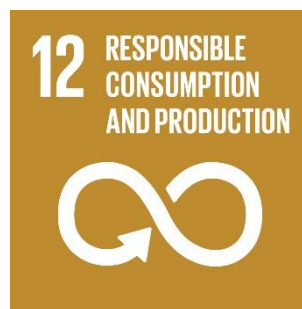




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REQUEST FOR PROPOSAL

Conducting Awareness Raising Activities and Training/ToT Sessions on “Zero Waste”
in Şanlıurfa Haliliye and Kilis Center

RFP No.: UNDP-TUR-RFP(USB)-2020/03

Project: “Effective Urban Waste Management for Host Communities Phase II:
Strengthening Social Cohesion through Participatory Waste Management”

Country: Turkey

Issued on: 4 March 2020

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Section 1. Letter of Invitation

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

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Proposal Data Sheet (PDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Proposers
- Section 3: Proposal Data Sheet (PDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Proposal Forms
 - Form A: Technical Proposal Submission Form
 - Form B: Proposer Information Form
 - Form C: Joint Venture/Consortium/Association Information Form
 - Form D: Qualification Form
 - Form E: Format of Technical Proposal
 - Form F: Financial Proposal Submission Form
 - Form G: Financial Proposal Form
 - Form H: Form of Proposal Security

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet. Please be informed that this procurement process is being conducted through the online tendering system of UNDP.

Please acknowledge receipt of this RFP by utilizing the "Accept Invitation" function in eTendering system. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Sincerely;

UNDP Turkey Country Office

Section 2. Instruction to Proposers

GENERAL PROVISIONS

1. Introduction	<p>1.1 Proposers shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Proposer and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Proposer as a result of this RFP.</p> <p>1.3 As part of the proposal, it is desired that the Proposer registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Proposer may still submit a proposal even if not registered with the UNGM. However, if the Proposer is selected for contract award, the Proposer must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all Proposers/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Proposers/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected Proposer has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Proposers must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Proposer's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

4. Conflict of Interests	<p>4.1 Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Proposers must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Proposers must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the Proposer or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Proposers 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 Proposers may result in the eventual rejection of the Proposal.</p>
PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Proposer 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.</p> <p>5.2 The Proposer will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Proposer must notify the UNDP</p>
6. Cost of Preparation of Proposal	<p>6.1 The Proposer 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.</p>
7. Language	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Proposer and UNDP, shall be written in the language (s) specified in the PDS.</p>

8. Documents Comprising the Proposal	<p>8.1 The Proposal shall comprise of the following documents:</p> <ul style="list-style-type: none"> c) Documents Establishing the Eligibility and Qualifications of the Proposer; d) Technical Proposal; e) Financial Proposal; f) Proposal Security, if required by PDS; g) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Proposer	<p>9.1 The Proposer 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 Proposer, its qualifications must be documented to UNDP's satisfaction.</p>
10. Technical Proposal Format and Content	<p>10.1 The Proposer 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 Proposer 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 Proposal as specified in the PDS.</p>
11. Financial Proposals	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. Proposal Security	<p>12.1 A Proposal Security, if required by PDS, shall be provided in the amount and form indicated in the PDS. 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 PDS, Proposers shall include a copy of the Proposal Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in PDS.</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>

	<p>a) If the Proposer withdraws its offer during the period of the Proposal Validity specified in the PDS, or;</p> <p>b) In the event that the successful Proposer fails:</p> <p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Proposer.</p>
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the PDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the PDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
14. Joint Venture, Consortium or Association	<p>14.1 If the Proposer 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 propose by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p>

	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	<p>15.1 The Proposer (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Proposers shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Proposer 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 Proposer; or f) some key personnel proposed to be in the team of one Proposer participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16.Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the PDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Proposer shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17.Extension of Proposal Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Proposers to extend the period of validity of their Proposals. The request and the responses shall be made in writing and shall be considered integral to the Proposal.</p> <p>17.2 If the Proposer agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Proposer has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18.Clarification of Proposal	<p>18.1 Proposers may request clarifications on any of the RFP documents no later than the date indicated in the PDS. Any request for clarification must be sent in writing in the manner indicated in the PDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the PDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
19.Amendment of	19.1 At any time prior to the deadline of Proposal submission, UNDP may for any

Proposals	<p>reason, such as in response to a clarification requested by a Proposer, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective Proposers.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Proposers reasonable time to incorporate the amendment into their Proposals.</p>
20.Alternative Proposals	<p>20.1 Unless otherwise specified in the PDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by PDS, a Proposer 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 Proposer 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.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21.Pre-Proposal Conference	<p>21.1 When appropriate, a Proposer's conference will be conducted at the date, time and location specified in the PDS. All Proposers are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Proposer. Minutes of the Proposer's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the PDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Proposer's Conference or issued/posted as an amendment to RFP.</p>
SUBMISSION AND OPENING OF PROPOSALS	
22.Submission	<p>22.1 The Proposer shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the PDS. The submission shall be in the manner specified in the PDS.</p> <p>22.2 The Proposal shall be signed by the Proposer or person(s) duly authorized to commit the Proposer. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the Proposer, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Proposers must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Proposer fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the PDS shall be governed as follows:</p> <p>g) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the PDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>h) 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 Proposer. The outer envelopes shall:</p> <p>i. Bear the name and address of the Proposer;</p>

	<p>ii. Be addressed to UNDP as specified in the PDS</p> <p>iii. Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the PDS.</p> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>22.5 Email submission, if allowed or specified in the PDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in PDS; 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 PDS. c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from Proposers whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected. <p>22.6 Electronic submission through eTendering, if allowed or specified in the PDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in PDS; 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 Proposers 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. Proposal Security, etc.) must be sent via courier or hand delivery as per the instructions in PDS. d) Detailed instructions on how to submit, modify or cancel a proposal in the eTendering system are provided in the eTendering system Proposer User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/
<p>Email Submission</p>	
<p>eTendering submission</p>	
<p>23. Deadline for Submission of Proposals and Late Proposals</p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the PDS. UNDP shall only recognize the date and time that the proposal was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p>24. Withdrawal, Substitution, and</p>	<p>24.1 A Proposer may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p>

Modification of Proposals	<p>24.2 Manual and Email submissions: A Proposer 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 Proposer 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 Proposer 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 Proposer User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Proposers (only for manual submissions), except if the proposal is withdrawn after the proposal has been opened</p>
25.Proposal Opening	<p>25.1 There is no public proposal 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, Proposers will receive an automatic notification once their proposal is opened.</p>
EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Proposers 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 Proposer or anyone on behalf of the Proposer to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27.Evaluation of Proposals	<p>27.1 The Proposer 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"> i) Preliminary Examination j) Minimum Eligibility and Qualification (if pre-qualification is not done) k) Evaluation of Technical Proposals l) Evaluation of Financial Proposals
28.Preliminary Examination	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29.Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Proposer 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</p>

	<p>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 Proposer; and f) They have a record of timely and satisfactory performance with their clients.
<p>30. Evaluation of Technical and Financial Proposals</p>	<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 PDS. When necessary and if stated in the PDS, UNDP may invite technically responsive Proposers for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the proposal document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Proposers 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 Proposer unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of Proposers 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 PDS, 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 Proposers; 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 PDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>

31. Due Diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Proposer. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Proposer; 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 Proposer, or with previous clients, or any other entity that may have done business with the Proposer; 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 Proposer's offices, branches or other places where business transpires, with or without notice to the Proposer; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Proposer for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Proposer in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. Responsiveness of Proposal	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Proposer by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Reparable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Proposer 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 Proposer to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion

	<p>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;</p> <p>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</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Proposer does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
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 Proposer(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 Proposer based on the award criteria indicated in the PDS.
37.Debriefing	37.1 In the event that a Proposer is unsuccessful, the Proposer may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Proposer's submission, in order to assist the Proposer in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Proposer'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 Proposer 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 Proposer or call for new Proposals.
40.Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in PDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41.Performance Security	41.1 40.1 A performance security, if required in PDS, shall be provided in the amount specified in PDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42.Bank Guarantee for	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make

Advanced Payment	no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per PDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Proposer shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP POPP DOCUMENT LIBRARY/Public/PSU Contract%20Management%20Payment%20and%20Taxes Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. Liquidated Damages	43.1 If specified in PDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. Payment Provisions	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 affected by bank transfer in the currency of contract.
45. Vendor Protest	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 Proposer 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. Other Provisions	<p>46.1 In the event that the Proposer offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

Section 3. Proposal Data Sheet (PDS)

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 Instruction to Proposers, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

PDS 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 proposals)	Not Allowed
3		Joint Venture, Consortium or Association	Allowed
4	20	Alternative Proposals	Shall not be considered
5	21	Pre-proposal conference	<p>Will be Conducted</p> <p>Time: 10:00 pm (GMT +3, Local time-Turkey) Date: 13 March 2020 Venue: UNDP Turkey Country Office at Yıldız Kule, Dikmen Mahallesi, Turan Güneş Bulvarı, No:106, 06550, Çankaya, Ankara, Turkey</p> <p>Please be informed that E-tendering guidance session will also be conducted after the pre-proposal conference, to guide proposers on how to prepare their proposals through e-tendering. Etendering session will be provided in Turkish.</p> <p>Prospective proposers are highly encouraged to visit following page for system user guides and videos in different languages before attending to the Guidance Session:</p> <p>http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</p> <p>The contractor to be identified through this procurement process shall not be entitled to receive any payment due to unexpected costs that are caused by its failure to participate in the Pre-proposal conference. Prospective Proposers who wish to participate in the Pre-proposal conference and etendering guiding session, shall</p>

			<p>contact following focal point for arrangement no later than 11 March 2020.</p> <p>Murat OZERDEN Telephone: +90 312 4541100 E-mail: tr.procurement@undp.org</p>
6	16	Proposal Validity Period	90 days following the deadline of submission
7	12	Proposal Security	<p>Required in the amount of USD3,000.00</p> <p>Acceptable Forms of Proposal Security</p> <ul style="list-style-type: none"> Bank Guarantee (See Section 6, Form H for template) Upon request, proposal securities will be returned to all proposers upon signature of contract with the successful Proposer.
8	42	Advanced Payment upon signing of contract	Not Allowed
9	43	Liquidated Damages	<p>Will be imposed as follows: In case of delay in completion of all assignments within 130 days after contract signature:</p> <p>Percentage of contract price per week (7 calendar days) of delay: 2%</p> <p>Max. number of weeks (7 calendar days) of delay is 5, after which UNDP may terminate the contract.</p>
10	41	Performance Security	Required in the amount of 10% of the contract amount in the form of Bank Guarantee which will be provided to the successful Proposer along with the Award Letter. Contract will be signed upon submission of the Performance Security. The Performance Security will be released 30 days after issuance by UNDP of a certificate of satisfactory performance and full completion of services by the contractor
11	13	Currency of Proposal	United States Dollars
12	18	Deadline for submitting requests for clarifications/ questions	5 days before the proposal submission deadline
13	18	Contact Details for submitting clarifications/questions	<p>Focal Person in UNDP: Murat Özerden Address: Yıldız Kule, Yukarı Dikmen Mahallesi, Turan Güneş Bulvarı, No:106, 06550, Çankaya, Ankara/Turkey E-mail address: tr.procurement@undp.org</p>

14	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<p>Posted directly to eTendering and following websites:</p> <p>www.undp.org www.ungm.org www.devbusiness.com www.tr.undp.org</p>
15	23	Deadline for submission of proposals	25 March 2020, 06:00am (GMT - 5, EST, New York Time); as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
16	22	Allowable Manner of Submitting Proposals	<p>E-Tendering only</p> <p>This procurement process is being conducted through the online tendering system of UNDP. Bidders who wish to submit an offer must be registered in the system.</p> <p>Visit this page for system user guides and videos in different languages: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurementnotices/resources/</p> <p>If already registered, go to https://etendering.partneragencies.org and sign in using your username and password.</p> <p>Use “Forgotten password” link if you do not remember your password. Do not create a new profile.</p> <p>If you have never registered in the system before, you can register by visiting the link below and follow the instructions in the user guide (attached): https://etendering.partneragencies.org</p> <ul style="list-style-type: none"> • Username: event.guest • Password: why2change <p>It is strongly recommended to create a username with two parts: your first name and last name separated by a “.”, (similar to the one shown above). Once registered you will receive a valid password to the registered email address which you can use for signing in and changing your password.</p> <p>Please note that your new password should meet the following criteria:</p> <ul style="list-style-type: none"> • Minimum 8 characters • At least one UPPERCASE LETTER • At least one lowercase letter • At least one number <p>You can view and download tender documents with the guest account as per the above username and password, However, if you are interested to participate, you must register in the system and subscribe to this tender to be notified when amendments are made.</p>

17	22	Proposal Submission Address	UNDP E-Tendering system, which can be accessed through https://etendering.partneragencies.org BU Code: TUR10 EVENT ID: RFP-20-03
18	22	Electronic submission (eTendering) requirements	<ul style="list-style-type: none"> – 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. – <u>Password for financial proposal must not be provided to UNDP unless requested by UNDP</u> – Max. File Size per transmission: 45 MB – Documents which are required in original (e.g. Proposal Security) should be sent to the below address with a PDF copy submitted as part of the etendering submission: <p>Focal Point: Murat OZERDEN, Procurement Administrator Yıldız Kule, 21st Floor, Dikmen Mahallesi, Turan Güneş Bulvarı, No:106, 06550, Çankaya, Ankara,Turkey</p>
19	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% in order to be considered for Financial Evaluation.
20		Expected date for commencement of Contract	<i>May, 2020</i>
21		Maximum expected duration of contract	5 Months after signature of the contract by UNDP and the Contractor
22	35	UNDP will award the contract to:	One Proposer Only
23	39	Type of Contract	Facesheet Contract for Goods and/or Services to UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
24	40	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Contracts http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
25		Tax Exemption	UN and its subsidiary organs are exempt from all taxes. Therefore, Proposers shall prepare their Financial Proposals, excluding Value Added Tax (VAT). It is the Proposer's responsibility to learn from relevant authorities (Ministry of Finance) and/or to review/confirm published procedures and to consult with a certified financial consultant as needed, to confirm the scope and procedures of VAT exemption application as per VAT Law and Ministry of Finance's Communiqués. The Contractor to be selected cannot be entitled to

			receive any amount over its Proposal price in relation to VAT. Overall contract amount to be paid to the Contractor shall not exceed the offered total price.
26	44	Currency of Payment	<p>If the Contractor is registered and operating in Turkey, the payment shall be realized in Turkish Liras (TRY).</p> <p>Payment amount will be converted from United States Dollar (USD) to Turkish Liras (TRY) by the UN operational rate of exchange valid on the date of money transfer. Otherwise, the payments shall be effected in United States Dollar.</p>
27		Payment Conditions/ Schedule of payments	Please refer to “Section 5, Clause M. Pricing and Schedule of Payments” for details on Payment Schedules and Conditions

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
- **Password Protected Financial Proposals**
- Proposal Validity
- Proposal 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 the minimum criteria, unless otherwise specified.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity established in 2016 or earlier	Form B: Proposer 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 Section 2 Instruction to Proposers clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with Section 2 Instruction to Proposers 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 Proposer for the last 3 years	Form D: Qualification Form

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Proposer have been exhausted.

Previous Experience	Completion of minimum 2 contracts over the last 5 years (i.e. 25 March 2015 thru 25 March 2020), each with a budget of at least USD 100,000 in raising awareness events on environmental concept. (For JV/Consortium/Association, all Parties cumulatively should meet requirement)	Form D: Qualification Form
Financial Standing	Minimum average annual turnover of USD 200,000 for the last 3 years (i.e. 2017, 2018 and 2019). Note: Proposers whose accounts have not yet been audited for 2019, shall submit audited financial statements for 2016, 2017 and 2018. (For JV/Consortium/Association, all Parties cumulatively should meet requirement)	Form D: Qualification Form
	Proposers must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability by submitting its “audited financial statement”	Form D: Qualification Form

Technical Evaluation Criteria

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

Section 1. Proposer's qualification, capacity and experience		Points obtainable
1.1	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	40
1.2	Relevance of specialized knowledge and experience on similar engagements	100
1.3	Quality assurance model and risk mitigation measures. Proposer provided the approach to be deployed for assuring quality of the assignment and mitigating risks	30
1.4	Organizational Commitment to Sustainability <ul style="list-style-type: none"> – Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points – Organization is a member of the UN Global Compact -5 points – 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 - 5 points 	30
Total Section 1		200

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	50
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 (Awareness raising activities and Trainings) shall be organized, controlled and delivered through an interlinked way	100
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 and prepared in line with the Project's time plan	40
2.6	List of personnel to be assigned for the entire contract period by elaborating on number, function and position of personnel to be assigned for each activity and the duration to be invested by each personnel for completing each activity	30
2.7	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	30
Total Section 2		400

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		20
3.2	Qualifications of key personnel proposed		
3.2.1	Team Leader		80
	Qualification and skills	10	
	General Professional Experience	20	
	Specific Professional Experience	50	
3.2.2	Communication Expert		60
	Qualification and skills	5	
	General Professional Experience	10	
	Specific Professional Experience	45	
3.2.3	Training Expert x 4		240
	Qualification and skills	5 x 4	
	General Professional Experience	10 x 4	
	Specific Professional Experience	45 x 4	
Total Section 3			400

Section 5. Terms of Reference

A. BACKGROUND

UNDP supports the Government of Turkey to respond to the Syria Crisis through its Syria Crisis Response and Resilience Programme in Turkey to strengthen the resilience of refugees, host community members, local municipalities and relevant national institutions to cope with and recover from the impact. UNDP's resilience response strategy is to invest in existing national and local systems to ensure they can adequately serve both host and refugee communities.

As part of this programme, UNDP is implementing the project “Effective Urban Waste Management for Host Communities Phase II: Strengthening Social Cohesion through Participatory Waste Management” (hereinafter referred to as ‘the Project’), funded by the United States Bureau of Population and Refugee Management (USBPRM). The Project aims to contribute to the social cohesion of Syrians under temporary protection and host communities in the Southeast Anatolia Region. The Project will do so through participatory waste management to improve waste management practices and reduce the negative impact to the local environment and public health. The Project aims to strengthen recycling capacities of municipalities and local communities to improve resource recovery, including community based and participatory waste collection models. The project will also provide vocational trainings in relevant areas, to ensure informed and trained recyclers have the potential to be environmental stewards for the local community. In addition to that, the Project will support community driven and collective incentives to transform the recyclables into new products, adding value to the materials and expanding the capacity of generating income for of Syrians and host communities. This is aimed to provide livelihoods options, bringing Syrians and host community members together over common economic and environmental interests, to improve social cohesion.

UNDP has recently developed a UNDP Solid Waste Management Strategy, guiding its overall support to the Government of Turkey in response to the Syria crisis. The strategy identifies key areas of support and how the various projects supported by UNDP complement each other. Waste management has been considered an essential contributing part to enhanced resilience and improved social cohesion within the newly formed communities.

Within this context, there will be two main activities, the first activity is about awareness raising and the second activity is about the conduction of training sessions on zero waste targeting refugee and host communities in Şanlıurfa Haliliye and Kilis to minimize the environmental impact of population increase due to Syria Crisis.

B. SPECIFIC OBJECTIVES

The overall objective of this requirement is to support municipalities’ adaptation to “Zero Waste Directive” and other applicable standards, norms, legislations of Turkish Ministry of Environment and Urbanization. To achieve the overall objective, the purpose of this Contract is;

Activity 1: To raise awareness on zero waste throughout the refugees and host communities,

Activity 2: To train specific target groups of refugees and host communities on zero waste concept.

C. SCOPE

Within the scope of the contract, the Contractor shall provide and carry out the following activities related to zero waste in Şanlıurfa Haliliye and Kilis Center.

ACTIVITY 1: AWARENESS RAISING CAMPAIGN ON “ZERO WASTE SYSTEM”

The Contractor shall conduct an awareness raising campaign targeting all segments of community on zero waste concept.

The substance of the zero-waste campaign will be developed by the contractor in accordance with the target audiences and socioeconomic structure of all levels of local communities in Haliliye and Kilis. Target audiences will be selected, and all content of the campaign will be developed by the contractor in coordination with UNDP and Municipalities. The content, key messaging, channels and tools of outreach will be developed by the contractor. All content-wise works will be submitted to the approval of the UNDP.

The objective of the campaign is to raise awareness on the zero-waste concept and the project, leverage the outreach of the project to target audiences to the greater extent, attract their attention to the concept and to the project, advocate for and enable community members to actively participate in the zero-waste system.

Campaign content, materials and messages shall be delivered through various channels in different formats. (Branded/promotional materials, community engagement tools, advertisements on LED screens and billboards, etc.)

Within the scope of the campaign, informative promotional/branded materials will be developed and produced by the contractor. The content and design of the materials shall be developed by the Contractor in consultation with the UNDP. The content and design of the promotional materials/branded materials shall aim to attract attention of all members of community to the zero-waste system.

All promotional/branded materials will aim to serve the above-mentioned objectives. The Contractor shall aim enlarge the outreach to target audiences and project beneficiaries, inform target audiences on the zero-waste system and the objectives of the project, create and raise awareness on the project, ensure due visibility of the donor, project and UNDP. The overall campaign and the related works under the campaign, shall aim to ensure active participation of the target audiences and local community to zero-waste system to be implemented in the project areas.

ACTIVITY 1.1 DEVELOPMENT OF AWARENESS RAISING CAMPAIGN PLAN

The Contractor shall develop an awareness raising campaign plan and submit it for approval of UNDP before commencement of the activities. Awareness raising campaign plan shall include following contents at minimum:

- Target audience/stakeholder mapping
- Action Plan
- Key messaging
- The substance of the campaign and key messages
- Channels to be used
- Timeline of each promotional activity

ACTIVITY 1.2 CONTENT DEVELOPMENT PRODUCTION AND DISTRIBUTION OF PROMOTIONAL MATERIALS

The Contractor shall conduct content development, design, production and distribution of promotional materials, i.e. brochures, posters, market bags, on vehicle advertisement, banners, billboards, promotion videos and animation videos. All promotional materials shall be developed in **Turkish**. Content and design

of all promotional materials shall be submitted for approval of UNDP before proceeding with production and distribution of materials.

The content of promotional materials shall be developed for each target audience as detailed in the following tables:

1.2.1. SERVICES TO BE GIVEN IN ŞANLIURFA HALILIYE DISTRICT

a) PROMOTION VIDEOS ON ZERO WASTE TO BE BROADCASTED ON AN OUTDOOR LED SCREEN

The Contractor shall prepare one promotion video to raise awareness on zero waste to be broadcasted via the led screen to be supplied and located in the district centers by UNDP. Content of the video shall be prepared by the contractor in consultation with UNDP and the Municipality and the draft video shall be submitted for approval of UNDP before delivering to the Municipality.

Item	Minimum Quality	Quantity	Delivery Location
Promotion Videos on zero waste with content to target all citizens including Syrians and host communities	Resolution: Full HD Duration: 5 Minutes	1	Municipality

b) ANIMATION VIDEO ON ZERO WASTE FOR KINDERGARTEN AND PRIMARY SCHOOL STUDENTS

The Contractor shall prepare an animation video on zero waste for kindergarten and primary school students and deliver these videos in thumb drives (flash disks) to minimum 60 schools to be identified by the contractor in consultation with the Municipality and UNDP. Content of the video shall be prepared by the contractor and submitted for approval of UNDP before making deliveries to schools.

Item	Minimum Quality	Quantity	Delivery Location
Animation Video with content to target all kindergarten and primary school students	Resolution: Full HD Duration: 4 Minutes	1	Kindergarten and primary schools

c) ANIMATION VIDEO ON ZERO WASTE FOR SECONDARY AND HIGH SCHOOL STUDENTS

The Contractor shall prepare an animation video on zero waste for secondary and high school students and deliver these videos in thumb drives (flash disks) to minimum 60 schools to be identified by the contractor in consultation with the Municipality and UNDP. Content of the video shall be prepared by the contractor and submitted for approval of UNDP before making the deliveries to schools.

Item	Minimum Quality	Quantity	Delivery Location
Animation Video with content to target all secondary and high school students	Resolution: Full HD Duration: 4 Minutes	1	Secondary and high schools

d) POSTERS, BROCHURES, MARKET BAGS AND BANNERS WITH ZERO WASTE CONTENT

The Contractor shall conduct content development, design, production and distribution of following promotional materials at the designated locations to be identified by the contractor in consultation with the Municipality and UNDP. Sample of each material shall be submitted for approval of UNDP before commencement with the production and deliveries.

Item	Minimum Quality	Quantity	Delivery Location
Poster (Type 1) with content targeting to all citizens including Syrians and host communities	Glossy/dull, one-sided printing and recyclable 50*70cm	3,000	Municipality
Poster (Type 2) with content targeting all kindergarten and primary school students	Glossy/dull, one-sided printing and recyclable 50*70cm	780	Kindergarten and primary schools
Poster (Type 3) with content targeting all secondary and high school students	Glossy/dull, one-sided printing and recyclable 50*70cm	1220	Secondary and high schools
Poster (Type 4) with content targeting university students	Glossy/dull, one-sided printing and recyclable 50*70cm	120	Universities
One type of Brochure with content targeting all citizens including Syrians and host communities	Gloss/dull, two-sided printing, recyclable paper A4/three-sided breakdown 250-350gr	50,000	Municipality and Households
One type of Market Bag with content targeting all citizens including Syrians and host communities	Fabric 35*40cm	20,000	Municipality and Households
One type of Banner with content targeting all citizens including Syrians and host communities	Two sided 2*4m	5	Municipality

e) RENTAL OF BILLBOARDS FOR ONE WEEK

The Contractor shall rent 20 billboards for one week. Content and design of these billboards for promoting zero waste shall be developed by the contractor in consultation with UNDP and Municipality. Contractor shall develop at least 3 different contents for the billboards. Content and design shall be submitted for approval of UNDP before proceeding with advertisement.

Item	Minimum Quality	Quantity	Delivery Location
Billboard	Size: 350X195 cm. (3 types of content shall be developed)	20	Municipality

f) PRODUCTION OF ON-VEHICLE ADVERTISEMENT MATERIALS

The Contractor shall develop content, design and produce on-vehicle advertising materials to be posted on 10 public transport vehicles of different routes to be identified in consultation with the UNDP and Municipality. The content, design and the sample product shall be submitted for approval of UNDP before commencement with the production.

Item	Minimum Quality	Quantity	Delivery Location
One type of On-Vehicle Advertisement Material	Size: 12 meters length, 2,5 m width, 3 m height. Materials shall be posted on both sides of the vehicles	10	Municipality

g) IDENTIFICATION OF HOUSEHOLDS, BROCHURE & MARKET BAG DISTRIBUTION AND AWARENESS RAISING ACTIVITIES

The Contractor shall identify minimum 5000 households in Devteşti neighborhood of Haliliye in consultation with UNDP and Municipality, and conduct awareness raising activities through distributing brochures, market bags and informing each household about zero waste and recycling activities for at least 5 minutes.

1.2.2. SERVICES TO BE GIVEN IN KILIS CENTER

a) PROMOTION VIDEOS ON ZERO WASTE TO BE BROADCASTED ON OUTDOOR LED SCREEN

The Contractor shall prepare one promotion video to raise awareness on zero waste to be broadcasted via the led screen to be supplied and located in the district centers by UNDP. Content of the video shall be prepared by the contractor in consultation with UNDP and the Municipality and the draft video shall be submitted for approval of UNDP before proceeding with the deliveries.

Item	Minimum Quality	Quantity	Delivery Location
Promotion Videos on zero waste with content to target all citizens including Syrians and host communities	Resolution: Full HD Duration: 5 Minutes	1	Municipality

b) ANIMATION VIDEO ON ZERO WASTE FOR KINDERGARTEN AND PRIMARY SCHOOL STUDENTS

The Contractor shall prepare an animation video on zero waste for kindergarten and primary school students and deliver these videos in thumb drives (flash disks) to minimum 60 schools to be identified by the contractor in consultation with the Municipality and UNDP. Content of the video shall be prepared by the contractor and submitted for approval of UNDP before making deliveries to schools.

Item	Minimum Quality	Quantity	Delivery Location
Animation Video with content to target all kindergarten and primary school students	Resolution: Full HD Duration: 4 Minutes	1	Kindergarten and primary schools

c) ANIMATION VIDEO ON ZERO WASTE FOR SECONDARY AND HIGH SCHOOL STUDENTS

The Contractor shall prepare an animation video on zero waste for secondary and high school students and deliver these videos in thumb drives (flash disks) to minimum 60 schools to be identified by the contractor in consultation with the Municipality and UNDP. Content of the video shall be prepared by the contractor and submitted for approval of UNDP before making the deliveries to schools.

Item	Minimum Quality	Quantity	Delivery Location
Animation Video with content to target all secondary and high school students	Resolution: Full HD Duration: 4 Minutes	1	Secondary and high schools

d) POSTERS, BROCHURES, MARKET BAGS AND BANNERS WITH ZERO WASTE CONTENT

The Contractor shall conduct content development, design, production and distribution of following promotional materials at the designated locations to be identified by the contractor in consultation with the Municipality and UNDP. Sample of each material shall be submitted for approval of UNDP before commencement with the production.

Item	Minimum Quality	Quantity	Delivery Location
Poster (Type 1) with content targeting to all citizens including	Glossy/dull, one-sided printing and recyclable 50*70cm	3,000	Municipality

Syrians and host communities			
Poster (Type 2) with content targeting all kindergarten and primary school students	Glossy/dull, one-sided printing and recyclable 50*70cm	2100	Kindergarten and primary schools
Poster (Type 3) with content targeting all secondary and high school students	Glossy/dull, one-sided printing and recyclable 50*70cm	1260	Secondary and high schools
Poster (Type 4) with content targeting university students	Glossy/dull, one-sided printing and recyclable 50*70cm	60	Universities
One type of Brochure with content targeting all citizens including Syrians and host communities	Gloss/dull, two-sided printing, recyclable paper A4/three-sided breakdown 250-350gr	50,000	Municipality and Households
One type of Market Bag with content targeting all citizens including Syrians and host communities	Fabric 35*40cm	20,000	Municipality and Households
One type of Banner with content targeting all citizens including Syrians and host communities	Two sided 2*4m	5	Municipality

e) RENTAL OF BILLBOARDS FOR ONE WEEK AND DEVELOPMENT OF CONTENT

The Contractor shall rent 20 billboards for one week. Content and design of these billboards for promoting zero waste shall be developed by the contractor in consultation with UNDP and Municipality. Contractor shall develop at least 3 different contents for the billboards. Content and design shall be submitted for approval of UNDP before proceeding with advertisement.

Item	Minimum Quality	Quantity	Delivery Location
Billboard	Size: 350X195 cm. (3 types of content shall be developed)	20	Municipality

f) PRODUCTION OF ON-VEHICLE ADVERTISEMENT MATERIALS

The Contractor shall develop content, design and produce on-vehicle advertising materials to be posted on 10 public transport vehicles of different routes to be identified in consultation with the UNDP and Municipality. The content, design and the sample product shall be submitted for approval of UNDP before commencement with the production.

Item	Minimum Quality	Quantity	Delivery Location
One type of On-Vehicle	Size: 4 x 2 meter Materials shall be posted on the back side of the vehicles	10	Municipality

Advertisement Material			
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g) IDENTIFICATION OF HOUSEHOLDS, BROCHURE & MARKET BAG DISTRIBUTION AND AWARENESS RAISING ACTIVITIES

The Contractor shall identify minimum 7,500 households in the University TOKI area, Karatas TOKI area, Beş Evler Ekrem Cetin Evleri area, Beş Evler, Eski Beş Evler and north, Mercidabik Street north, Ahmet Rasim Street around, Namık Kemal neighborhood, Kanuni Sultan Süleyman neighborhood, Aşit neighborhood and Bilali Habeş neighborhood in Kilis center in consultation with UNDP and Municipality, and conduct awareness raising activities through distributing brochures and informing each household about zero waste and recycling activities for at least 5 minutes.

ACTIVITY 2: IMPLEMENTATION OF TRAINING AND TRAINING OF TRAINERS (TOT) SESSIONS

The Contractor shall organize and execute trainings and trainings of trainers (ToT) on zero waste for the following target groups. All trainings shall be conducted in **Turkish**. **Proposers shall consider official holidays and summer break for planning the sequence of the training activities.**

- Teachers and administrative staff of pre-school, primary, secondary and high schools,
- Academic and administrative staff of universities,
- Personnel of municipalities and public institutions,
- Key informants, i.e. imams, mukhtars, and NGO representatives,

The training events shall be managed by the Contractor. Training sessions shall be conducted in parallel in both provinces namely Şanlıurfa Haliliye and Kilis center. Contractor shall determine and arrange the locations for trainings in consultation with UNDP and Municipality. For conducting training activities, proposers are highly encouraged to investigate the locations that belong to Municipalities, Public Education Centers and University Classrooms/Halls which will be much more cost effective comparing to the arrangement with Hotels. Contractor shall seek approval from UNDP on the training locations before proceeding with trainings.

During trainings, contractor shall serve coffee, tea and water for the trainees.

Contractor shall design and produce materials for raising awareness i.e. advertising posters, brochures, etc. to be hanged at the training locations and to be distributed to the trainees.

ACTIVITY 2.1. DEVELOPMENT OF TRAINING CURRICULUM FOR EACH TARGET GROUP ALONG WITH A TIME SCHEDULE FOR TRAINING ACTIVITIES

The Contractor shall develop training curriculum appropriate for each target group. The content shall compose of the following at minimum. Since the trainings will be provided in Turkish, curriculum shall be prepared in **Turkish**.

- Introduction to zero waste,
- How to generate less waste,
- How to reduce, reuse and recycle
- How to re-purpose things in a creative way
- How to be an agent of positive change in their community in terms of zero waste system
- The contractor shall also prepare a time schedule for implementation of training sessions within the requested time frame. For the timeline of the trainings to be delivered to teachers and administrative staff of pre-school, primary, secondary and high schools, academic and administrative staff of universities will be prioritized as the school season will end in Mid-June. So, the audience category shall be defined according to the timeframe of schools.

ACTIVITY 2.2. IMPLEMENTATION OF TRAINING SESSIONS

2.2.1. TRAININGS TO BE GIVEN IN ŞANLIURFA HALILIYE DISTRICT

a) TRAINING SESSIONS FOR TEACHERS AND ADMINISTRATIVE STAFF OF PRE-SCHOOL, PRIMARY, SECONDARY AND HIGH SCHOOLS

The contractor shall provide trainings for the following target groups to be identified in consultation with UNDP and Municipality. Trainings shall be conducted in **Turkish**.

Note: "Half day" refers to at least 4 hours of training. Proposers are highly encouraged to conduct two training sessions in a day by splitting sessions as "before noon" and "afternoon" in order ensure cost effectiveness within their financial proposals.

Session	Target Institution	Days	Target Number of Trainees
Session 1	Schools/teachers and administrative staff of pre-school, primary, secondary and high schools	Half Day	250
Session 2	Schools/teachers and administrative staff of pre-school, primary, secondary and high schools	Half Day	250
Session 3	Schools/teachers and administrative staff of pre-school, primary, secondary and high schools	Half Day	250
Session 4	Schools/teachers and administrative staff of pre-school, primary, secondary and high schools	Half Day	250
Session 5	Schools/teachers and administrative staff of pre-school, primary, secondary and high schools	Half Day	250
Session 6	Schools/teachers and administrative staff of pre-school, primary, secondary and high schools	Half Day	250
Session 7	Schools/teachers and administrative staff of pre-school, primary, secondary and high schools	Half Day	250
Session 8	Schools/teachers and administrative staff of pre-school, primary, secondary and high schools	Half Day	250
Session 9	Schools/teachers and administrative staff of pre-school, primary, secondary and high schools	Half Day	250
Session 10	Schools/teachers and administrative staff of pre-school, primary, secondary and high schools	Half Day	250

b) TRAINING SESSIONS FOR ACADEMIC AND ADMINISTRATIVE STAFF OF HARRAN UNIVERSITY

The contractor shall provide trainings for the following target groups to be identified in consultation with UNDP and Municipality:

Session	Target Institution	Days	Target Number of Trainees
Session 1	Harran University/ Academic and administrative staff	Half Day	250
Session 2	Harran University/ Academic and administrative staff	Half Day	250
Session 3	Harran University/ Academic and administrative staff	Half Day	250
Session 4	Harran University/ Academic and administrative staff	Half Day	250
Session 5	Harran University/ Academic and administrative staff	Half Day	250
Session 6	Harran University/ Academic and administrative staff	Half Day	250

c) TRAINING SESSIONS FOR KEY INFORMANTS/IMAMS/MUKHTARS AND NGO REPRESENTATIVES

The contractor shall provide trainings for the following target groups to be identified in consultation with UNDP and Municipality:

Session	Target Institution	Days	Target Number of Trainees
Session 1	Key Informants/imams/mukhtars and NGO representatives	Half Day	100

d) TRAINING SESSIONS FOR ŞANLIURFA HALILIYE MUNICIPALITY STAFF

The contractor shall provide trainings for the following target groups to be identified in consultation with UNDP and Municipality:

Session	Target Institution	Days	Target Number of Trainees
Session 1	Şanlıurfa Haliliye Municipality staff	Half Day	95
Session 2	Şanlıurfa Haliliye Municipality staff	Half Day	94

e) TRAINING SESSIONS FOR STAFF OF FAMILY HEALTH CENTER

The contractor shall provide trainings for the following target groups to be identified in consultation with UNDP and Municipality:

Session	Target Institution	Days	Target Number of Trainees
Session 1	Family Health Center	Half Day	29

f) TRAINING SESSIONS FOR STAFF OF PUBLIC INSTITUTIONS

The contractor shall provide trainings for the following target groups to be identified in consultation with UNDP and Municipality:

Session	Target Institution	Days	Target Number of Trainees
Session 1	Public Institutions	Half Day	100
Session 2	Public Institutions	Half Day	100
Session 3	Public Institutions	Half Day	100
Session 4	Public Institutions	Half Day	100
Session 5	Public Institutions	Half Day	100

2.2.1. SERVICES TO BE GIVEN IN KILIS PROVINCE:

a) TRAINING SESSIONS FOR TEACHERS AND ADMINISTRATIVE STAFF OF PRE-SCHOOL, PRIMARY, SECONDARY AND HIGH SCHOOLS

The contractor shall provide trainings for the following target groups to be identified in consultation with UNDP and Municipality:

Sessions	Target Institution	Days	Target Number of Trainees
Session 1	Schools/teachers and administrative staff of pre-school, primary, secondary and high schools	Half Day	100
Session 2	Schools/teachers and administrative staff of pre-school, primary, secondary and high schools	Half Day	100
Session 3	Schools/teachers and administrative staff of pre-school, primary, secondary and high schools	Half Day	100
Session 4	Schools/teachers and administrative staff of pre-school, primary, secondary and high schools	Half Day	100

Session 5	Schools/teachers and administrative staff of pre-school, primary, secondary and high schools	Half Day	100
Session 6	Schools/teachers and administrative staff of pre-school, primary, secondary and high schools	Half Day	100
Session 7	Schools/teachers and administrative staff of pre-school, primary, secondary and high schools	Half Day	100
Session 8	Schools/teachers and administrative staff of pre-school, primary, secondary and high schools	Half Day	100
Session 9	Schools/teachers and administrative staff of pre-school, primary, secondary and high schools	Half Day	100
Session 10	Schools/teachers and administrative staff of pre-school, primary, secondary and high schools	Half Day	100
Session 11	Schools/teachers and administrative staff of pre-school, primary, secondary and high schools	Half Day	250

b) TRAINING SESSIONS FOR ACADEMIC AND ADMINISTRATIVE STAFF OF 7 ARALIK UNIVERSITY

The contractor shall provide trainings for the following target groups to be identified in consultation with UNDP and Municipality:

Sessions	Target Institution	Days	Target Number of Trainees
Session 1	7 Aralık University/ Academic and administrative staff	Half Day	182
Session 2	7 Aralık University/ Academic and administrative staff	Half Day	181

c) TRAINING SESSIONS FOR KEY INFORMANTS/IMAMS/MUKHTARS AND NGO REPRESENTATIVES

The contractor shall provide trainings for the following target groups to be identified in consultation with UNDP and Municipality:

Sessions	Target Institution	Days	Target Number of Trainees
Session 1	Key Informants/imams/mukhtars and NGO representatives	Half Day	150

d) TRAINING SESSIONS FOR KILIS MUNICIPALITY STAFF

The contractor shall provide trainings for the following target groups to be identified in consultation with UNDP and Municipality:

Sessions	Target Institution	Days	Target Number of Trainees
Session 1	Kilis Municipality staff	Half Day	50
Session 2	Kilis Municipality staff	Half Day	50
Session 3	Kilis Municipality staff	Half Day	50
Session 4	Kilis Municipality staff	Half Day	57

e) TRAINING SESSIONS FOR STATE HOSPITAL/PRIMARY HEALTH CARE ORGANIZATIONS

The contractor shall provide trainings for the following target groups to be identified in consultation with UNDP and Municipality:

Sessions	Target Institution	Days	Target Number of Trainees
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Session 1	State Hospital/Primary Health Care Organizations	Half Day	50
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f) TRAINING SESSIONS FOR STAFF OF PUBLIC INSTITUTIONS

The contractor shall provide trainings for the following target groups to be identified in consultation with UNDP and Municipality:

Sessions	Target Institution	Days	Target Number of Trainees
Session 1	Public Institutions	Half Day	50

ACTIVITY 2.3. IMPLEMENTATION OF TRAINING OF TRAINERS (TOT) SESSIONS

2.3.1. TRAININGS OF TRAINERS (TOT) TO BE GIVEN IN ŞANLIURFA HALILIYE DISTRICT

Contractor shall conduct ToT Sessions for the staff of following target institutions to be identified in consultation with UNDP and Municipality:

Sessions	Target Institution	Days	Target Number of Trainees
Session 1	Schools/teachers of pre-school, primary, secondary and high schools	1 day	50
Session 2	Schools/teachers of pre-school, primary, secondary and high schools	1 day	50
Session 3	Schools/ Administrative Staff	1 day	50
Session 4	Schools/ Administrative Staff	1 day	50
Session 5	Harran University/ Academic and administrative staff	1 day	22
Session 6	Public Institutions	1 day	40
Session 7	Public Institutions	1 day	40

2.3.1. TRAININGS OF TRAINERS (TOT) TO BE GIVEN IN KILIS PROVINCE

Contractor shall conduct ToT Sessions for the staff of following target institutions to be identified in consultation with UNDP and Municipality:

Sessions	Target Institution	Days	Target Number of Trainees
Session 1	Schools/teachers of pre-school, primary, secondary and high schools	1 day	56
Session 2	Schools/teachers of pre-school, primary, secondary and high schools	1 day	56
Session 3	Schools/teachers of pre-school, primary, secondary and high schools	1 day	56
Session 4	Schools/Administrative Staff	1 day	56
Session 5	Schools/Administrative Staff	1 day	56
Session 6	Schools/Administrative Staff	1 day	56
Session 7	7 Aralık University/Academic and Administrative Staff	1 day	34
Session 8	Public Institutions	1 day	51
Session 9	Public Institutions	1 day	51

ACTIVITY 3: DEVELOPMENT OF SURVEYS AND FINAL REPORT

A final report shall be developed to summarize and assess the impact of the trainings and awareness raising activities. The report shall comprise of the following at minimum:

- All activities completed under the scope of this requirement
- Assessment of achievements supported by surveys through the target communities

D. APPROACH AND METHODOLOGY

Proposers are expected to present their extensive approach and detailed methodology in their technical proposal as per the requirements stipulated in the Terms of Reference of this RFP.

E. DELIVERABLES AND SCHEDULES/EXPECTED OUTPUTS

No	Activity	Deliverable	Target submission date to UNDP for approval following contract signature
1	Development of Awareness raising campaign plan along with a time schedule	Awareness Raising Campaign Plan including the minimum contents stipulated in the ToR.	15 days
2	Development of training curriculum (in Turkish) for each target group	Training Curriculum (in Turkish) including the minimum contents stipulated in the ToR.	20 days
2	Develop content, design, produce and distribute the promotional materials targeting the communities stipulated in the ToR.	Promotional Materials and a report summarizing the promotional activities performed as per the requirements stipulated in Activity 1.2 of the ToR.	60 days
5	Implementation of Training Sessions	A report summarizing the training activities performed for each target audience as per the requirements of the ToR. Report shall also include an attendance sheet which will serve as a proof for achievement of figures stipulated in the ToR for each target audience as per Activity 2.2 of the ToR.	90 days
6	Implementation of Training of Trainer (ToT) Sessions	A report summarizing the training activities performed for each target audience as per the requirements of the ToR. Report shall also include an attendance sheet which will serve as a proof for achievement of figures stipulated in the ToR for each target audience as per Activity 2.3 of the ToR.	110 days
7	Preparing a Final Report	Final Report summarizing all activities completed under the scope of the	130 days

		contract and assessment of achievements supported by surveys through the target communities.	
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All reports/deliverables (except for the curriculum) shall be submitted in English in two hard copies and an editable soft copy.

All versions (i.e. draft, revised) of deliverables of this contract are subject to review and approval of UNDP in cooperation with Municipalities. All comments by UNDP shall be addressed by the Contractor. Contractor shall revise the documents in line with the comments of UNDP and submit revised deliverables with narrative responses identifying revisions made by the Contractor.

UNDP may reject deliverables if Contractor fails to revise the deliverables in line with the comments of UNDP.

F. KEY PERFORMANCE INDICATORS AND SERVICE LEVEL

The Contractor will continuously monitor the implementation of contract activities according to standard procedures (inception phase monitoring, periodic monitoring and final assessment). Project monitoring and evaluation will be based on a periodic assessment of progress on delivery of specified project results and towards achievement of project objectives.

UNDP will monitor the contract activities and ensure implementation in a timely and efficient manner, in particular through commenting on inception, progress and final reports and advising on progress on the delivery of specific project results and towards achievement of project objectives.

Key services required	Minimum standard of services acceptable	Corrective Actions
Development of Awareness raising campaign plan	<p>Minimum contents of the Plan:</p> <ul style="list-style-type: none"> ▪ Target audience/stakeholder mapping ▪ Action Plan ▪ Key messaging ▪ The substance of the campaign and key messages ▪ Channels to be used ▪ Timing of each promotional activity <p>Plan shall be submitted for approval of UNDP within 15 days after contract signature.</p>	<ul style="list-style-type: none"> ▪ UNDP shall ask for clarifications and revisions on the plan if the contractor fails to meet minimum acceptable standards ▪ UNDP will be informed in advance about any delays of the deadline of the activity.
Development of training curriculum for each target group along with a time schedule	<p>The Contractor shall develop and prepare training curriculum appropriate for each target group. The content shall compose of the following topics at minimum;</p> <ul style="list-style-type: none"> ▪ Introduction to zero waste, ▪ How to generate less waste, ▪ How to reduce, reuse and recycle ▪ How to re-purpose things in a 	<ul style="list-style-type: none"> ▪ UNDP shall request revision of the training curriculum if the contractor fails to meet acceptable standards. ▪ UNDP will be informed in advance about any delays of the deadline of the activity.

	<p>creative way</p> <ul style="list-style-type: none"> ▪ How to be an agent of positive change in their community in terms of zero waste system <p>The contractor shall also prepare a time schedule for implementation of training sessions within the requested time frame.</p> <p>Draft Training Curriculum shall be submitted to UNDP for approval within 20 days after contract signature.</p>	
Design, produce and distribute the promotional materials targeting the communities stipulated in the ToR.	<p>Promotional Materials shall be produced as per the Minimum Quality Standards stipulated in the ToR.</p> <p>Distribution of the Promotional materials shall be conducted as per the figures and target groups stipulated in the ToR.</p> <p>Report on the completion of production and distribution activities will be submitted to UNDP for approval within 60 days after contract signature.</p>	<ul style="list-style-type: none"> ▪ UNDP shall request sample products to ensure conformance with the minimum quality required. ▪ UNDP field staff shall monitor the performance of the contractor to ensure that the target groups received promotional materials through awareness raising activities. ▪ Contractor will provide a report to UNDP demonstrating the activities and results achieved. ▪ UNDP shall request repetition of services if the contractor fails to meet acceptable standards. ▪ UNDP will be informed in advance about any delays of the deadline of the activity.
Implementation of Training and ToT Sessions	<p>Training and ToT Sessions shall be conducted with the number of target individuals stipulated in the ToR.</p> <p>A report summarizing the number of attendees to conform with the requirements stipulated in Activity 2.2 of the ToR, shall be submitted to UNDP for approval.</p> <p>All training activities shall be completed within 110 days after contract signature.</p>	<ul style="list-style-type: none"> ▪ UNDP shall request repetition of training session if the contractor fails to meet acceptable standards. ▪ UNDP will be informed in advance about any delays of the deadline of the activity.
Final Report	Final Report shall summarize all activities completed under the	<ul style="list-style-type: none"> ▪ UNDP shall request repetition of any activity if the contractor

	scope of the contract and assessment of achievements supported by surveys through the target communities. Final report shall be submitted within 130 days after contract signature.	fails to meet acceptable standards and thus fail to achieve project objectives. <ul style="list-style-type: none"> ▪ UNDP will be informed in advance about any delays of the deadline of the activity.
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G. GOVERNANCE AND ACCOUNTABILITY

UNDP Governs subject contract and contractor shall be accountable towards UNDP. Contractor will be directly responsible to UNDP Project Manager. Approval for deliverables shall be provided by UNDP Project Manager only.

UNDP will be responsible for facilitating meetings between the Contractor and other stakeholders, when needed. Kilis Municipality and Şanlıurfa Haliliye Municipality along with the field/project personnel of UNDP will be in constant contact with the Contractor.

H. FACILITIES TO BE PROVIDED BY UNDP

UNDP will not provide any physical facility for the services of the Contractor. The proposer shall ensure that experts are adequately supported and equipped and shall ensure that the service is in accordance with the provisions of the national legislation. In particular it shall ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. Furthermore, the Contractor must also transfer funds as necessary to support its activities under the contract and ensure that its employees are paid regularly and in a timely manner.

I. EXPECTED DURATION OF THE CONTRACT/ASSIGNMENT

The total expected duration of the assignment is 5 months.

J. DUTY STATION

All activities will be conducted in Şanlıurfa and Kilis provinces of Turkey.

K. PROFESSIONAL QUALIFICATIONS OF THE CONTRACTOR

In addition to the qualification requirements stipulated for the proposer throughout the RFP, the proposers shall have experience in the following areas:

- Development of campaign and awareness raising activities on environmental aspects
- Having a network of the trainers/experts who have experience in zero waste system
- Experience in working with Public Institutions and Academia

L. QUALIFICATIONS OF THE KEY PERSONNEL

The Contractor shall provide adequate staff in terms of expertise and time, in order to complete the tasks required and to achieve the overall and specific objectives of the Contract in terms of time, cost and quality.

The Contractor shall mobilize a team of experts comprising of following key and non-key personnel.

Key Experts have a crucial role in implementing the project. The proposer shall submit the CVs of the key experts as part of the technical proposal. For non-key personnel, CVs will be submitted for approval of UNDP after contract signature.

KEY EXPERT 1 - Team Leader

The roles and responsibilities of the Team Leader include but not limited to the following:

- Ensuring communication and coordination between UNDP, Municipalities and the project team
- Managing all project activities, following up the project and plans, reflecting the planned, actual and unplanned business items to the plan, ensuring that the project is carried out according to the method.
- Managing project-related risks
- Planning, conducting and reporting periodic monitoring meetings.
- Coordinating, managing and motivating the project teams.
Participating in project management meetings and preparing status report on project activities
- Monitoring project activities, as well as guiding and managing the project team's timetable to meet the expectations
- Ensuring that the project outputs are of the expected quality

Qualifications of Team Leader

	Minimum Requirements	Assets
Qualifications and Skills	<ul style="list-style-type: none">▪ Bachelors or higher degree in social or administrative sciences, public relations, environmental engineering/environmental science or relevant fields▪ Fluent in English and Turkish	<ul style="list-style-type: none">▪ Advanced degree (MSc, PhD) in environmental engineering, environmental science.
General Professional Experience	<ul style="list-style-type: none">▪ At least 10 years of professional experience	
Specific Experience	<ul style="list-style-type: none">▪ At least 5 years of experience in administrative positions such as Project Manager/Project Coordinator or Team Leader▪ At least 3 years of experience as a key expert for public entities or international organizations on zero waste system	<ul style="list-style-type: none">▪ Experience in training or awareness raising activities on zero waste▪ Experience as a project coordinator or a team leader of a project funded by international organizations.

KEY EXPERT 2 - Communication Expert

The roles and responsibilities of the Key Expert on Awareness Raising/Promotional Activities include but not limited to the following:

- Development of awareness raising campaign plan
- Designing of promotional materials
- Supervising non-key personnel for distribution of promotional materials
- Monitoring awareness raising activities to ensure that the quantities/figures stipulated in the ToR are met
- Reporting periodically on the achievements as per the ToR
- Expert will be responsible for awareness raising campaign and promotion plan. S/he will directly supervise non-key personnel on promotion activities to ensure achievement of project objectives.

Qualifications of Communication Expert

	Minimum Requirements	Assets
General Qualifications	<ul style="list-style-type: none"> Bachelors or higher degree in communications, social or administrative sciences, public relations, environmental engineering/environmental science or relevant fields. Fluent in English and Turkish 	<ul style="list-style-type: none"> Advanced degree (MSc, PhD) in communications or design
General Professional Experience	<ul style="list-style-type: none"> At least 7 years of general professional experience 	
Specific Experience	<ul style="list-style-type: none"> At least 3 years of experience in awareness raising activities At least 3 years of experience in conducting events or organizations 	<ul style="list-style-type: none"> Experience in design of promotional materials

KEY EXPERT 3 - Training Experts

The Contractor shall employ four (4) training experts to implement both training and training of trainers' sessions. The roles and responsibilities of the Training Experts include but not limited to the following:

- Development of Training Curriculum on zero waste as per the contents stipulated in ToR.
- Content development for promotional materials.
- Provision of training sessions on zero waste for the target audience stipulated in ToR.
- Provision of training of trainers (TOT) sessions on zero waste for the target audience stipulated in ToR.

Qualifications of Training Experts

	Minimum Requirements	Assets
General Qualifications	<ul style="list-style-type: none"> Bachelors or higher degree in Environmental Science/Environmental Engineering or relevant fields Fluent in Turkish 	<ul style="list-style-type: none"> Advanced degree (MSc, PhD) in Environmental Science or Environmental Engineering
General Professional Experience	<ul style="list-style-type: none"> At least 7 years of general professional experience 	
Specific Experience	<ul style="list-style-type: none"> At least 3 years of specific experience on waste management/recycling/zero waste At least 2 years of experience in provision of trainings on waste management/recycling/zero waste Experience in development of training materials for waste management/zero waste or recycling 	

Non-key Personnel

In order to execute the Project properly, the Contractor will be expected to employ the necessary support staff in order to carry out the activities assigned under this contract.

Non-key personnel such as distributors, surveyors, designers etc. as may be needed for successful and timely completion of the Contract shall be mobilized by the contractor.

CVs of non-key personnel shall be submitted after contract signature for approval of UNDP.

Qualifications of non-key personnel

	Minimum Requirements
General Qualifications	<ul style="list-style-type: none">▪ At least two-year university degree▪ Fluent in Turkish
General Professional Experience	<ul style="list-style-type: none">▪ At least 2 years of general professional experience

M. PRICING AND SCHEDULE OF PAYMENTS

The Contract price is based on the deliverables stipulated in the following table.

The proposer must include followings in the computation of professional fee rate;

- The remuneration actually paid to the experts concerned per working day,
- Administrative costs of employing the relevant experts, such as relocation and repatriation expenses, accommodation, leave, insurances and security arrangements and other employment benefits accorded to the experts by Contractor.
- The margin, covering the Contractor's overheads, profit and backstopping facilities,
- Any other expenditure which is needed to implement the contract (e.g., travel, living allowances, taxes,)
- All translation and printing costs.
- All the costs related to the scope of the works in this Terms of Reference. These costs are in general, relevant administrative, hardware and software, transportation, logistics and repatriation expenses, communication, accommodation and subsistence expenses as well as the office equipment and office consumable materials required for the performance of the contract.
- Costs for supplies and equipment including vehicles and other means of transport, computer hardware and software, fax and internet connection, photocopy machines, office supplies and reference materials, measurement and inspection equipment, etc.
- Costs for proper communication with interlocutors.
- Backstopping and support staff costs
- Costs for technical studies/tests

Payments shall be made in accordance with the following schedule:

#	Activities / Deliverables	Amount of payment	Target submission date to UNDP for approval following contract signature	Condition for Payment Release
1	"Finalized Promotional Materials" including delivery to the institutions and households indicated in the Terms of Reference.	Subtotal proposed in "Table 1 Promotional Materials" in "Form G: Financial Proposal Form"	60 days	Payments will be released following the approval of deliverables / timesheets by UNDP and receipt of invoice.
2	"Awareness Raising Campaign Plan" including the minimum contents stipulated in the ToR along with the timesheet demonstrating number of working days invested by the proposed personnel of the Contractor.	Actual number of days invested by the personnel based on the unit prices proposed in "Table 2: Breakdown of Professional Fees" in "Form G: Financial Proposal Form"	15 days	
2	"Training Curriculum (in Turkish)" including the minimum contents stipulated in the ToR along with the timesheet demonstrating number of working days invested by the proposed personnel of the Contractor.		20 days	
4	"Completion of Trainings" with a report summarizing the training activities performed for each target audience as per the requirements of the ToR along with the timesheet demonstrating number of working days invested by the proposed personnel of the Contractor. Report shall also include an attendance sheet signed by attendees.		90 days	
5	"Completion of Training of Trainers (ToTs)" with a report summarizing the training activities performed for each target audience as per the requirements of the ToR along with the timesheet demonstrating number of working days invested by the proposed personnel of the Contractor. Report shall also		110 days	

	include an attendance sheet signed by attendees.			
6	“Final Report” summarizing all activities completed under the scope of the contract and assessment of achievements supported by surveys through the target communities, along with the timesheet demonstrating number of working days invested by the personnel of the Contractor.		130 days	

Deliverables/reports shall comprise justification for professional fees supported by time sheets containing actual number of days invested and tasks completed by each personnel shall be submitted.

Payments will be made only upon UNDP's acceptance of deliverables/reports and timesheets. Payments shall be effected within thirty (30) days, after receipt of invoice and certification of acceptance of services issued by the responsible UNDP Project Manager.

If the Contractor is registered and operating in Turkey, the payment shall be realized in Turkish Liras (TRY). Payments shall be effected by converting United States Dollars (USD) to Turkish Liras (TRY) by the UN operational rate of exchange valid on the date of money transfer.

Section 6: Returnable Proposal Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Proposal 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 Instruction to Proposers Item 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Proposal Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Proposer Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
▪ Form H: Proposal Security Form	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Envelope

(Must be submitted as password protected documents and passwords shall not be provided unless requested by UNDP)

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

Form A: Technical Proposal Submission Form

Name of Proposer:	[Insert Name of Proposer]	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 Proposers 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 Proposal 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 Proposal 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 Proposer] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Proposer]

Form B: Proposer Information Form

Legal name of Proposer	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Proposer'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 ▪ Certificate of Incorporation/ Business Registration ▪ 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 Proposer is submitting a Proposal in behalf of an entity located outside the country ▪ Signature Circular / Power of Attorney ▪ Environmental Management Certifications such as ISO 14001, etc. ▪ <u>Letter of Intent for Sub-contracting indicating the names of companies which could be selected as a sub-contractor by the Contractor.</u>

Form C: Joint Venture/Consortium/Association Information Form

Name of Proposer:	[Insert Name of Proposer]	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]
--	------------

If JV/Consortium/Association; Proposers shall attach a copy JV/Consortium/Association agreement duly 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 JV/Consortium/Association:

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 Proposer:	[Insert Name of Proposer]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

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 5 years.

List only those assignments for which the Proposer was legally contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Proposer's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Proposer, or that of the Proposer's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Proposer 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	Contract Start Date and End Date and status	Types of activities undertaken

Proposers shall convert the currency quoted in the "Certificate of Completion" into USD, in accordance with the prevailing UN operational rate of exchange on the contract date stated by "Certificate of Completion". UN operational rate of exchange are available at the following website: <https://treasury.un.org/operationalrates/OperationalRates.php#E>

Proposers may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 2 (two) Clients or more.

Financial Standing

Annual Turnover for the last 3 years (2017, 2018 and 2019)	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 (2017, 2018 and 2019)		
	Year	Year	Year
	<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			

For USD Equivalent, Proposers shall convert the currency into USD by using the UN operational rate of exchange which was effective for December 31st of each corresponding year. UN operational rate of exchange are available at the following website: <https://treasury.un.org/operationalrates/OperationalRates.php#E>

Proposers shall submit the 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:

- Must reflect the financial situation of the Proposer, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.
- Proposers whose accounts have not yet been audited for 2019, shall submit audited financial statements for 2016, 2017 and 2018.

Form E: Format of Technical Proposal

Name of Proposer:	[Insert Name of Proposer]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Proposer's proposal should be organized to follow this format of Technical Proposal. Where the Proposer is presented with a requirement or asked to use a specific approach, the Proposer 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: Proposer's qualification, capacity and expertise

1.1 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

1.2 Relevance of specialized knowledge and experience on similar engagements

1.3 Quality assurance model and risk mitigation measures. Proposer provided the approach to be deployed for assuring quality of the assignment and mitigating risks

1.4 Organizational Commitment to Sustainability

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the Proposer'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 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? (Describe important aspects of each deliverable and their relevance to each other over the course of the project)

2.2 Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference

2.3 Details on how the different service elements (Awareness raising activities and Trainings) shall be organized, controlled and delivered through an interlinked way

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 Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic and prepared in line with the Project's time plan

2.6 List of personnel to be assigned for the entire contract period by elaborating on number, function and position of personnel to be assigned for each activity and the duration to be invested by each personnel for completing each activity

2.7 Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract

2.8 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Proposer's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

(Must be submitted through e-tendering as a password protected document)

Name of Proposer:	[Insert Name of Proposer]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for "Conducting Awareness Raising Activities and Training/ToT Sessions on "Zero Waste" in Şanlıurfa Haliliye and Kilis Center" in accordance with your Request for Proposal No. UNDP-TUR-RFP(USB)-2020/03 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 Proposal Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Proposer]

Form G: Financial Proposal Form

(Must be submitted through e-tendering as a password protected document)

Name of Proposer:	[Insert Name of Proposer]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Proposer is required to prepare the Financial Proposal following the below format and submit it as a **password protected document** through e-tendering. Any Financial information provided in the Technical Proposal shall lead to Proposer's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Proposer's Technical Proposal.

Currency of the proposal: USD

Summary of Overall Prices

	Amount(s) (USD)
Promotional Materials (from Table 1)	
Professional Fees (from Table 2)	
Total Amount of Financial Proposal	

Table 1: Promotional Materials

Item No	Description	Qty	Unit	Unit Price (USD)	Total Price (USD)
001	Promotion Videos on zero waste Resolution: Full HD Duration: 5 Minutes	2	EA		
002	Animation Video on zero waste for Kindergarten and Primary Schools Resolution: Full HD Duration: 4 Minutes	2	EA		
003	Animation Video on zero waste for Secondary and High Schools Resolution: Full HD Duration: 4 Minutes	2	EA		
004	Poster Glossy/dull, one-sided printing and recyclable 50*70cm	11,540	EA		
006	Brochures Gloss/dull, two-sided printing, recyclable paper A4/three-sided breakdown 250-350gr	100,000	EA		

007	Market Bags Fabric 35*40cm	40,000	EA		
008	Banners Two sided 2*4m	10	EA		
010	Billboard Content and Rental for one week Size: 350X195 cm.	40	EA		
011	On-Vehicle Advertisement Material Size: 12 meters length, 2,5 m width, 3 m height	20	EA		
Subtotal for Promotional Materials					

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate (USD)	Maximum Number of Days	Total Amount (USD)
		A	B	C=AxB
	Team Leader		100	
	Communication Expert		60	
	Training Expert 1		20	
	Training Expert 2		20	
	Training Expert 3		20	
	Training Expert 4		20	
Subtotal for Professional Fees:				

The Contract price is based on the schedule table given in "Section M. PRICING AND SCHEDULE OF PAYMENTS"

The proposer must include followings in the computation of professional fee rate;

- The remuneration actually paid to the experts concerned per working day,
- Administrative costs of employing the relevant experts, such as relocation and repatriation expenses, accommodation, leave, insurances and security arrangements and other employment benefits accorded to the experts by Contractor.
- The margin, covering the Contractor's overheads, profit and backstopping facilities,
- Any other expenditure which is needed to implement the contract (e.g., travel, living allowances, taxes.)
- All translation and printing costs.
- All the costs related to the scope of the works in this Terms of Reference. These costs are in general, relevant administrative, hardware and software, transportation, logistics and repatriation expenses, communication, accommodation and subsistence expenses as well as the office equipment and office consumable materials required for the performance of the contract.
- Costs for supplies and equipment including vehicles and other means of transport, computer hardware and software, fax and internet connection, photocopy machines, office supplies and

- reference materials, measurement and inspection equipment, etc.
- Costs for proper communication with interlocutors.
- Backstopping and support staff costs
- Costs for technical studies

Form H: Form of Proposal Security

**Proposal Security must be issued using the official letterhead of the Issuing Bank.
Except for indicated fields, no changes may be made on this template.**

To: UNDP

[Insert contact information as provided in Data Sheet]

WHEREAS [Name and address of Proposer] (hereinafter called "the Proposer") has submitted a Proposal to UNDP dated [Click here to enter a date](#) to execute Services [Insert Title of Services] (hereinafter called "the Proposal"):

AND WHEREAS it has been stipulated by you that the Proposer shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Proposer:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Proposal after the date of the opening of the Proposals;
- c) Fails to comply with UNDP's variation of requirement, as per RFP instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Proposer such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Proposer, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of proposals.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____

Name: _____

Title: _____

Date: _____

Name of Bank _____

Address _____

[Stamp with official stamp of the Bank]