

REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

PNUD, 13, Avenue Ahmed Balafrej Souissi Rabat	DATE: February 19, 2020
	REFERENCE: RFP 01-2020

Dear Sir / Madam:

We kindly request you to submit your Proposal for **National or International Consulting firm for Strengthening Marrakech’s sustainable development through innovative planning and financing.**

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

Proposals may be submitted on or before **Wednesday, March 04, 2020** and via email, courier mail or fax to the address below:

United Nations Development Programme

13 Avenue Ahmed Balafrej, Souissi, Rabat

E-mail address procurement.morocco@undp.org indicating ‘consultancy for the “GEF PPG for Strengthening Marrakech’s sustainable development through innovative planning and financing”’.

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

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

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

The Proposal that complies with all 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/unsccl/duct_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsccl/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Mohamed Cheddad
Operations Manager
2/19/2020

Annex 1

Description of Requirements

Context of the Requirement	Position Title: National or International Consulting firm for Strengthening Marrakech's sustainable development through innovative planning and financing
Implementing Partner of UNDP	Ministry of Energy, Mines and Environment - Department of the Environment.
Brief Description of the Required Services ¹	<p>Morocco's high population growth and sustained socio-economic development has put pressure on natural resources and a deterioration of several components of the environment. Along this trend, Marrakech is witnessing a rapid urban and demographic growth, with an annual population growth rate of 2.19% and an urbanization rate of 43%. When uncontrolled urbanization outpaces urban services and city planning, challenging problems are raised such as air pollution, urban transportation issues, quality of waste management.</p> <p>The city of Marrakech has one of the densest city traffic in the country and one of the highest motorization rates, with 120 cars for 1,000 people. The rapid demographic and urbanization growths along with the improved standards of living induced a steady increase in electricity demand in the country at a growing rate of 6.5%.</p> <p>The reduction of water resources is also part of the environmental issues in Marrakech. The city is also experiencing a degradation of its biodiversity, mainly the Marrakech palm groves, an oasis ecosystem part of which use to be a unique marshland offering a rich biodiversity and different ecosystemic services. Changes in land use and land cover are among the main determinants of the palm plantation's transformation. Climate change is an additional stress factor.</p> <p>Marrakech is a leader in sustainability. The protection of the environment has become a priority defended by elected officials and local departments. This is done through the development of the new Urban Development Master Plan, which is expected to set up strategic and prospective 2040 vision for urban management of the entire Metropolitan Area of Marrakech. Sustainable urban mobility, energy efficiency, the protection of water resources and biodiversity are amongst the sustainable objectives of this Plan. In 2018, the city of Marrakech developed its first Territorial Climate Plan, considered as a first of its kind in the country.</p> <p>Some of the GHG mitigation actions are already initiated by the city Council with support from the government and other stakeholders. These include the construction of a new controlled landfill with a waste sorting facility, rehabilitation of the old landfill with a biogas capture system, the optimization of public lighting, the development of an urban mobility system with a low carbon</p>

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

	<p>footprint through the creation of bicycle rental stations, electrical motorcycles and the introduction of electric BRT. Efficient resource usage (e.g., efficient water irrigation, reuse of treated waste) were introduced in some public gardens (Allal El Fassi, El Harti, Koutoubia and Issil) and at the Palm groves.</p> <p>In this context, UNDP-GEF has approved the concept of a new project named “Strengthening Marrakech’s sustainable development through innovative planning and financing” that will support the scaling up on the ground of planned and initiated activities in the city of Marrakech to deliver GHG reductions, biodiversity conservation, climate resilience improvement amongst other GEBs.</p> <p>The project consists of the following three components: Component 1: Strengthening Marrakech’s sustainable and integrated urban planning; Component 2: Sustainable integrated low carbon, resilient, conservation and land restoration investments; Component 3: Innovative financing and scaling-up schemes mainstreamed through sustainable urban investments; Component 4: Advocacy, Knowledge Exchange, Capacity Building, and Partnerships.</p>
<p>List and Description of Expected Outputs to be Delivered</p>	<p>The objective of the assignment is to deliver, at due time and with the required quality, the following products:</p> <ol style="list-style-type: none"> 1) The UNDP project document 2) The GEF CEO endorsement request, aligned with the approved outcomes and outputs, with the required annexes and using the appropriate templates. <p>For this purpose, the team in charge of the PPG will be made up of:</p> <ol style="list-style-type: none"> 1) Project Development Specialist (GEF PPG Team Leader), who will play the role of the team leader for the team of consultants 2) Sustainable Transport specialist 3) Sustainable Energy Specialist 4) Natural resources specialist 5) Financial modelling specialist 6) Stakeholder Engagement and Gender National Expert 7) Social and Environment Safeguards specialist. <p>Estimated weeks per experts:</p> <ol style="list-style-type: none"> 1) Project Development Specialist (GEF PPG Team Leader): 12 Weeks;

- 2) Sustainable Transport specialist: 8 weeks
- 3) Sustainable Energy Specialist: 8 weeks
- 4) Natural resources specialist: 8 weeks
- 5) Financial modelling specialist: 6 weeks
- 6) Stakeholder Engagement and Gender National Expert: 6 weeks
- 7) Social and Environment Safeguards specialist: 6 weeks

The consulting firm will work closely with the government specialists and other key stakeholders at the country level and under the supervision of the UNDP GEF and UNDP Country Office in Rabat. It will be responsible for developing the UNDP Prodoc and the GEF CEO endorsement request with the required annexes and using the appropriate templates.

The Project Development Specialist will be the GEF PPG Team Leader and will be responsible for quality assurance and timely preparation of all reports and documentation, including the finalized UNDP Project Document (ProDoc) and CEO Endorsement Request, with all mandatory and project specific Annexes and supporting documentation. S/he will be responsible for managing all consultants on the GEF PPG Team and coordinating the Team's work.

Tasks that the GEF PPG Team Leader is responsible for may include, but not limited to:

1) Management of the GEF PPG Team

- a. Define and submit a detailed methodology and work plan in consultation with the other consultants with clear delegation of responsibilities for the Consultants;
- b. Ensure that project development is participatory, gender-responsive and based on extensive stakeholder engagements; and
- c. Verify and ensure that all project components are technically sound and cost effective.

2) Preparatory Technical Studies and Reviews (Component A): With inputs from the other consultants, as detailed in their respective TORs:

- a. Compile baseline/situational analysis for the full-size project (FSP). This will include a precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome and output; and presentation of results of the incremental cost-analysis in matrices as appropriate;
- b. Oversee the stakeholder analysis and consultations and ensure that they are complete and comprehensive;
- c. Ensure the preparation of the gender analysis and ensure its findings are meaningfully integrated into the project's strategy, theory of change and results framework;
- d. Ensure action points, including risk assessments, from the UNDP Social and Environmental Screening Procedure (SESP) at the PIF stage ("pre-

	<p>screening”) are fully implemented during the PPG, and update that screening in an iterative fashion throughout the PPG, as appropriate;</p> <ul style="list-style-type: none"> e. Conduct/oversee the identification of the project sites, with documentation of selection criteria; f. Ensure the preparation of partner capacity assessments and discussions on management arrangements early in the PPG process; g. Oversee the consultations with partners regarding financial planning; and h. Ensure completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs. <p>3) Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B): With inputs from the other consultants, as detailed in their respective TORs, and based on international best practice:</p> <ul style="list-style-type: none"> a. Develop, present and articulate the project’s theory of change; b. Develop the Results Framework in line with UNDP-GEF policy; c. Develop a detailed Monitoring and Evaluation Plan and Budget; d. Oversee and ensure the preparation of a Stakeholder Engagement Plan; e. Oversee and ensure the preparation of a Gender Action Plan and Budget; f. Update the SESP based on assessments undertaken during Component A, and ensure the development of required environmental and/or social management plan(s); g. Prepare the required GEF Core Indicators; h. Secure and present agreements on project management arrangements; i. Ensure the completion of the required official endorsement letters; and j. Synthesize all analyses, studies, etc. that are prepared under Components A and B to produce the draft UNDP-GEF ProDoc, GEF CEO Endorsement, and all mandatory and project specific Annexes, using the required templates.² k. Secure and present agreements on project execution and management arrangements and ensure that the project aligns to UNDP-GEF guidance on UNDP execution support; <p>4) Validation Workshop (Component C):</p> <ul style="list-style-type: none"> a. Lead the validation workshop to present, discuss and validate the final draft ProDoc and mandatory and project specific annexes, with a special focus on the SESP and any management plans; and b. Oversee all necessary revisions that arise during the workshop. c. Ensure completion of Validation Workshop Report. <p>5) Final Deliverables:</p> <ul style="list-style-type: none"> a. Consolidation of all technical and consultation inputs including from national stakeholders, UNDP, GEF Secretariat, STAP and GEF Council, into a well written and concise UNDP ProDoc with all required sections and Annexes, in line with the standard UNDP-GEF ProDoc template and annotated guidance;
--	--

² Please verify with the UNDP-GEF team that the correct templates are being used.

- b. Completion of the GEF CEO Endorsement Request;
- c. All documentation from GEF PPG (including technical reports, etc.); and
- d. Validation Workshop Report.

The Sustainable Transport Specialist responsibilities will include:

1) Baseline studies and analysis for the sustainable transport related activities:

- a. Starting from the information provided in the PIF, collecting all background information on policies, related regulations, strategies, planning documents on transport in general.
- b. Collecting all baseline information on the ongoing and past projects related to transport.
- c. Comprehensive baseline analysis including CO2 emission calculations of the scenario without GEF intervention for each of the sustainable transport related activities, as well as an analysis of the scenario involving GEF intervention (including CO2 emissions analysis);
- d. Detailed barrier analysis for each of the sustainable transport investments to be addressed in the project;
- e. Assessment of various types of low emission vehicles and technologies, considering the national context and international best practices;
- f. Survey potential stakeholders and beneficiaries (especially community leaders) at the local level and assess their level of interest and willingness to engage with the project;
- g. Identify pilot sites for project implementation in discussion with the Team Leader and UNDP team.
- h. Assessment of the options available for the investment component of the project taking into consideration the stakeholders and pilot locations and projects
- i. Assessment of environment, social, economic and financial benefits and disadvantages of each alternative;
- j. Quick financial analysis and costing of different investment options (pilot project) and alternatives in discussion with the Financial modelling specialist;
- k. Recommendations on best business models/legal structure for the implementation of the pilot project (including PPPs)

2) Project Design and Preparation of the full-sized project document:

- a. Participate fully in the formulation of the project Objective, Outcomes, Outputs and Activities as well as Baselines, Targets and Indicators; contribute to sustainability and replication plans, stakeholder participation plans, and budgets;
- b. Detailed incremental cost analysis to justify GEF intervention in the sustainable transport related activities;
- c. Costing of expected project outcomes, outputs and activities;
- d. Identify co-financing potential from the stakeholders interviewed during the preparation of the project document and from a review of the sector in the country.

- e. Presenting the proposed interventions on sustainable transport at the project validation workshop;
- f. Providing inputs to revise the draft project document to address the comments/suggestions made by UNDP/GEF RTA and HQ, GEF Sec, and other reviewers (related to sustainable transport);
- g. Support in obtaining co-financing letters related to the sustainable transport investments;

The Sustainable Energy Specialist responsibilities include:

- 1) Baseline studies and analysis for the renewable energy and energy efficiency related activities
 - a. Starting from the information provided in the PIF, collecting all background information on policies, related regulations, strategies, planning documents on energy in general.
 - b. Collecting all baseline information on the ongoing and past projects related to renewable energy and energy efficiency.
 - c. Comprehensive baseline analysis including CO2 emission calculations of the scenario without GEF intervention for each of the renewable energy and energy efficiency related activities, as well as an analysis of the scenario involving GEF intervention (including CO2 emissions analysis);
 - d. Detailed barrier analysis for each of the renewable energy and energy efficiency investments to be addressed in the project;
 - e. Survey potential stakeholders and beneficiaries (especially community leaders) at the local level and assess their level of interest and willingness to engage with the project;
 - f. Identify pilot sites for project implementation in discussion with the Team Leader and UNDP team.
 - g. Assessment of the options available for the investment component of the project taking into consideration the stakeholders and pilot locations and projects
 - h. Assessment of environment, social, economic and financial benefits and disadvantages of each alternative;
 - i. Quick financial analysis and costing of different investment options (pilot project) and alternatives in discussion with the Financial modelling specialist;
 - j. Recommendations on best business models/legal structure for the implementation of the pilot project (including PPPs)

- 2) Project Design and Preparation of the full-sized project document
 - a. Participate fully in the formulation of the project Objective, Outcomes, Outputs and Activities as well as Baselines, Targets and Indicators; contribute to sustainability and replication plans, stakeholder participation plans, and budgets;

- b. Detailed incremental cost analysis to justify GEF intervention in the renewable energy and energy efficiency related activities;
- c. Costing of expected project outcomes, outputs and activities;
- d. Identify co-financing potential from the stakeholders interviewed during the preparation of the project document and from a review of the sector in the country.
- e. Presenting the proposed interventions on sustainable energy at the project validation workshop;
- f. Providing inputs to revise the draft project document to address the comments/suggestions made by UNDP/GEF RTA and HQ, GEF Sec, and other reviewers (related to sustainable energy);
- g. Support in obtaining co-financing letters related to the sustainable energy investments;

The Natural resources specialist responsibilities include:

- 1) Baseline studies and analysis for the Natural resources related activities (biodiversity and land degradation)
 - a. Starting from the information provided in the PIF, collecting all background information on policies, related regulations, strategies, planning documents on natural resources in general.
 - b. Collecting all baseline information on the ongoing and past projects related to biodiversity conservation, land degradation, and sustainable agriculture practices.
 - c. Comprehensive baseline analysis including CO2 emission calculations of the scenario without GEF intervention for each of the natural resources related activities, as well as an analysis of the scenario involving GEF intervention (including CO2 emissions analysis, biodiversity conservation, land degradation, and sustainable agriculture practices);
 - d. Detailed barrier analysis for each of the natural resources investments to be addressed in the project;
 - e. Survey potential stakeholders and beneficiaries (especially community leaders) at the local level and assess their level of interest and willingness to engage with the project;
 - f. Identify pilot sites for project implementation in discussion with the Team Leader and UNDP team.
 - g. Assessment of the options available for the investment component of the project taking into consideration the stakeholders and pilot locations and projects
 - h. Assessment of environment, social, economic and financial benefits and disadvantages of each alternative;
 - i. Quick financial analysis and costing of different investment options (pilot project) and alternatives in discussion with the Financial modelling specialist;
 - j. Recommendations on best business models/legal structure for the implementation of the pilot project.
- 2) Project Design and Preparation of the full-sized project document
 - a. Participate fully in the formulation of the project Objective, Outcomes, Outputs and Activities as well as Baselines, Targets and Indicators;

contribute to sustainability and replication plans, stakeholder participation plans, and budgets;

- b. Detailed incremental cost analysis to justify GEF intervention in the natural resources related activities;
- c. Costing of expected project outcomes, outputs and activities;
- d. Identify co-financing potential from the stakeholders interviewed during the preparation of the project document and from a review of the sector in the country.
- e. Presenting the proposed interventions on natural resources at the project validation workshop;
- f. Providing inputs to revise the draft project document to address the comments/suggestions made by UNDP/GEF RTA and HQ, GEF Sec, and other reviewers (related to natural resources);
- g. Support in obtaining co-financing letters related to the natural resources investments;

The Financial modelling specialist responsibilities include:

- 1) Preparatory Technical Studies and Reviews (Component A):
 - a. Review relevant documents (reports, plans, studies/assessments, academic papers) related to urban planning.
 - b. Demonstrate the cost-effectiveness of project investments sustainability but also other factors such as resource availability, technical/engineering factors, the policy enabling environment and institutional considerations.
 - c. Meet with key stakeholders from Government, potential project developers, potential donors, local population and other stakeholders to understand how financial instruments should be designed to support Urban planning and sustainable city development.
 - d. Discuss the proposed financial instruments with the PPG Team Leader and all other technical specialists and with national stakeholders to seek consensus on recommended instruments.
 - e. Based on the desk review, modelling and stakeholder consultations, and taking into account the experience with similar financial mechanisms in other GEF-financed projects, design the financial instruments and incentive scheme that can be best suited for the Marrakech context.
 - f. In the context of the business-as-usual baseline scenario and the project scenario involving the recommended financial instruments and associated policies and regulations, analyses the financial and economic viability and applicable business models of project sites with a view to facilitating actual investment in these sites.
 - g. Review the draft project document and Request for CEO Endorsement in detail in order to fully understand the overall project design and the rationale and expected role of the financial instruments and ensure both documents accurately describe the structure and rationale of the final recommended instruments.

The Stakeholder Engagement and Gender National Expert responsibilities will be, among others, prepare the needed gender plan for the full project.

- a. Review the gender indicators and activities that can be undertaken within the proposed structure of the project (as in the Draft Project Document) and advise on possible additional indicators. Comment on the first draft of Section 3.4: Mainstreaming gender and assist with finalising it.
- b. Draft the project's Gender Mainstreaming Plan
- c. Validation workshop for the gender mainstreaming plan (could be integrated into the overall validation workshop)

Final Deliverables: Gender mainstreaming plan

The Social and Environment Safeguards specialist responsibilities will be:

- a. Lead and advise on the gender responsive stakeholder analysis and consultations and ensure that they are complete and comprehensive;
- b. Support action points, including risk assessments, from the UNDP Social and Environmental Screening Procedure (SESP) at the PIF stage ("pre-screening") are fully implemented during the PPG, and update that screening in an iterative fashion throughout the PPG, as appropriate; and
- c. Support completion of any additional studies that are determined to be needed for the preparation of the SESP
- d. Support the development of required environmental and/or social management plan(s)
- e. Contribute to the validation workshop; and support all necessary revisions that arise during the workshop, as appropriate.

Final Deliverables:

- a. Social and Environmental Safeguards plan
- b. Environmental and Social Management Framework

Competencies :

- Excellent team player with good skills
- Ability to manage workload with minimum supervision
- Ability to work under pressure and tight deadlines
- Ability to accommodate additional demands at short notice
- Ability to work in a multi-cultural environment
- Ability to communicate effectively orally and in writing in French and in English in order to communicate complex, technical information to technical and general audiences
- Strong strategic planning, results-based management and reporting capabilities
- Displays cultural, gender, religion, nationality and age sensitivity and adaptability.

Team of consultants involved in this consultation should have the skills and experience below:

	<table border="1"> <tr> <td data-bbox="444 92 789 275">Project Development Specialist will be the GEF PPG Team Leader</td> <td data-bbox="789 92 1432 275"> <ul style="list-style-type: none"> • Master's degree or higher in a relevant field, such as Management, Environment, Urban planning, Sustainable transport or equivalent.; • Minimum 10 years of demonstrable experience in the technical area of Integrated development; • Fluency in written and spoken English and French; </td> </tr> <tr> <td data-bbox="444 275 789 436">Sustainable Transport Specialist</td> <td data-bbox="789 275 1432 436"> <ul style="list-style-type: none"> • Master's degree or higher in a relevant field, such as transport engineering, civil engineering, electric or energy engineer, environmental engineering or policy or a related field. • Minimum 7 years of demonstrable experience in the technical area of transport; • Fluency in written and spoken in 2 or the 3 languages: English, French or Arabic </td> </tr> <tr> <td data-bbox="444 436 789 598">Sustainable Energy Specialist</td> <td data-bbox="789 436 1432 598"> <ul style="list-style-type: none"> • Master's degree or higher in a relevant field, such as electric or energy engineering, civil engineering, environmental engineering or policy or a related field. • Minimum 7 years of demonstrable experience in the technical area of energy; • Fluency in written and spoken in 2 or the 3 languages: English, French or Arabic. </td> </tr> <tr> <td data-bbox="444 598 789 760">Natural resources specialist</td> <td data-bbox="789 598 1432 760"> <ul style="list-style-type: none"> • Master's degree or higher in a relevant field, such as Biodiversity conservation, agricultural engineering, environmental engineering or policy or a related field. • Minimum 7 years of demonstrable experience in the technical area of natural resources; • Fluency in written and spoken in 2 or the 3 languages: English, French or Arabic. </td> </tr> <tr> <td data-bbox="444 760 789 900">Financial modelling specialist</td> <td data-bbox="789 760 1432 900"> <ul style="list-style-type: none"> • Master's degree or higher in a relevant field, such as finance, economics, or related fields. • Minimum 5 years of demonstrable experience in the technical area of climate finance; • Fluency in written and spoken in 2 or the 3 languages: English, French or Arabic. </td> </tr> <tr> <td data-bbox="444 900 789 1041">Stakeholder Engagement and Gender National Expert</td> <td data-bbox="789 900 1432 1041"> <ul style="list-style-type: none"> • Master's degree or higher in a relevant field, such as gender studies, women studies or closely related field • Minimum 5 years of demonstrable experience in the technical area of [gender analysis]; • Fluency in written and spoken in 2 or the 3 languages: English, French or Arabic </td> </tr> <tr> <td data-bbox="444 1041 789 1205">Social and Environment Safeguards specialist</td> <td data-bbox="789 1041 1432 1205"> <ul style="list-style-type: none"> • Master's degree or higher in a relevant field, such as Environmental science, policy, environmental engineering, EHS or closely related field; • Minimum 7 years of demonstrable experience in the technical area of environmental assessments; • Fluency in written and spoken in 2 or the 3 languages: English, French or Arabic. </td> </tr> </table>	Project Development Specialist will be the GEF PPG Team Leader	<ul style="list-style-type: none"> • Master's degree or higher in a relevant field, such as Management, Environment, Urban planning, Sustainable transport or equivalent.; • Minimum 10 years of demonstrable experience in the technical area of Integrated development; • Fluency in written and spoken English and French; 	Sustainable Transport Specialist	<ul style="list-style-type: none"> • Master's degree or higher in a relevant field, such as transport engineering, civil engineering, electric or energy engineer, environmental engineering or policy or a related field. • Minimum 7 years of demonstrable experience in the technical area of transport; • Fluency in written and spoken in 2 or the 3 languages: English, French or Arabic 	Sustainable Energy Specialist	<ul style="list-style-type: none"> • Master's degree or higher in a relevant field, such as electric or energy engineering, civil engineering, environmental engineering or policy or a related field. • Minimum 7 years of demonstrable experience in the technical area of energy; • Fluency in written and spoken in 2 or the 3 languages: English, French or Arabic. 	Natural resources specialist	<ul style="list-style-type: none"> • Master's degree or higher in a relevant field, such as Biodiversity conservation, agricultural engineering, environmental engineering or policy or a related field. • Minimum 7 years of demonstrable experience in the technical area of natural resources; • Fluency in written and spoken in 2 or the 3 languages: English, French or Arabic. 	Financial modelling specialist	<ul style="list-style-type: none"> • Master's degree or higher in a relevant field, such as finance, economics, or related fields. • Minimum 5 years of demonstrable experience in the technical area of climate finance; • Fluency in written and spoken in 2 or the 3 languages: English, French or Arabic. 	Stakeholder Engagement and Gender National Expert	<ul style="list-style-type: none"> • Master's degree or higher in a relevant field, such as gender studies, women studies or closely related field • Minimum 5 years of demonstrable experience in the technical area of [gender analysis]; • Fluency in written and spoken in 2 or the 3 languages: English, French or Arabic 	Social and Environment Safeguards specialist	<ul style="list-style-type: none"> • Master's degree or higher in a relevant field, such as Environmental science, policy, environmental engineering, EHS or closely related field; • Minimum 7 years of demonstrable experience in the technical area of environmental assessments; • Fluency in written and spoken in 2 or the 3 languages: English, French or Arabic. 	
Project Development Specialist will be the GEF PPG Team Leader	<ul style="list-style-type: none"> • Master's degree or higher in a relevant field, such as Management, Environment, Urban planning, Sustainable transport or equivalent.; • Minimum 10 years of demonstrable experience in the technical area of Integrated development; • Fluency in written and spoken English and French; 															
Sustainable Transport Specialist	<ul style="list-style-type: none"> • Master's degree or higher in a relevant field, such as transport engineering, civil engineering, electric or energy engineer, environmental engineering or policy or a related field. • Minimum 7 years of demonstrable experience in the technical area of transport; • Fluency in written and spoken in 2 or the 3 languages: English, French or Arabic 															
Sustainable Energy Specialist	<ul style="list-style-type: none"> • Master's degree or higher in a relevant field, such as electric or energy engineering, civil engineering, environmental engineering or policy or a related field. • Minimum 7 years of demonstrable experience in the technical area of energy; • Fluency in written and spoken in 2 or the 3 languages: English, French or Arabic. 															
Natural resources specialist	<ul style="list-style-type: none"> • Master's degree or higher in a relevant field, such as Biodiversity conservation, agricultural engineering, environmental engineering or policy or a related field. • Minimum 7 years of demonstrable experience in the technical area of natural resources; • Fluency in written and spoken in 2 or the 3 languages: English, French or Arabic. 															
Financial modelling specialist	<ul style="list-style-type: none"> • Master's degree or higher in a relevant field, such as finance, economics, or related fields. • Minimum 5 years of demonstrable experience in the technical area of climate finance; • Fluency in written and spoken in 2 or the 3 languages: English, French or Arabic. 															
Stakeholder Engagement and Gender National Expert	<ul style="list-style-type: none"> • Master's degree or higher in a relevant field, such as gender studies, women studies or closely related field • Minimum 5 years of demonstrable experience in the technical area of [gender analysis]; • Fluency in written and spoken in 2 or the 3 languages: English, French or Arabic 															
Social and Environment Safeguards specialist	<ul style="list-style-type: none"> • Master's degree or higher in a relevant field, such as Environmental science, policy, environmental engineering, EHS or closely related field; • Minimum 7 years of demonstrable experience in the technical area of environmental assessments; • Fluency in written and spoken in 2 or the 3 languages: English, French or Arabic. 															
	<table border="1"> <thead> <tr> <th colspan="2" data-bbox="444 1205 1195 1335">Summary of technical evaluation forms</th> <th data-bbox="1195 1205 1432 1335">Maximum points</th> </tr> </thead> <tbody> <tr> <td data-bbox="444 1335 548 1413">1.</td> <td data-bbox="548 1335 1195 1413">Proposed methodology, approach and execution plan</td> <td data-bbox="1195 1335 1432 1413">100</td> </tr> <tr> <td data-bbox="444 1413 548 1455">2.</td> <td data-bbox="548 1413 1195 1455">Qualifications and skills of the proposed staff</td> <td data-bbox="1195 1413 1432 1455">120</td> </tr> <tr> <td data-bbox="444 1455 548 1497">3.</td> <td data-bbox="548 1455 1195 1497">Expertise and references of the consulting firm</td> <td data-bbox="1195 1455 1432 1497">80</td> </tr> <tr> <td data-bbox="444 1497 548 1539"></td> <td data-bbox="548 1497 1195 1539">Total</td> <td data-bbox="1195 1497 1432 1539">300</td> </tr> </tbody> </table> <p data-bbox="444 1539 1432 1684">The below table gives a summary of technical evaluation forms. The detailed information are given in the Annex 1.</p>	Summary of technical evaluation forms		Maximum points	1.	Proposed methodology, approach and execution plan	100	2.	Qualifications and skills of the proposed staff	120	3.	Expertise and references of the consulting firm	80		Total	300
Summary of technical evaluation forms		Maximum points														
1.	Proposed methodology, approach and execution plan	100														
2.	Qualifications and skills of the proposed staff	120														
3.	Expertise and references of the consulting firm	80														
	Total	300														
Person to Supervise the Work/Performance of the Service Provider	Program Manager Energy & Climate Change															

Deliverables:	Deliverable 1: Draft of situation analysis, project strategy and strategic results framework; by 01 May 2020 Deliverable 2: First draft of full-size project document in French by 31 July 2020 Deliverable 3: Final drafts of the UNDP project document and the GEF CEO endorsement request in French and English by 30 September 2020																			
Progress Reporting Requirements																				
Location of work	<input checked="" type="checkbox"/> Exact Address/es : Marrakech and Rabat																			
Expected duration of work	23 rd March 2020 to 31 th December 2020																			
Target start date	23 rd March 2020																			
Latest completion date	31 th December 2020																			
Travels Expected	<table border="1"> <thead> <tr> <th>Destination/s</th> <th>Estimated Duration</th> <th>Brief Description of Purpose of the Travel</th> <th>Target Date/s</th> </tr> </thead> <tbody> <tr> <td>Marrakech</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Rabat</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s	Marrakech				Rabat							
Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s																	
Marrakech																				
Rabat																				
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <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)	N/A																			
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required																			
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required																			
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Local Currency MAD																			

Value Added Tax on Price Proposal ³	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes																	
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																	
Partial Quotes	<input checked="" type="checkbox"/> Not permitted																	
Payment Terms ⁴	<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>Deliverable 1: draft of situation analysis, project strategy and strategic results framework</td> <td>20%</td> <td>01 May 2020</td> <td rowspan="3">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>Deliverable 2: First draft of full-size project document in French</td> <td>40%</td> <td>31 July 2020</td> </tr> <tr> <td>Deliverable 3: Final drafts of the UNDP project document and the GEF CEO endorsement request in French and English</td> <td>20%</td> <td>30 September 2020</td> </tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	Deliverable 1: draft of situation analysis, project strategy and strategic results framework	20%	01 May 2020	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.	Deliverable 2: First draft of full-size project document in French	40%	31 July 2020	Deliverable 3: Final drafts of the UNDP project document and the GEF CEO endorsement request in French and English	20%	30 September 2020
Outputs	Percentage	Timing	Condition for Payment Release															
Deliverable 1: draft of situation analysis, project strategy and strategic results framework	20%	01 May 2020	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.															
Deliverable 2: First draft of full-size project document in French	40%	31 July 2020																
Deliverable 3: Final drafts of the UNDP project document and the GEF CEO endorsement request in French and English	20%	30 September 2020																
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Country Office and UNDP-GEF Regional Technical Advisor																	

³ VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

⁴ 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.

Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<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 type="checkbox"/> Expertise of the Firm <i>[indicate percentage]</i> <input type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan <i>[indicate percentage]</i> <input type="checkbox"/> Management Structure and Qualification of Key Personnel <i>[indicate percentage]</i>
	<p><u>Financial Proposal (30%)</u></p> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i>
Contract General Terms and Conditions ⁵	<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)
	Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁶	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input type="checkbox"/> Others ⁷ <i>[pls. specify]</i>

⁵ 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.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<p>Contact Person for Inquiries (Written inquiries only)⁸</p>	<p><i>UNDP Morocco</i> <i>General Services Unit</i> <i>Procurement.morocco@undp.org</i> 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.</p>
<p>Other Information <i>[pls. specify]</i></p>	

⁸ *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.*

ANNEX 1: Technical Evaluation Grille

Technical Evaluation Form 1		Maximum points
Proposed methodology, approach and execution plan		
1.1	Quality of the proposed methodology and level of compliance with the ToR <ul style="list-style-type: none"> • Improved: A good level of detail, relevance of the proposed approach, consistency of the elements / activities proposed for the performance of the services (90 points) • Simple: Simple rework of elements of TORs, lack of investigation (30points) • Non-compliant: Does not respond to TORs, omission of key elements (0 point) 	90
1.2	Planning compliance and task scheduling: <ul style="list-style-type: none"> • Non-compliance with deadlines: 0 point • Compliance with completion deadlines: 10 points 	10
Total of part 1		100

Technical Evaluation Form 2		Maximum points
Qualifications and skills of the proposed staff		
2.1	Project Development Specialist (GEF PPG Team Leader)	30
	Academic background (<i>Master's degree or higher in a relevant field, such as Management, Environment, Urban planning, Sustainable transport or equivalent</i>) <ul style="list-style-type: none"> • < Master's degree: 0pt • > or = Master's degree: 5 pts 	5
	Professional Experience: (<i>Minimum 10 years of demonstrable experience in the technical area of Integrated development</i>) <ul style="list-style-type: none"> • < 10 years: 0pt • > or =10 years: 10pt 	10
	Experience in formulating GEF projects <ul style="list-style-type: none"> • < 3 similar references: 0 pts • = 3-5 similar references: 10 pts • > 5 similar references: 15 pts 	15
2.2	Sustainable Transport Specialist	15
	Academic background (<i>Master's degree or higher in a relevant field, such as transport engineering, civil engineering, electric or energy engineer, environmental engineering or policy or a related field</i>). <ul style="list-style-type: none"> • < Master's degree: 0pt • > or = Master's degree: 5 pts 	5
	Professional experience in Transport (<i>Minimum 7 years of demonstrable experience in the technical area of transport</i>) <ul style="list-style-type: none"> • < 7 years: 0pt • > or =7 years: 10pt 	10
2.3	Sustainable Energy Specialist	15
	Academic background (<i>Master's degree or higher in a relevant field, such as electric or energy engineering, civil engineering, environmental engineering or policy or a related field</i>). <ul style="list-style-type: none"> • < Master's degree: 0pt • > or = Master's degree: 5 pts 	5

	Professional Experience (Minimum 7 years of demonstrable experience in the technical area of energy). <ul style="list-style-type: none"> < 7 years: 0pt > or =7 years: 10pts 	10
2.4	Natural resources specialist	15
	Academic background (Master's degree or higher in a relevant field, such as Biodiversity conservation, agricultural engineering, environmental engineering or policy or a related field). <ul style="list-style-type: none"> < Master's degree: 0pt > or = Master's degree: 5 pts 	5
	Professional Experience (Minimum 7 years of demonstrable experience in the technical area of natural resources). <ul style="list-style-type: none"> < 7 years: 0pt > or =7 years: 10pts 	10
2.5	Financial modelling specialist	15
	Academic background (Master's degree or higher in a relevant field, such as finance, economics, or related fields). <ul style="list-style-type: none"> < Master's degree: 0pt > or = Master's degree: 5 pts 	5
	Professional Experience (Minimum 5 years of demonstrable experience in the technical area of climate finance) <ul style="list-style-type: none"> < 5 years: 0pt > or =5 years: 10pts 	10
2.6	Stakeholder Engagement and Gender National Expert	15
	Academic background (Master's degree or higher in a relevant field, such as gender studies, women studies or closely related field). <ul style="list-style-type: none"> < Master's degree: 0pt > or = Master's degree: 5 pts 	5
	Professional Experience (Minimum 5 years of demonstrable experience in the technical area of gender analysis) <ul style="list-style-type: none"> < 5 years: 0pt > or =5 years: 10pts 	10
2.7	Social and Environment Safeguards specialist	15
	Academic background (Master's degree or higher in a relevant field, such as Environmental science, policy, environmental engineering, EHS or closely related field). <ul style="list-style-type: none"> < Master's degree: 0pt > or = Master's degree: 5 pts 	5
	Professional Experience (Minimum 7 years of demonstrable experience in the technical area of environmental assessments) <ul style="list-style-type: none"> < 7 years: 0pt > or =7 years: 10pts 	10
Total of part 2		120
Technical Evaluation Form 3		Maximum points
Expertise of the Consulting firm		
3.1	Number of years of experience of the firm: <ul style="list-style-type: none"> = 5 years of experience: 10 points > 5 years of experience: 20 points 	20

3.2	References of the consulting firm:	60
	<ul style="list-style-type: none"> ➤ Proven experience in the development of project and programmes in the field of Energy and Environment: <ul style="list-style-type: none"> • 3 References (10 pts) • 5 References (20 pts) 	20
	<ul style="list-style-type: none"> ➤ Experience in Developing GEF (Global Environment Facility) Projects: <ul style="list-style-type: none"> • 3 References (10 pts) • 5 References (20 pts) 	20
	Experience in the Marrakech city (20 pts)	20
Total of part 3		80

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[insert: Location].

[insert: Date]

To: UNDP Morocco, 13 avenue Ahmed Balafrej, Souissi, Rabat.

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.

C. Qualifications of Key Personnel

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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

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

D. Cost Breakdown per Deliverable*

	Deliverables [list them as referred to in the RFP]	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Draft of situation analysis, project strategy and strategic results framework		
2	First draft of full-size project document in French		
3	Final drafts of the UNDP project document and the GEF CEO endorsement request in French and English		
	Total	100%	

*This shall be the basis of the payment tranches

E. Cost Breakdown by Cost Component [This is only an Example]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

[Designation]

[Date]