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REQUEST FOR PROPOSAL

Implementation of Sustainable Financing Mechanism

RFP No.: RFP/UNDP/EPASS-TIGER/82426/026/2019

Project: EPASS - TIGER

Country: Indonesia

Issued on: 24 October 2019

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SECTION 1. LETTER OF INVITATION

Dear Sir/Madam,

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

Detailed Terms of Reference (TOR) as well as other requirements are listed in the RFP available on UNDP ATLAS e-Tendering system (<https://etendering.partneragencies.org>) **Event ID: 4737**

Your offer, comprising of a Technical and Financial Proposal, should be submitted in accordance with the RFP requirements, through the UNDP ATLAS e-Tendering system and by the deadline indicated in <https://etendering.partneragencies.org>.

NOTE: The Technical Proposal and Financial Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address. The file with the "FINANCIAL PROPOSAL" must be encrypted with a password so that it cannot be opened nor viewed until the Technical Proposal has been found to be pass the technical evaluation stage. Once a Technical Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request the Proposer to submit the password to open the Financial Proposal. The Proposer shall assume the responsibility for not encrypting the Financial Proposal. **NOTE: DO NOT ENTER BID AMOUNT IN THE SYSTEM, INSTEAD ENTER THE NUMBER 1.**

In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it is submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. In case of any discrepancies, the deadline indicated in the system shall prevail.

Kindly ensure that supporting documents required are signed and stamped and in the .pdf format, and free from any virus or corrupted files and the **FINANCIAL PROPOSAL IS PASSWORD PROTECTED.**

NOTE: The file name should contain only Latin characters (No Cyrillic or other alphabets.).

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking "**Accept Invitation**" but not later than **30 October 2019**. If this is not the case, UNDP would appreciate indicating your reason, for our records.

If you have not registered in the system before, you can register by logging in using:

Username: event.guest

Password: why2change

SECTION 2. INSTRUCTION TO BIDDERS

A. GENERAL PROVISIONS

1. Introduction

- 1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d>
- 1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.
- 1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.

2. Fraud & Corruption, Gifts and Hospitality

- 2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti
- 2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.
- 2.3 In pursuance of this policy, UNDP
 - (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;
 - (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
- 2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf

3. Eligibility

- 3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.
- 3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.

4. Conflict of Interests

- 4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:
- a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;
 - b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or
 - c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.
- 4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.
- 4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:
- a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and
 - b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.
- Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.
- 4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.

B. PREPARATION OF PROPOSALS

5. General Considerations

- 5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
- 5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP

6. Cost of Preparation of Proposal

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

7. Language

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

8. <i>Documents Comprising the Proposal</i>	<p>8.1 The Proposal shall comprise of the following documents:</p> <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. <i>Documents Establishing the Eligibility and Qualifications of the Bidder</i>	<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. <i>Technical Proposal Format and Content</i>	<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. <i>Financial Proposals</i>	<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. <i>Proposal Security</i>	<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: <ul style="list-style-type: none"> i. to sign the Contract after UNDP has issued an award; or
	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.
13.	<i>Currencies</i>	<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> <ul style="list-style-type: none"> a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
14.	<i>Joint Venture, Consortium or Association</i>	<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> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <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</p>

themselves in their presentation of their individual credentials.

- 14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.

15. Only One Proposal

- 15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.
- 15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:
- a) they have at least one controlling partner, director or shareholder in common; or
 - b) any one of them receive or have received any direct or indirect subsidy from the other/s; or
 - c) they have the same legal representative for purposes of this RFP; or
 - d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process;
 - e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or
 - f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.

16. Proposal Validity Period

- 16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.
- 16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.

17. Extension of Proposal Validity Period

- 17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.
- 17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.
- 17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.

18. Clarification of Proposal

- 18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.
- 18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.
- 18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems

that such an extension is justified and necessary.

19. Amendment of Proposals

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

20. Alternative Proposals

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

21. Pre-Bid Conference

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

C. SUBMISSION AND OPENING OF PROPOSALS

22. Submission

- 22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.
- 22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.
- 22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.

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:
- a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.
 - b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL

PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall:

- i. Bear the name and address of the bidder;
- ii. Be addressed to UNDP as specified in the BDS
- iii. Bear a warning that states *"Not to be opened before the time and date for proposal opening"* as specified in the BDS.

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

Email Submission

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

- a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;
- b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.
- c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.

eTendering submission

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

- a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;
- b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.
- 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-notice/resources/>

23. <i>Deadline for Submission of Proposals and Late Proposals</i>	<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>
24. <i>Withdrawal, Substitution, and Modification of Proposals</i>	<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 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. <i>Proposal Opening</i>	<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. <i>Confidentiality</i>	<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. <i>Evaluation of Proposals</i>	<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> <ul style="list-style-type: none"> a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals
28. <i>Preliminary</i>	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with</p>

<i>Examination</i>	respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.
29. <i>Evaluation of Eligibility and Qualification</i>	<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> <ul style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
30. <i>Evaluation of Technical and Financial Proposals</i>	<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>

Rating the Technical Proposal (TP):

TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100

Rating the Financial Proposal (FP):

FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100

Total Combined Score:

Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)

31. *Due Diligence*
- 31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:
- a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;
 - b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;
 - c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;
 - d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;
 - e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;
 - f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. *Clarification of Proposals*
- 32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.
- 32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.
- 32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.
33. *Responsiveness of Proposal*
- 33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.
- 33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the

material deviation, reservation, or omission.

34. Nonconformities, Reparable Errors and Omissions

- 34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.
- 34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.
- 34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:
- a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;
 - b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
 - c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.
- 34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.

E. AWARD OF CONTRACT

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

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

36. Award Criteria

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

37. Debriefing

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

38. Right to Vary Requirements at the Time of Award

- 38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

39. Contract Signature

- 39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture

of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.

40. <i>Contract Type and General Terms and Conditions</i>	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. <i>Performance Security</i>	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. <i>Bank Guarantee for Advanced Payment</i>	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. <i>Liquidated Damages</i>	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. <i>Payment Provisions</i>	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45. <i>Vendor Protest</i>	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
46. <i>Other Provisions</i>	46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence. 46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms

and Conditions shall have precedence.

- 46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15
http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer

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</p> <p>Time: starting 1030 hour (GMT+7)</p> <p>Date: October 30, 2019 10:30 AM</p> <p>Venue: Aceh Meeting Room, 7th Floor, UNDP Office, Menara Thamrin Building, Jl. M. H. Thamrin Kav. 3, Jakarta 10250</p> <p>The UNDP focal point for the arrangement is: Agneta Silvia and Yusef Saiful M. E-mail: agneta.silvia@undp.org and cc yusef.millah@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	<p>Will be imposed as follows:</p> <p>Percentage of contract price per day of delay: 0.5%</p>

			Percentage of contract price per day of delay: 0.5% Max. number of days of delay 1 (one) month, after which UNDP may terminate the contract.
9	40	Performance Security	Not Required
10	18	Currency of Proposal	USD for International Bidder and IDR for Local Bidders
11	31	Deadline for submitting requests for clarifications/ questions	Three (3) days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Agneta Silvia/Yusef Saiful Millah Address: UNDP Indonesia, 7 th Floor, Menara Thamrin Building, Jl. M. H. Thamrin Kav. 3 Jakarta Pusat 10250 E-mail address: agneta.silvia@undp.org / yusef.millah@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.id.undp.org/content/indonesia/en/home/procurement.html
14	23	Deadline for Submission	For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	<input type="checkbox"/> Courier/Hand Delivery <input type="checkbox"/> Submission by email ✓ e-Tendering
15	22	Proposal Submission Address	https://etendering.partneragencies.org <u>Insert BU Code and Event ID number: 4737</u>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP ▪ Max. File Size per transmission: N/A ▪ Mandatory subject of email: RFP/UNDP/EPASS-TIGER/82426/026/2019

17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	<i>December 2, 2019</i>
19		Maximum expected duration of contract	118 (one hundred eighteen) working days within 6 (six) months calculated based on the upon signing of contract by both parties
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Other Information Related to the RFP	<i>N/A</i>

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
- Bid Security submitted as per RFP requirements with compliant validity period

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 RFP clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with RFP 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
Previous Experience	Minimum 5 years of relevant experience.	Form D: Qualification Form
	Minimum 3 contracts of similar value, nature and complexity implemented over the last 10 years.	Form D: Qualification Form
<i>(For JV/Consortium/Association, all Parties cumulatively should</i>		

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.

	<i>meet requirement).</i>	
Financial Standing	<p>Minimum average annual turnover of USD200,000 for the last 3 years.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p> <p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	<p>Form D: Qualification Form</p> <p>Form D: Qualification Form</p>

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	250
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	350
Total		1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Experience in conservation and biodiversity sectors. Have 5 years of working experience in conservation, forestry, and/or biodiversity sector(s); Knowledge in conservation and biodiversity business process; Familiar with Indonesia's biodiversity and conservation sector's status, policies and regulations is preferred; Knowledge in types and mechanisms of PA (Protected Areas) management financing and/or forestry.	50
1.2	Experience and expertise in engaging government and private sectors, and designing/implementing multi-stakeholder engagement process leading to broad-based consensus and support with at least 3 years of experience in designing and implementing multi-stakeholder projects	70
1.3	Experience in projects and programmes in Indonesia, especially in the selected sectors; <ul style="list-style-type: none"> Have 3 years experience in conducting projects in Indonesia. Experience in managing projects related to Protected Areas and Sustainable Financing is an advantage 	50
1.4	Knowledge in types and mechanisms of PA management financing and/or forestry	50
1.5	Organizational Commitment to Sustainability (mandatory weight) Organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	30
Total Section 1		250

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?	80
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100
2.3	Details on how the different service elements shall be organized, controlled and	50

	delivered	
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	50
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	70
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	50
Total Section 2		400

Section 3. Management Structure and Key Personnel		Points obtainable
3.1	The selected Organization/Company is expected to put together an independent and multi-disciplinary team composed of national expertise which collectively brings experience and commitment in the following fields: <ul style="list-style-type: none"> • Environment, biodiversity, conservation, financing, community development • Effective stakeholder engagement • Proven ability to write report for government in national level and/or international organization 	50
3.2	Qualifications of key personnel proposed	
3.2 a	Team Leader	70
	- Academic qualification	20
	- Experiences and Competency	50
3.2 b	Business Model Specialist	60
	- Academic qualification	10
	- Experiences	50
3.2 c	Community Development Specialist	40
	- Academic qualification	10
	- Experiences	30
3.2 d	Conservation Financing Specialist	60
	- Academic qualification	15
	- Experiences	25
	- Competency	20
3.2 e	Policy Analyst	50

	- Academic qualification	15	
	- Experiences	35	
3.2 f	Spatial Analyst		20
	- Academic qualification	5	
	- Experiences	15	
Total Section 3			350

SECTION 5. TERMS OF REFERENCE

Term of Reference (TOR)

Implementation of Sustainable Financing Mechanism in Bogani Nani Wartabone National Park and Kerinci Seblat National Park

A. General Information

Title	:	Implementation of Sustainable Financing Mechanism in Bogani Nani Wartabone National Park and Kerinci Seblat National Park
Report to	:	1. Director of Forestry and Water Resources Conservation, Ministry of National Development Planning/Bappenas 2. Programme Manager for Natural Resource Management, UNDP 3. National Project Manager of EPASS Project 4. National Project Manager of TIGER Project
Location	:	Bogani Nani Wartabone National Park and Kerinci Seblat National Park
Expected place of travel	:	As listed in annex 2
Duration of contract	:	The expected duration will 118 working days within 6 (six) months calculated based on the upon signing of contract by both parties
Provision of support services	:	
Location	:	Yes <input checked="" type="checkbox"/> <input type="checkbox"/>
Equipment (laptop etc.)	:	Yes <input type="checkbox"/> <input checked="" type="checkbox"/>
Secretarial Services	:	Yes <input type="checkbox"/> <input checked="" type="checkbox"/>

Terminology of this TOR

The terms listed here under are used throughout this request for proposal (RFP) to mean the following:

Protected Area System	:	Protected areas – national parks, wilderness areas, community conserved areas, nature reserves and so on – are a mainstay of biodiversity conservation, while also contributing to people’s livelihoods, particularly at the local level. Protected areas are at the core of efforts towards conserving nature and the services it provides – food, clean water supply, medicines and protection from the impacts of natural disasters.
Protected Area Management	:	The protected area management is conducted primarily through a management of patrolling to provide monitoring and surveillance of the area. Patrolling is implemented to: (1) control and eradicate illegal and destructive activities. (2) monitor habitat and species status and integrity and provide routine updates to management (3) monitor threats such as

		illegal logging, hunting, encroachment, (4) forest fire prevention and control. (5) Identify areas where restoration and rehabilitation activities are required in particular tree planting, replacement and (6) maintenance of PA infrastructure, tracking, boundary demarcation, signage, etc.
Stakeholder	:	A person, group or organization that has interest or related to biodiversity conservation and protected area system financing, which can affect or be affected by the related actions, activities, or policies. This include 1) Ministry of National Development Planning 2) Ministry of Environment and Forestry, 3) Industries/companies and financing associations as the business actors, 4) Local governments at the provincial, district, and city level surrounding three sites, 4) Related line ministries associated in preparing the supporting policy for protected area system implementation.
Community development	:	Community development interventions in buffer zone should be undertaken by local government agencies in partnership with the PA management since the buffer zone and biological corridors cannot be assigned efficiently to PAs authorities. Thus, conservation and development aspects on the landscape of PA require effective coordinated planning and joint implementation. Moreover, the specific community awareness in respect of buffer zone and environmental is required.
Sustainability Score Card	:	The purpose of the scorecard is to assist governments, donors and NGOs to investigate and record significant aspects of a PA financing system – its accounts and its underlying structural foundations – to show both its current health and status and to indicate if the system is holistically moving over the long-term towards an improved financial situation.
Technical Commission		Technical Commission refers to personnel of government of Indonesia that is in charge to both project EPASS and TIGER. Technical Commission is under the Directorate of Forestry and Water Resource Conservation, Ministry of National Development Planning/Bappenas.
RPJMN	:	RPJMN refers to National Medium-Term Development Plan. The most recent RPJMN specifies that the green economy is to be the foundation of Indonesia's development programs. The emphasis is to be on inclusive and sustainable growth, increasing value added of natural resources with sustainable approach, increasing the quality of the environment, disaster mitigation and tackling climate change.

B. Background Information

UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in 177 countries and territories, UNDP offers global perspective and local insight to help empower lives and build resilient nations.”

UNDP Indonesia's mission is to be an agent for change in the human and social development of Indonesia. We aim to be a bridge between Indonesia and all donors as well as a trusted partner to all stakeholders. We work in four key areas of development: Governance Reforms, Pro-Poor Policy Reforms, Conflict Prevention and Recovery, and Environment Management, with the overarching aim of reducing poverty in Indonesia. Besides the four priority areas, UNDP Indonesia is also engaged in a variety of crosscutting initiatives focused on HIV/AIDS, gender equality, and information and technology for development.”

Enhancing the Protected Area System in Sulawesi for Biodiversity Conservation (EPASS)

Sulawesi (17.46 million ha) is the world's 11th largest island and is the 4th largest and 3rd most populated island in Indonesia, with a population of approximately 17 million. Sulawesi Island has a mix of both Asian and Australasian species, and subsequently has a remarkable globally significant diversity of terrestrial flora and fauna, as well as extremely rich coastal and marine life. Rates of endemism are extremely high. For example, of 127 known mammal species, 72 are endemic (62%), rising to 98% if bats are excluded. Since the 1980s, the island's natural habitat has been destroyed and degraded on a large scale, primarily due to logging and agricultural conversion. In order to conserve the island's globally significant biodiversity, the government has established a network of 62 terrestrial PAs and 6 marine PAs on the island since 1982. The 62 terrestrial PA system covers a total area of 1,600,480 ha (or 9.17% of the total land surface).

Despite such efforts, Sulawesi's biodiversity remains severely threatened and fast degrading due to a number of human-induced threats. Protection and management of existing protected areas (PAs) has not been adequate to prevent extensive encroachment and damage within PA boundaries, whilst natural areas beyond PA boundaries have been even more rapidly degraded as a result of logging, conversion, mining, fire and hunting. The long-term solution to conserving Sulawesi's biodiversity is an improved PA system that is well integrated into its surrounding landscape, with the capacities and financial resources to safeguard biodiversity from existing and future threats.

To address above-mentioned problems, UNDP is supporting the Ministry of Environment and Forestry (MoEF) to implement a GEF funded project titled “Enhancing the Protected Area System in Sulawesi for Biodiversity Conservation (E-PASS)” for period 2015-2020. The project is designed to strengthen the effectiveness and financial sustainability of Sulawesi's PA system to respond to existing threats to globally significant biodiversity with three pilot projects in Sulawesi: Lore Lindu National Park, Tangkoko Nature Reserve, and Bogani Nani Wartabone National Park.

In respect to E-PASS project, The Ministry of National Development Planning (Bappenas) is having initiative to develop alternative funding to support the programs and activities of biodiversity conservation in Indonesia. The concept of sustainable financing is used to overcome the problem of

shortage of project funds in the field conservation and management of natural resources. This goal comprise four basic components: (1) Develop off-budget financing mechanism for biodiversity and conservation areas; (2) Develop access to funding sources of potential in particular to finance biodiversity management and conservation; (3) Enhance institutional capacity of conservation management and prudence in the utilization of biodiversity in a sustainable region.

Bogani Nani Wartabone National Park

Bogani Nani Wartabone National Park is an area of tropical forest vegetation that is designated as a national park in 1991. This park is situated on the border between the province of Gorontalo and province of North Sulawesi with an area 2871.15 km², the largest in the bioregion Wallacea. It has a variety of unique ecology as a transition area Indo-malaya regional geography in the West and Australasia in the East. There are as many as 120 identified species, including a species of orchids, and approximately 90 woody plant species. The dominant species of flora and throughout the region is of the type of ficus.

Transforming Effectiveness of Biodiversity Conservation in Priority Sumatran Landscapes (TIGER)

Sumatera is the sixth largest island in the world, characterized by the Bukit Barisan mountain range and globally significant tropical montane, sub montane, lowland, fresh water and peat swamp forests as well as mangroves and rivers. The island's fauna includes 201 mammal and 580 bird species, with endemic and critically endangered species such as the Sumatran orangutan and Sumatran rhinoceros, and subspecies such as the Sumatran elephant. The Sumatran tiger *Panthera tigris sumatrae* is Indonesia's last remaining tiger subspecies with an estimated population of 400-500 adults. Its conservation areas include 13 Important Bird Areas, two Ramsar sites (Berbak and Sembilang National Parks) and the UNESCO WHC Tropical Rainforest Heritage of Sumatera sites (the National Parks of Gunung Leuser, Kerinci Seblat and Bukit Barisan Selatan).

The current project will cover all five of these globally significant sites and surrounding landscapes. Across Sumatera, the principal threat to biodiversity is habitat loss and forest degradation, with forest cover shrinking from 25.3m hectares in 1985 to 12.8m hectares in 2009, with clearance driven by commercial oil palm and timber fiber plantations, followed by subsistence agriculture, while the main driver of forest degradation has been commercial logging. In addition, the wildlife trade is a significant pressure on species, with an estimated fifty Sumatran tigers poached annually between 1998 and 2002. The main barriers to achieving this vision are weak natural resource governance and limited protected area management capacity, poor inter-agency coordination for wildlife and forest conservation outside of the PAs, and inadequate financial planning and management for protected areas. The long-term solution offered by the project for securing Sumatera's forests, wildlife and ecosystem services lies in consolidating a network of effectively managed and adequately funded protected areas (PAs) that are supported by complementary actions in the adjacent forests and with multiple stakeholders to achieve sustainably managed landscapes. This will require both multi-agency partnerships across multiple provinces and sufficient incentives for communities to reduce forest encroachment and illegal hunting of protected species.

The objective of the project is to enhance biodiversity conservation in priority landscapes in Sumatera

through adoption of good management practices in protected areas and adjacent production landscapes, using tiger recovery as a key indicator of success. This will be accomplished through supporting implementation of the National Tiger Recovery Plan, which sets out the key elements to protect forests and wildlife in Sumatera. The project aims to address a range of institutional, governance and financial issues that prevent the project objective from being achieved. In doing so, it will create a model biodiversity management system that is operational across the target landscapes, can be scaled-up across Sumatera, and strengthen the national PA system. The Ministry of Environment and Forestry will lead project implementation in partnership with UNDP and NGOs.

In the project's implementation, The Ministry of National Development Planning/Bappenas is initiating a sustainable financing for biodiversity management to barrier inadequate financial planning and management for protected areas, by demonstrating and sharing new sustainable financing mechanisms to meet long-term management expenditure needs for protected areas in priority landscapes with the potential to replicate successful models elsewhere in Indonesia, and piloting public-private partnerships in high biodiversity sites adjacent to protected areas to support biodiversity-friendly land use within priority landscapes.

Kerinci Seblat National Park

Kerinci Seblat National Park is the largest national park on the island of Sumatera, Indonesia. It has a total area of 13,791 km², and spans four provinces: West Sumatera, Jambi, Bengkulu, and South Sumatera. The park area includes a large part of the Barisan mountain range, which form the western spine of Sumatera island and includes the highest peak in Sumatera, Mount Kerinci (3,805 m), one of more than five active volcanoes in the national park. This mainly montane park includes hot springs, rivers with rapids, caves, scenic waterfalls, and the highest caldera lake in Southeast Asia - Lake Gunung Tujuh, while the Great Sumatran fault runs through the national park making the area of great interest to geologists. The park completely encircles the populated Kerinci valley. The park is home to diverse flora and fauna. Over 4,000 plant species have been identified to date in the park area, including the world's largest flower, *Rafflesia arnoldi*, and the plant with the largest unbranched inflorescence, the titan arum.

Context of this TOR

PA financing mechanisms need to operate in an enabling environment in order to be able to function well and generate benefits. Investing in the enabling environment may be more effective and sustainable than the financing mechanisms themselves. In the other hand, one major obstacle to put such key conservation areas on a sound financial footing is the perception of conservation stakeholders to focus on their traditional strengths of forest protection and biodiversity and to avoid the role of financial management. To address this problem, it is important to provide these stakeholders with innovative financing opportunities for PAs and an enabling instrument to support its implementation.

The context of this TOR is that UNDP, as the Delivery Agent, is seeking to engage organization/company to implement a sustainable financing mechanism in Bogani Nani Wartabone

National Park and Kerinci Seblat National Park as a part of EPASS Project Component 2 and TIGER Project Component 3. As for now, the financing needs and business opportunity in both sites has been identified. In Bogani Nani Wartabone National Park, one of the business opportunity that involved local communities is palm-sugar smallholder business. While for Kerinci Seblat National Park, one of the opportunity is carbon stock business by rehabilitating the degraded land in surrounding area of national park. In implementing carbon stock project in Kerinci Seblat National Park, the coordination between province must be strengthened as the national park itself is located in 4 (four) provinces.

C. Objectives of Assignment

The objective of this assignment is to implement a sustainable financing mechanism in Bogani Nani Wartabone National Park and Kerinci Seblat National Park.

D. Expected Outputs

The key output under this assignment is 2 (two) sustainable financing mechanism is implemented in Bogani Nani Wartabone National Park and Kelinci Seblat National Park, which includes but not limited to:

1. Development of business models to support sustainable financing mechanism in national parks.
2. Institutional setting to enable partnership between national parks authorities with relevant stakeholders in order to achieve sustainable financing.
3. Inclusion of relevant stakeholders in local governance to collaborative management in national parks.
4. Best practiced of sustainable financing implementation documented for replication and socialized to relevant stakeholders.
5. Recommendations for possible scaling up and replications in other national parks.

E. Expected Approach and Ethical Guidelines

The consultant will be expected to observe full ethical guidelines and approach during the field work (specifically) and throughout the process (generally) which will be designed and agreed during the methodology design stage. It is important, however, to highlight the following fundamentals to UNDP's intervention practice which the Organization/Company is expected to keep in mind:

- Ensure that both the formal and informal environmental and socio-economic mechanisms are examined;
- Be aware of conflict and gender sensitivities and adopt the principles and practices of participatory dialogue for all consultations.
- Respect local cultures and values and ensures behaviors of research team do not violate norms and values;
- Ensure adequate safety to those conducting and attending the consultations and other activities of the process;

- Ensure objectivity and independence by conducting the consultation in an impartial manner;
- Work with relevant government to identify participants for the consultations; and
- Pay attention to vulnerable group throughout the process.

F. Risks and Assumptions

Undertaking data collection in the facilities level presents several challenges including rejection or resistance from the host, data is not sufficient or not valid, data is considered as confidential matter, and longer administration process which may delay the project.

One of the other risks that may happen is slow process of coordination between government agencies and the relevant partners which require additional acceleration support. It is expected that the consultant should consider the successful factor of project implementation, i.e. relevant government agencies sharing data in timely manner.

Reorganization in the relevant government agencies may occur in the project period which may also affect the commitment of the organizations/facilities. The organizations/company shall identify the risks as well as the strategies of countermeasures in the technical proposal to achieve the target and outputs.

G. Scope of Work

EPASS Activity 2 and TIGER Activity 3 require a coordinated effort to implement a sustainable financing mechanism in Bogani Nani Wartabone National Park and Kerinci Seblat National Park. The team of consultants will assist the Technical Commission of EPASS Component 2 and TIGER Component 3 which is coordinated under the Directorate of Forestry and Water Resource Conservation, Ministry of National Development Planning/BAPPENAS. The scope of works is as follow:

Scope of work 1: Initial Preparation

- 1.1 Facilitate kick off meeting with the Technical Commission to discuss the detailed tasks;
- 1.2 Participate and initiate meetings with other relevant stakeholders as needed (e.g. other line ministries and other relevant stakeholders);
- 1.3 Prepare detailed work plan and target for each month during the contract;
- 1.4 Desktop research regarding allocated budget of PA system in Indonesia, regulations and policies related to institutional arrangement for sustainable financing in PA, deepen the desktop research regarding potential business models in both sites as well as identify relevant stakeholders to be involved to support sustainable financing scheme.

Scope of work 2: Close Coordination with Local Communities, Local Government, and Relevant Stakeholders to be Involved in Business Models to Enable Sustainable Financing to PA System

- 2.1 Assess a social, ecological, and economic aspects of potential business models, this includes defining a supply chain, market analysis, and profitability of potential business models;
- 2.2 Assess projections of potential benefits from business models for conservation and PA system;
- 2.3 Raise awareness and capacity to local governance to contribute to conservation activities.

Scope of work 3: Institutional Setting to Enable Sustainable Financing Mechanism through Proposed Business Models

- 3.1 Facilitate dialogues between local communities, local government, private sector and national park;
- 3.2 Develop a collaboration, partnership, or joint programme between local communities, local government (Bappeda, Dinas Kehutanan, KPH), private sector and national park manager;
- 3.3 Develop an agreement for conservation activity as well as the monitoring and evaluation scheme.

Scope of work 4: Socialization to Broader Audience to Support Sustainable Financing Mechanism in Protected Areas

- 4.1 Identify the enabling factors and challenges for implementing a business plan to enable sustainable financing mechanism;
- 4.2 Provide recommendations for scaling up and replications in other national parks, as well as recommendations to maximize budget effectiveness for PA;
- 4.3 Initiate workshop to socialize the lesson learned for relevant stakeholders, including private sector for potential partnership;
- 4.4 Submit final report to Technical Commission containing all report produced during the implementation. Final report must be finalized according to inputs and comments gathered from key stakeholders, as well as inputs from broader audience (related ministries, academics, private sector, civil society organizations, and media in national levels) during the public consultation to disseminate the result of study.

Within each scope of works mentioned above, the team of consultants are expected to ensure the active participation of government agencies, private sectors, academicians, local governments and local indigenous peoples, and non-governmental organizations.

H. DELIVERABLES

All forms of reports shall be developed in English with correctly translated without changing the meaning into the national language (Bahasa Indonesia). All reports must be presented first to the Technical Commission also EPASS and TIGER's National Project Managers for feedback and comments. These comments must be incorporated to the reports before the product's final approval by the project steering committee. The final reports must have an executive summary and Power Point presentation. The team of consultant shall submit the final report both in English and Bahasa Indonesia version in a file storage (i.e. USB or CD) containing soft copy of editable version of final

report, all presentation, photos and video, all data and calculation, and simulation result (if available).

I. PAYMENT SCHEDULE

Phase	Deliverable/Outputs	Duration (months)	Output Progress	Due Date	Payment Schedule	Payment Amount
1	<ul style="list-style-type: none"> Finalized Work Plan Draft report 1 covering scope of work 1 (Initial Preparation) 	1	15%	3 January 2020	20 January 2020	25%
2	Second draft report covering scope of work 2 (Coordination with Local Governance)	2	40%	28 February 2020	16 March 2020	15%
3	Third draft report covering scope of work 3 (Institutional Setting)	2	75%	30 April 2020	18 May 2020	35%
4	Final report covering scope of work 4 (Socialization)	1	100%	29 May 2020	15 June 2020	25%

J. EXPERIENCE

The UNDP is seeking an organization/company, which can demonstrate:

- Experience in conservation and biodiversity sectors.
 - Have 5 years of working experience in conservation, forestry, and/or biodiversity sector(s);
 - Knowledge in conservation and biodiversity business process;
 - Familiar with Indonesia's biodiversity and conservation sector's status, policies and regulations is preferred;
 - Knowledge in types and mechanisms of PA management financing and/or forestry.
- Experience and expertise in engaging government and private sectors, and designing/implementing multi-stakeholder engagement process leading to broad-based consensus and support with at least 3 years of experience in designing and implementing multi-stakeholder projects.
- Experience in projects and programmes in Indonesia, especially in the selected sectors;
 - Have 3 years experience in conducting projects in Indonesia.
 - Experience in managing projects related to Protected Areas and Sustainable Financing is an advantage
- Knowledge in types and mechanisms of PA management financing and/or forestry

5. Organization Commitment to Sustainability, compliant and demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues

K. QUALIFICATIONS

The selected Organization/Company is expected to put together an independent and multi-disciplinary team composed of national expertise which collectively brings experience and commitment in the following fields:

- Environment, biodiversity, conservation, financing, community development
- Effective stakeholder engagement
- Proven ability to write report for government in national level and/or international organization

1. Personal Education/Qualification

Minimum requirements include:

a) One (1) Team Leader

Academic Qualifications

Hold an advanced degree in Forestry, Conservation, Biology or Biodiversity Management.

Experience and Competency

- Have 8 years working experience in environmental sector, forestry conservation or biodiversity management.
- Experience in providing strategic direction to a team and in ensuring technical supervision.
- Experience with multi stakeholders in national and local level particularly local government related to biodiversity conservation and natural resources management.
- Strong understanding of government policy and working experiences with Government of Indonesia related to conservation and biodiversity management.

b) One (1) Business Model Specialist

Academic Qualifications

Hold an advanced degree in Business, Environmental Economics, Finance Management, or Forestry.

Experience

- Have 5 years of working experience in business, funding, financing management and/or environmental management, and public decision-making process.
- Experience in biodiversity issues, management and government business would be an advantage.
- Experience in developing biodiversity programs and its resource mobilization in international and national level.

c) One (1) Community Development Specialist

Academic Qualifications

Hold an advanced degree in Sociology or Socioecology, Social Science, Community Development, Regional Planning, or Communication.

Experience

- Have 5 years of working experience in community development or community engagement, and public decision-making process.
- Has experience with multi stakeholders in national and local level particularly local government and local communities.
- Experience in managing policy process and development.

d) One (1) Conservation Financing Specialist

Academic Qualifications

Hold an advanced degree in Business, Forestry, Conservation, Environmental Economics or Finance Management.

Experience and Competency

- Have 5 years of working experience in forestry, conservation, financing management and/or environmental management, and public decision-making process.
- Experience in protected areas financing, biodiversity and conservation issues, and government business.
- Strong understanding of government policy and working experiences with Government of Indonesia related to conservation financing would be an advantage.

e) One (1) Policy Analyst

Academic Qualifications

Hold an advanced degree in Public Policy, Regional Planning, Development Study, Forestry,

Environment, Agriculture, Conservation, Economic.

Experience

- Have 5 years of working experience in public policy or development, forestry, and public decision-making process.
- Experience with policy structure in Indonesia and understanding of government business would be an advantage.
- Experience in managing policy process and development.

f) One (1) Spatial Analyst

Academic Qualifications

Hold at least bachelor's degree in Geography, Surveying, Engineering, Forestry, Regional Planning.

Experience

- Have 4 years experience of data surveying, remote sensing, data modelling.
- Proficient with mapping software such as GIS.
- Experience in working in international level and/or the international organization would be an asset.

2. Language Requirement

While all individuals on the team may not have both English and Indonesian skills, collectively and at all times, there should be abilities as specified below:

- Proficiency in English language, spoken and written. The consultants must have the ability to write reports, make presentations, and to provide training etc. in the English language.
- Proficiency in Indonesian, spoken and written. The consultants must have the ability to write reports, make presentations, and to provide training etc. in Indonesian.

3. Composition of Key Staff

A guideline proposed staffing structure for the consulting team is given in the following Table. **Bidders should specify the amount of the time of key staff would spend in the field during project period.** The combined team's CV should clearly demonstrate experience in the above-mentioned disciplines. Bidders are encouraged to review and propose their own staffing schedule to match the project need. Bid submissions must include CVs for proposed staff in the format given in the Attachment II "Technical Proposal Format", Section 3: Personnel

Suggested staffing structure and inputs

Description	Quantity	Unit	Number of Unit (Man. Days) in total	Remarks
Team Leader	1	Person	118	National
Business Model Specialist	1	Person	118	National specialist
Community Development Specialist	1	Person	80	National specialist
Conservation Financing Specialist	1	Person	118	National specialist
Policy Analyst	1	Person	118	National specialist
Spatial Analyst	1	Person	20	Support specialist
Total	6		572	

LIST OF ANNEXES

ANNEX 1. TIMELINE

ANNEX 2. LIST OF EXPECTED MINIMUM NUMBER OF ACTIVITIES (WORKSHOP, SEMINAR, FGD, CONFERENCE OR SIMILAR)

ANNEX 1. TIMELINE

Description	Deliverable	Month						
		Nov	Dec	Jan	Feb	Mar	Apr	May
Sign contract								
1.1 Facilitate kick off meeting with the Technical Commission to discuss the detailed tasks;	Minutes of meeting							
1.2 Participate and initiate meetings with other relevant stakeholders as needed (e.g. other line ministries and other relevant stakeholders);	Minutes of meeting							
1.3 Prepare detailed work plan and target for each month during the contract;	Finalized work plan							
1.4 Desktop research regarding allocated budget of PA system in Indonesia, regulations and policies related to institutional arrangement for sustainable financing in PA, deepen the desktop research regarding potential business models in both sites as well as identify relevant stakeholders to be involved to support sustainable financing scheme.	Draft report 1 covering scope 1 (Initial Preparation)							
2.1 Assess a social, ecological, and economic aspects of potential business models, this includes defining a supply chain, market analysis, and profitability of potential business models;	Second draft report covering scope of work 2 (Coordination with Local Governance)							
2.2 Assess projections of potential benefits from business models for conservation and PA system;								
2.3 Raise awareness and capacity to local governance to contribute to conservation activities.								

Description	Deliverable	Month						
		Nov	Dec	Jan	Feb	Mar	Apr	May
3.1 Facilitate dialogues between local communities, local government, private sector and national park;	Third draft report covering scope of work 3 (Institutional Setting)							
3.2 Develop a collaboration, partnership, or joint programme between local communities, local government (Bappeda, Dinas Kehutanan, KPH), private sector and national park manager;								
3.3 Develop an agreement for conservation activity as well as the monitoring and evaluation scheme.								
4.1 Identify the enabling factors and challenges for implementing a business plan to enable sustainable financing mechanism;	Final report covering scope 4 (Socialization)							
4.2 Provide recommendations for scaling up and replications in other national parks, as well as recommendations to maximize budget effectiveness for PA;								
4.3 Initiate workshop to socialize the lesson learned for relevant stakeholders, including private sector for potential partnership;								
4.4 Submit final report to Technical Commission containing all report produced during the implementation. Final report must be finalized according to inputs and comments gathered from key stakeholders, as well as inputs from broader audience (related ministries, academics, private sector, civil society organizations, and media in national levels) during the public consultation to disseminate the result of study.								

Note: All schedule of activities is subject to discussion FGDs, meetings, and site visits: Refer to annex 2.

ANNEX 2. LIST OF EXPECTED MINIMUM NUMBER OF ACTIVITIES (WORKSHOP, SEMINAR, FGD, CONFERENCE OR SIMILAR)

No.	Item	Frequency	No of Days for Each Visit/ Workshop	Estimated Stakeholders for Each Workshop	Location
1.	Kick off meeting	1	1	30	Jakarta/ Bogor
2.	FGD in national level	2	1	30	Jakarta/ Bogor
3.	Public discussion	2	1	150	Jakarta
4.	FGD and/or site visit to TN Kerinci Seblat	3	5	20	Jambi/ or surrounding landscape
5.	FGD and/or site visit to TN Bogani	3	5	20	Gorontalo/ South Sulawesi

Note: The table represents minimum scenario in relation to number of activities and the grouping of sub-sectors within each scope of work. The team of consultants is expected to design and estimate the grouping, or the number of stakeholder consultations and site visits needed in each scope of work, by referring to the table. Workshop in site level would be recommended considering the nature of implementation is developing a strong networking within local governance.

The team of consultants shall cover the costs for accommodation, travelling to and transportation within Indonesia. Routine home-office costs for materials, printing, telecommunication, etc. are considered to be covered within the team of consultant's financial proposal. The cost of meeting packages (accommodation, meeting package, transport cost for meeting participant) will be borne by the consultant with refers to Standar Biaya Masukan (SBM).

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?

- | | |
|---|--------------------------|
| <input type="checkbox"/> Form A: Technical Proposal Submission Form | <input type="checkbox"/> |
| <input type="checkbox"/> Form B: Bidder Information Form | <input type="checkbox"/> |
| <input type="checkbox"/> Form C: Joint Venture/Consortium/ Association Information Form | <input type="checkbox"/> |
| <input type="checkbox"/> Form D: Qualification Form | <input type="checkbox"/> |
| <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?

☐

Financial Proposal Envelope

(Must be submitted separately from the technical proposal and protected with password)

- | | |
|---|--------------------------|
| <input type="checkbox"/> Form F: Financial Proposal Submission Form | <input type="checkbox"/> |
| <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: _____

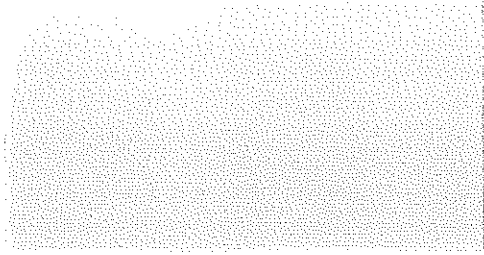
Date: _____

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



- Trade name registration papers, if applicable
- Local Government permit to locate and operate in assignment location, if applicable
- 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]

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

☐ Contract non-performance did not occur for the last 3 years

☐ 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)

☐ No litigation history for the last 3 years

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

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder,

or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

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

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<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			

☐ 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

[SUMMARIZE COLLEGE/UNIVERSITY AND OTHER SPECIALIZED
EDUCATION OF PERSONNEL MEMBER, GIVING NAMES OF
SCHOOLS, DATES ATTENDED, AND DEGREES/QUALIFICATIONS
OBTAINED.]

[INSERT]

PROFESSIONAL
CERTIFICATIONS

[PROVIDE DETAILS OF PROFESSIONAL CERTIFICATIONS
RELEVANT TO THE SCOPE OF SERVICES]

- NAME OF INSTITUTION: [INSERT]
- DATE OF CERTIFICATION: [INSERT]

EMPLOYMENT
RECORD/
EXPERIENCE

[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.]

[INSERT]

[PROVIDE NAMES, ADDRESSES, PHONE AND EMAIL CONTACT INFORMATION FOR TWO (2) REFERENCES]

REFERENCES

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: [Insert Currency]

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/months/hours	Total Amount
		A	B	C=A+B
In-Country				
Home Based				
Subtotal Professional Fees:				

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:	

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
▪ Finalized Work Plan				
▪ Draft report 1 covering scope of work 1 (Initial Preparation)				
Second draft report covering scope of work 2 (Coordination with Local Governance)				
Third draft report covering scope of work 3 (Institutional Setting)				
Final report covering scope of work 4 (Socialization)				