Quotation for this RFQ
- c) Are not involved in activities that could have an impact on the objectivity and independence of the Contractor's team in carrying out its duties under the contract or can affect the image of the United Nations and the Government of Uzbekistan.

We certify that the information stated is true, correct and complete to the best of our knowledge and belief. We are obliged to comply with all requests for additional information, documentation, clarification and/or verification concerning the Declaration of Interest statement.

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

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