



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM: COMPANY	DATE: July 31, 2018
	REFERENCE: RFP/008/2018 – consulting services in green mortgage subsidy scheme

Dear Sir / Madam:

We kindly request you to submit your Proposal for providing research, advisory, and training services in identifying a disbursement mechanism and procedures for the green mortgage subsidy scheme designed for the pilot energy-efficient and low-carbon houses in Uzbekistan.

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

Proposals may be submitted on or before 6.00 pm GMT +5 Tuesday, August 14, 2018 and via email, courier mail to the address below:

United Nations Development Programme
4 Taras Shevchenko street, Tashkent, 100029, Republic of Uzbekistan
Tel: + 998 71 120 34 50, 120 61 67
Fax: + 998 71 120 34 85
E-mail: bids.uz@undp.org¹

Your Proposal must be expressed in English language and valid for a minimum period of **90 working days**. Offers submitted in other languages, should have unofficial translation to English. In the event of discrepancy between original proposal and unofficial translation to English, unofficial English shall prevail.

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. Proposal submitted by email to bids.uz@undp.org must have the following subject:

Subject: "RFP/008/18 – green mortgage"²

If you submit your proposal by courier, you should ensure that it is in sealed envelope in marked as follows:

TO: UNDP Uzbekistan
ATTENTION: Procurement Unit
REF: RFP/008/18 – green mortgage
PROPOSER: [NAME AND ADDRESS OF YOUR COMPANY]
TENDER CLOSING DATE: 18:00 (GMT +5), 14 August 2018 года
«DO NOT OPEN»

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.

¹ Proposals submitted to another email accounts will not be accepted and considered

² Proposals submitted without this subject or reference to RFP/008/18 will not be accepted and will not be opened by UNDP

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 in the link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

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

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

UNDP Uzbekistan Procurement Unit

Description of Requirements

Context of the Requirement	UNDP/GEF Project “Market Transformation for Sustainable Rural Housing in Uzbekistan”			
Implementing Partner of UNDP	Ministry of Construction of the Republic of Uzbekistan			
Brief Description of the Required Services	Provide research, advisory, and training services in the green financing scheme. The Contractor will be responsible for defining the legal, tax, and accounting procedures necessary for disbursement of the subsidies for the pilot energy-efficient EE and low-carbon houses, with recommendations for specific logistical and administrative arrangements that are complementary to existing RHP mortgage procedures. The Contractor will provide comprehensive recommendations on collection, compilation, and analysis of data on energy performance and energy costs. Please refer to enclosed Terms of Reference (Annex 3).			
List and Description of Expected Outputs to be Delivered	<ol style="list-style-type: none"> 1. Inception report including proposed plan of action, methodology, approach and timeline for thematic and operational functions; 2. Complete draft report 3. Final report and complete computer software tool for data analysis. 4. Conduct one workshop on green mortgages, and prospects for their application in Uzbekistan <u>Target audience:</u> commercial banks participating in Rural Housing Program, government agencies, public and private institutions, think tanks Duration: 1 day All deliverables shall be produced in English. 			
Person to Supervise the Work/Performance of the Service Provider	Task Manager on Finance Component, Project Manager and SDC Focal Point			
Frequency of Reporting	Upon completion of each Phase			
Progress Reporting Requirements	Reporting on each Phase as per the Contract			
Location of work	<input checked="" type="checkbox"/> Tashkent, Uzbekistan <input checked="" type="checkbox"/> Deskwork at Contractor’s Location			
Expected duration of work	3 months			
Target start date	26 August 2018			
Latest completion date	26 November 2018			
Travels Expected	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s
	Tashkent, Uzbekistan	3 days	To conduct meeting with UNDP/Project staff and potential participants of green mortgage scheme to discuss the inception report	September 2018
	Tashkent, Uzbekistan	3 days	Upon submission of draft report to discuss its findings with UNDP/Project staff and	November 2018

			participants of green mortgage scheme	
	*Trip dates are subject to confirmation during the course of works and defined upon availability of collected data			
Special Security Requirements	<input checked="" type="checkbox"/> Others Contractor shall ensure security of its personnel during performing contract commitments			
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Others UNDP will arrange the following facilities during planned workshop: <ul style="list-style-type: none"> a. the premises b. meals for participants c. local transportation d. printing of presentation materials e. identifying and inviting stakeholders f. provision of oral and written translation. UNDP/the Project will provide visa support for the visit to Uzbekistan. All other travel related costs must be included into price proposal.			
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 CVs and copies of certificates for key staff that will be engaged on the Contract meeting the qualifications and experiences indicated in the TORs (Annex 3) should be submitted with the proposal. The CVs should clearly indicate the qualifications, experience and relevant previous projects undertaken by the staff and be signed by the individuals.			
Currency of Proposal	<input checked="" type="checkbox"/> Uzbek Soums (in case of contract in Uzbek Soums 15% advance payment is allowed) <input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> EUR			
Value Added Tax on Price Proposal ³	<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 working 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 ⁴	Output	Percentage	Timing	Condition for Payment Release
	For local companies registered in Uzbekistan, in Uzbek soums			

³ VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

⁴ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	Advance payment	15%	Within 10 banking days upon signing of the contract	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 Receipt of invoice and report from the Service Provider.
	#1, and #2	35%	October 2018	
	#3	30%	First half of November 2018	
	#4	20%	November 2018	
	For international companies with a legal address and a bank account outside of Uzbekistan			
	#1	10%	First half of September 2018	
	#2	40%	October 2018	
	#3	30%	First half of November 2018	
	#4	20%	November 2018	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Task Manager on Finance Component, Project Manager and SDC Focal Point			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP			
Contract General Terms and Conditions ⁵	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) 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"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion 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. <input checked="" type="checkbox"/> Positive results of reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed. <input checked="" type="checkbox"/> Financial stability of the Proposer (current ratio is more than 1 for the past 2 years)			
Criteria for the Assessment of Proposal	The two-step procedure is used for evaluation of Proposals according to which technical and financial offers are evaluated on the basis of the specified ratio (the highest possible score): technical proposal – 70%, maximum of 70 points, financial proposal – 30%,			

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

	<p>maximum 30 points.</p> <p>The contract will be awarded to the Proposer whose proposal gets the highest total score on the basis of technical and price evaluation (the highest total sum of points of technical and price evaluation).</p> <p>Technical proposal (70%)</p> <ul style="list-style-type: none"> • Expertise of the company: (18 points) • Proposed work plan and methodology (32 points) • Qualification of key personnel: (20 points) <p>Technical proposals scoring at least 70% (49 or more points) at the technical review stage will be accepted for the financial proposal review stage.</p> <p>Financial proposal (30%)</p> <p>The technically qualified financial proposal with lowest price will get the maximum of 30 points, the distribution of points for price proposal of other Proposers will be conducted on the basis of the following calculation formula:</p> <p>Points calculation for other Proposers = (the lowest price/Price of the Proposal under consideration) x 30.</p> <p>For details on the assessment criteria, see Annex 1 below.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP ⁶	<input checked="" type="checkbox"/> Evaluation of Proposals – Scoring table (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3)
Documents to be submitted	<input checked="" type="checkbox"/> Duly filled in Form as provided in Annex 2 <input checked="" type="checkbox"/> Latest Business Registration Certificate and/or License <input checked="" type="checkbox"/> Copy of the page from company’s Charter where the information on company founders is provided <input checked="" type="checkbox"/> Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. <input checked="" type="checkbox"/> Declaration of owners’ interest in other companies, if any <input checked="" type="checkbox"/> Track Record – list of clients for similar services for the last 5 years as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references <input checked="" type="checkbox"/> Financial statements for the last 2 years verified by independent third party such as auditors or similar as may be applicable <input checked="" type="checkbox"/> Signed and dated resumes and declaration of availability of involved specialists during contract implementation period <input checked="" type="checkbox"/> Reference letters from prior customers, if available <input checked="" type="checkbox"/> Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. <input checked="" type="checkbox"/> 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

⁶ Where the information is available in the web, a URL for the information may simply be provided.

Other requirements	<p>Offers submitted by two (2) or more Offerors shall all be rejected if they are found to have any of the following:</p> <ul 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; • 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 Offeror 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 Offeror; or an expert proposed to be in the team of one Offeror 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.
Contact Person for Inquiries (Written inquiries only) ⁷	<p><i>Procurement Unit</i> +998 71 1203485/ pu.uz@undp.org</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>

⁷ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

<p>Other Information [pls. specify]</p>	<p>Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries:</p> <p><input checked="" type="checkbox"/> Direct communication to prospective Proposers by email or fax, and Posting on the websites: http://www.uz.undp.org/content/uzbekistan/en/home/operations/procurement.html</p> <p>Joint Venture, Consortium or Association:</p> <p>1.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>1.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>1.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>1.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>1.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>1.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>1.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
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Annex 1 - Evaluation of Proposals – Scoring Table

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: Qualification of the key personnel

Technical Proposal Evaluation Form 1		Points obtainable	Proposer				
			A	B	C	D	E
Expertise of the Company							
1.1	Reputation and expertise of the Firm in financial product development (Competence / Reliability): - Level of Recognition of the Company in the field of financial consulting – 2 points - Availability of references from previous clients – 1 point for each reference, but not more than 3 points; - Work experience in CIS countries – 2 points; - Work experience for UNDP or any major multilateral or bilateral programmes – 1 points.	8					
1.2	Similar product development activities conducted in the past 5 years in the area of green mortgage, energy efficiency, banking product development, modelling and financial tools development – 3 points for each similar successful activity, but not more than 10 points.	10					
Total Form 1		18					

Technical Proposal Evaluation Form 2		Points obtainable *	Proposer				
			A	B	C	D	E
Proposed Work Plan and Methodology							
2.1	Extent to which the applicant understands the set tasks in accordance with ToR	10					
2.2	Extent to which the work schedule is flexible and relevant to the set requirements and deadlines	5					
2.3	Extent to which the tasks and goals are defined and relevant to the TOR	6					
2.4	Are the actions and sequence of steps and planning clearly stated and capable of providing an effective implementation of the tasks logically and realistically?	6					
Total Form 2		27					

*The following scale will be used for the evaluation of work approach

Qualification of Key Personnel Form 3		Points obtainable	Proposer				
			A	B	A	D	A
3.1	Team Leader/ Senior expert (experience in modelling and financial tools development)						
	Educational background: advanced university degree (at least Master level or equivalent) in the fields of finance, economics, energy efficiency, business administration and related fields.	3					
	Must have a minimum 5 years of practical experience in financial tool development activities.	3					
	Participation, as a team leader, in at least three projects dealing with financial tool development.	1					
	Fluency in Russian.	3					
	Subtotal	10					
3.2	Thematic Specialist 1 (Specialist to provide domestic perspective with inputs on banking, taxation, accounting and legal aspects)						
	Educational background: university degree in the fields of law, taxation, accounting.	1					
	Must have a minimum 5 years of practical experience in consulting on taxation, accounting, law in Uzbekistan.	2					
	Experience of working with banks in Uzbekistan	1					
	Fluency in Russian	3					
	Subtotal	7					
3.3	Thematic Specialist 2 (Specialist to provide energy-audit and data collection methodology and input)						
	Educational background: university degree in the fields of energy, energy efficiency, econometrics, statistics, finance, economics, and related fields.	2					
	Must have a minimum 3 years of practical experience in similar developing statistical or data collection tool, preferably including on energy sector	2					
	Participation, as a specialist in at least two projects dealing with development of statistical or data collection tool	2					
	Fluent in Russian	2					
	Subtotal	8					
Total Form 2		25					
Total Forms 1,2,3		70					

Degree of compliance	Supporting evidence	Scoring scale (% from maximum available score for the given criteria)
Excellent	Excellent evidence of ability to exceed ToR requirements	100%
Good	Good evidence of ability to support ToR requirements	80%
Satisfactory	Satisfactory evidence of ability to support ToR requirements	60%

Poor	Marginally acceptable or weak evidence of ability to comply with ToR requirements	40%
Very poor	Lack of evidence to demonstrate ability to comply with ToR requirements	10%
No submission	Information has not been submitted or is unacceptable	0%

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)***

REFERENCE: RFP/008/2018 UNDP/GEF Project "Market Transformation for Sustainable Rural Housing in Uzbekistan"

[insert: Location].

[insert: Date]

To: UNDP Uzbekistan

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP /09/2018 of July 25, 2018, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions.

We confirm that we have read, understood and hereby fully accept the Requirements specified in Technical Specifications describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of UNDP's Standard Contract for this RFP.

We agree to follow the RFP terms within 90 days from the specified in RFP final date for submission of Proposals, it stays valid and obligatory for fulfillment and can be accepted at any time within validity of this period.

We hereby declare that:

- a) All the information and statements made in this Bid are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We fully understand and recognize that UNDP reserves the right to accept or reject any received Bid, and it is not responsible for such actions, as well as it does not undertake any obligations to inform the Proposer about causes without relevant request from our side.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Contact Details:

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

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 if any. Please fill in Applicant Information Form – Table F;
- b. Business Licenses – Registration Papers, Tax Payment Certification, etc.
- c. Latest Financial Statement (with audit report, if available) – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation for the last 2 years;
- d. Track Record for the last 5 years – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references (please fill in table E);
- e. Reference letters from prior customers, if available
- f. Copy of the page from company’s Charter where the information on company founders is provided;
- g. Declaration of owners’ interest in other companies, if any

B. Proposed Methodology and Work Approach 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. The Service Provider must provide the schedule of services.

C. Qualifications of Key Personnel

The Service Provider must provide followings at a minimum for Team Leader, and at least 2 Specialists on thematic issues:

- 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 and their working experience
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

If the Service Provider intends to attract additional specialists, their CVs should be included in the Proposal

D. FINANCIAL PROPOSAL - RFP/008/2018

The financial proposal is fixed and final. Any overheads and travel expenses, such as transportation, accommodation and meals, translation related with implementation of the works must be included in the total amount. Proposed price must be exclusive of VAT.

a) Breakdown per Deliverable Cost *

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive, Currency_____)
1	Inception report including proposed plan of action, methodology, approach and timeline for thematic and operational functions;	10%	
2	Complete draft report	40%	
3	Final report and complete computer software tool for data analysis cleared by Task Manager and approved by Project Manager	30%	
4	Conduct one training on green mortgages and prospects for their application in Uzbekistan <u>Target audience:</u> commercial banks participating in Rural Housing Program, government agencies, public and private institutions, think tanks Duration: 1 day	20%	
	Total	100%	

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

b) Cost Breakdown by Cost Component (please modify the table in accordance with your specific proposal):

Currency_____

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Team Leader				
a. Expertise 1				
b. Expertise 2				
2. Services from Thematic Specialist 1				
a. Expertise 1				
b. Expertise 2				
3. Services from Thematic Specialist 2				
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				

E. Reference list of completed similar services

Description of works	Period of activity according to the contract (year, month)	Contract Value	Customer (Name, contact person, telephone)
1.			
2.			
3.			
4.			
5.			

F. Applicant information form

1	Legal entity's (Proposer's) Name	
2	Legal Address:	
3	Telephone number:	
4	E-mail address:	
5	Fax:	
6	Country, place of Registration:	
7	Year of Registration:	

8	Name of Registration Certificate issuing organization:	
9	Taxpayer identification number:	
10	Banking information:	
11	Name of the head/director of the company:	
12	Contact person for RFP:	
13	Information on outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern	

[Authorized Signature]
[Name and Title of Signatory]
Date:

TERMS OF REFERENCE (TOR)

for developing green mortgage subsidy scheme designed for the pilot energy-efficient and low-carbon houses in Uzbekistan

1. General Background:

The objective of UNDP/GEF Project “Market Transformation for Sustainable Rural Housing in Uzbekistan” (http://www.uz.undp.org/content/uzbekistan/en/home/operations/projects/environment_and_energy/market-transformation-for-sustainable-rural-housing.html) is to provide Uzbekistan’s rural population with improved, affordable and environmentally friendly living conditions. The total project size is estimated at USD 130 million, with a proposed GEF/CCM contribution of USD 6 million. The project design builds directly on previous and on-going experience with sustainable, low-carbon and climate-resilient local development in Uzbekistan. Specifically, the project is designed to lower the energy intensity of rural housing by building in lower energy demand in new rural homes.

The project consists of four inter-linked outcomes. The first and principal outcome is the establishment of the green mortgage scheme to incentivize and eventually scale-up the demand for low-carbon housing. This outcome will be supported and enabled by three complementary outcomes related to strengthening domestic supply chain and capacities for construction of low-carbon housing (Outcome 2), introducing policies and regulations for low-carbon housing and settlements (Outcome 3) and raising public awareness about benefits and advantages of low-carbon housing (Outcome 4).

The project is designed to complement the Government of Uzbekistan’s Rural Housing Programme (RHP), which supports preferential mortgage financing for new rural houses through participating banks. Specifically, Component 1 of the project will implement a “green mortgage” scheme, whereby homebuyers will initially be able to purchase an energy-efficient or low-carbon pilot house (“pilot houses”) for the cost of a standard RHP home. The incremental cost of energy efficiency and renewable features of the home will initially be covered by a subsidy from the Global Environmental Facility (GEF), which will be administered from UNDP’s Project Implementation Unit in coordination with mortgage-lending banks. This scheme will subsidise energy efficiency features for up to 1,500 rural houses.

Then, over a period of two to four years, the energy performance and financial performance of these energy-efficient houses will be monitored, with the goal of generating statistically robust data to demonstrate and quantify the extent to which the energy efficiency features offer (or do not offer) energy savings, reduced energy bills, improved thermal comfort and greater financial savings for the homeowner. To the extent that the data support it, a fully commercial green mortgage banking product could then be developed. Based on accumulated data, statistically supported policy recommendations on continued construction of energy-efficient and low-carbon housing will be developed.

In a related area, this component also includes training for government officials and commercial bank employees on how the scheme will work and how to promote it among clients who are RHP homebuyers.

2. General goal:

The goal of the present assignment is to provide research, advisory, and training services in the green financing scheme. The Contractor will be responsible for defining the legal, tax, and accounting procedures necessary for disbursement of the subsidies for the pilot energy-efficient EE and low-carbon houses, with recommendations for specific logistical and administrative arrangements that are complementary to existing RHP mortgage procedures. The Contractor will provide comprehensive recommendations on collection, compilation, and analysis of data on energy performance and energy costs. The Contractor will create analytic tools and procedures for presenting conclusions from this analysis of the data as a basis for 1) banks to assess the viability and (if viable) scoping of a fully commercial green mortgage banking product and 2) the Government of Uzbekistan to define plans for continued and expanded construction of energy-efficient and/or low-carbon housing. The Contractor will develop and provide training materials and deliver training on the green mortgage scheme for the representatives of government agencies and participating commercial banks.

3. Scope of work: The Contractor will work in close collaboration with the project team to ensure sharing of key information and satisfactory achievement of the project outputs.

3.1 Thematic Functions:

- ✓ Compile and present international best practices on green mortgages and funding schemes for affordable energy-efficient housing relevant for Uzbekistan;
- ✓ Define legal, tax-related, and accounting procedures for both banks and borrowers, within the context of existing Uzbek law, necessary for the implementation of the green mortgage subsidy for pilot energy-efficient and low-carbon houses;
- ✓ Develop and deliver a system for collection, compilation, and analysis of data for the comparative analysis of the energy performance of pilot and standard housing. These data will serve as the basis for statistically supported recommendations on expansion of state-supported construction of energy-efficient and low-carbon rural housing in Uzbekistan. The data will also serve as the basis for assessing how energy cost reductions can increase the net savings of borrowers and their ability to service mortgage debt, and accordingly, how a commercial green mortgage product might be developed.

This system must include:

- Identification of required data
- Definition of methods for data collection in homes, including recommended equipment and frequency
- Definition of methods for minimally labor-intensive but maximally secure and accurate transfer of raw data from homes into the computer software tool (see below) on which the analysis is to be carried out
- Development and delivery of a complete and fully operable computer software tool (a spreadsheet or multiple spreadsheets) for processing and analysing these raw data. The tool must provide all needed outputs to summarize key conclusions from the comparison of standard and pilot homes, in order to inform the assessment of commercial green mortgage viability, and the justification of further state support of energy-efficient and low-carbon housing. The outputs of the tool must specifically include scenarios and sensitivity analyses for how variation in key inputs (including energy tariffs) would affect decisions on development of new green mortgage product(s) and state support for energy efficiency in the RHP.
- ✓ Define recommended threshold criteria for viability of a commercial green mortgage product, in terms of the output parameters of the data analysis tool.
- ✓ Define how output parameters of the data analysis tool should inform decisions on continued or expanded state support for construction of energy-efficient and low-carbon housing.
- ✓ Develop and deliver a draft written report covering the following items as enumerated above:
 - International best practices in green mortgages and funding for affordable energy-efficient housing;
 - Legal, tax-related, and accounting procedures for banks and borrowers under the subsidy scheme;
 - Recommended procedures for data collection and data management;
 - Explanation of the software tool for data analysis, including inputs, outputs, and scenarios;
 - Recommendations on use of the outputs of the software tool, including threshold decision criteria when applicable, to program design and decision-making on green mortgages and state-supported energy-efficient construction.
- ✓ Revise report per requests from project staff for clarification or expansion, and deliver final report

- ✓ Work with the Task Manager/Finance Component and other project staff as necessary to develop training materials on green mortgages and their development and implementation in Uzbekistan.

3.2 Operational Functions:

- ✓ Provide guidance to project staff (specifically the Task Manager/Finance Component) on information, contacts, permissions, etc. needed to carry out the thematic functions
- ✓ Attend meetings with stakeholders as necessary to assess institutional capacity for implementation of the mechanisms proposed and to assess interest and capacity to implement financing scheme;
- ✓ Deliver one training on green mortgages and their development and implementation in Uzbekistan;
- ✓ Deliver complete and operable data analysis tool in a timely fashion;
- ✓ Deliver draft and final report in a timely fashion and present relevant conclusions to the Project Team and stakeholders during missions to Tashkent

3.3 Produce a summary Report in English on implementation of the above tasks and submit to UNDP Country Office.

4. Expected outputs and timeframes:

	Outputs/Deliverables	Percentage of works	Tentative Timeframe
4.1	Inception report including proposed plan of action, methodology, approach and timeline for thematic and operational functions;	10%	September 10, 2018
4.2	Complete draft report	40%	October 15, 2018
4.3	Final report and complete computer software tool for data analysis cleared by Task Manager and approved by Project Manager	30%	November 10, 2018
4.4	Conduct one training on green mortgages and prospects for their application in Uzbekistan <u>Target audience:</u> commercial banks participating in Rural Housing Program, government agencies, public and private institutions, think tanks Duration: 1 day	20%	November 20, 2018

5. Reporting

Contractor shall submit reports on the completed works:

- Report on the agreed Work Plan and Schedule of the expected activities for all required targeted groups;
- Report on capacity building activities conducted for targeted groups

* The reports are provided to UNDP in electronic format.

6. Qualification requirements to organization

- Contractor must be a company with a minimum of two years of experience/existence;
- International and/or regional practical experience in developing mortgage and other banking products for financial institutions;
- International and/or regional practical experience in big data, data collection and data analysis, statistical analysis, templates and tools development;
- International and/or regional experience in analysis of energy efficiency in buildings
- Practical experience in conducting capacity building activities in the area of financing schemes and banking products;

- Availability of capacities for excellent writing and presentation skills with proven records of produced studies/reports;
- Execution of works under this Terms of Reference may involve subcontractors, individual experts and/or organizations. The scope of works subcontracted to experts and organizations must not exceed 30% of the total scope of works.

7. Travel

The project expects two missions to Tashkent by the Team Leader.

Destination/s	Estimated Duration	Expected travel participants	Brief Description of Purpose of the Travel	Target Date/s
Tashkent, Uzbekistan	3 days	- Team leader	To conduct meeting with UNDP/Project staff and potential participants of green mortgage scheme to discuss the inception report	September 2018
Tashkent, Uzbekistan	3 days	- Team leader	Upon submission of draft report to discuss its findings with UNDP/Project staff and participants of green mortgage scheme	November 2018

Notes:

1. Trip dates are subject to confirmation during the course of works and defined upon availability of collected data