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REQUEST FOR PROPOSAL

Elaboration of Legal and Institutional Framework for Multi-hazard Early Warning System and Climate Information

Project: Strengthening Climate Change Adaptation Capacities

Country: Georgia

Issued on: 25 July 2019

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

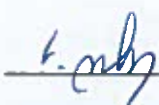
Bidder's pre-conference will be conducted on the 9th of August at 3pm at the UN house. If interested proposers cannot attend the pre-bid conference in person may join via skype. In this case, bidder must provide his/her skype address by email to nino.sherozia@undp.org (subject: MHEWS Regulatory Framework) before 6 pm on the 8th of August 2019.

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.

Please acknowledge receipt of this RFP by sending an email to Salome.lomadze@undp.org indicating whether you intend to submit a Proposal or otherwise. 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: Salome Lomadze
Title: Project Manager
Date: **July 25, 2019**

Approved by:



Name: Anna Chernyshova
Title: Deputy Resident Representative
Date: **July 25, 2019**

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<p>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</p> <p>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.</p> <p>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.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>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_andinvestigation.html#anti</p> <p>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.</p> <p>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.</p> <p>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</p>
3. Eligibility	<p>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.</p> <p>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.</p>

4. Conflict of Interests	<p>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:</p> <ul style="list-style-type: none"> 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. <p>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.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> 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. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>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.</p>
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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	<ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	<p>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.</p>
10. Technical Proposal Format and Content	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>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.</p> <p>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</p> <p>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.</p>
11. Financial Proposals	<p>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.</p> <p>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.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. Proposal Security	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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:</p> <ul style="list-style-type: none"> 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:

	<p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 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.</p>
13. Currencies	<p>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:</p> <p>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</p> <p>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.</p>
14. Joint Venture, Consortium or Association	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>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.</p> <p>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.</p>

15. Only One Proposal	<p>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.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> 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	<p>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.</p> <p>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.</p>
17. Extension of Proposal Validity Period	<p>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.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>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.</p>
18. Clarification of Proposal	<p>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.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>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.</p>
19. Amendment of Proposals	<p>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.</p>



	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.
Hard copy (manual) submission	22.4	Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS

	<p>iii. Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the BDS.</p> <p>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.</p> <p>Email Submission 22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> 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. <p>eTendering submission 22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> 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. d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. 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 the correct password may result in the proposal being rejected. 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/
<p>23. Deadline for Submission of Proposals and Late Proposals</p>	<p>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</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p>24. Withdrawal, Substitution, and Modification of Proposals</p>	<p>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.</p> <p>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</p>

	<p>Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>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.</p> <p>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</p>
25. Proposal Opening	<p>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.</p>
D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>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.</p> <p>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.</p>
27. Evaluation of Proposals	<p>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.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
28. Preliminary Examination	<p>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.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> 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; They have a good financial standing and have access to adequate financial

	<p>resources to perform the contract and all existing commercial commitments,</p> <p>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;</p> <p>d) They are able to comply fully with UNDP General Terms and Conditions of Contract;</p> <p>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</p> <p>f) They have a record of timely and satisfactory performance with their clients.</p>
30. Evaluation of Technical and Financial Proposals	<p>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.</p> <p>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 for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>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.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
31. Due Diligence	<p>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</p>

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	<p>following:</p> <ul style="list-style-type: none"> 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	<p>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.</p> <p>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.</p> <p>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.</p>
33. Responsiveness of Proposal	<p>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.</p> <p>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.</p>
34. Nonconformities, Repairable Errors and Omissions	<p>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.</p> <p>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.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> 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

	<p>of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>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.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
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 40.1 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

	https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. Liquidated Damages	<p>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.</p>
44. Payment Provisions	<p>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.</p>
45. Vendor Protest	<p>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: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</p>
46. Other Provisions	<p>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.</p> <p>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.</p> <p>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 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

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.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p>Will be Conducted Time: 15:00 Time Zone: GMT+4 Date: August 9, 2019 3:00 PM Venue: UN house</p> <p>If interested proposers cannot attend the pre-bid conference in person may join via skype. In this case, they must provide their skype address by email to nino.sherozia@undp.org (subject: MHEWS Regulatory Framework) before 6 pm on the 8th of August 2019</p> <p>The UNDP focal point for the arrangement is: Nino Sherozia Telephone: +995 591 701 077 E-mail: nino.sherozia@undp.org</p>
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed

8	42	Liquidated Damages	Will be imposed as follows: Percentage of contract price per 2 weeks of delay of each deliverable: 1 % Max. number of weeks of a deliverable delay - 4, after which UNDP may terminate the contract.
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar. Payments under a Contract with a national company will be done in GEL according to UN exchange rate at the date of payment
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: Salome Lomadze Address: UN house, 9 R. Eristavi str., Tbilisi 0179 Georgia E-mail address: Salome.lomadze@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 the website: http://www.ge.undp.org/content/georgia/en/home/procurement.html
14	23	Deadline for Submission	2 September, 16:00, Time Zone: GMT+4
14	22	Allowable Manner of Submitting Proposals	<input type="checkbox"/> Courier/Hand Delivery Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:
			<p>a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies 1 (one). All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>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:</p> <p>i. Bear the name and address of the bidder;</p>

			ii. Be addressed to UNDP as specified in the BDS
15	22	Proposal Submission Address	<p><u>UN house, 9 R. Eristavi str., Tbilisi 0179 Georgia</u> <u>UNDP Project Strengthening Climate Adaptation Capacities in Georgia</u></p> <p><u>Box with title: "RFP for MHEWS regulatory Framework" will be place at the UN house entrance</u></p>
16	22	Electronic submission (email or eTendering) requirements	N/A
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70%.</p>
18		Expected date for commencement of Contract	<i>October 7, 2019</i>
19		Maximum expected duration of contract	12 months
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	<p>Purchase Order and Contract for Goods and Services for UNDP</p> <p><u>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</u></p>
22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services</p> <p><u>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</u></p>
23		Other Information Related to the RFP	N/A

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.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	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.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	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.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form

¹ 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 Employers 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.

Previous Experience	At least 7 years of experience in development of regulatory frameworks in DRR and/or EWS (in case of JV/Consortium at least one partner should meet the requirement)	Form D: Qualification Form
	At least 2 contracts of similar value, nature and complexity implemented over the last 7 years <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Financial Standing	Annual turnover of at least USD 400,000 for the last 3 years (2016, 2017, 2018) certified by bank statements per year <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. Current Ratio for the last 3 years (2016, 2017, 2018) should not be less than 1 <i>(For JV/Consortium/Association, at least lead partner should meet the requirement).</i>	Form D: Qualification Form

Technical Evaluation Criteria

If the offeror does not meet any of the minimum technical qualification criteria/requirements defined in the sections 1, 2, and 3 of the Technical Evaluation Criteria (presented below), it will be given score (0) zero and will be automatically disqualified and will not be considered for further evaluation.

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	200
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	400
Total		1000

Section 1. Bidder's qualification, capacity and experience				Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing			50
	Recommendation letters/Statements of Satisfactory Performance from at least 3 clients confirming that bidder successfully completed assignments similar to the subject of this RFP (minimum requirement)	40		
	Recommendation letters/Statements of Satisfactory Performance from more than 3 clients confirming that bidder successfully completed assignments similar to the subject of this RFP	50		
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls			75
	Clear management structure with project management controls that includes organigram and description of responsibilities and functions (minimum requirement)	15		
	Bank letter for the last 3 years (2016, 2017, 2018) evidencing the annual turnover of the organization no less than USD 400,000 per year. (minimum requirement) <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	15		
	Bank letter for the last 3 years (2016, 2017, 2018) evidencing the annual turnover of the organization more than USD 400,000 per year <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	30		
	Current Ratio for the last 3 years (2016, 2017, 2018) 1 and/or above (minimum requirement) <i>(For JV/Consortium/Association, at least lead partner should meet the requirement).</i>	30		

1.3	Relevance of specialized knowledge and experience on similar engagements		75
	At least 7 years of experience in development of regulatory frameworks in DRR and/or EWS (minimum requirement)	20	
	More than 7 years of experience in development of regulatory frameworks in DRR and/or EWS	40	
	At least 2 contracts of similar value, nature and complexity implemented over the last 7 years	20	
	More than 2 contracts of similar value, nature and complexity implemented over the last 7 years	35	
Total Section 1			200

Section 2. Proposed Methodology, Approach and Implementation Plan			Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?		115
	Important aspects of the task have been addressed in sufficient detail. Different components of the project are adequately weighted relative to one another (minimum requirement)	75	
	Important aspects of the task have been addressed in exceeding detail and components of the project are adequately weighted relative to one another	115	
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference		115
	Approach and methodology meet the requirements of the Terms of Reference (minimum requirement)	75	
	Approach and methodology exceed requirements of the Terms of Reference	115	
2.4	Assessment of performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific assignment		115
	Performance monitoring and evaluation mechanisms and tool and how they shall be adopted and used for a specific assignment is described in sufficient detail (minimum requirement)	75	
	Performance monitoring and evaluation mechanisms and tool and how they shall be adopted and used for a specific assignment is described in exceeding detail	115	
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic		55
	Activities are properly sequenced, are logical and realistic (minimum requirement)	55	

Section 3. Management Structure and Key Personnel			Points obtainable
3.1 a	Coordinator		20
	At least 5 years of experience in the field of management, technical expertise, reporting (minimum requirement)	15	
	Experience of working in the field of Disaster Risk Reduction, Climate Change Adaptation and Early Warning Systems is an asset; (asset)	5	
3.1 b	International expert in DRR and EWS		80
	Degree in environmental sciences/engineering, geography, physics, hydro-meteorology, disaster risk reduction or other related fields		
	• Master's Degree (minimum requirement)	7	10
	• PhD	10	
	Experience within the field of disaster management, disaster risk reduction, EWS, environmental sciences/engineering, geography, hydro-meteorology, or similar fields of work		15
	• 10 years of experience (minimum requirement)	10	
	• More than 10 years of experience	15	
	International professional experience in Forecasting Early Warning Systems design and/or implementation		
	• 5 years (minimum requirement)	7	10
	• More than 5 years	10	
	Experience in the development of institutional, legislative and policy frameworks for national disaster risk reduction and early warning systems		
	• 5 years (minimum requirement)	11	15
	• More than 5 years	15	
	Technical experience in the design, development and implementation of DRR and MHEWS programs in support of the national priorities.		
	• 10 years of experience (minimum requirement)	7	10
	• More than 10 years of experience	10	
	Experience in hydrometric monitoring network operations and maintenances for early warning systems;		
	• 10 years of experience (minimum requirement)	7	10
	• More than 10 years of experience	10	
	Professional experience in international project of similar complexity and value as indicated in the RfP		
	• 2 similar international projects (minimum requirement)	7	10
	• More than 2 international projects	10	
3.1 c	International expert in International Law, Policy Analysis and development		80

	University degree in law or relevant field		
	• Master's Degree (minimum requirement)	10	15
	• PhD	15	
	Experience in the development of legislative and policy frameworks		
	• 10 years of experience (minimum requirement)	15	20
	• More than 10 years of experience	20	
	Experience in the EU Aquis translation process of passing of the European Union legal act through the required stages into national law		
	• 5 years (minimum requirement)	10	
	• More than 5 years	15	15
	Experience in Professional revision of the legal acts: Linguistic revision and Legal revision		
	• 10 years of experience (minimum requirement)	15	20
	• More than 10 years of experience	20	
	Professional experience in international projects of similar complexity and value as indicated in the RfP		
	• 2 similar international projects (minimum requirement)	6	10
	• More than 2 international projects	10	
3.1 d	National Expert in WRM		50
	Degree in water engineering, hydrology, natural resource management, geography and or other relevant disciplines		25
	• Bachelor's Degree (minimum requirement)	15	
	• Master's Degree	25	
	Experience in water resources management aspects		
	• 5 years of experience (minimum requirement)	20	25
	• More than 5 years	25	
3.1 e	National Expert in DRR and EWS		50
	Degree in environmental sciences/engineering, geography, physics, hydro-meteorology, disaster risk reduction or other related fields		
	• Bachelor's Degree (minimum requirement)	17	25
	• Master's Degree	25	
	Experience within the field of disaster management, disaster risk reduction, EWS, environmental sciences/engineering, geography, hydro-meteorology, or similar fields of work is required		25
	5 years of experience (minimum requirement)	17	
	More than 5 years	25	
3.1 f	National Expert in policy analysis and development (1)		60
	Degree in law of in a relevant institutional and public policy discipline;		
	• Master's Degree (minimum requirement)	15	

	<ul style="list-style-type: none"> • PhD 	20	20
	Experience in all elements of policy analysis process including: framing the issue; collecting and describing policy evidence; interpreting evidence; and formulating recommendations		20
	<ul style="list-style-type: none"> • 5 years of experience (minimum requirement) 	15	
	<ul style="list-style-type: none"> • More than 5 years of experience 	20	
	Experience in the development of policy analysis benchmarks and evaluation criteria such as relevance, effectiveness, efficiency, impact and sustainability of deliverables (e.g. OECD criteria);		15
	<ul style="list-style-type: none"> • 5 years of experience (minimum requirement) 	12	
	<ul style="list-style-type: none"> • More than 5 years of experience 	15	
	Experience of review and analysis of international legislation and policy, particularly related to EU Aquis (asset)	5	5
3.1 g	National Expert in policy analysis and development (2)	92	60
	Degree in law or in a relevant institutional and public policy discipline;		20
	<ul style="list-style-type: none"> • Master's Degree (minimum requirement) 	15	
	<ul style="list-style-type: none"> • PhD 	20	
	Experience in all elements of policy analysis process including: framing the issue; collecting and describing policy evidence; interpreting evidence; and formulating recommendations		20
	<ul style="list-style-type: none"> • 5 years of experience (minimum requirement) 	15	
	<ul style="list-style-type: none"> • More than 5 years of experience 	20	
	Experience in the development of policy analysis benchmarks and evaluation criteria such as relevance, effectiveness, efficiency, impact and sustainability of deliverables (e.g. OECD criteria);		15
	<ul style="list-style-type: none"> • 5 years of experience (minimum requirement) 	12	
	<ul style="list-style-type: none"> • More than 5 years of experience 	15	
	Experience of review and analysis of international legislation and policy, particularly related to EU Aquis (asset)	5	5
Total Section 3			400

Section 5. Terms of Reference

a. Background Information and Rationale, Project Description

Due to the diverse and complex terrain of the Caucasus mountains, its significant influence and the influence of the Black Sea and Caspian Sea on the climate and weather of the region, Georgia is exposed to various climate-induced hazards including floods and flash floods, climate-induced geological hazards (including landslides, mudflow, debris flows), droughts, soil erosion, severe winds, hailstorms and avalanches. Furthermore, according to Georgia's 2nd and the 3rd National Communications, the frequency, intensity and geographical spread of extreme hydro meteorological hazards will increase under climate change and may result in significant impacts on key sectors including agriculture, critical infrastructure (transportation networks, buildings, roads, water supply, energy installations), natural resources and eco-systems, glaciers and forests.

Disaster risk reduction governance in Georgia in terms of prevention, mitigation, preparedness, response/recovery is very poor both on national and local government levels. There are gaps in the existing legal and regulatory framework for disaster risk reduction and integration of climate risk information into decision-making across all sectors. Despite the presence of framework CCA/DRR laws, e.g. Law on Public Safety, law on Emergency Situations, there is a need for significant update to establish effective emergency management system, and address legal gaps, e.g. setting clear criteria for classification of disasters; specific regulations (in particular, methodologies) on multi-hazard vulnerability and risk assessments and mapping, flood assessment and mapping, communication protocols for early warning systems, SOPs of individual entities engaged in unified emergency management system, etc. are missing.

Similarly, there are gaps in the existing legal and regulatory framework for water management that would prevent operationalization of the MHEWS and integration of climate risk information in decision-making. There is an on-going work coordinated by the MEPA in Georgia to develop framework legislation on water and flood risk management guided by the EU directives. Technical support is required to accelerate development of technical guidelines and other regulations for these framework laws.

Consequently, to address the existing development challenges, UNDP designed a program on reducing climate-driven disaster risks in Georgia. The programmatic response encompasses two interrelated projects funded by Swiss Development Cooperation (SDC), under which the current Request Proposal is being announced, and Green Climate Fund (GCF). The GCF funded interventions will target expansion of the hydro-meteorological network, development of modelling capacities and improving community resilience through implementation of EWS & risk reduction measures.

The project funded by SDC will aim at reducing exposure and vulnerability of communities in Georgia, through development of multi-hazard risk information to be based on sound regulatory frameworks;

Under the current call of the Request for Proposal, improvement of a legal and institutional framework for Multi-hazard Early Warning System and climate information is envisaged, through provision of expertise in development/amendment regulatory frameworks for multi-hazard mapping, vulnerability and risk assessment as well as multi-hazard early warning system.

b. Specific Objectives

The objective of the required services is to develop a package of documents strengthening the legal and institutional frameworks for MHEWS and climate information issues in Georgia that includes Policy

statement, Strategy, Legislation/Regulations, Procedures, Enforcement Acts, Codes of Practice, Protocols, Guidance, Framework documents and etc.

The goals of the assignment are:

1. Development of climate risk regulatory framework;
2. Development of institutional framework for MHEWS.

Specific targets to be achieved under each goal by the service provider are the following:

1. Development of legal framework for hazard, vulnerability and risk assessment and MHEWS, through:
 - 1.1 Development of framework legislation on the management of hydro-meteorological hazards (flood, mudflow, landslide, hailstorm/windstorm, avalanche and drought) in accordance with EU Directives, WMO and other applicable international standards;
 - 1.2 Development of policy and legislative framework governing the Multi-Hazard Early Warning System
 - 1.3 Development of policy and legislative instruments to enforce the agreed-upon arrangements and standardized and institutionalized hazard, risk and vulnerability assessment methods for Georgia;
2. Development of institutional framework for MHEWS, through:
 - 2.1 Identification of roles, responsibilities and institutional arrangements for EWS at all levels, particularly the communication and dissemination of early warning;
 - 2.2 Development of communication lines between different agencies and development of Standard Operational Procedures, Communication Protocols and Codes of Conduct for each of the agencies responsible for the various elements of the MHEWS and response;
 - 2.3 Development of national operational maintenance procedures for hydrometric network in compliance with WMO guidelines

c. Scope

The service provider will be expected to work closely with the team of experts to be hired under the overall program. Particularly, regulatory framework for multi-hazard mapping and risk assessment shall be developed with support from the team of experts working on development of the unified methodology and Standard Operation Procedures for multi-hazard mapping and risk assessment. Furthermore, team of experts working on vulnerability assessment methodology and SoPs will provide relevant inputs for development of legal documents pertaining regulatory frameworks for vulnerability assessment. As for development of regulatory frameworks for components of Multi-hazard Early Warning System (MHEWS), the activities will be supplemented by the team of international experts under GCF funded project. In addition, the service provider shall support integrating climate induced flood and droughts risks management into water legislation by adaptation of #24 EU Water Framework Directive CIS guidance document on River Basin Management under Changing Climate. Moreover, the project will assist the MEPA in translation, adaptation and adoption of the Guidance for Reporting under the Floods Directive (2007/60/EC).

Furthermore, the service provider will be expected to work closely with Emergency Management Service, National Security Council, Ministry of Environment Protection and Agriculture, Ministry of Internal Affairs, and other relevant line ministries.

Specifically, the service provider will be expected to provide the following services:

Phase 1. Technical Note/annual work plan

1. Develop a detailed methodology, work plan and resourcing plan in close cooperation with UNDP project team and Chief Technical Advisor;

Phase 2. Desk Research

1. Conduct in depth analysis of institutional set up for multi-hazard early warning components and climate information (multi-hazard mapping, vulnerability and risk assessment), that includes stakeholder mapping for each component and relevant capacity assessment. Considering the results of the stakeholder mapping composition of a thematic working group for legal and institutional framework should be prepared in order to conduct thematic working group meetings during implementation of the assignment. The activity will be supplemented by a team of international experts hired under the project for development of multi-hazard mapping methodology and SoPs, international expert on institutional capacity assessment and international experts for forecasting models, to be hired by GCF project. At least 2 thematic working group meetings should be organized during implementation of the overall assignment, or more as deemed required by the service provider.
2. Identify gaps and specific needs for establishment/improvement of institutional framework for multi-hazard early warning system, that includes definition of specific mandates and standard operation procedures in close cooperation with relevant stakeholders;
3. Prepare Capacity Development Plan based on the needs for establishment/improvement of the institutional framework; The activity will be implemented with the technical support from international expert on Institutional Capacity Assessment.
4. Review and in-depth analysis of legal framework for multi-hazard early warning components and climate information (multi-hazard mapping, vulnerability and risk assessment), that includes stakeholder mapping for each component and relevant governing laws and policy documents.
5. Identify the gaps and needs for development/amendment of specific policies and any other legal documents (by-laws, decrees etc.) to regulate components of multi-hazard early warning system and multi-hazard mapping, vulnerability and risk assessments based on the methodology and SoPs to be developed by the team of experts working on the issue;
6. Conduct review of existing practice and capacities for operation and maintenance of hydrometric monitoring network, identify gaps and develop recommendations for improving the protocol for O&M in close cooperation with relevant stakeholders (NEA, NFA, MEPA), including the Capacity Development Plan. The activity will be implemented with the technical support from International expert on Institutional Capacity Assessment to be hired by the project.
7. Review existing status of integrating climate induced flood and droughts risks management into water legislation:
 - a. Review in detail the policies, strategies and plans within the water management sector. Identify entry points in the policies and plans for introducing Climate Change induced flood and drought considerations within the water management sector.
 - b. Undertake detailed technical review studies on Climate Change impacts on the water resources sector in Georgia.
 - i. Review all existing practises, processes etc. relating to how hydrological assessments of water resources (surface and ground water assessments) within each basin and the extent to which climate change considerations are included.
 - ii. Review all existing practises, processes etc. relating to water supply and demand assessments (Urban and rural domestic water supply demands, Irrigation demands, Industrial and mining demands, Environmental Flow Requirements) and identify whether climate change induced flood and drought considerations are systematically included.
 - iii. Review all existing practises, processes etc. relating to river basin water allocation assessments and identify whether climate change-induced flood and drought considerations are systematically included
 - c. Review of existing River Basin Management Planning practice, methodology and procedures in Georgia

Phase 3. Institutional framework for multi-hazard early warning system

1. Develop structural set up for Early Warning System with clarification of roles, responsibilities and institutional arrangements for EWS at all levels, particularly the communication and dissemination of early warning to be reviewed and validated by relevant stakeholders on thematic working groups.
2. Develop Standard Operational Procedures, Communication Protocols and Codes of Conduct for each of the agencies responsible for the various elements of the MHEWS and response, to be implemented in close cooperation with relevant stakeholders.
3. Develop a set of procedures for operational maintenance of hydrometric monitoring network, to be validated and approved by relevant stakeholders. The activity should be implemented in close cooperation with international expert on hydrometeorological and agrometeorological network to be hired by GCF project.

Phase 4. Legal framework for multi-hazard early warning system and multi-hazard mapping, vulnerability and risk assessments

1. Prepare/amend relevant policy documents by-laws, laws, etc. to regulate all components of multi-hazard early warning system in close cooperation with the legal staff from relevant stakeholders;
2. Prepare/amend relevant policy documents, laws, by-laws to reflect the requirements of unified methodologies and relevant SoPs for multi-hazard mapping, vulnerability and risk assessments in close cooperation with legal staff from relevant stakeholders;
3. Provide inputs to ensure integration of climate induced flood and droughts risks management into water legislation, through:
 - a. Development of recommendations for incorporating climate change induced flood and drought considerations into all aspects of the practices, processes and plans for water resources hydrological assessments, water demand assessments, and water allocation assessments. Incorporation of the EU Guidance document No. 24 - River Basin Management in a Changing Climate – into water legislation.
 - b. Consultation with sector leaders on findings of study and invite comments on recommendations.
 - c. Development and codifying detailed methodologies for incorporating CC flood and drought modelling results into risk assessments, strategies, policies and plans for water resources management.
 - d. Development and finalisation of robust sector policies and legislative frameworks and guidelines incorporating climate change induced flood and drought risk management into water legislation, including enabling guidelines and/or tools for effective implementation of new policies.
 - e. Development of capacity building roadmap on how to integrate new policies, plans and strategies into water management planning, including management tools that will be needed for implementation and enforcement for new policies. This activity will be conducted in association with the Institutional Capacity Development expert.
4. Development of a roadmap for implementation and embedding of the new legislation, policies etc. within relevant institutions along with development of Capacity Development Plan for development of climate risk informed legislation across all sectors.

Approach and Methodology

At the initial stage the service provider should prepare a process approach and implementation plan acceptable for UNDP project team and CTA.

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

1. The work plan should include Gantt Charts or Work Schedule indicating detailed sequence of the implemented activities and their corresponding timing;
2. The service provider should ensure active engagement and consultations with major stakeholders in Georgia, and particularly the Ministry of Environment Protection and Agriculture, National Environmental Agency, Emergency Management Service under the Ministry of Internal Affairs, Joint Operation Center/112 under the Ministry of Internal Affairs, National Security Council etc.
3. The legal framework reflecting the multi-hazard mapping, vulnerability and risk assessment methodologies should be developed in close consultations with the experts working on development of unified methodology for multi-hazard mapping, recruited by the current project, as well as team of experts recruited by GCF funded project for development of vulnerability assessment methodology;
4. Development of institutional framework for MHEWS components should be supplemented by team of international experts to be hired by GCF, particularly they will develop the institutional arrangement for effective delivery of forecasts within their areas of their expertise. They will also provide guidance on the thresholds and criteria for warnings for their specific hazards;
5. Gender considerations should be reflected in policy documents and technical guidance (to be reviewed by gender advisor of the project);
6. The regulatory documents should be prepared in both Georgian and English;

Deliverables and Schedules/Expected Outputs

During the July 2019 to 30 June 2020 the service provider shall produce following deliverables:

#	Deliverable	Timing
1	Upon completion of phase 1 Technical note/annual work plan: a detailed process approach and implementation plan. The submitted deliverable should be analysed by UNDP during this period	2 weeks from contract signing
2.	Upon completion of phase 2 desk research. The submitted deliverable should be analysed by UNDP during this period	By end December 2019
3.	Upon completion of phase 3 Institutional framework for multi-hazard early warning system. The submitted deliverable should be analysed by UNDP during this period	By end May 2020
4.	Upon completion of phase 4 Legal framework for multi-hazard early warning system and multi-hazard mapping, vulnerability and risk assessments. The submitted deliverable should be analysed by UNDP during this period	By mid-September 2020

d. Key Performance Indicators and Service Level

The service provider shall be expected to provide technical expertise for the following services:

- Identify gaps in existing legislation regarding multi-hazard mapping, vulnerability and risk assessments, and provide inputs for amendment/development of relevant legal documents with consideration of agreed unified methodologies;
- Identify gaps in legislation related to multi-hazard early warning system and provide inputs for amendment/revision of the policy documents;

- Develop climate risk regulatory framework, that will include development of framework legislation on hazard management, by-laws and technical guidance informed by EU directives and other applicable international standards;
- Provide inputs to ensure integration of climate induced flood and droughts risks management into water legislation;
- Develop road map for adoption of legal and institutional framework;
- Develop Capacity Development Plan for elaboration of climate risk informed legislation across all sectors.
- Provide technical support to Ministry of Environment Protection and Agriculture, Emergency Management Service, Ministry of Internal Affairs and other relevant line ministries in process of adoption of the legal documents;

No payments shall be due from UNDP in case the service level is not met by the service provider for the activities and deliverables listed above.

e. Governance and Accountability

The contractor's performance will be monitored and regularly evaluated based on the monthly progress reports designed to provide updates per the service implementation plan and annual workplan. Regular monitoring of the performance will be conducted by UNDP senior management as per stipulated in the Terms of Reference.

The instalments will be linked with the deliverables and will be linked with approval from Project Manager and Chief Technical Advisor.

The service provider while implementing the service, should closely cooperate with Ministry of Environment Protection and Agriculture of Georgia, Emergency Management Service, National Security Council, project donor – SDC technical representatives and the project's Chief Technical Advisor.

Facilities to be provided by UNDP

To the certain extend UNDP will assist in mobilizing stakeholders contributing to the assignment. UNDP will provide with office premises during missions of international experts in Georgia.

f. Expected duration of the contract/assignment

The implementation period of the contract is 12 months starting from 7 October 2019 to 7 October 2020 with total of 150 working days.

UNDP reserves the right to review outputs, give comments, approve/accept outputs within 2 weeks period after submission.

i. Duty Station

The duty station of the contractor will be home based with missions to Tbilisi Georgia.

j. Professional Qualifications of the Successful Contractor and its key personnel

The assignment must be implemented through the international expertise in DRR and EWS framework, EU Flood and Drought Directives national expertise in DRR, EWS, WRM, and legislation, policy analysis and development.

The team of experts are expected to have relevant qualifications to take the following responsibilities:

1. Coordinator

The Coordinator shall be responsible for overall technical and administrative supervision, coordination of the team of experts, planning of the activities and ensuring that the project progresses as scheduled, coordination with the stakeholders, financial management, and regular reporting.

2. International expert in DRR and EWS

The expert shall provide leadership in development of institutional, legislative and policy frameworks for national Disaster Risk Reduction and Early Warning Systems. Provide analysis of disaster-risk and institutional context, provision of advisory services, identification of entry points into existing national policy and legislative frameworks and ongoing or planned programmes, and development of overarching frameworks for DRR and MHEWS. Development of SoPs for operation and maintenance of hydrometric monitoring network.

3. International expert in International law, policy analysis and development

The expert shall provide leadership in identification of priority DRR and EWS areas for translation based on strategic national documents, identification of acts for translation, and determination the annual calendar of translation, translation into national legislation in accordance with national legislation.

5. National expert in WRM/DRR

The national expert in WRM/DRR under leadership of international experts will be responsible to review in detail the policies, strategies and plans within the water management sector. Identify entry points in the policies and plans for introducing Climate Change induced flood and drought considerations within the water management sector. Undertake detailed technical review studies on Climate Change impacts on the water resources sector in Georgia.

6. National Expert in EWS/DRR

The national expert under leadership of international experts will be responsible for development of institutional, legislative and policy frameworks for national Disaster Risk Reduction and Early Warning Systems

7. National experts in policy analysis and development (2)

The experts shall provide in-depth analysis of the legislation system for DRR and EWS under technical guidance of international and national experts and develop the relevant legal framework in close cooperation with legal staff from relevant governmental stakeholders.

k. Price and Schedule of Payments

The Contract's price is fixed output-based regardless of extension of the herein specific duration. Payment per each deliverable as referred to in ToR will be done only after full clearance of the deliverables by the Project Manager and Chief Technical Adviser.

The proposers are requested to provide the cost breakdown 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 4 phases, to be finalized from contract signing till 30 September 2020. During the period the contractor should submit the deliverables as described in the ToR.

Year 2019

#	Deliverable	Percentage of Payments
1	Upon completion of phase 1	15%
2.	Upon completion of phase 2 desk research. The submitted deliverable should be analysed by UNDP during this period	40%

Year 2020

1.	Upon completion of phase 3	15%
2.	Upon completion of phase 4	30%

m. Additional References or Resources

Existing literature or documents that will help provide Bidders with a better comprehension of the project situation and the work required should be provided as annex/s to the TOR, especially if such literature or documents are not confidential.

The following reports will support with comprehension of the national context:

1. Assessment of Hazard Mapping System in Georgia, UNDP 2018, available at:
http://www.ge.undp.org/content/georgia/en/home/library/environment_energy/assessment-of-hazard-mapping-system-in-georgia-and-recommended-a.html
2. Comparative Analysis of Climate Change Adaptation and Disaster Risk Reduction Architecture and Recommended Actions. 2018 UNDP available at:
http://www.ge.undp.org/content/georgia/en/home/library/environment_energy/comparative-analysis-of-climate-change-adaptation-and-disaster-r.html

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	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Envelope

(Must be submitted in a separate sealed envelope)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select 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.

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

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ 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 ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Power of Attorney

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
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.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

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]
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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 **OR** ☐ 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

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years (2016, 2017, 2018)			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years (2016, 2017, 2018)			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		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 contracts of similar value, nature and complexity implemented at least over the last 7 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.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

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	Year 2016	USD
	Year 2017	USD
	Year 2018	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 2016	Year 2017	Year 2018
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			

Current Ratio			
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☐ 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]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

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

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i> <ul style="list-style-type: none">▪ Name of institution: [Insert]▪ Date of certification: [Insert]
Employment Record/ Experience	<i>[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.]</i>
References	[Insert] <i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert] Reference 2: [Insert]

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:	Select 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]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

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: USD

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days*	Total Amount
		A	B	C=A+B
In-Country**				
	Coordinator			
	International Expert in DRR and EWS			
	International Expert in International law, policy analysis and development			
	National expert in WRM			
	National expert in DRR/EWS			
	National Expert in policy analysis and development			

	National expert in policy analysis and development			
	Administrative staff, that company considers necessary for fulfilment of the tasks envisaged in the ToR***			
Home Based**	Coordinator			
	International Expert in DRR and EWS			
	International Expert in International law, policy analysis and development			
	Administrative staff, that company considers necessary for fulfilment of the tasks envisaged in the ToR***			
Subtotal Professional Fees:				

*UNDP strongly recommends companies to use days as a primary unit of time when providing respective calculations of 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;

Table 3: Breakdown of Other Costs****

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

**** Under Other Costs companies shall include detailed list of all costs associated with implementation of the tasks and deliverables, each cost shall be subjected 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

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Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1				
Deliverable 2				
Deliverable 3				
