



REQUEST FOR PROPOSAL (RFP)

| | |
|------------------------|---------------------------|
| NAME & ADDRESS OF FIRM | DATE: November 1, 2019 |
| | REFERENCE: MyRFP_2019_012 |

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Consultancy to Prepare Baseline Study on the Green Economy**.

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

Proposals may be submitted on or before **Friday, November 15, 2019** and via e-Tendering to the below link:

**<https://etendering.partneragencies.org>
MYS10 and Event ID number : 0000004786**

For any clarification, please contact the focal person Ms. Laine Liew, Operation Associate, E-mail: procurement.my@undp.org.

Your Proposal must be expressed in the English Language, and valid for a minimum period of **90 days**.

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

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

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

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

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

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

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

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

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

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

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

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Patrick Pee
Assistant Resident Representative (Operations)
11/1/2019

Annex 1

Description of Requirements

| | |
|---|---|
| Context of the Requirement | Consultancy to Prepare Baseline Study on the Green Economy |
| Implementing Partner of UNDP | Ministry of Economic Affairs (MEA) |
| Expected duration of work | 6 calendar-months from November 2019 to May 2020 |
| Target start date | 25 November 2019 |
| Latest completion date | 25 May 2020 |
| Travels Expected | Local travel for consultations in Putrajaya and Kuala Lumpur |
| Special Security Requirements | <input type="checkbox"/> Security Clearance from UN prior to travelling <input checked="" type="checkbox"/> Completion of UN's Security Training BSAFE before travelling if travelling is required <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i> |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal) | <input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others (all costs relating to the organization of consultations and workshops, excluding local travel of the contractor) |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | <input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required |
| Names and curriculum vitae of individuals who will be involved in completing the services | <input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required |
| Currency of Proposal | <input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input type="checkbox"/> Local Currency |

| Value Added Tax on Price Proposal ¹ | <input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---------------------|--|--|---------|------------|--------|-------------------------------|--|-----|---------------------|--|--|-----|---------------------|--|-----|------------------|---|-----|----------------|--|-----|----------------|
| Validity Period of Proposals (Counting for the last day of submission of quotes) | <input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal. | | | | | | | | | | | | | | | | | | | | | | | |
| Partial Quotes | <input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted | | | | | | | | | | | | | | | | | | | | | | | |
| Payment Terms ² | <table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Submission and satisfactory acceptance of inception report</td> <td>10%</td> <td>By 26 December 2019</td> <td rowspan="5"> Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider. </td> </tr> <tr> <td>Submission and satisfactory acceptance of interim report</td> <td>20%</td> <td>By 24 February 2020</td> </tr> <tr> <td>Submission and satisfactory acceptance of draft final report</td> <td>30%</td> <td>By 27 April 2020</td> </tr> <tr> <td>Submission and satisfactory acceptance of final report and green economic model</td> <td>30%</td> <td>By 25 May 2020</td> </tr> <tr> <td>Completion of workshop and training sessions</td> <td>10%</td> <td>By 25 May 2020</td> </tr> </tbody> </table> | | | | Outputs | Percentage | Timing | Condition for Payment Release | Submission and satisfactory acceptance of inception report | 10% | By 26 December 2019 | Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider. | Submission and satisfactory acceptance of interim report | 20% | By 24 February 2020 | Submission and satisfactory acceptance of draft final report | 30% | By 27 April 2020 | Submission and satisfactory acceptance of final report and green economic model | 30% | By 25 May 2020 | Completion of workshop and training sessions | 10% | By 25 May 2020 |
| Outputs | Percentage | Timing | Condition for Payment Release | | | | | | | | | | | | | | | | | | | | | |
| Submission and satisfactory acceptance of inception report | 10% | By 26 December 2019 | Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider. | | | | | | | | | | | | | | | | | | | | | |
| Submission and satisfactory acceptance of interim report | 20% | By 24 February 2020 | | | | | | | | | | | | | | | | | | | | | | |
| Submission and satisfactory acceptance of draft final report | 30% | By 27 April 2020 | | | | | | | | | | | | | | | | | | | | | | |
| Submission and satisfactory acceptance of final report and green economic model | 30% | By 25 May 2020 | | | | | | | | | | | | | | | | | | | | | | |
| Completion of workshop and training sessions | 10% | By 25 May 2020 | | | | | | | | | | | | | | | | | | | | | | |
| Person(s) to review/inspect/ approve outputs/complete | Steering Committee and Technical Committee which includes the UNDP Acting Head of Sustainable and Resilient Development or appropriate representative. | | | | | | | | | | | | | | | | | | | | | | | |

¹ VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

² UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

| | |
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| d services and authorize the disbursement of payment | |
| Type of Contract to be Signed | <input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Goods and Services <input type="checkbox"/> Long-Term Agreement ³ <input type="checkbox"/> Other Type of Contract |
| Criteria for Contract Award | <input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal. |
| Criteria for the Assessment of Proposal | <p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm (25%) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (40%) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (35%) |
| | <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> |
| UNDP will award the contract to: | <input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers |
| Contract General Terms and Conditions ⁴ | <input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p> |

³ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

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

| | |
|---|---|
| Annexes to this RFP ⁵ | <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others ⁶ <i>[pls. specify]</i> |
| Contact Person for Inquiries (Written inquiries only) ⁷ | Procurement.my@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. |
| Other Information <i>[pls. specify]</i> | Please refer to the Detailed Terms of Reference for all other information. |

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

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

Detailed Terms of Reference

a. Background

Malaysia is fortunate that its rapid economic expansion thus far has been mostly based on its rich natural endowments. From a commodity-based economy, Malaysia has managed to diversify its economy into manufacturing- and services-based. However, the utilisation of natural resources have never been fully factored into measurement of the Malaysian economy in the past. The United Nations Environment Programme (UNEP) defines the green economy as “an economy that results in improved human wellbeing and social equity, while significantly reducing environmental risks and ecological scarcities”. In moving forward to prepare for the long-term development of the nation, it is crucial to establish a framework which can establish a balance between economic growth and environmental sustainability.

The Baseline Study on Green Economy is intended to establish the linkages between the economy and the environment and act as a key reference source for policy-making.

b. Specific Objective

The overall objective of Baseline Study on Green Economy is to support and complement green economy initiatives in Malaysia through macroeconomic assessment and analysis. Specifically, the study aims to achieve the following objectives:

- I. To deepen the understanding of the green economy and solidify baseline information on the green economy;
- II. To assess system-wide implications and potential impacts of green economy policy options on the Malaysian economy (GDP growth rate), income per capita, jobs among different socioeconomic groups, poverty and other environmental impacts, comparing against the business-as-usual approach;
- III. To establish green economic model to assist in macroeconomic planning and impact analysis, as input to the Twelfth Malaysia Plan, 2021-2025;
- IV. To establish the link between economic growth with natural resource use (e.g. energy, water and other raw materials) and environmental impacts (e.g. pollution, GHG emission and land degradation);
- V. To identify gains and trade-offs from the implementation of green economy policies and programmes to the economy, and identify policy priorities; and
- VI. To develop technical expertise and build capacity of the government officers to run, update and upgrade the environmental model.

c. Scope

The consultant will be responsible for carrying out the following tasks:

(i) Finalise the approach for the study (Deliverable: Inception Report)

- Finalise work plan and timeline for the study; and
- Assess sources of data for green economy, including the existing environment-related indicators or accounts including Green Economy Indicator (GEI) and System of Environmental-Economic Accounting (MySEEA) and identify other internationally appropriate set of indicators.

(ii) Stocktaking and benchmarking
(Deliverable: Interim Report)

- Define the green economy in the Malaysian context based on global best practices;
- Take stock and summarise existing policies, legislations and guidelines relevant to green economy;
- Review ongoing and planned initiatives/activities related to green economy being undertaken in the country;
- Summarise key results from previous economic and environmental assessments (e.g. GHG assessments); and
- Conduct comparative assessment and benchmarking on green economy with other countries advanced in green economy (e.g. but not limited to Korea, China, Denmark, Sweden, Brazil, Ecuador, South Africa and Kenya).

(iii) Macro-economic modelling and policy recommendations
(Deliverable: Draft Final Report)

- Identify the environmental impacts or potential impacts on the environment that is caused by economic activities;
- Measure the cost of environmental impact in monetary terms and review the public expenditure on addressing the impact;
- Establish a comprehensive and acceptable green economy baseline scenario up to 2050;
- Assess the implications and socioeconomics trade-offs of green economy policy options;
- Identify the green contributions to the economy that encompasses area in government, industry and household;
- Identify potential priority economic subsectors for green economy implementation;
- Based on results of the green economic modelling, recommend policy options;
- Organise stakeholders consultations to gather input and to present preliminary findings through workshops and/or seminars; and
- Development of Draft Final Report consisting of Tasks i-iii.

(iv) Verification of draft final report and development of user's manual
(Deliverable: Final Report)

- Incorporation of stakeholder comments on draft final report;
- Development of Final Report consisting of Tasks i-iv;
- Verification of final report through stakeholder consultations and revision based on comments;
- Prepare a comprehensive technical report that includes theoretical structure of the green economic model, its equation, and the detailed data sets used; and
- Develop a users' manual to run, operate and update the green economic model.

(v) Capacity building on using model
(Deliverable: Workshop and training sessions)

- Provide hands-on training on using and updating the model.

d. Approach and Methodology

The consultant will employ, at a minimum the below two methodological approaches:

- I. Qualitative analysis - Desk review of existing literature, data collection, policies and programmes as well as active consultations with key stakeholders; and
- II. Quantitative analysis - Macroeconomic modelling integrating economic, social and environmental factors.

When submitting the proposal, the consultant should include the implementation schedule indicating the breakdown and timing of activities/ sub-activities.

e. Deliverables and Schedules/Expected Outputs

The outputs of the work are as below:

| Outputs | Percentage | Timing |
|---|-------------------|---------------------|
| Submission and satisfactory acceptance of inception report | 10% | By 26 December 2019 |
| Submission and satisfactory acceptance of interim report | 20% | By 24 February 2020 |
| Submission and satisfactory acceptance of draft final report | 30% | By 27 April 2020 |
| Submission and satisfactory acceptance of final report and green economic model | 30% | By 25 May 2020 |
| Completion of workshop and training sessions | 10% | By 25 May 2020 |

All outputs should be submitted in English.

f. Governance and Accountability

The service provider will report to and work under the guidance of the Director, Macroeconomic Division of the Ministry of Economic Affairs and the UNDP Acting Head of Sustainable and Resilient Development.

The service provider will participate in regular consultations and meetings (Steering Committee and Technical Committee meetings) with MEA, UNDP and other key stakeholders.

All outputs will be technically cleared by the Steering Committee and Technical Committee which includes the UNDP Acting Head of Sustainable and Resilient Development or an appropriate representative before payment for each deliverable will be effected.

g. Facilities to be provided by UNDP

UNDP will bear the cost for organizing workshops, training sessions & consultation sessions, and provide logistics support to events. MEA will act as the Secretariat for the meetings and workshops.

h. Handling of data information and documents

All data, information and documents obtained under this assignment will be the property of the Government of Malaysia and be treated as strictly confidential.

No such information shall be used by the Consultant for any other purpose other than the preparation of the Baseline Study on Green Economy unless with written permission from MEA.

All soft and hard copies of the data, information and documents must be returned to the Macroeconomic Division of MEA upon completion of this study.

i. Expected duration of the contract/assignment

The contract duration is 6 calendar months starting from 25 November 2019 to 25 May 2020. At least 14 days lead time is required for MEA and UNDP to review outputs, give comments and approve & accept outputs before payments can be effective. All deliverables must be delivered as per the timeline indicated in the terms of reference. In the event that an extension is required to complete the deliverables, it will be on the basis of a no-cost extension.

i. Duty Station

At contractor's location with consultations in Putrajaya and Kuala Lumpur.

j. Professional Qualifications of the Successful Contractor and its Key Personnel

The team shall have a **minimum number of 3 key personnel** covering the below roles:

1. Project Team Leader

- Minimum Master's degree in an appropriate subject
- Minimum of 10 years of working experience on the topics of green economy, green growth or green indicators and demonstrated experience in policy analysis
- Strong track record in undertaking technical analysis, assessment and macro-economic modelling with considerations of economic and environmental issues
- Working experience with government stakeholders
- Proficiency in report writing, conducting research and providing advisory services
- Language proficiency in English and Malay

2. Project Team Member (Senior Expert)

- Minimum Bachelor's degree in an appropriate subject
- Minimum of 8 years of experience in environment or green economy policy, analysis or research or macroeconomic modelling integrating economic and environmental factors
- Language proficiency in English and Malay

3. Project Team Member (Junior Expert)

- Minimum Bachelor's degree in an appropriate subject
- Minimum of 5 years of experience in environment or green economy policy, analysis or research or macroeconomic modelling integrating economic and environmental factors
- Language proficiency in English and Malay

k. Price and Schedule of Payments

The contract price is based on professional fee, travel, vehicles and other relevant costs such as allowances, taxes to deliver the outputs. The service provider shall be paid upon satisfactory submission and acceptance of deliverables by MEA and UNDP according to the following schedule.

| Outputs | Percentage | Timing |
|---|-------------------|---------------------|
| Submission and satisfactory acceptance of inception report | 10% | By 26 December 2019 |
| Submission and satisfactory acceptance of interim report | 20% | By 24 February 2020 |
| Submission and satisfactory acceptance of draft final report | 30% | By 27 April 2020 |
| Submission and satisfactory acceptance of final report and green economic model | 30% | By 25 May 2020 |
| Completion of workshop and training sessions | 10% | By 25 May 2020 |

Prices are in USD and include all expenses (including local travels) related to the assignment. The service provider is responsible for payment of all relevant taxes.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

[insert: Location]

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

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

B. Proposed Methodology for the Completion of Services

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

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

The Service Provider should detail out the implementation schedule indicating the breakdown and timing of activities/ sub-activities.

C. Qualifications of Key Personnel

The Service Provider must provide :

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

D. Cost Breakdown per Deliverable*

| | Deliverables | Percentage of Total Price (Weight for Payment) | Price (Lump Sum, All Inclusive) |
|---|---|---|--|
| 1 | Submission and satisfactory acceptance of inception report | 10% | |
| 2 | Submission and satisfactory acceptance of interim report | 20% | |
| 3 | Submission and satisfactory acceptance of draft final report | 30% | |
| 4 | Submission and satisfactory acceptance of final report and green economic model | 30% | |
| 5 | Completion of workshop and training sessions | 10% | |
| | TOTAL | 100% | |

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

E. Cost Breakdown by Cost Component:

| Description of Activity | Remuneration per Unit of Time | Total Period of Engagement (days) | No. of Personnel | Total Rate |
|--|--------------------------------------|--|-------------------------|-------------------|
| I. Personnel Services | | | | |
| 1. Project Team Leader | | | | |
| 2. Project Team Member (Senior Expert) | | | | |
| 3. Project Team Member (Junior Expert) | | | | |
| II. Out of Pocket Expenses | | | | |
| 1. Travel Costs | | | | |
| 2. Daily Allowance | | | | |
| 3. Communications | | | | |
| 4. Reproduction | | | | |
| 5. Equipment Lease | | | | |
| 6. Others | | | | |

| | | | | |
|---------------------------------|--|--|--|--|
| III. Other Related Costs | | | | |
| TOTAL | | | | |

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