REQUEST FOR PROPOSAL

Elaboration of Municipal Assessment Reports

Project: UNDP Project Support to Rural Development in Georgia (00094527)

Country: Georgia

Issued on: 31 August 2018
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Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

Section 1: This Letter of Invitation
Section 2: Instruction to Bidders
Section 3: Bid Data Sheet (BDS)
Section 4: Evaluation Criteria
Section 5: Terms of Reference
Section 6: Returnable Bidding Forms
- Form A: Technical Proposal Submission Form
- Form B: Bidder Information Form
- Form C: Joint Venture/Consortium/Association Information Form
- Form D: Qualification Form
- Form E: Format of Technical Proposal
- Form F: Financial Proposal Submission Form
- Form G: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

A pre-proposal conference will be held on:
Time: 10:30 AM (local time)
Date: 7 September 2018
Venue: UN House 9, Eristavi St. Tbilisi, 0179, Georgia

The UNDP focal point for the arrangement: Liliana Gureshidze
Please confirm participation with liliana.gureshidze@undp.org; Telephone: +995 577 343 341

Please acknowledge receipt of this RFP by sending an email to ivane.shamugia@undp.org , indicating whether you intend to submit a Proposal or otherwise. You may also utilize the “Accept Invitation” function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:

Name: Ivane Shamugia
Title: Project Manager a.i.
UNDP Project “Support to Rural Development in Georgia”
Date: August 31, 2018

Approved by:

Name: Munkhtuya Altangerel
Title: UNDP Deputy Resident Representative
Date: August 31, 2018
Section 2. Instruction to Bidders

A. GENERAL PROVISIONS

1. Introduction
1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?termID=254a9f96-b883-476a-8ef8-e81f93a2b38d

1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.

1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.

2. Fraud & Corruption, Gifts and Hospitality
2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti

2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.

2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.

2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf

3. Eligibility
3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.

3.2 It is the Bidder’s responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.
4. Conflict of Interests

4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:

   a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;

   b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or

   c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.

4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.

4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:

   a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and

   b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.

Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.

4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.

B. PREPARATION OF PROPOSALS

5. General Considerations

5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.

5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP.

6. Cost of Preparation of Proposal

6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

7. Language

7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language(s) specified in the BDS.

8. Documents

8.1 The Proposal shall comprise of the following documents:
Comprising the Proposal

9. Documents Establishing the Eligibility and Qualifications of the Bidder

9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP’s satisfaction.

10. Technical Proposal Format and Content

10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.

10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.

10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP.

10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.

11. Financial Proposals

11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.

11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.

11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.

12. Proposal Security

12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.

12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.

12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.

12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.

12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:

a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;

b) In the event that the successful Bidder fails:
12.6 to sign the Contract after UNDP has issued an award; or
to furnish the Performance Security, insurances, or other documents that UNDP
may require as a condition precedent to the effectivity of the contract that may
be awarded to the Bidder.

13. Currencies

13.1 All prices shall be quoted in the currency or currencies indicated in the BDS.
Where Proposals are quoted in different currencies, for the purposes of
comparison of all Proposals:

a) UNDP will convert the currency quoted in the Proposal into the UNDP
preferred currency, in accordance with the prevailing UN operational rate of
exchange on the last day of submission of Proposals; and

b) In the event that UNDP selects a proposal for award that is quoted in a
currency different from the preferred currency in the BDS, UNDP shall
reserve the right to award the contract in the currency of UNDP’s preference,
using the conversion method specified above.

14. Joint Venture, Consortium or Association

14.1 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.

14.2 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.

14.3 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.

14.4 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.

14.5 A JV, Consortium or Association in presenting its track record and experience
should clearly differentiate between:

a) Those that were undertaken together by the JV, Consortium or Association;
and

b) Those that were undertaken by the individual entities of the JV, Consortium
or Association.

14.6 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.

14.7 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.
15. Only One Proposal

15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.

15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:
   a) they have at least one controlling partner, director or shareholder in common; or
   b) any one of them receive or have received any direct or indirect subsidy from the other/s; or
   c) they have the same legal representative for purposes of this RFP, or
   d) 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 Proposal of, another Bidder regarding this RFP process;
   e) they are subcontractors to each other’s Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or
   f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.

16. Proposal Validity Period

16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.

16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.

17. Extension of Proposal Validity Period

17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.

17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.

17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.

18. Clarification of Proposal

18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.

18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.

18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.

19. Amendment of Proposals

19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.
19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.

20. Alternative Proposals

20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.

20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as “Main Proposal” and “Alternative Proposal”.

21. Pre-Bid Conference

21.1 When appropriate, a Bidder’s conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder’s conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder’s Conference or issued/posted as an amendment to RFP.

C. SUBMISSION AND OPENING OF PROPOSALS

22. Submission

22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.

22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.

22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.

22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:

a) The signed Proposal shall be marked “Original”, and its copies marked “Copy” as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.

b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall:

i. Bear the name and address of the bidder;

ii. Be addressed to UNDP as specified in the BDS.
iii. Bear a warning that states “Not to be opened before the time and date for proposal opening” as specified in the BDS.

If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.

**Email Submission**  
22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:

a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;

b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.

c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.

**eTendering submission**  
22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:

a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;

b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.

c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.

d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: [http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/](http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/)

23. Deadline for Submission of Proposals and Late Proposals

23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP.

23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.

24. Withdrawal, Substitution, and Modification of Proposals

24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.

24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of
24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed.

Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.

24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened.

25. Proposal Opening

25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.

D. EVALUATION OF PROPOSALS

26. Confidentiality

26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.

26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP’s decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP’s vendor sanctions procedures.

27. Evaluation of Proposals

27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.

27.2 Evaluation of proposals is made of the following steps:
   a) Preliminary Examination
   b) Minimum Eligibility and Qualification (if pre-qualification is not done)
   c) Evaluation of Technical Proposals
   d) Evaluation of Financial Proposals

28. Preliminary Examination

28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.

29. Evaluation of Eligibility and Qualification

29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).

29.2 In general terms, vendors that meet the following criteria may be considered qualified:
   a) They are not included in the UN Security Council 1267/1989 Committee’s list of terrorists and terrorist financiers, and in UNDP’s ineligible vendors’ list;
   b) They have a good financial standing and have access to adequate financial
resources to perform the contract and all existing commercial commitments,
c) They have the necessary similar experience, technical expertise, production
capacity where applicable, quality certifications, quality assurance
procedures and other resources applicable to the provision of the services
required;
d) They are able to comply fully with UNDP General Terms and Conditions of
Contract;
e) They do not have a consistent history of court/arbitral award decisions
against the Bidder; and
f) They have a record of timely and satisfactory performance with their clients.

30.1 The evaluation team shall review and evaluate the Technical Proposals on the
basis of their responsiveness to the Terms of Reference and other RFP
documents, applying the evaluation criteria, sub-criteria, and point system
specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-
responsive at the technical evaluation stage if it fails to achieve the minimum
technical score indicated in the BDS. When necessary and if stated in the BDS,
UNDP may invite technically responsive bidders for a presentation related to
their technical proposals. The conditions for the presentation shall be provided
in the bid document where required.

30.2 In the second stage, only the Financial Proposals of those Bidders who achieve
the minimum technical score will be opened for evaluation. The Financial
Proposals corresponding to Technical Proposals that were rendered non-
responsive shall remain unopened, and, in the case of manual submission, be
returned to the Bidder unopened. For emailed Proposals and e-tendering
submissions, UNDP will not request the password of the Financial Proposals
of bidders whose Technical Proposal were found not responsive.

30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS,
which may be either of two (2) possible methods, as follows: (a) the lowest priced
method which selects the lowest evaluated financial proposal of the technically
responsive Bidders; or (b) the combined scoring method which will be based on
a combination of the technical and financial score.

30.4 When the BDS specifies a combined scoring method, the formula for the rating
of the Proposals will be as follows:

\[
\text{Rating the Technical Proposal (TP):}
\]

\[
\text{TP Rating} = \frac{\text{Total Score Obtained by the Offer}}{\text{Max. Obtainable Score for TP}} \times 100
\]

\[
\text{Rating the Financial Proposal (FP):}
\]

\[
\text{FP Rating} = \frac{\text{Lowest Priced Offer}}{\text{Price of the Offer Being Reviewed}} \times 100
\]

\[
\text{Total Combined Score:}
\]

\[
\text{Combined Score} = (\text{TP Rating}) \times (\text{Weight of TP, e.g. 70\%}) + (\text{FP Rating}) \times (\text{Weight of FP, e.g. 30\%})
\]

31. Due Diligence

31.1 UNDP reserves the right to undertake a due diligence exercise, also called post
qualification, aimed at determining to its satisfaction, the validity of the
information provided by the Bidder. Such exercise shall be fully documented
and may include, but need not be limited to, all or any combination of the
following:

a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;
b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;
c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;
d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;
e) Physical inspection of the Bidder’s offices, branches or other places where business transpires, with or without notice to the Bidder;
f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.

32. Clarification of Proposals

32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.

32.2 UNDP’s request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.

32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.

33. Responsiveness of Proposal

33.1 UNDP’s determination of a Proposal’s responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.

33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

34. Nonconformities, Reparable Errors and Omissions

34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.

34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.

34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:

a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;

b) if there is an error in a total corresponding to the addition or subtraction
of subtotals, the subtotals shall prevail and the total shall be corrected; and

c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.

34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.

E. AWARD OF CONTRACT

35. Right to Accept, Reject, Any or All Proposals

35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP’s action. UNDP shall not be obliged to award the contract to the lowest priced offer.

36. Award Criteria

36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.

37. Debriefing

37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder’s submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder’s submission shall not be discussed.

38. Right to Vary Requirements at the Time of Award

38.1 At the time of award of Contract, UNDP reserves the right to vary 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.

39. Contract Signature

39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.

40. Contract Type and General Terms and Conditions

40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

41. Performance Security

41.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.

42. Bank Guarantee for Advanced Payment

42.1 Except when the interests of UNDP so require, it is UNDP’s preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at
43. Liquidated Damages
   43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.

44. Payment Provisions
   44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.

45. Vendor Protest
   45.1 UNDP’s vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures:

46. Other Provisions
   46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.
   46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.
   46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15
### Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

<table>
<thead>
<tr>
<th>BDS No.</th>
<th>Ref. to Section.2</th>
<th>Data</th>
<th>Specific Instructions / Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7</td>
<td>Language of the Proposal</td>
<td>English</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Submitting Proposals for Parts or sub-parts of the TOR (partial bids)</td>
<td>Not Allowed</td>
</tr>
<tr>
<td>3</td>
<td>20</td>
<td>Alternative Proposals</td>
<td>Shall not be considered</td>
</tr>
<tr>
<td>4</td>
<td>21</td>
<td>Pre-proposal conference</td>
<td>Will be Conducted</td>
</tr>
</tbody>
</table>

**Time:** 10:30 AM (local time)  
**Date:** 7 September 2018  
**Venue:** UN House 9, Eristavi St. Tbilisi, 0179, Georgia  
If interested proposers cannot attend the pre-proposal conference in-person, may join via Skype (Natia1113)  
The UNDP focal point for the arrangement is: Liliana Gureshidze  
**Telephone:** +599 577 343 341  
**E-mail:** Liliana.gureshidze@undp.org

<table>
<thead>
<tr>
<th>BDS No.</th>
<th>Ref. to Section.2</th>
<th>Data</th>
<th>Specific Instructions / Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>10</td>
<td>Proposal Validity Period</td>
<td>90 days</td>
</tr>
<tr>
<td>6</td>
<td>14</td>
<td>Bid Security</td>
<td>Not Required</td>
</tr>
<tr>
<td>7</td>
<td>41</td>
<td>Advanced Payment upon signing of contract</td>
<td>Not Allowed</td>
</tr>
</tbody>
</table>
| 8       | 42                | Liquidated Damages            | Will be imposed as follows:  
Percentage of contract price per 2 weeks of delay: 1%  

17
Max. no. of weeks of delay: 4
After which UNDP may terminate the contract.

9  40 Performance Security  Not Required

10 18 Currency of Proposal  United States Dollar

11  31 Deadline for submitting requests for clarifications/questions  7 days before the submission deadline

12  31 Contact Details for submitting clarifications/questions  Focal Person in UNDP: Ivane Shamugia
Address: Project Office 14, Mtskheta St. Tbilisi, 0179, Georgia
E-mail address: ivane.shamugia@undp.org

13  18, 19 and 21 Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries  Direct communication to prospective Proposers by email and Posting on
http://www.ge.undp.org/content/georgia/en/home/procurement.html

14  23 Deadline for Submission  17 September 16:00 PM (local time)
For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.

14  22 Allowable Manner of Submitting Proposals  √ Courier/Hand Delivery
☐ Submission by email
☐ e-Tendering

15  22 Proposal Submission Address  UN House 9, Eristavi St. Tbilisi, 0179, Georgia
UNDP Project Improving Rural Development in Georgia

16  22 Electronic submission (email or eTendering) requirements  N/A
17 27 Evaluation Method for the Award of Contract
   36 Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively
       The minimum technical score required to pass is 70%.

18  Expected date for commencement of Contract
     October 1, 2018

19  Maximum expected duration of contract
     Up to 89 calendar days after signing the contract

20  UNDP will award the contract to:
     One Proposer Only

21  Type of Contract
     Purchase Order and Contract for Goods and Services for UNDP

22  UNDP Contract Terms and Conditions that will apply
     UNDP General Terms and Conditions for Professional Services

23  Other Information Related to the RFP
     NA


# Section 4. Evaluation Criteria

## Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity

## Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion clause Section 2 Instruction to Bidders 14

<table>
<thead>
<tr>
<th>Subject</th>
<th>Criteria</th>
<th>Document Submission requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELIGIBILITY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Status</td>
<td>Vendor is a legally registered entity.</td>
<td>Form B: Bidder Information Form</td>
</tr>
<tr>
<td>Eligibility</td>
<td>Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.</td>
<td>Form A: Technical Proposal Submission Form</td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>No conflicts of interest in accordance with ITB clause 4.</td>
<td>Form A: Technical Proposal Submission Form</td>
</tr>
<tr>
<td>Bankruptcy</td>
<td>Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.</td>
<td>Form A: Technical Proposal Submission Form</td>
</tr>
<tr>
<td>QUALIFICATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>History of Non-Performing Contracts&lt;sup&gt;1&lt;/sup&gt;</td>
<td>Non-performance of a contract did not occur as a result of contractor default for the last 3 years.</td>
<td>Form D: Qualification Form</td>
</tr>
<tr>
<td>Litigation History</td>
<td>No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.</td>
<td>Form D: Qualification Form</td>
</tr>
<tr>
<td>Previous Experience</td>
<td>Minimum 3 years of demonstrated experience in carrying out research and analysis of the type required in the presented ToR (in economic and/or sustainable environmental development area).</td>
<td>Form D: Qualification Form</td>
</tr>
</tbody>
</table>

<sup>1</sup> Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employer decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.
Statements of Satisfactory Performance from the 3 Clients confirming that bidder successfully completed assignments similar to the subject of this RFP.  
(For JV/Consortium/Association, all Parties cumulatively should meet requirement).

Financial Standing

Minimum average annual turnover of USD 300,000 for the last 3 years.  
(For JV/Consortium/Association, all Parties cumulatively should meet requirement).

Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.  
(For JV/Consortium/Association, all Parties cumulatively should meet requirement).
Technical Evaluation Criteria

<table>
<thead>
<tr>
<th>Summary of Technical Proposal Evaluation Forms</th>
<th>Points Obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Bidder's qualification, capacity and experience</td>
<td>300</td>
</tr>
<tr>
<td>2. Proposed Methodology, Approach and Implementation Plan</td>
<td>400</td>
</tr>
<tr>
<td>3. Management Structure and Key Personnel</td>
<td>300</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

Section 1. Bidder's qualification, capacity and experience

<table>
<thead>
<tr>
<th>Sub-score</th>
<th>Points obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>50</td>
</tr>
<tr>
<td><strong>Reputation of Organization / Reliability / Industry Standing</strong></td>
<td></td>
</tr>
<tr>
<td>Recommendation Letters/Statements of Satisfactory Performance from at least 3 Clients confirming that bidder successfully completed assignments similar to the subject of this RFP <strong>(minimum requirement)</strong></td>
<td>30 points</td>
</tr>
<tr>
<td>Recommendation Letters/Statements of Satisfactory Performance from more than 3 Clients confirming that bidder successfully completed assignments similar to the subject of this RFP</td>
<td>50 points</td>
</tr>
<tr>
<td>1.2</td>
<td>90</td>
</tr>
<tr>
<td><strong>Financial Stability</strong></td>
<td></td>
</tr>
<tr>
<td>Certificate of No Debts towards Budget <strong>(minimum requirement)</strong></td>
<td>10 points</td>
</tr>
<tr>
<td>Bank letter for the last 3 years evidencing the annual turnover of the organization no less than USD 300,000.00 <strong>(USD 300,000.00 per year is a minimum requirement)</strong></td>
<td>50 points</td>
</tr>
<tr>
<td>Bank letter for the last 3 years evidencing the annual turnover of the organization more than USD 300,000.00 (10 points for every additional $30,000.00, but no more than 30 points)</td>
<td>80 points</td>
</tr>
<tr>
<td>1.3</td>
<td>40</td>
</tr>
<tr>
<td><strong>Quality assurance procedures</strong></td>
<td></td>
</tr>
<tr>
<td>General organizational capability which is likely to affect implementation: management structure, project management controls <strong>(minimum requirement)</strong></td>
<td>40 Points</td>
</tr>
<tr>
<td>1.4</td>
<td>120</td>
</tr>
<tr>
<td><strong>Relevance of specialized knowledge and experience</strong></td>
<td></td>
</tr>
<tr>
<td>At least 3 years of experience in carrying out research and analysis of the type required in the presented ToR (in economic and/or sustainable environmental development area) <strong>(minimum requirement)</strong></td>
<td>60 points</td>
</tr>
<tr>
<td>More than 3 years of experience in carrying out research and analysis of the type required in the presented ToR (in economic and/or sustainable environmental development area) (5 points for every additional 1 year, no more than 20 points)</td>
<td>80 points</td>
</tr>
<tr>
<td>At least 2 years of work experience on local/municipal development issues in economic and/or sustainable environmental development <strong>(minimum requirement)</strong></td>
<td>20 points</td>
</tr>
</tbody>
</table>
More than 2 years of work experience on local/municipal development issues in economic and/or sustainable environmental development (5 points for every additional 1 year, no more than 20 points)

Total Section 1

300

Section 2. Proposed Methodology, Approach and Implementation Plan

2.1 Understanding of the requirement: Are the different components of the project adequately weighted relative to one another? Have the important aspects of the task been addressed in sufficient detail?

Addressed in fairly sufficient details *(minimum requirement)* 50 points

Addressed in sufficient details 80 points

2.2 Description of the Offeror’s approach and methodology for meeting or exceeding the requirements of the Terms of Reference

Meets the requirements of the Terms of Reference *(minimum requirement)* 70 points

Exceeds the requirements of the Terms of Reference 100 points

2.3 Details on how the different service elements shall be organized, controlled and delivered

Fairly adopted to the Terms of Reference *(minimum requirement)* 30 points

Completely adopted to the Terms of Reference 50 points

2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement

Fairly corresponds to the Terms of Reference *(minimum requirement)* 30 points

Completely corresponds to the Terms of Reference 50 points

2.5 Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic

Fairly clear implementation plan with some element of logical and realistic planning, including activities and timeline *(minimum requirement)* 50 points

Clear implementation plan with sound, logical and realistic planning, including activities and timeline 70 points

2.6 Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract *(minimum requirement)* 50 points

Total Section 2

400

Section 3. Management Structure and Key Personnel
3.1 Composition and structure of the team proposed. The proposed roles of the team of key personnel are suitable for the provision of the necessary services (minimum requirement)

3.2 Qualifications of key personnel proposed

3.2 a Team Leader

At least 5 years of professional experience in carrying local/municipal economic and/or sustainable environmental development studies (minimum requirement)

More than 5 years of professional experience in carrying local/municipal economic and/or sustainable environmental development studies (5 points for every additional 1 year/12 months, but no more than 20 points)

Professional experience in managing research projects will be an asset

3.2 b Expert in Economic Diversification

At least 5 years of consultancy and/or qualitative research work experience in development projects aimed at economic diversification and/or provision of business development services (minimum requirement)

More than 5 years of consultancy and/or qualitative research work experience in development projects aimed at economic diversification and/or provision of business development services (5 points for every additional 1 year/12 months, but no more than 20 points);

3.2 c Expert in Sustainable Management of Natural Resources and Climate Action

At least 5 years of consultancy and/or qualitative research work experience in development projects aimed at sustainable management of natural resources and climate action (minimum requirement)

More than 5 years of consultancy and/or qualitative research work experience in development projects aimed at sustainable management of natural resources and climate action (5 points for every additional 1 year/12 months, but no more than 10 points);

3.2 d Expert in Qualitative Research

At least 7 years of experience in designing and implementing the qualitative research projects (minimum requirement)

More than 7 years of experience in designing and implementing the qualitative research projects (10 points for every additional 1 year/12 months, but no more than 20 points)

Total Section 3  300
Section 5. Terms of Reference

a. Background Information and Rationale, Project Description

The EU signed an Association Agreement (AA) with Georgia in June 2014. This aims to deepen political and economic relations between the parties and to gradually integrate Georgia into the EU’s internal market. This entails, as one element, creating a Deep and Comprehensive Free Trade Area (DCFTA) between the EU and Georgia. Under Article 333 of the Association Agreement (Cooperation between the Parties in the field of agriculture and rural development), there is provision for ‘facilitating the mutual understanding of agricultural and rural development policies’. This was the basis for the formulation of a Rural Development Strategy for Georgia which will in turn yield specification of measures which will benefit from funding under the European Neighborhood Programme for Agriculture and Rural Development (ENPARD).

UNDP Georgia implements the project “Support to Rural Development in Georgia” under ENPARD III. The project is part of the EU supported nation-wide programme “European Neighbourhood Programme for Agriculture and Rural Development” (ENPARD) phase III and will contribute to the main purpose of ENPARD III, which is to promote inclusive and sustainable growth and development, creating employment and livelihoods for the poor and excluded, and to the achievement of results related to improvement of institutional capacities for the implementation of the Rural Development Strategy; improvement of rural economic diversification, employment and services; and Improvement of environment, sustainable management of natural resources and climate action.

To assist in the promotion of activities related to Rural Development, EU has launched rural development actions under ENPARD in 8 municipalities: Akhaltsikhe, Borjomi, Dedopistsmikhe, Kazbegi, Keda Khulo, Lagodekhi and Tetriiskaro. Municipal Assessment Reports (MAR) should reveal key constraints and opportunities in the areas of economic diversification, sustainable management of natural resources and climate action per each eight-target municipality. In the area of economic diversification, the following sectors must be considered (including but not limited to): (a) agro-processing; (b) tourism (e.g. agro-tourism); (c) manufacturing; and (d) crafts, etc. In the area of sustainable management of natural resources and climate action the following sectors must be considered (including but not limited to): water resources (drinking water, surface and ground water, irrigation water, wastewater) management, forest resources (including non-timber forest products) and PA management, soil protection and pasture management; natural disasters (floods, flashfloods, landslides, draughts) risk reduction, climate change mitigation and adaptation, waste (households and agricultural) management, renewable energy resources and energy efficiency, environmental awareness, education and advocacy. The eight municipalities to be targeted are the ones which are supported by the ENPARD pilot projects: Akhaltsikhe, Borjomi, Dedopistsmikhe, Kazbegi, Keda Khulo, Lagodekhi and Tetriiskaro.

The MARs should analyze rural economic diversification and sustainable environmental management related portfolio of the state programmes, local demand, priority non-farm value chains and suggest a set of potential direct support mechanisms with adequate emphasis on special target groups: PWD, youth, women, ethnic minorities.

MARs must identify/reveal rural options, criteria and budgetary limits for direct support mechanisms targeting improved rural economic diversification, employment and services and improved sustainable management of natural resources. Direct support mechanisms should be organized by sectoral focus categories and components of support, including implementing mechanisms and considering potential actors (state bodies, Local Action Groups (LAGs), private sector in consultation with UNDP and EU). The reports should explain
how the proposed direct support mechanisms are expected to achieve the most relevant, efficient, effective and sustainable impact on improved employment and living conditions.

For the purposes of this RFP, direct support mechanisms are groups of specific interrelated interventions (actions) aimed at long-term impact on (1) sustainable management of natural resources and climate action; (2) improved local rural economic diversification, employment and services in terms of development for the community, a sector, municipality, etc. Direct support mechanisms should specify where, who, why, what, when and how interventions need to be undertaken. It should address gender equality, capacity development, partnerships, resource availability and other cross-cutting issues relevant to development in the area of work and articulate the necessary linkages and/or synergies. Direct support mechanisms can also generate or drive other projects and gather actors from different horizons to work towards common objectives.

MARs should also reflect relevance of the proposed options, criteria and budgetary limits for interventions - direct support mechanisms to the expressed local needs and the priorities as reflected in existing local (primarily those developed by LAGs), regional and national strategies. MARs should ensure synergies and complementarity with existing public, private and donor support programs and projects. Municipal Assessment Reports should identify how proposed direct support mechanisms can contribute in strengthening of public support programs.

b. Specific Objectives

The objective of the required services is to provide with thorough evidence base and analysis of rural development needs and priorities at municipal level and to define relevant interventions, options, criteria and budgetary limits of direct support mechanisms in relevance with existing public, private and donor support programs and projects with emphasis on women, youth and other special groups such as IDPs, PWD, ethnic and other minorities. The MARs should propose options, criteria and budgetary limits for direct support mechanisms for further discussion and achieving consensus (among UNDP, EU and other stakeholders) to support (1) sustainable management of natural resources and climate action and (2) improved local rural economic diversification, employment and services. The eight municipalities to be targeted are the ones which are supported by the ENPARD pilot projects: Akhalkalaki, Borjomi, Dedoplistskaro, Kazbegi, Keda Khulo, Lagodekhi and Tetritskaro.

The specific objectives are:

1. Focus area 1: Economic diversification
   - Identify new business opportunities or business expansion opportunities focusing primarily on most innovative products and services in the sectoral focus categories, including but not limited to: (1) agro-processing, (2) tourism (including agritourism), (3) manufacturing, (4) Crafts (activities of handicraft and other traditional non-agricultural activities, like pottery, manual processing of wool, leather etc.), and (5) Services in each target municipality;
   - Design set of direct support mechanisms with suggested minimum and maximum budgetary limits for each sectoral focus category (including, but not limited to: grants, loans, co-funding, technical (e.g. mentorship), skills development, branding of products/services, supporting networking and linkages etc.) to facilitate improved local rural economic diversification, employment and services in inclusive and equitable manner with synergy to existing public, private and donor support programs and projects. Proposed direct support mechanisms should be based on analysis of secondary data and related portfolio of the state programmes considering the priorities under national, regional and local (primarily those developed by LAGs) development strategies, available information (both,
success stories and failures) from other rural development initiatives supported by Government, donors and the private sector.

2. Focus area 2: Sustainable management of natural resources, and climate action
   - Identify, map and prioritize (for each target municipality) environmental and natural resources-related issues resulted from unsustainable use of natural resources and the climate change, and representing obstacles for sustainable rural development. Specifically, the report should provide evidence-based assessment of the level of deterioration of natural resources including water (surface and groundwater), forests and forest products soil and pastures (degradation, contamination), biodiversity (loss of). The report should also provide information on household and agricultural waste management and land management (including soil protection) practices (unmanaged/mismanaged), availability and use of alternative energy sources (biogas, biomass, solar, geothermal and wind energy), energy efficiency practices, techniques and technologies, protected areas (ineffectiveness), climate hazards and natural disaster risks (e.g. floods flashfloods, landslides, draughts, etc.), and environmental awareness, education and advocacy, etc.
   - Design set of direct support mechanisms (direct interventions) for efficient, effective and sustainable measures/interventions aimed at addressing each sectoral issue for the target municipalities, based on analysis of secondary data and related portfolio of the state programmes, considering the priorities under national, regional and local (primarily those developed by LAGs) development strategies, available information (both, success stories and failures) from other rural development initiatives supported by Government, donors and the private sector.

NOTE: Please refer to Annex for indicative list of potential options for direct support mechanisms in Economic diversification and Sustainable management of natural resources, and climate change.
NOTE: UNDP is committed to mainstream gender equality principles in each activity carried out within the framework of this Terms of Reference.

c. Scope

Specifically, the Contractor will be expected to provide professional services through the following activities:

Phase 1: Methodology
   1. Develop a detailed methodology and work plan, build upon this RFP for developing Municipal Assessment Reports in close cooperation with and active involvement of UNDP project team;

Phase 2: Desk Research
   1. Take advantage and use of the results of quantitative survey conducted at the municipal level separately by the UNDP contractor;
   2. Focus on exploring and analyzing relevant information available in existing support programs and projects reports, assessment reports, national, regional and local development policy documents, etc.

Phase 3: Qualitative Study
   1. Conduct focus group meetings in each municipality (by economic diversification sectoral and environmental focus categories), in total at least 24 focus group meetings (16 on economic diversification and 8 on environmental issues) and at least 15 in-depth interviews per each municipality (in total at least 120 in-depth interviews) in close consultations with UNDP (and FAO as relevant);

Phase 4: Draft Municipal Assessment Reports
   1. Elaborate the municipal assessment reports with key findings and recommendations in English and Georgian languages;
   2. Present draft reports to UNDP and other relevant stakeholders for feedback and comments before
Phase 5: Final Municipal Assessment Reports

1. Produce the municipal assessment reports with key findings and recommendations in English and Georgian languages (the reports should be agreed with UNDP);
2. Present final reports to UNDP and other relevant stakeholders with prior approval from UNDP.

d. Approach and Methodology

At the initial stage, the Contractor should prepare a process approach and implementation plan acceptable for UNDP project.

The Contractor will be expected to complete deliverables with the following requirements:

1. Municipal Assessment Reports must be developed in close consultation with and guidance from UNDP Project “Support to Rural Development in Georgia” under ENPARD III;
2. Municipal Assessment Reports must be developed in close cooperation with and involvement of existing Local Action Groups, representatives of local communities, CSOs, national, regional and local authorities and other concerned stakeholders, with special emphasis on involvement of women, youth and other special groups including IDPs, PWDs, ethnic minorities and others;
3. Municipal Assessment Reports must be developed in close cooperation with complementary FAO project: “Support to Georgian Agricultural Sector” under ENPARD III;
4. Municipal Assessment Reports must present in detail the identified priorities and needs organized by sectoral focus categories and environmental issues, and components of intervention actions, including direct support mechanisms individually for each target municipality, considering UNDP project’s available funds and timeline. The reports must present the findings and recommendations considering the priorities under existing national, regional and local development strategic documents, the lessons learnt from the ENPARD pilot projects, as well as available information from other rural development initiatives supported by Government, donors and the private sector. The report should consider to specific needs of women, youth, and other special groups such as IDPs, people with disabilities, ethnic and other minorities;
5. The reports must explain how the proposed options, criteria and budgetary limits of direct support mechanisms are expected to achieve the most relevant, efficient, effective, and sustainable impact on improved employment and living conditions, as well as sustainable use of natural resources and climate-resilience of ecosystems and biodiversity. Specifically, proposed direct support mechanisms must not duplicate other local interventions (e.g. implemented by Local Action Groups), but should add value and/or complement existing support already provided by ENPARD pilot projects and others.
6. The reports may include proposals for
   6.1. actions facilitating expansion of coverage by relevant public programs and other initiatives into rural areas, with emphasis on targeted improvements on rural infrastructure, social and economic services in order to promote job creation based on the diversification of opportunities;
   6.2. actions enabling the application of the territorial approach to local development (jointly together with other actors addressing needs in various sectors for enhanced complementarity and added-value);
   6.3. actions targeting community objectives and the needs from special groups including women, youth, IDPs, people with disabilities, ethnic minorities and others.
7. Municipal Assessment Reports must identify how proposed implementing modalities can contribute in strengthening of public support programs by increasing their effectiveness;
8. Municipal Assessment Reports must include description of existing social infrastructure (including but not limited to: schools, kindergartens, healthcare, museums, sport facilities, culture centers, etc.) rehabilitation needs;

9. Municipal Assessment Reports must include specific business capacity development needs prevalent in each sectoral focus categories as well as capacity development and public awareness raising needs prevalent in each environmental issue and must identify sustainable and effective information channels on available state support programs between national and municipal levels.

10. Municipal Assessment Reports must include and have special emphasis of local state of Vocational Education and Training (VET) and it's needs.

NOTE: The purpose of the focus groups is to answer Key Research Questions of municipal assessment and be complementary of quantitative survey analysis. Each meeting should be comprising of 7-10 individuals involved in non-agriculture activities. The contractor will submit to the UNDP the list of participating individuals/organizations and their contacts for each of the focus group. The reports from each of the focus group discussion should be approximately 5-7 pages long.

NOTE: In-depth interviews should be developed with semi-structured questionnaires (developed in close consultation with UNDP) with Key Research Questions, 15 in-depth interviews per municipality (in total at least 120 in-depth interviews), ideally covering representatives from each sectoral focus categories (from large-scale businesses), but also potentially including local authorities, CSOs, community groups. The transcripts of the in-depth interviews shall be submitted to the UNDP.

NOTE: Examples in the ToR are provided for clarification purposes and shouldn't be taken as an imperative advice

The table below can be used for an indicative list of Key Research Questions of Municipal Assessments:

<table>
<thead>
<tr>
<th>#</th>
<th>Subject Area</th>
<th>Indicative questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General information</td>
<td>• What is demographic profile of the municipality, its social needs, and current and future trends?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• What are the demographic factors associated with the local economy (e.g. gender issues, employment profile, education characteristics, availability of human resources and skills)?</td>
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<td></td>
<td></td>
<td>• What are rural development needs and priorities at municipal level (with mapping)?</td>
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<td></td>
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<td>• What are the climatic conditions of the municipality, its vulnerability against climate change and natural hazards, current disaster risks Management?</td>
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<td></td>
<td></td>
<td>• What are the rural Strengths, Weaknesses, Opportunities, Threats for the entire municipality area?</td>
</tr>
<tr>
<td>2</td>
<td>Sectoral focus categories</td>
<td>By sectoral focus categories and by key products/services in each category:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Size and structure – What is the overall size of the market? Who are the main players and how are they linked (horizontally and vertically)? What are the prices per product/services? What are production/supply capacities?</td>
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<tr>
<td></td>
<td></td>
<td>• Competitive dynamics – What is the competitive structure of the market? What proportion of overall market share is accounted for by the top large-scale businesses? Is the market growing or contracting and what are the main trends or developments that will influence its overall trajectory in future?</td>
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<td></td>
<td></td>
<td>• Supply constraints – What are the key services and inputs required at all levels of the value chain per key products? Are these services already</td>
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<tr>
<td><strong>3</strong></td>
<td><strong>Sustainable management of natural resources, and climate action</strong></td>
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<tr>
<td></td>
<td>- What is the state of forests and forest products (timber, non-timber forest products)? Are there indications of degradation? What kind of degradation is prevailing? What are the reasons? What are the projections? Are there management issues?</td>
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<td></td>
<td>- How effectively are protected areas managed? What are the barriers for their better use? Are there conflicts with local population? Are there management issues?</td>
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<td></td>
<td>- What is the state of pastures? Are there indications of degradation? What kind of degradation is prevailing? What are the reasons? What are the projections? Are there management issues?</td>
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<tr>
<td></td>
<td>- What is the state of soil resources? Are there indications of degradation? What kind of degradation is prevailing? What are the reasons? What are the projections? Are there management issues?</td>
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<td></td>
<td>- What is the state of water resources? Are there problems with their quality, quantity, access for population or economy including agriculture? Are there problems with water infrastructure e.g. drinking water supply network, sewage, irrigation and drainage systems? What kind of issue is prevailing? What are the projections? Are there management issues to avoid water pollution through agricultural activity?</td>
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<tr>
<td></td>
<td>- What is the state of other natural resources? Are there indications of their misuse/unsustainable use? What kind of issue is prevailing? What are the projections? Are there management issues?</td>
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<td></td>
<td>- What kind of household waste management practice is prevailing in the municipality? What kind of issue is prevailing? What are the projections/plans/expected changes? Is there biodegradable waste (food waste, leaves and other plant parts), organic (animal waste, biomass), recyclables management issues?</td>
<td></td>
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<tr>
<td></td>
<td>- What kind of agricultural waste (e.g. chemicals, biomass, manure) waste management practice is prevailing in the municipality? What kind of issue is prevailing? What are the projections/plans/expected changes?</td>
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<td></td>
<td>- What kind of climate hazards (draughts, floods, flashfloods, landslides, etc.) are prevailing? To what extent are they impacting agriculture and rural development? How large are the losses (human, economic, social)? Are there management and infrastructure issues in dealing with climate change and natural hazards?</td>
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<td></td>
<td>- What is the potential of renewable and alternative sources of energy (biogas, biomass, solar energy)?</td>
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<td></td>
<td>- Is there access to low-cost energy efficient technologies?</td>
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</tbody>
</table>

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2 Examples in the ToR are provided for clarification purposes and shouldn’t be taken as an imperative advice.
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>4</td>
<td>Local Cooperation and Networking</td>
<td></td>
</tr>
<tr>
<td></td>
<td>By sectoral focus categories:</td>
<td></td>
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<tr>
<td></td>
<td>• How do firms interact with one another? Do companies collaborate to compete? Who are the main players and what are their main horizontal and vertical linkages?</td>
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<td></td>
<td>• What forms and mechanisms of local cooperation are required to drive forward the local economic development effort and how can this be organized, taking account of what exists already?</td>
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<td></td>
<td>• What are the main successful forms of cooperation? The main conditions for successful cooperation as evidenced in experience? The main areas/themes/problems where cooperation has taken place? Any key areas where it seems there is no cooperation but needs to be?</td>
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<tr>
<td>5</td>
<td>Access to Finance and Existing support</td>
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<tr>
<td></td>
<td>• What are existing (and future) need/demand and existing provision?</td>
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<td></td>
<td>• What are forms of financial or equivalent assistance to the private sector given by (a) ministries, (b) international banks and donor organizations (c) financial institutions and municipalities or other organizations (e.g. CSOs)?</td>
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<tr>
<td></td>
<td>• What type of support programs are available for local entrepreneurs, what are their conditions, type of benefits, eligibility criteria, etc.?</td>
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<td></td>
<td>• How can UNDP support be complementary to the existing support programs?</td>
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<tr>
<td>6</td>
<td>Infrastructure (including social)</td>
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<tr>
<td></td>
<td>• What demand-driven shortage of infrastructure exists? (storage and warehouses, business incubators, workshops, tech-parks, etc.)</td>
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<td></td>
<td>• What demand-driven shortage of social infrastructure (e.g. rural ambulatories) exists? What specific social infrastructure needs rehabilitation?</td>
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<td></td>
<td>• What is the status of transportation, telecommunications, natural gas, water, electricity and wastewater provision?</td>
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<td></td>
<td>• How is the public transportation organized, are all villagers reaching the municipal center easily?</td>
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<td></td>
<td>• Which of the demanded infrastructure will create greatest impact applying the principle of value of money?</td>
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<tr>
<td>7</td>
<td>Training and technical assistance</td>
<td></td>
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<tr>
<td></td>
<td>By sectoral focus categories:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Which skills current (or future) employers (will) need? Which skills that are already available? What are the skills levels, shortages, skills in decline?</td>
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<tr>
<td></td>
<td>• What are the skills that can be developed both to provide greater opportunity to unskilled, unemployed to ensure the private sector can grow?</td>
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<td></td>
<td>• Are business development services available and in which forms? What is the demand?</td>
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<tr>
<td>8</td>
<td>Informational provision</td>
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<tr>
<td></td>
<td>- What is the level of awareness of local entrepreneurs on national, municipal, donor and other supported programs?</td>
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<td></td>
<td>- What are they key constraints of information availability and what could be effective information channels?</td>
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<td></td>
<td>- What is the level of awareness of local population on environmental issues?</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>9</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- What are the particular needs of youth, women, ethnic minorities and special vulnerable groups to engage in and/or advance economic activities?</td>
</tr>
<tr>
<td></td>
<td>- What are the particular needs of youth, women, ethnic minorities and special vulnerable groups with respect to environmental issues, including to adaptation to climate change and dealing with natural hazards, considering gender issues in planning waste management?</td>
</tr>
<tr>
<td></td>
<td>- What are the interactions between urban and rural economies and how they are linked in the process of rural development?</td>
</tr>
<tr>
<td></td>
<td>- What are the opportunities on regional, national and international levels?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10</th>
<th>Mechanism of implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- What are mechanisms of effective and efficient implementation of rural business support programs to maximize its impact? What can be implementing modalities individually in each target municipality by sectoral focus categories and components of support?</td>
</tr>
<tr>
<td></td>
<td>- What are mechanisms of effective and efficient implementation of rural support programs to maximize improvement of environment, sustainable management of natural resources and resilience to climate change?</td>
</tr>
<tr>
<td></td>
<td>- Which socio-economic needs can be addressed in a most efficient manner?</td>
</tr>
</tbody>
</table>

e. **Deliverables and Schedules/Expected Outputs**

During the above-mentioned period, the contractor shall produce and complete the following deliverables:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Upon completion of phase 1: process approach, implementation plan and methodology (including research instruments). The submitted deliverable should be analyzed by UNDP during this period.</td>
<td>15.10.2018</td>
</tr>
<tr>
<td>2 Upon completion of phase 2: results of the desk research. The submitted deliverable should be analyzed by UNDP during this period.</td>
<td>10.11.2018</td>
</tr>
<tr>
<td>3 Upon completion of phase 3: report of the qualitative study (including focus group meetings and in-depth interviews). The submitted deliverable should be analyzed by UNDP during this period.</td>
<td>01.12.2018</td>
</tr>
<tr>
<td>4 Upon completion of phase 4: draft municipal assessment reports. The submitted deliverable should be analyzed by UNDP during this period.</td>
<td>15.12.2018</td>
</tr>
<tr>
<td>5 Upon completion of phase 5: final municipal assessment reports (including presentation summarizing outcomes of the work and presentation of the reports to UNDP).</td>
<td>28.12.2018</td>
</tr>
</tbody>
</table>

All reports should be submitted in English and Georgian. The official language of communication is English.
f. Key Performance Indicators and Service Level

Final Municipal Assessment Reports should have following tentative content:

- Introduction and executive summary;
- Research objectives and methodology;
- Mapping of rural development needs and priorities at municipal level;
- Mapping of existing support programs and projects; key players and processes on rural development; their respective roles and responsibilities;
- Existing social infrastructure – rehabilitation needs and demand-driven shortages;
- Sustainable and effective information channels on available state support programs between national and municipal levels;
- Rationale behind proposed direct support mechanisms options, criteria and budgetary limits;
- Rural non-farm enterprises development priorities, needs and problems;
  - In annexes: general and structural characteristics of rural non-farm enterprises; financial indicators of rural non-farm enterprises; employment and income indicators of rural non-farm enterprises; summarized needs and challenges of start-up and growth of rural non-farm enterprises; etc.
- Per each sectoral focus categories (e.g. agro-processing; tourism; tourism; crafts; services, etc.);
  - In annexes: size and structure; competitive dynamics; supply constraints; demand; linkages to agriculture; networking and cooperation dynamics; access to finance; financial indicators of rural non-farm enterprises; employment and income indicators of rural non-farm enterprises; needs (e.g. business capacity development needs) and challenges of start-up and growth of rural non-farm enterprises; etc.
- Sustainable management of natural resources and climate change issues - priorities, needs and problems;
  - In annexes:
    - State of water resources and water infrastructure (e.g. pollution through agricultural activity, irrigation, drainage system, water supply and water treatment issues);
    - Needs of (examples) improvement of water management including pesticide and fertilizer management, water usage for agriculture, improvement of drinking water supply, drinking water and wastewater treatment;
    - State of use of existing forest resources, access to pastures and pastures management practice, soil protection, PA management;
    - Needs of (examples) investments improving the resilience and environmental value as well as the mitigation potential, forest ecosystems management) and challenges of use of non-timber forest resources, introduction of agroforestry practices, development of sustainable pasture management;
    - State of specific climate hazards and natural disaster risks (draughts, floods, flashfloods, landslides) impacting agriculture and rural development, losses (human, economic, social);
    - Needs of (examples) risk mitigation measures, capacity building needs) in improvement of management capacity of local institutions dealing with climate change and natural hazards;
    - State of existing potential of renewable and alternative sources of energy (biogas, biomass, solar energy);
    - Needs of (examples) sustainable management of natural resources, adaptation and resilience to climate change, needs to develop traditional and sustainable climate-smart agriculture;
    - State of waste management practice prevailing in the municipality, existence of waste dumpsites;
    - Needs of (examples) waste management issues: biodegradable waste-food waste, garden waste (leaves and other plant parts), organic (animal waste, biomass) wastes, recyclables;
    - State of access to alternative energy sources and low-cost energy efficient technologies;
    - Needs of (examples) conducting energy audit of household buildings, kindergartens, other public buildings and demonstration low-cost energy efficient measures, including improvement of insulation;
- State of environmental awareness, education, and advocacy;
- Needs of (examples) Youth, women, ethnic minorities, and other special vulnerable groups related to environmental issues, including adaptation to climate change and dealing with natural hazards, considering gender issues in waste management planning. Building communities' capacities in sustainable natural resource management and conservation – development of biodiversity conservation plans through participatory approach.

• Direct support mechanism options:
  - Organized by sub-sectors and components of support, including implementing mechanisms, considering UNDP project’s cost and timeline;
  - Description/justification of relevance, efficiency, effectiveness and sustainability impact of direct support mechanisms;
  - Added-value elements, synergies and complementarity with existing public, private and donor support programs and projects;
  - Main challenges and specific intervention modalities for women, youth and other special groups such as IDPs, people with disabilities, ethnic and other minorities;
  - Relevance to targeted improvements on rural infrastructure, social and economic services in order to promote job creation based on the diversification of opportunities;
  - Other as indicated in TOR of this RFP;

• Final findings and recommendations considering the priorities under existing national, regional and local development policy documents, the lessons learnt from the eight ENPADR pilot projects, as well as available information from other rural development initiatives supported by Government, donors and the private sector.

NOTE: The Contractor is free to propose additional thematic areas with relevant justification. Any addition or change to the content should be agreed with UNDP.

g. Governance, Accountability and Conflict of Interest

The contractor’s performance will be monitored and regularly evaluated; the company will prepare and share monthly reports. Regular monitoring of the performance will be conducted by senior management of UNDP Georgia as per deliverables stipulated in the Terms of Reference.

Installments will be linked with the deliverables and will be subject to approval from the Project Manager.

It is not recommended that under this RFP, bidder and its proposed personnel use any methodology or other materials that have been created under any contractual relationships within other components of the EU ENPAD Programme. This may cause “undue advantage against other bidders and may result in the eventual rejection of the Proposal” according to the provisions of para “4.4 Conflict of Interests” of the section: “A. General Provisions” and will be treated by UNPD as conflict of interest.

h. Facilities to be provided by UNDP

To a certain extent, UNDP will provide assistance in the process of mobilizing stakeholders to contribute to the objectives of this ToR.

i. Expected duration of the contract/assignment

The documents should be finalized within 89 calendar days after signing the contract. The implementation period of the activities is 01 October 2018 – 28 December 2018.
j. Duty Station

Georgia (Akhalkalaki, Borjomi, Dedoplistskaro, Kazbegi, Keda Khulo, Lagodekhi and Tetritskaro).

k. Professional qualifications of the Successful Contractor and its key personnel

Relevance of specialized knowledge and experience on similar engagements done in the region/country:
Specialized Knowledge; Experience on Similar Programme/ Projects; Experience on Projects in the Region;
Work for UNDP/ major multilateral/ or bilateral programmes:

Team of at least 4 members consisting of experts in local/municipal development studies; economic
diversification, sustainable management of natural resources and climate action and qualitative research.

I. Price and Schedule of Payments

The contract price is a fixed output-based price regardless of extension of the herein specific duration.
Payment for each deliverable as referred to as in ToR will be done only after full clearance of reports from the
National Project Manager.

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable
based on the following Form G: Financial Proposal Form. UNDP shall use the cost breakdown for the price
reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed
to add new deliverables to the scope of Services.

According to the Terms of Reference activities are divided into 5 phases. The documents should be finalized
within 92 calendar days after signing the contract. During the above-mentioned period, the contractor should
submit the deliverables as described in ToR.

<table>
<thead>
<tr>
<th>Key outputs</th>
<th>Percentage of Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Process approach, implementation plan and methodology (including research instruments). The submitted deliverable should be analyzed by UNDP during this period.</td>
<td>20%</td>
</tr>
<tr>
<td>2 Results of the desk research. The submitted deliverable should be analyzed by UNDP during this period.</td>
<td>20%</td>
</tr>
<tr>
<td>3 Report of the qualitative study (including focus group meetings and in-depth interviews). The submitted deliverable should be analyzed by UNDP during this period.</td>
<td>20%</td>
</tr>
<tr>
<td>4 Draft municipal assessment reports. The submitted deliverable should be analyzed by UNDP during this period.</td>
<td>30%</td>
</tr>
<tr>
<td>5 Final municipal assessment reports (including presentation summarizing outcomes of the work and presentation of the reports to UNDP).</td>
<td>10%</td>
</tr>
</tbody>
</table>

m. Additional References or Resources

Selected organization should take advantage and use of the results of quantitative survey of Rural Non-Farm
Economy Needs in target municipalities conducted separately by UNDP for the purposes of this RFP.
Annex to Section 5.

Table 1 – Indicative list of potential options for direct support mechanisms - Economic diversification

<table>
<thead>
<tr>
<th>Focus area</th>
<th>Existing and start-up RNFEs in rural areas of eight target municipalities, working in the sectors (but not limited to) of: agro-processing and manufacturing.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligibility criteria</td>
<td>E.g. The established enterprise should comply with international systems and standards for food safety management</td>
</tr>
</tbody>
</table>
| Type of support | Co-funding business development and start-up RNFEs:
1. Requested funding size should be between 60,000-250,000 USD. Co-funding can be requested up to 50%
2. Funding for existing business development and 80% for new ventures; Priority given to women, youth, and vulnerable groups: 70% for existing business development and 90% for new ventures;
3. Funding restriction:
   a. Only for capital investment (e.g., equipment, materials);
   b. Phased funding - 50-60% upon approval of award, remaining distributed with schedule and deliverables, M&E results, agreed with grantee;
   c. Innovation – based on local context;
   d. Conditionality: Successful applicants of selection process; and successful participants of technical pre-selection capacity building sessions; |
<p>| Technical assistance | (1) Capacity building training sessions for funding pre-selection candidates; and post-award grantees; thematic focus: business plan development; financial literacy; marketing (incl. on-line marketing) and sales; best similar sectoral examples (cases) from EU member states; sectoral thematic subjects; national support programs; (2) Sectoral group mentorship (5-6) of awarded grantees for experienced entrepreneur to transfer business skills and knowledge; (3) Idea generation workshops of potential applicants to generate ideas and form partnerships; |
| Networking and linkage | Mobilizing grantees and training session participants to: (1) engage with local and national agencies providing additional support incentives to raise awareness of other opportunities; (2) engage with local municipalities to discuss their business constraints and areas of cooperation; (3) Linking to similar sectoral businesses from EU member states as short-term mentees; (4) Linking to potential investors from urban areas; |
| Branding | Supporting sectoral clusters to develop and maintain successful local branding of their products/services: (1) Brand development; (2) Branding campaign; (3) Sustainability planning of branding; |
| Outreach | (1) Showcasing best cases in media; (2) Awarding – “Entrepreneur of the year”; (3) Best practices, cases documented, published and disseminated across country; |
| Cross-cutting | Building capacity of local municipalities to establish small-scale business information center (potentially transformable to business support unit); |
| Mechanisms | Cross-cutting: Outreach campaign with support of LAGs, local government, media, etc.; |
| Co-funding | (1) Forming selection committee (2) Designing application form; (3) Receiving applications; (4) Administrative screening; (5) Evaluation by the committee: (a) Initial evaluation (b) Interviews/presentations; |
| Technical assistance | (1) Training sessions: (a) Developing training sessions basic curricula; (b) announcing bid and selecting provider(s); (c) Evaluating results; (2) Mentorship: (a) Detailing mentorship tasks; (2) Selecting mentees (via applications); (3) Delivering mentorship and evaluating results; (3) Idea generation workshops: (a) Detailing |</p>
<table>
<thead>
<tr>
<th><strong>Focus area:</strong></th>
<th>Renewable energy resources and energy efficiency issues</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of support:</strong></td>
<td>In the area of sustainable management of natural resources and climate action interventions can indicatively be of the following types:</td>
</tr>
<tr>
<td></td>
<td>- Rehabilitation/improvement of existing infrastructure;</td>
</tr>
<tr>
<td></td>
<td>- Putting into place a new infrastructure;</td>
</tr>
<tr>
<td></td>
<td>- Investments in new technique or technologies;</td>
</tr>
<tr>
<td></td>
<td>- Technical assistance;</td>
</tr>
<tr>
<td></td>
<td>- Awareness raising and advocacy;</td>
</tr>
<tr>
<td></td>
<td>- Combination of the above.</td>
</tr>
<tr>
<td>Also:</td>
<td></td>
</tr>
<tr>
<td><strong>Co-funding</strong></td>
<td>(1) introduction of solar panels for hot water supply in guest houses, kindergartens, other public buildings, restaurants, etc. and/or high efficient wood stoves in households, guesthouses, restaurants, kindergartens: 50% for existing business development and 80% for new ventures; Priority given to women, youth and vulnerable groups: 70% for existing business development and 90% for new ventures; <strong>funding restriction:</strong> (1) only for capital investment (e.g. equipment, materials); (2) phased funding – 50-60% upon approval of award, remaining distributed with schedule and deliverables, M&amp;E results, agreed with grantee; (3) innovation – based on local context; <strong>conditionality:</strong> successful applicants of selection process; and successful participants of technical pre-selection capacity building sessions;</td>
</tr>
<tr>
<td><strong>Technical assistance:</strong></td>
<td>(1) capacity building training sessions for LAGs of local communities, youth and LGs funding in thematic focus; (2) trainings on integrated natural resource management, sustainable waste management (3) idea generation workshops - to generate ideas of cooperation and form partnerships (4) innovation-based on local potential of renewable energy resources and energy efficiency.</td>
</tr>
<tr>
<td><strong>Networking and linkage:</strong></td>
<td>mobilizing grantees and training session participants to: (1) engage with local and national agencies providing additional support incentives to raise awareness of other opportunities; (2) engage with local municipalities to discuss their constraints in natural resources management (common water, forest and pasture resources, PAs, as well as waste management issues and areas of cooperation, (3) municipality’s potential of renewable and alternative sources of energy.</td>
</tr>
<tr>
<td><strong>Outreach:</strong></td>
<td>(1) Showcasing best cases in media; (2) Awarding – &quot;Cleanest municipality of the year&quot;; (3) Best practices, cases documented, published and disseminated across country.</td>
</tr>
<tr>
<td><strong>Cross-cutting:</strong></td>
<td>building capacity of local municipalities and LAGs. awareness rising of local population in integrated natural resource management, establishment and/or strengthening of informal environmental clubs and /or eco-hubs and/or young farmers</td>
</tr>
</tbody>
</table>

* Should be developed based on each intervention; e.g. for co-funding:
clubs/centers for students and school children in both urban (municipal centers) and rural areas.

<table>
<thead>
<tr>
<th>Mechanisms:</th>
<th>Cross-cutting: outreach campaign with support of LAGs, local government, local community, media, Environmental NGOs, etc.;</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Co-funding: (1) forming selection committee (2) designing application form; (3) receiving applications; (4) administrative screening; (5) evaluation by the committee: (a) initial evaluation (b) interviews/presentations;</td>
</tr>
<tr>
<td></td>
<td>Technical assistance: (1) training sessions; (2) mentorship: (a) detailing mentorship tasks; (2) selecting mentees (via applications); (3) delivering mentorship and evaluating results; (3) idea generation workshops: (a) detailing workshop agendas; (b) selecting participants (via applications); (c) conducting workshops and evaluating results;</td>
</tr>
<tr>
<td>Partners:</td>
<td>LAGs, local government and state agencies, media, environmental NGOs;</td>
</tr>
<tr>
<td>Monitoring</td>
<td>Should be developed based on each intervention: e.g.: phased monitoring of: (a) number of established local solar systems and high efficient wood stoves; (b) data on energy saving (in energy units and in GEL).</td>
</tr>
</tbody>
</table>
Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?

- Form A: Technical Proposal Submission Form
- Form B: Bidder Information Form
- Form C: Joint Venture/Consortium/Association Information Form
- Form D: Qualification Form
- Form E: Format of Technical Proposal

Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?

Financial Proposal Envelope
(Must be submitted in a separate sealed envelope/password protected email)

- Form F: Financial Proposal Submission Form
- Form G: Financial Proposal Form
Form A: Technical Proposal Submission Form

Name of Bidder: [Insert Name of Bidder]  
RFP reference: [Insert RFP Reference Number]  
Date: Select date

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium/Association members or subcontractors or suppliers for any part of the contract:

a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;

b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;

c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;

d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);

e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;

f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: ____________________________________________
Title: ____________________________________________
Date: ____________________________________________
Signature: _________________________________________

[Stamp with official stamp of the Bidder]
Form B: Bidder Information Form

<table>
<thead>
<tr>
<th>Legal name of Bidder</th>
<th>[Complete]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal address</td>
<td>[Complete]</td>
</tr>
<tr>
<td>Year of registration</td>
<td>[Complete]</td>
</tr>
<tr>
<td>Bidder's Authorized Representative Information</td>
<td>Name and Title: [Complete]</td>
</tr>
<tr>
<td></td>
<td>Telephone numbers: [Complete]</td>
</tr>
<tr>
<td></td>
<td>Email: [Complete]</td>
</tr>
<tr>
<td>Are you a UNGM registered vendor?</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Are you a UNDP vendor?</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Countries of operation</td>
<td>[Complete]</td>
</tr>
<tr>
<td>No. of full-time employees</td>
<td>[Complete]</td>
</tr>
<tr>
<td>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</td>
<td>[Complete]</td>
</tr>
<tr>
<td>Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):</td>
<td>[Complete]</td>
</tr>
<tr>
<td>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</td>
<td>[Complete]</td>
</tr>
<tr>
<td>Contact person UNDP may contact for requests for clarification during Proposal evaluation</td>
<td>Name and Title: [Complete]</td>
</tr>
<tr>
<td></td>
<td>Telephone numbers: [Complete]</td>
</tr>
<tr>
<td></td>
<td>Email: [Complete]</td>
</tr>
<tr>
<td>Please attach the following documents:</td>
<td>• Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</td>
</tr>
<tr>
<td></td>
<td>• Certificate of Incorporation/Business Registration</td>
</tr>
<tr>
<td></td>
<td>• Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder</td>
</tr>
<tr>
<td></td>
<td>• Trade name registration papers, if applicable</td>
</tr>
<tr>
<td></td>
<td>• Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country</td>
</tr>
<tr>
<td></td>
<td>• Power of Attorney</td>
</tr>
</tbody>
</table>
Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder: [Insert Name of Bidder]  
RFP reference: [Insert RFP Reference Number]

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

<table>
<thead>
<tr>
<th>No</th>
<th>Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)</th>
<th>Proposed proportion of responsibilities (in %) and type of services to be performed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>[Complete]</td>
<td>[Complete]</td>
</tr>
<tr>
<td>2</td>
<td>[Complete]</td>
<td>[Complete]</td>
</tr>
<tr>
<td>3</td>
<td>[Complete]</td>
<td>[Complete]</td>
</tr>
</tbody>
</table>

Name of leading partner  
(with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution) [Complete]

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture  
☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: ___________________________  
Name of partner: ___________________________

Signature: ________________________________  
Signature: ________________________________

Date: ________________________________  
Date: ________________________________

Name of partner: ___________________________  
Name of partner: ___________________________

Signature: ________________________________  
Signature: ________________________________

Date: ________________________________  
Date: ________________________________
Form D: Qualification Form

Name of Bidder: [Insert Name of Bidder]  Date: Select date
RFP reference: [Insert RFP Reference Number]

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

☐ Contract non-performance did not occur for the last 3 years
☐ Contract(s) not performed for the last 3 years

<table>
<thead>
<tr>
<th>Year</th>
<th>Non-performed portion of contract</th>
<th>Contract Identification</th>
<th>Total Contract Amount (current value in US$)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name of Client:
Address of Client:
Reason(s) for non-performance:

Litigation History (including pending litigation)

☐ No litigation history for the last 3 years
☐ Litigation History as indicated below

<table>
<thead>
<tr>
<th>Year of dispute</th>
<th>Amount in dispute (in US$)</th>
<th>Contract Identification</th>
<th>Total Contract Amount (current value in US$)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name of Client:
Address of Client:
Matter in dispute:
Party who initiated the dispute:
Status of dispute:
Party awarded if resolved:
Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

<table>
<thead>
<tr>
<th>Project name &amp; Country of Assignment</th>
<th>Client &amp; Reference Contact Details</th>
<th>Contract Value</th>
<th>Period of activity and status</th>
<th>Types of activities undertaken</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Bidders may also attach their own Project Data Sheets with more details for assignments above.*

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

**Annual Turnover for the last 3 years**

<table>
<thead>
<tr>
<th>Year</th>
<th>USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td>USD</td>
</tr>
<tr>
<td>Year</td>
<td>USD</td>
</tr>
</tbody>
</table>

**Latest Credit Rating (if any), indicate the source**

Financial information *(in US$ equivalent)*

<table>
<thead>
<tr>
<th>Financial information</th>
<th>Historic information for the last 3 years</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year 1</td>
</tr>
</tbody>
</table>

*Information from Balance Sheet*

Total Assets (TA)  
Total Liabilities (TL)  
Current Assets (CA)  
Current Liabilities (CL)  

*Information from Income Statement*

Total / Gross Revenue (TR)  
Profits Before Taxes (PBT)  
Net Profit
Current Ratio

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;

b) Historic financial statements must be audited by a certified public accountant;

c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.
Form E: Format of Technical Proposal

Name of Bidder: [Insert Name of Bidder]  
RFP reference: [Insert RFP Reference Number]  
Date: [Select date]

The Bidder’s proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder’s qualification, capacity and expertise

1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
1.4 Quality assurance procedures and risk mitigation measures.
1.5 Organization’s commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder’s responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
2.2 The methodology shall also include details of the Bidder’s internal technical and quality assurance review mechanisms.
2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
2.7 Any other comments or information regarding the project approach and methodology that will be adopted.
SECTION 2A: Bidder’s Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.

3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

<table>
<thead>
<tr>
<th>Name of Personnel</th>
<th>[Insert]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position for this assignment</td>
<td>[Insert]</td>
</tr>
<tr>
<td>Nationality</td>
<td>[Insert]</td>
</tr>
<tr>
<td>Language proficiency</td>
<td>[Insert]</td>
</tr>
<tr>
<td><strong>Education/Qualifications</strong></td>
<td>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</td>
</tr>
<tr>
<td>Professional certificates</td>
<td>[Provide details of professional certifications relevant to the scope of services]</td>
</tr>
<tr>
<td>• Name of institution: [Insert]</td>
<td></td>
</tr>
<tr>
<td>• Date of certification: [Insert]</td>
<td></td>
</tr>
<tr>
<td>Employment Record/Experience</td>
<td>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</td>
</tr>
<tr>
<td>References</td>
<td>[Provide names, addresses, phone and email contact information for two (2) references]</td>
</tr>
<tr>
<td>Reference 1:</td>
<td>[Insert]</td>
</tr>
<tr>
<td>Reference 2:</td>
<td>[Insert]</td>
</tr>
</tbody>
</table>

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

__________________________________________  ________________________________
Signature of Personnel                  Date (Day/Month/Year)
Form F: Financial Proposal Submission Form

Name of Bidder: [Insert Name of Bidder]  Date: 
RFP reference: [Insert RFP Reference Number] 

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet. We understand you are not bound to accept any Proposal you receive.

Name: 
Title: 
Date: 
Signature: 

[Stamp with official stamp of the Bidder]
Form G: Financial Proposal Form

Name of Bidder: [Insert Name of Bidder]  
RFP reference: [Insert RFP Reference Number]  
Date:  

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices

<table>
<thead>
<tr>
<th>Professional Fees (from Table 2)</th>
<th>Other Costs (from Table 3)</th>
<th>Financial proposal, Cost Breakdown per Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount(s) in USD</td>
<td></td>
<td>Process approach, implementation plan and methodology (including research instruments). The submitted deliverable should be analyzed by UNDP during this period.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Results of the desk research. The submitted deliverable should be analyzed by UNDP during this period.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Report of the qualitative study (including focus group meetings and in-depth interviews). The submitted deliverable should be analyzed by UNDP during this period.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Draft municipal assessment reports. The submitted deliverable should be analyzed by UNDP during this period.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Final municipal assessment reports (including presentation summarizing outcomes of the work and presentation of the reports to UNDP).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Amount of Financial Proposal VAT 0%</td>
</tr>
</tbody>
</table>


### Table 2: Breakdown of Professional Fees

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Fee Rate</th>
<th>No. of Days*</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-Country**</td>
<td>Research Team Leader</td>
<td>A</td>
<td>B</td>
<td>C=A+B</td>
</tr>
<tr>
<td></td>
<td>Expert in Economic Diversification</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Expert in Sustainable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Management of Natural Resources and Climate Action</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Expert in Qualitative Research</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional technical staff, in the area of specialization that company considers necessary for fulfillment the tasks envisaged in Terms of Reference***</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Administrative staff, that company considers necessary for fulfillment the tasks envisaged in Terms of Reference***</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Based**</td>
<td>Research Team Leader</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Expert in Economic Diversification</td>
<td></td>
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<tr>
<td></td>
<td>Expert in Sustainable</td>
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<tr>
<td></td>
<td>Management of Natural Resources and Climate Action</td>
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<tr>
<td></td>
<td>Expert in Qualitative Research</td>
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<tr>
<td></td>
<td>Additional technical staff, in the area of specialization that company considers necessary for fulfillment the tasks envisaged in Terms of Reference***</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Administrative staff, that company considers necessary for fulfillment the tasks envisaged in Terms of Reference***</td>
<td></td>
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</tr>
</tbody>
</table>

**Subtotal Professional Fees:**

### Table 3: Breakdown of Other Costs****

<table>
<thead>
<tr>
<th>Description</th>
<th>UOM</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>International flights</td>
<td>Trip</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subsistence allowance</td>
<td>Day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous travel expenses</td>
<td>Trip</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local transportation costs</td>
<td>Lump Sum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Out-of-Pocket Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Costs: (please specify)</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Subtotal Other Costs:**

**IMPORTANT NOTES:**

*UNDP strongly recommends companies to use days as a primary unit of time when providing respective calculations under the Cost Breakdown.*
**The Contractor is free to propose combination of In-Country and/or Home-Based consultancy rates based on the level of engagement and services required under the Terms of Reference.**

***If the prospective bidder will provide additional technical and administrative staff and other related costs it can be subject to review and approval from UNDP side.***

****Under Other Costs companies shall include detailed list of all costs associated with implementation of the tasks and deliverables, each cost shall be justified and clearly calculated. Other related costs can be subject to UNDP review and if applicable consideration for exclusion similar to the existing note about technical staff.

**Table 4: Breakdown of Price per Deliverable/Activity**

<table>
<thead>
<tr>
<th>Deliverable/Activity description</th>
<th>Time (person days)</th>
<th>Professional Fees</th>
<th>Other Costs</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deliverable 1</td>
<td></td>
<td></td>
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<tr>
<td>Deliverable 2</td>
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<tr>
<td>Deliverable 3</td>
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<tr>
<td>Deliverable 4</td>
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<tr>
<td>Deliverable 5</td>
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</tbody>
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