



REQUEST FOR PROPOSAL (RFP) (For Services)

To: All potential vendors	DATE: August 30, 2019
	REFERENCE: RFP/2019/019 - ENSURE

Dear Sir / Madam:

We kindly request you to submit your Proposal for **conducting market assessment** for project landscapes and assist community groups on market planning.

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

Proposals may be submitted on or before **11:00am, Thursday, September 12, 2019** (GMT+08, Ulaanbaatar time) and via email to:

bids.mn@undp.org

Your Proposal must be expressed in the English, and valid for a minimum period of 120 days.

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

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

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any

change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

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

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

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Soyongua Ganchimeg
Assistant Resident Representative (O)
8/30/2019

Description of Requirements

Context of the Requirement	<p>Project: Ensuring Sustainability and Resilience (ENSURE) of Green Landscapes in Mongolia</p> <p>Background: The “Ensuring Sustainability and Resilience (ENSURE) of Green Landscapes in Mongolia” project is implemented by the Ministry of Environment and Tourism (MET), co-implemented with the Ministry of Food, Agriculture and Light Industry (MOFALI), and UNDP Mongolia CO, over a 7-year period starting from 2019, with objective to enhance ecosystem services in multiple landscapes of the Sayan and Khangai mountains and southern Gobi by reducing rangeland and forest degradation and conserving biodiversity through sustainable livelihoods. The project area covers 13 soums of Arkhangai, Zavkhan, Bayankhongor and Gobi-Altai aimags.</p> <p>The major source of livelihoods in rural areas were livestock, and livestock derived products, their numbers continuously grow causing pressure on pastureland. Particularly, in selected landscapes, e.g. Bayankhongor and Arkhangai aimags have higher number of livestock as compare to Gobi-Altai and Zavkhan aimags. More than 70% of total livestock in the pilot landscapes belong to Zarman Gobi (Desert Steppe) and Bukhun Mountain (Forest Steppe). Zarman Gobi PL has highest number of goats. For the livelihood options, the project aims to support activities that could potentially reduce the pressure on natural resources and improve biodiversity conservation and maintaining ecosystem services. Besides livestock, there could be other opportunities for developing value chains for timber and non-timber product, medicinal plant, berry products, research and development on genetic resources.</p> <p>Livelihood interventions from the project will support communities at the pilot areas for piloting new products, developing value chains and establishing partnership with private enterprisers. There is a need to complete baseline and preliminary market assessment. UNDP Mongolia is seeking for a company/NGO to conduct market assessment for supplementing the project outputs while supporting the integration of relevant findings and conclusions into the value-added product development.</p>
Implementing Partner of UNDP	Ministry of Environment and Tourism
Brief Description of the Required Services ¹	The objective of the assignment is to complete the PPG market assessments in each landscape and assist the project in market planning and value chain development for the pilot landscapes described above. The assessment report is expected to contain marketing plan and recommendation on adding value to livestock and agriculture origin products (cashmere, wool, yak wool, meat, hide and skin and dairy products), timber or non-timber forest products, medicinal plants or other initiatives such as ecotourism development by soums. /The market assessment will also identify sustainable

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	<p>livelihood opportunities and provide practical recommendations specific to the PUGs and FUGs to increase household incomes targeting livelihood diversification and biodiversity conservation. Recommendation on Public Private Partnerships (PPP) should also be included particularly on green development and leveraging financial mechanisms.</p>
List and Description of Expected Outputs to be Delivered	<p>1. Socio-economic assessment</p> <ul style="list-style-type: none"> i) Institutional capacity (PUGs, FUGs, Cooperatives) analysis for market development; ii) Assessment of economic activities for income generation /PUGs FUG, Herder Households etc/; iii) Economic structure, potential market and its size, supply and demand analysis for livestock and agriculture origin products (cashmere, wool, yak wool, meat, hide and skin and dairy products, plants), timber or non-timber forest products, medicinal plants or other initiatives such as ecotourism development; iv) Local/ soum economic development mapping; v) Analysis on potential products /rate of return and its feasibility. <p>2. Market Assessment</p> <ul style="list-style-type: none"> vi) Conduct market assessment to identify specific support needs for developing geographic specific value chains and assess bottlenecks; vii) Analyse business opportunities for commercializing and linking products to potential markets, considering the potential to reduce threats to biodiversity, pasture and forest; viii) Estimate market potential for livestock, agriculture, timber and nontimber products and ecotourism; ix) Organize at least 4 consultation meetings on marketing plan among potential value chain actors; x) consultation meetings between community groups, cooperatives and private sector buyers and processors to analyse the potential linkages and value chain development; xi) Review regional (aimag or national level) local/ soum economic/ green development planning documents related to market and livelihoods activities; Identify any other challenging regulations limiting economic/green development; xii) Examine the current use, economic benefit and sustainability of utilizing timber and non-timber products by landscape; xiii) Identify potential brandable products, potential production/business development, and analysis of main producers, clients/buyers and suppliers, availability of raw material, restoration of natural resource to maintain ecosystem services; xiv) Marketing strategy for brand products, and marketing channels and challenges to penetrate to new markets; xv) Situational analysis on infrastructure, logistics, storage and transportation;

	<p>xvi) Any potential new product for local brand with the application of innovation and advanced technology;</p> <p>xvii) Business plan for potential products.</p> <p>3. Livelihood development</p> <p>xviii) Analyse and recommend potential ABS (Access and Benefit-Sharing) contracts between providers (local community) and users of genetic resources (businesses that are exploiting for economic benefit), for biological/ genetic resources, such as medicinal plants and non-timber forest products;</p> <p>xix) Identify implementation mechanisms of private sector partnership to support livestock and agricultural product value-added chains through national and international market development, (eg. sustainable cashmere and wool initiative, other products) that will deliver improved livelihoods and biodiversity conservation in the project demonstration landscapes;</p> <p>xx) Identify potential experience sharing visits to other areas of Mongolia on livelihoods development based on local community initiative;</p> <p>xxi) Identify and recommend businesses that could be linked to green financing mechanisms;</p> <p>xxii)Conduct consultations and get an endorsement from the Bagh and Soum Citizen’s Representative meetings;</p>										
Person to Supervise the Work/Performance of the Service Provider	Programme Analyst and Project Management Unit										
Frequency of Reporting	All reports should be written in Mongolian and summary in English. Progress reports and Final report should be submitted to PIU within an agreed schedule complying the quality requirements.										
Progress Reporting Requirements	Required										
Location of work	<input checked="" type="checkbox"/> At Contractor’s Location										
Expected duration of work	6 months										
Target start date	September 2019										
Latest completion date	March 2019										
Travels Expected	<p>The selected landscapes are given in Table 1and 2.</p> <table><caption>Table 1. Selected pilot landscapes for Khangai region</caption><thead><tr><th>#</th><th>Name of the pilot landscapes</th><th>Geographical zones</th><th>Aimags covered</th><th>Soums covered</th></tr></thead><tbody><tr><td>1</td><td>Tarvagatain Mountain</td><td>Forest Steppe</td><td>Zavkhan</td><td>1.Ikh-Uul 2.Tosontsengel</td></tr></tbody></table>	#	Name of the pilot landscapes	Geographical zones	Aimags covered	Soums covered	1	Tarvagatain Mountain	Forest Steppe	Zavkhan	1.Ikh-Uul 2.Tosontsengel
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1	Tarvagatain Mountain	Forest Steppe	Zavkhan	1.Ikh-Uul 2.Tosontsengel							

	2	Bukhun Shar Mountain	Forest Steppe	Arkhangai	1.Battsengel 2.Ulziit 3.Khairkhan 4.Erdenemandal
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Table 2. Selected pilot landscapes for Gobi region

#	Name of the pilot landscapes	Geographical zones	Aimags covered	Soums covered
1	Ulaan shal Valley	Desert Steppe	1.Gobi-Altai 2.Bayankhongor	1. Chandmani 2.Baatsagaan 3.Bayantsagaan
2	Zarman Gobi	Desert Steppe	1.Gobi-Altai 2.Bayankhongor	1.Tsogt 2. Erdene 3.Bayan-Ondor 4.Shinejinst

Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input checked="" type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency - MNT
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Payment Terms	Outputs	Percentage	Timing	Condition for Payment Release
	- Inception Report including work plan and methodologies and desk review of existing reports and assessments	20%	2 weeks	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	Progress Report 1 - Socio-economic assessment report (including institutional analysis for soum development); - Complete field assessment (series of consultations with local authorities and community groups, Forest and pasture user groups and other CBOs); - Example CBO Comprehensive Action Plans (market plans)	30%	6 weeks	
	Progress report 2 - Market assessments for developing value-chain for livestock, agricultural, timber and non-timber, medicinal plant products for each demonstration landscape; - Livelihood development/assessment report - Training report (At least 4 training events for community groups (at least 50% women) on business development, and 4 training events on marketing and market plans for key selected products); - Consultations with PIU and short-term consultants and comprehensive analysis of proposed economic development activities at the project pilot areas in coordination with national green development programme; - Consultation report; - Field travel report.	30%	8 weeks	
	Final report Final Report and Recommendation on local economic development, at least 4 marketing plan /1 for each landscapes/ and livelihoods improvement scenarios /3/.	20	6 weeks	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Programme Analyst			

Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ³ <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	Technical Proposal (70%) <input checked="" type="checkbox"/> Expertise of the Firm - 35p <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan – 30p <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel - 35p Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁴ <input checked="" type="checkbox"/> Detailed TOR (Annex 4) <input type="checkbox"/> Others ⁵
Contact Person for Inquiries (Written inquiries only) ⁶	Procurement and Admin Associate Bids.mn@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	n/a

³ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$100,000.00.

⁴ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁵ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁶ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

- Proof of successful completion of 3 similar works in last 7 years;
- Approach and methodology;
- Work plan and schedule;
- Quality assurance mechanisms;
- Risk and risk mitigation measures

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

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

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

D. Cost Breakdown per year*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Deliverable 1	20%	
2	Deliverable 2	30%	
3	Deliverable 3	30%	
4	Deliverable 4	20%	
	Total	100%	
	GRAND TOTAL		

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

E. Cost Breakdown by Cost Component (MNT):

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
Lead Expert				
Market and value chain specialist				
Community livelihood expert				
II. Out of Pocket Expenses				
Travel cost				
III. Other Related Costs				

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

General Terms and Conditions for Services

1.0 LEGAL STATUS:

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2.0 SOURCE OF INSTRUCTIONS:

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4.0 ASSIGNMENT:

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

5.0 SUB-CONTRACTING:

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7.0 INDEMNIFICATION:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

- 8.1** The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 8.2** The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- 8.3** The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.
- 8.4** Except for the workmen's compensation insurance, the insurance policies under this Article shall:
- 8.4.1** Name UNDP as additional insured;
 - 8.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;
 - 8.4.3** Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
 - 8.5** The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

9.0 ENCUMBRANCES/LIENS:

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10.0 TITLE TO EQUIPMENT:

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

- 11.1** Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.
- 11.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the

performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

11.3 At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.

11.4 Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

13.1 The recipient ("Recipient") of such information shall:

13.1.1 use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,

13.1.2 use the Discloser's Information solely for the purpose for which it was disclosed.

13.2 Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

13.2.1 any other party with the Discloser's prior written consent; and,

13.2.2 the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

13.2.2.1 a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

13.2.2.2 any entity over which the Party exercises effective managerial control; or,

13.2.2.3 for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

13.3 The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the

Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

- 13.4** The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.
- 13.5** The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.
- 13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

- 14.1** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.
- 14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.
- 14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

15.0 TERMINATION

- 15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

15.3 In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.

15.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

16.0 SETTLEMENT OF DISPUTES

16.1 Amicable Settlement: The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

16.2 Arbitration: Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

17.0 PRIVILEGES AND IMMUNITIES:

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18.0 TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

- 18.2** Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19.0 CHILD LABOUR

- 19.1** The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.
- 19.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20.0 MINES:

- 20.1** The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.
- 20.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21.0 OBSERVANCE OF THE LAW:

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22.0 SEXUAL EXPLOITATION:

- 22.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.
- 22.2** The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years

with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

23.0 AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official.

**TERMS OF REFERENCE (TOR)
FOR CONDUCTING MARKET ASSESSMENT FOR PROJECT LANDSCAPES
AND ASSIST COMMUNITY GROUPS WITH MARKET PLANNING**

Project Title: Ensuring Sustainability and Resilience (ENSURE) of Green Landscapes in Mongolia
Type of position: Service provider /firm/company/NGO/ for conducting market assessment
Type of contract: Service contract for team of multi-disciplinary experts
Duty location: Field study at the 4 project landscapes (13 soums of Arkhangai, Bayankhongor, Gobi-Altai and Zavkhan aimags)
Duration of contract: 6 months

1. Project Description

The “Ensuring Sustainability and Resilience (ENSURE) of Green Landscapes in Mongolia” project is implemented by the Ministry of Environment and Tourism (MET), co-implemented with the Ministry of Food, Agriculture and Light Industry (MOFALI), and UNDP Mongolia CO, over a 7-year period starting from 2019, with objective to enhance ecosystem services in multiple landscapes of the Sayan and Khangai mountains and southern Gobi by reducing rangeland and forest degradation and conserving biodiversity through sustainable livelihoods. The project area covers 13 soums of Arkhangai, Zavkhan, Bayankhongor and Gobi-Altai aimags. The project result framework sets out the intervention pathways how to achieve the objectives through the implementation of following four outcomes and outputs described below.

1) Enhanced enabling framework and systemic tools help conserve biodiversity and ecosystem services. The key deliverables under Outcome 1 are: enhanced policies, laws and regulations to support green development for biodiversity, ecosystem services and livelihoods (Output 1.1); biodiversity and ecosystem services incorporated into development planning (Output 1.2); financial mechanisms for biodiversity and ecosystem services linked to green development planning (Output 1.3); tools and capacity development for reducing rangeland and forest degradation (Output 1.4); and conservation of globally threatened /iconic fauna (Output 1.5).

2) Rangelands, forests and biodiversity are restored, and protected areas strengthened at landscape scale. The key deliverables under Outcome 2 are: sustainable rangeland management and restoration operationalized (Output 2.1); sustainable management and restoration of boreal and saxaul forests operationalized (Output 2.2); protected area system expanded and strengthened in key biodiversity areas, particularly in under-represented ecosystems (Output 2.3); best practices operationalised for conserving globally threatened / iconic fauna through threat reduction (Output 2.4).

3) Sustainable livelihoods provide benefits to local communities and support biodiversity. The key deliverables under Outcome 3 are: community groups support sustainable rangeland and forest management and biodiversity conservation through green livelihoods (Output 3.1); sustainable livelihoods implemented by PUGs and FUGs that increase family incomes and gender equality (Output 3.2); Public Private Partnerships incentivise green development through business investments and PES mechanisms (Output 3.3); Public awareness of green development raised (Output 3.4).

4) Improved knowledge management, monitoring and evaluation supports sustainability and up-scaling. The key deliverables under Outcome 4 are: knowledge from the project shared with

stakeholders (Output 4.1); project outcomes achieved through effective implementation and adaptive management, informed by M&E and gender mainstreaming (Output 4.2).

2. Rational

During the Project Preparation Grant (PPG), the following challenges and barriers were identified in the selected pilot landscapes for livelihood improvement and green development. These common challenges and barriers were (but not limited to):

1. Insufficient linkage between livelihood and sustainable management of natural resources;
2. Local households, Pasture User Groups (PUG)s and Forest User Groups (FUG)s have limited experience working with private sector and weakness on business and technical skills, such as financial literacy;
3. In the pilot landscapes, the main source of income was derived from livestock products, however, new business model is required to balance the livestock number to the carrying capacity of pasture for mitigating overgrazing and desertification;
4. Most of the pilot landscapes are isolated from the bigger markets and some even have no access to market;
5. Due to limited market access and economic activities, the manpower and human resources are continuously declining in the region;
6. Limited capacities of PUGs and FUGs in terms of skills, and experiences in green development, biodiversity conservation, and development of value addition in livestock, timber and non-timber products.

The major source of livelihoods in rural areas were livestock, and livestock derived products, their numbers continuously grow causing pressure on pastureland. Particularly, in selected landscapes, e.g. Bayankhongor and Arkhangai aimags have higher number of livestock as compare to Gobi-Altai and Zavkhan aimags. More than 70% of total livestock in the pilot landscapes belong to Zarman Gobi (Desert Steppe) and Bukhun Mountain (Forest Steppe). Zarman Gobi PL has highest number of goats. For the livelihood options, the project aims to support activities that could potentially reduce the pressure on natural resources and improve biodiversity conservation and maintaining ecosystem services. Besides livestock, there could be other opportunities for developing value chains for timber and non-timber product, medicinal plant, berry products, research and development on genetic resources.

Livelihood interventions from the project will support communities at the pilot areas for piloting new products, developing value chains and establishing partnership with private enterprisers. There is a need to complete baseline and preliminary market assessment. UNDP Mongolia is seeking for a company/NGO to conduct market assessment for supplementing the project outputs while supporting the integration of relevant findings and conclusions into the value added product development. The selected landscapes are given in Table 1 and 2.

Table 1. Selected pilot landscapes for Khangai region

#	Name of the pilot landscapes	Geographical zones	Aimags covered	Soums covered
1	Tarvagatain Mountain	Forest Steppe	Zavkhan	1.Ikh-Uul 2.Tosontsengel
2	Bukhun Shar Mountain	Forest Steppe	Arkhangai	1.Battsengel 2.Ulziit 3.Khairkhan 4.Erdenemandal

Table 2. Selected pilot landscapes for Gobi region

#	Name of the pilot landscapes	Geographical zones	Aimags covered	Soums covered
1	Ulaan shal Valley	Desert Steppe	1.Gobi-Altai 2.Bayankhongor	1. Chandmani 2.Baatsagaan 3.Bayantsagaan
2	Zarman Gobi	Desert Steppe	1.Gobi-Altai 2.Bayankhongor	1.Tsogt 2. Erdene 3.Bayan-Ondor 4.Shinejinst

3. Objectives and scope of work

The objective of the assignment is to complete the PPG market assessments in each landscape and assist the project in market planning and value chain development for the pilot landscapes described above. The assessment report is expected to contain marketing plan and recommendation on adding value to livestock and agriculture origin products (cashmere, wool, yak wool, meat, hide and skin and dairy products), timber or non-timber forest products, medicinal plants or other initiatives such as ecotourism development by soums. /The market assessment will also identify sustainable livelihood opportunities and provide practical recommendations specific to the PUGs and FUGs to increase household incomes targeting livelihood diversification and biodiversity conservation. Recommendation on Public Private Partnerships (PPP) should also be included particularly on green development and leveraging financial mechanisms.

Tasks:

The following tasks/activities to be completed:

4. Socio-economic assessment

- xxiii) Institutional capacity (PUGs, FUGs, Cooperatives) analysis for market development;
- xxiv) Assessment of economic activities for income generation /PUGs FUG, Herder Households etc/;
- xxv) Economic structure, potential market and its size, supply and demand analysis for livestock and agriculture origin products (cashmere, wool, yak wool, meat, hide and skin and dairy products, plants), timber or non-timber forest products, medicinal plants or other initiatives such as ecotourism development;
- xxvi) Local/ soum economic development mapping;
- xxvii) Analysis on potential products /rate of return and its feasibility.

5. Market Assessment

- xxviii) Conduct market assessment to identify specific support needs for developing geographic specific value chains and assess bottlenecks;
- xxix) Analyse business opportunities for commercializing and linking products to potential markets, considering the potential to reduce threats to biodiversity, pasture and forest;

- xxx) Estimate market potential for livestock, agriculture, timber and nontimber products and ecotourism;
- xxxi) Organize at least 4 consultation meetings on marketing plan among potential value chain actors;
- xxxii) consultation meetings between community groups, cooperatives and private sector buyers and processors to analyse the potential linkages and value chain development;
- xxxiii) Review regional (aimag or national level) local/ soum economic/ green development planning documents related to market and livelihoods activities; Identify any other challenging regulations limiting economic/green development;
- xxxiv) Examine the current use, economic benefit and sustainability of utilizing timber and non-timber products by landscape;
- xxxv) Identify potential brandable products, potential production/business development, and analysis of main producers, clients/buyers and suppliers, availability of raw material, restoration of natural resource to maintain ecosystem services;
- xxxvi) Marketing strategy for brand products, and marketing channels and challenges to penetrate to new markets;
- xxxvii) Situational analysis on infrastructure, logistics, storage and transportation;
- xxxviii) Any potential new product for local brand with the application of innovation and advanced technology;
- xxxix) Business plan for potential products.

6. Livelihood development

- xl) Analyse and recommend potential ABS (Access and Benefit-Sharing) contracts between providers (local community) and users of genetic resources (businesses that are exploiting for economic benefit), for biological/ genetic resources, such as medicinal plants and non-timber forest products;
- xli) Identify implementation mechanisms of private sector partnership to support livestock and agricultural product value-added chains through national and international market development, (eg. sustainable cashmere and wool initiative, other products) that will deliver improved livelihoods and biodiversity conservation in the project demonstration landscapes;
- xlii) Identify potential experience sharing visits to other areas of Mongolia on livelihoods development based on local community initiative;
- xlili) Identify and recommend businesses that could be linked to green financing mechanisms;
- xliv) Conduct consultations and get an endorsement from the Bagh and Soum Citizen's Representative meetings;

4. Expected outputs, deliverables:

All reports should be written in Mongolian and summary in English. Progress reports and Final report should be submitted to PIU within an agreed schedule complying the quality requirements.

Deliverables/ Outputs	Estimated Duration	Instalment (%)	Review and Approvals Required
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- Inception Report including work plan and methodologies and desk review of existing reports and assessments	2 weeks	20%	
Progress Report 1 - Socio-economic assessment report (including institutional analysis for soum development); - Complete field assessment (series of consultations with local authorities and community groups, Forest and pasture user groups and other CBOs); - Example CBO Comprehensive Action Plans (market plans)	6 weeks	30%	Respective UNDP officer and PIU
Progress report 2 - Market assessments for developing value-chain for livestock, agricultural, timber and non-timber, medicinal plant products for each demonstration landscape; - Livelihood development/assessment report - Training report (At least 4 training events for community groups (at least 50% women) on business development, and 4 training events on marketing and market plans for key selected products); - Consultations with PIU and short-term consultants and comprehensive analysis of proposed economic development activities at the project pilot areas in coordination with national green development programme; - Consultation report; - Field travel report.	8 weeks	30%	Upon satisfactory result, Respective UNDP officer and PIU
Final report - Final Report and Recommendation on local economic development, at least 4 marketing plan /1 for each landscapes/ and livelihoods improvement scenarios /3/.	6 weeks	20 %	Upon satisfactory result, Respective UNDP officer and PIU

5. Duration of service: Contractual service is 6 months

6. Institutional arrangement

The contracted company will work for a total of 6 months in close collaboration with the PIU and relevant stakeholders at national and local level. Field trips, meetings at local level must be coordinated.

The consultant should ensure a timely identification of potential risks and signal any delays in deliverables. The contract will be effective immediately upon signature by UNDP.

UNDP CO/ PMU shall have the following responsibilities:

- Provide with relevant documents and digital files of maps;
- Discuss and agree on the methodologies of the assignment;
- Support for organizing meetings and workshops;
- Support for participation and involvement of key stakeholders in the meeting;
- Monitor and evaluate the progress of the assignment.

7. Qualifications of the Company profile:

Company:

- The company must have an adequate experience in projects comparable with the present assignment (market assessment, value chain development and livelihoods improvement while maintaining ecosystem services) in terms of scope and complexity. Must prove this experience with at least 3 successfully completed contracts in the last 7 years.
- Brief description of the bidder that shows analogous experience in market assessment and livelihoods development planning including natural resources management planning described above in tasks/ deliverables of the ToR;
- The company has the necessary personnel at his disposal to be able to fulfil the assignment as described in the expected deliveries;
- Proven experience in facilitation of community activities.

Experts with following background and experiences are expected to be in the team (key team members must be at least 3 (See Annex 1):

Lead expert:

- Lead expert should have at least Master's degree in the field of Business management or other economics, and such as Environmental Economics;
- Relevant work experience of minimum 5 years in natural resource management and livelihood programme development;
- Experience in local economic development, business and market analysis;
- Demonstrated knowledge and experience on developing business plan together with local communities;
- Experience in public and private sector settings regarding PPP development, promotion and implementation;

Marketing and value chain specialist:

- Marketing expert should have degree in Marketing or Product Development;
- At least 5 years of experience in market assessment value chain development, value-added products from livestock products (wool, cashmere, meat, dairy), non-timber products, medicinal plants;
- Proven knowledge and experience training local communities to improve the quality of raw materials, mainly from livestock, timber and nontimber products;
- R&D on genetic resources will have advantage;

Community Livelihoods:

- Livelihood expert should have degree in Rural or Community Development;
- At least 3 years' experience in community development, natural resource management and livelihood improvements;
- Knowledge and/or experience in the facilitation and promotion of PPPs in rural areas;
- Good experience on developing green/ sustainable livelihood for and among local communities;
- Preferably but not mandatory have experience in gender mainstreaming activities;
- Strong writing and communication skills;

- Proven experience both working with local government and with local people including PUGs and FUGs.

Competencies (applies to all experts):

- Able to conduct business analysis and assess the market demand and supply linked with sustainability of natural resources management;
- Able to conduct value chain assessment;
- Highly organized personnel in setting priorities, producing quality outputs, meeting deadlines and managing time efficiently;
- Writes clearly professional correspondence adequately;
- Works toward creative solutions by analyzing problems carefully and logically;
- Maintains professional relationships;

8. Recommended Presentation of Offer

The following documents should be submitted:

- a) Letter of Interest: confirmation to conduct the assignment;
- b) The "Technical Proposal" that contain:
 - **Personal CV** of team members indicating all past experiences from similar projects, the contact details (email and telephone number) of the members;
 - **Brief description** of the entity/company describing the suitability for the assignment, and a proposed work plan, methodology and approach to be used for completing the assignment;
 - **Set up** of the company to conduct field survey, understanding of the assignment and proposed methodological approach.
- c) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs in MNT including the travel costs to the field.

The offeror (legal entity) is requested to submit the documents specified in the ToR in a sealed envelope indicating the title of the assignment for which you are applying for. Documents will not be returned, and only shortlisted organizations/companies will be contacted.

Criteria for Selection of the Best Offer

Combined Scoring method will be used in the selection of a consultant, where the technical proposal (expertise, methodology, experience and qualification of key personal) will be weighted a max. of 70% and combined with the price offer which will be weighted a max of 30% (Annex 1).

Below is the breakdown of points of Technical proposal: 100 points which equal 70% of the total scoring:

- Expertise of the organization (NGO, company or academic institution, firm) - 35 points;
- Proposed team management structure & qualification of the preferred team members - 35 points;
- Proposed methodology and timeliness of the implementation plan - 30 points;

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

Annex 1 of ToR

Criteria	Weight	Max. Point
Technical criteria 1: Expertise of the organization		35
The company must have enough experience in projects comparable with the present assignments (market assessment, value chain development and livelihoods improvement while maintaining ecosystem services).		15
Must prove this experience with at least 3 successfully completed contracts in the last 7 years		20
Technical criteria 2: Qualifications of team members		35
<ul style="list-style-type: none"> Lead expert should have at least Master's degree in the field of Business management, Economics or Environmental economics; Relevant work experience of minimum 5 years in natural resource management and livelihood programme development; Experience in local economic development, business and market analysis; 		15
<ul style="list-style-type: none"> Marketing expert should have degree in Marketing or Product development; At least 5 years of experience in market assessment value chain development, value-added products from livestock products (wool, cashmere, meat, dairy), non-timber products, medicinal plants; R&D on genetic resources will have advantage; 		10
<ul style="list-style-type: none"> Livelihood expert should have degree in Rural/Community Development; At least 3 years' experience in community development, natural resource management, and livelihood improvements; 		10
Technical criteria 3: Proposed methodology and timeliness of the implementation plan		30
A brief proposal describing the methodologies, workplan and timeframe		30
Technical Score	70	100