



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: March 5, 2020
	REFERENCE: RFP-CHN-2020-002

Dear Sir / Madam:

We kindly request you to submit your Proposal for ***Community Training in Capacity Building and Awareness Raising of Access to and Benefit Sharing of Genetic Resources.***

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

Proposals may be submitted no later than **12PM, Tuesday, March 31, 2020** and via email to bids.china@undp.org.

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

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

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

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

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

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or



decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

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

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

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

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

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

A handwritten signature in black ink, appearing to be 'Ge Yunyan'.

Ge Yunyan
Operations Manager
3/5/2020

Description of Requirements

Context of the Requirement	Community Training in Capacity Building and Awareness Raising of Access to and Benefit Sharing of Genetic Resources.			
Brief Description of the Required Services ¹	Please find detailed information in TOR.			
List and Description of Expected Outputs to be Delivered	Please find detailed information in TOR.			
Person to Supervise the Work/Performance of the Service Provider	Programme Manager of the GEF-ABS project			
Frequency of Reporting	Completion of each output			
Progress Reporting Requirements	A final report based on the training results and ABS awareness survey must be provided.			
Expected duration of work	From April 2020 to December 2020			
Target start date	13 April 2020			
Latest completion date	31 December 2020			
Travels Expected	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s
	Xishuangbanna	One day for each training	Training for 30-40 participants	June 2020 – September 2020
	Another city in Yunnan province			
	Xiangxi			
	Another city in Hunan province			
	Guilin			
	Fangchenggang			
Implementation Schedule	<input checked="" type="checkbox"/> Required			

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

indicating breakdown and timing of activities/sub-activities															
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required														
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency, Chinese Yuan (CNY)														
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes														
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.														
Partial Quotes	<input checked="" type="checkbox"/> Not permitted														
Payment Terms ³	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Output 1</td> <td>30%</td> <td>Within two weeks after contract-signing</td> <td rowspan="2">Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written</td> </tr> <tr> <td>Output 2</td> <td>40%</td> <td>Within four months after contract-signing</td> </tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release	Output 1	30%	Within two weeks after contract-signing	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written	Output 2	40%	Within four months after contract-signing			
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Output 1	30%	Within two weeks after contract-signing	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written												
Output 2	40%	Within four months after contract-signing													

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

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	Output 3 and 4	30%	Paid after the submitting output 4 and after receiving approval from the project management team.	acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Programme Manager, UNDP			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services			
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.			
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm 30% <input checked="" type="checkbox"/> Methodology for the Completion of Services 40% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30% <u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.			
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider			

Contract General Terms and Conditions ⁴	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3)
Contact Person for Inquiries (Written inquiries only) ⁶	Xiao Yi Procurement Associate bids.china@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Special note	Your proposal must be encrypted and sent via email to bids.china@undp.org no later than 12PM, Tuesday, March 31, 2020 Please provide your password to bids.china@undp.org at 9:30AM on 2 April 2020, the scheduled time for bid opening.

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

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

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

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

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

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider/Expertise of the Firm -30%

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

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, etc.*
- c) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
 - The Service Provider should have more than five years of experience in the implementation of biodiversity conservation, natural resource management, or public policy research projects, etc.;*
 - The Service Provider should have experience in undertaking similar training and promotional programs for administrators and be familiar with the government training system and relevant requirements.*
- d) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

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

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



B. Proposed Methodology for the Completion of Services-40%

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

C. Qualifications of Key Personnel-30%

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

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
 - The head of the project should:*
 - 1) have worked on biological resource trade, law, public management or natural resource management and other relevant fields for more than 5 years;*
 - 2) have working experience in the government or be familiar with the management process of relevant competent authorities;*
 - 3) be familiar with the national systems related to biodiversity*
 - Trainings lecturers should have titles above the deputy senior professional level. The entity undertaking the project may hire external experts as lecturers with the approval of UNDP. Other lecturers should have titles above the intermediate professional level and rich training experience.*
 - Chinese is working language, but some tasks may require English to be accomplished.*
- b) CVs demonstrating qualifications must be submitted*
- c) Written confirmation from the service provider that these key personnel are available for the entire duration of the contract.*

D. Cost Breakdown per Output

	Output <i>[list them as referred to in the RFP]</i>	Specification	Unit price: CNY	Quantity	Sub-total: CNY
1	Output 1: Master implementation plan of the task				
2	Output 2:				
	- Training instruction				
	- Training PowerPoint				
	- Training Brochure				

	- Questionnaire for ABS awareness				
	- Promotional materials				
3	Output 3:				
	a) One training session in Xishuangbanna				
	- Standard meeting fee for each participant				
	- Other, please specify				
	b) One training sessions in another city in Yunnan province				
	- Standard meeting fee for each participant				
	- Other, please specify				
	c) One training session in Xiangxi				
	- Standard meeting fee for each participant				
	- Other, please specify				
	d) One training session in another city in Hunan province				
	- Standard meeting fee for each participant				
	- Other, please specify				
	e) One training session in Guilin				
	- Standard meeting fee for each participant				
	- Other, please specify				
	f) One training session in Fangchenggang				
	- Standard meeting fee for each participant				
	- Other, please specify				
4	Output 4:				
	Final Training report				
	Final training materials				
Total: CNY					

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

生物遗传资源获取与惠益分享能力建设与意识提升
社区培训任务工作大纲

TOR of Community Training in Capacity Building and Awareness Raising of
Access to and Benefit Sharing of Genetic Resources

I. Background

To fairly and equitably share the benefits arising from the use of biological and genetic resources is one of the three major goals of the Convention on Biological Diversity (Convention), which entered into force in 1993. To help realize this goal, the tenth meeting of the Conference of the Parties adopted the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization to the Convention on Biological Diversity (Nagoya Protocol) in 2010. Nagoya Protocol went into force in October 2014. On September 6, 2016, China officially became its contracting party.

With the approval of GEF the project, Developing and Implementing the National Framework on Access to and Benefit Sharing of Genetic Resources and Associated Traditional Knowledge (hereinafter referred as the “GEF-ABS project”), is jointly developed and implemented by the Foreign Environmental Cooperation Office of the Ministry of Ecology and Environment and UNDP with the authorization from GEF since April 2016. The project aims to develop and implement China’s national ABS framework of genetic resources and associated traditional knowledge in accordance with provisions of the CBD and the Protocol. The main tasks of the five-year GEF-ABS project include Establishment of the National Regulatory and Institutional Framework on ABS, ABS capacity building and awareness raising and Pilot demonstrations on ABS.

Since the implementation, the GEF-ABS project has supported a series of research, including the research on prospects and countermeasures prior to ABS legislation, ABS procedures, ABS agreements, management systems of associated traditional knowledge of genetic resources, and financial and tax schemes for benefit sharing, which has provided strong support for the development of the national ABS regulatory framework. Meanwhile, the GEF-ABS project has established pilots in Hunan, Guangxi and Yunnan, attempting to establish institutional arrangements and foundations of legal procedures for the supervision of the ABS in the three pilot provinces/regions. According to the schedule of the project, the nation is going to summarize and refine the results of the previous stage to promote the ABS concept and experience to the stakeholders of the ABS of biological genetic resources on a larger scale, and strengthen the capacity building and awareness raising of providers, users and management departments at all levels.

一. 任务背景

公平公正地分享因利用生物遗传资源产生的惠益是 1993 年生效的《生物多样性公约》（以下简称《公约》）的三大目标之一。为推动惠益分享目标的实现，2010 年《公约》第十次缔约方大会通过了《〈生物多样性公约〉关于获取遗传资源和公正公平分享其利用所产生惠益的名古屋议定书》（以下简称《名古屋议定书》），《名古屋议定书》于 2014 年 10 月正式生效。2016 年 9 月 6 日，我国正式成为《名古屋议定书》的缔约方。

2016 年 4 月，生态环境部对外合作与交流中心和联合国开发计划署

（UNDP）共同开发的“建立和实施遗传资源及其相关传统知识获取与惠益分享的国家框架项目”（以下简称“GEF-ABS 项目”）在 GEF 的批准下正式开始实施，旨在根据公约和议定书的要求建立和实施中国遗传资源和相关传统知识获取与惠益分享（ABS）国家框架。GEF-ABS 项目为期五年，主要任务包括：建立 ABS 国内监管制度框架，开展能力建设和意识提升，及 ABS 示范试点。

自实施以来，GEF-ABS 项目支持开展了一系列研究，包括 ABS 立法实施前景及对策研究、ABS 程序研究、ABS 协议研究、遗传资源相关传统知识管理制度研究、惠益分享财税机制研究等，为国家制定 ABS 监管制度框架提供了有力支撑。同时，GEF-ABS 项目在湖南、广西和云南三省建立试点，尝试为试点省区建立监管获取与惠益分享的制度安排和程序法律基础。按照项目进度安排，现拟在前期成果基础上进行总结和提炼，在更大范围内向生物遗传资源获取与惠益分享的各

	利益相关方推广 ABS 概念和经验，加强提供者、使用者和各级管理部门能力建设和意识提升。
II. Tasks and Objectives The project seeks to develop training and promotional materials that are consistent with the community's cognitive laws and language habits, and organizing training and promotion activities to facilitate community members to: <ul style="list-style-type: none"> ➤ Understand the value and significance of biodiversity; ➤ Understand the origin, meaning and impact of ABS on themselves; ➤ Recognize what action can protect their own ABS interests 	二. 任务目标 通过开发符合社区认知规律、语言习惯的培训和宣传材料，并组织开展社区培训与宣传，使社区成员： <ul style="list-style-type: none"> ➤ 了解生物多样性的价值与意义； ➤ 了解 ABS 的由来、内涵以及对自身的影响； ➤ 认识到如何行动才能保障自身的 ABS 利益。
III. Main Contents 1. Develop training and promotional materials based on the results in the previous stage of the GEF-ABS project in combination with the cases in the results. The development of and preparations for the materials should be consistent with the community's cognitive laws and language habits, and focus at least on the following five topics: <ul style="list-style-type: none"> • Basic knowledge of biodiversity; • Interpretation of ABS-related representative systems at home and abroad; • Progress of China's legislative process and pilot projects; • Manuals of benefit-sharing agreements; • Community sharing of ABS cases, etc. The output should include the following forms and contents: <ol style="list-style-type: none"> Training teaching instruction: The instruction includes course objectives, curriculum design and descriptions, descriptions of teaching methods, activity design, preparations for course materials, teaching suggestions, etc.; Training PowerPoint: At least five PPTs with detailed contents, including pictures, texts and pertinent case studies should be produced, according to the above contents and curriculum. The teaching period of each topic should be at least one hour (60 min). Questionnaire for ABS capacity building and awareness raising: The questionnaire should target at the ABS capacity building and awareness raising of the communities in reference to the UNDP-ABS Capacity Scorecard. Promotional materials: Promotional materials should refine the above contents, and offer detailed and user-friendly information fit for the communities in different forms, such as brochures, 	三. 主要任务内容 1. 基于 GEF-ABS 项目前期相关成果，结合成果中案例，开发制作培训和宣传材料。 材料的开发编制应符合社区认知规律和语言习惯，应至少围绕以下五个主题进行编制： <ul style="list-style-type: none"> • 生物多样性基础知识； • ABS 相关国内外代表性制度解读； • 国内立法与试点工作进展； • 惠益分享协议指导手册； • ABS 案例社区分享等。 产出应包括以下形式和内容： <ol style="list-style-type: none"> 培训教案：包括课程目标、课程大纲设计及说明、教学方法说明、活动设计、课程材料准备、教学建议等内容； 培训课件：根据上述内容与课程大纲，设计制作内容详尽、图文并茂、案例生动的系列课件不少于 5 份，每项内容不少于 1 个课时（60min）； ABS 能力建设与意识提升调查表：参考 UNDP-ABS 能力计分卡，设计针对社区的 ABS 能力建设与意识提升调查表。 宣传材料：精炼上述内容，设

<p>posters and calendars.</p> <p>2. No less than six training and promotion activities should be organized: The ABS training and promotion activities will be organized for the communities with these training and promotional materials. The requirements are as below:</p> <ul style="list-style-type: none"> a) Six ABS community training session should be organized in pilot province (region) along with promotion activities, twice in each province (region) namely Xishuangbanna and another city in Yunnan, Xiangxi and another city in Hunan, Guilin and Fangchenggang in Guangxi; b) The questionnaire for ABS capacity building and awareness raising should be filled out before and after the training, and a comparative analysis should be included in the final report; c) 3) Each training should have more than 30 participants, and distribute no less than 30 questionnaires for ABS capacity building and awareness raising; d) 4) More than 200 copies of promotional materials should be distributed each time. 	<p>计制作内容翔实、通俗易懂、可在社区发放的宣传材料。材料形式不限，可以是小册子、招贴画、年历等。</p> <p>2. 开展不少于 6 次社区培训与宣传活动。利用开发的培训与宣传材料开展ABS 社区培训与宣传活动。具体要求如下：</p> <ul style="list-style-type: none"> 1) 6 次培训活动：在 3 个试点省（区）组织 6 次 ABS 社区培训，同时开展社区宣传。具体为：云南西双版纳 1 次，其它州市一次；湖南湘西一次，其它地州一次；广西桂林和防城港各一次； 2) 培训前与培训后应填写 ABS 能力建设与意识提升调查表，并对比分析后纳入结题报告； 3) 每次培训不少于 30 人，发放 ABS 能力建设与意识提升调查表不少于 30 份； 4) 每次发放宣传材料不少于 200 份。
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四. 活动、产出及时间表 (注：所有产出和报告的语言均为中文，产出一和产出四需提交英文概要)

活动	产出	地点	预计启动时间	产出完成截止日期	预算说明
活动 1: 编制并提交任务总体实施方案	产出 1: 任务总体实施方案	不限	合同签署日	2020/4/24	培训材料开发设计
活动 2: 开发和制作培训、宣传材料	产出 2: - 培训教案 - 培训课件 - ABS 意识调查表 - 宣传材料	不限	2020/4/25	2020/6/30	
活动 3: 开展不少于 6 次社区培训与宣传活动	产出 3: 三个试点省区的 6 次培训活动及培训小结	- 云南西双版纳州、另一州市 - 广西桂林市、防城港市 - 湖南湘西州、另一州市	2020/6/1	2020/9/30	- 前往培训地点的差旅费 - 外聘专家差旅及讲课费 - 会议场地费 - 培训材料印制费用
活动 4: 根据培训效果和 ABS 意识调查，修订完善培训和宣传材料、编制结题报告	产出 4: - 培训结题报告 - 培训材料终稿	不限	2020/10/1	2020/12/31	



IV. Activities, Outputs and Timetable (Note: All the training sessions, training materials, and reports must be delivered in Chinese. English overview of Output 1 and Output 4 are required.)

Activity	Output	Location	Expected Starting Time	Output Deadline	Budget Description
Activity 1: Prepare and submit the master implementation plan of the task	Output 1: Master implementation plan of the task Language: Chinese English summary	Unspecified	Date of contract signing	2020/4/24	Development and design of training materials
Activity 2: Development and production of training and promotional materials	Output 2: - Training instruction - Training PowerPoint - Questionnaire for ABS awareness - Promotional materials	Unspecified	2020/4/25	2020/6/30	
Activity 3: Organize more than six community training and promotion activities	Output 3: six training sessions and summaries in three pilot provinces	- Xishuangbanna and another city in Yunnan - Guilin and Fangchenggang in Guangxi - Xiangxi and another city in Hunan	2020/6/1	2020/9/30	- Travel expenses to training locations - Travel and lecture fees for external experts - Venue costs - Printing expenses of training materials
Activity 4: Revise and improve training and promotional materials and prepare the final report based on the training results and ABS awareness survey	Output 4: - Final training report - Final training materials	Unspecified	2020/10/1	2020/12/31	