REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM

DATE: March 5, 2020

REFERENCE: RFP-CHN-2020-004

Dear Sir / Madam:

We kindly request you to submit your Proposal for Policy Administrator 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:  

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:  

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Ge Yunyan
Operations Manager
3/5/2020
**Description of Requirements**

<table>
<thead>
<tr>
<th>Context of the Requirement</th>
<th>Policy Administrator Training in Capacity Building and Awareness Raising of Access to and Benefit Sharing of Genetic Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brief Description of the Required Services</td>
<td>Please find detailed information in TOR.</td>
</tr>
<tr>
<td>List and Description of Expected Outputs to be Delivered</td>
<td>Please find detailed information in TOR.</td>
</tr>
<tr>
<td>Person to Supervise the Work/Performance of the Service Provider</td>
<td>Programme Manager of the GEF-ABS project</td>
</tr>
<tr>
<td>Frequency of Reporting</td>
<td>Completion of each output</td>
</tr>
<tr>
<td>Progress Reporting Requirements</td>
<td>A final report based on the training results and ABS awareness survey must be provided.</td>
</tr>
<tr>
<td>Expected duration of work</td>
<td>From April 2020 to December 2020</td>
</tr>
<tr>
<td>Target start date</td>
<td>13 April 2020</td>
</tr>
<tr>
<td>Latest completion date</td>
<td>31 December 2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Travels Expected</th>
<th>Destination/s</th>
<th>Estimated Duration</th>
<th>Brief Description of Purpose of the Travel</th>
<th>Target Date/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>One training session at the national level in Beijing</td>
<td>One day for each training</td>
<td>Training for 30-40 participants</td>
<td>June 2020 – September 2020</td>
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<tr>
<td>One training session in Yunnan province</td>
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<tr>
<td>One training session in Hunan province</td>
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</tr>
</tbody>
</table>

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.
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | Required |
| Names and curriculum vitae of individuals who will be involved in completing the services | Required |
| Currency of Proposal | Local Currency, Chinese Yuan (CNY) |
| Value Added Tax on Price Proposal<sup>2</sup> | must be inclusive of VAT and other applicable indirect taxes |
| Validity Period of Proposals (Counting for the last day of submission of quotes) | 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.

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<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.
## Partial Quotes

☒ Not permitted

## Payment Terms

<table>
<thead>
<tr>
<th>Outputs</th>
<th>Percentage</th>
<th>Timing</th>
<th>Condition for Payment Release</th>
</tr>
</thead>
</table>
| 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 acceptance (i.e., not mere receipt) of the quality of the outputs; and  
b) Receipt of invoice from the Service Provider. |
| Output 2 | 40%        | Within four months after contract-signing |  |
| Output 3 and 4 | 30% | Paid after the submitting output 4 and after receiving approval from the project management team. |  |

### Person(s) to review/inspect/approve outputs/completed services and authorize the disbursement of payment

Programme Manager, UNDP

### Type of Contract to be Signed

☒ Contract for Professional Services

### Criteria for Contract Award

☒ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)  
☒ Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless

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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.
of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.

<table>
<thead>
<tr>
<th>Criteria for the Assessment of Proposal</th>
<th>Technical Proposal (70%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☒ Expertise of the Firm 30%</td>
</tr>
<tr>
<td></td>
<td>☒ Methodology for the Completion of Services 40%</td>
</tr>
<tr>
<td></td>
<td>☒ Management Structure and Qualification of Key Personnel 30%</td>
</tr>
</tbody>
</table>

Financial Proposal (30%)
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:

- One and only one Service Provider

General Terms and Conditions for contracts (goods and/or services)

Applicable Terms and Conditions are available at:

Annexes to this RFP

- Form for Submission of Proposal (Annex 2)
- Detailed TOR (Annex 3)

Contact Person for Inquiries (Written inquiries only)

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 10:30AM on 2 April 2020, the scheduled time for bid opening.

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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 PROPOSAL

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

[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

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 biodiversity conservation, law, public management or natural resource management and other relevant fields for more than 10 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.
### Cost Breakdown per Output

<table>
<thead>
<tr>
<th>Output 1</th>
<th>Specification</th>
<th>Unit price: CNY</th>
<th>Quantity</th>
<th>Sub-total: CNY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Output 1: Master implementation plan of the task</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

2 Output 2:
- Training instruction
- Training PowerPoint
- Training Brochure
- Questionnaire for ABS awareness
- Promotional materials

3 Output 3:
- a) One training session at the national level in Beijing
  - Standard meeting fee for each participant
  - Other, please specify
- b) One training session in Yunnan province
  - Standard meeting fee for each participant
  - Other, please specify
- c) One training session in Hunan province
  - Standard meeting fee for each participant
  - Other, please specify
- d) One training session in Guangxi province
  - Standard meeting fee for each participant
  - Other, please specify
- e) One training session in Xishuangbanna Dai Autonomous Prefecture
  - Standard meeting fee for each participant
  - Other, please specify
- f) One training session in Xiangxi Tujia and Miao Autonomous Prefecture
  - Standard meeting fee for each participant
  - Other, please specify
- g) One training session in Guilin City
  - Standard meeting fee for each participant
  - Other, please specify
- h) One training session in Fangchenggang City
  - Standard meeting fee for each participant
  - Other, please specify
<table>
<thead>
<tr>
<th>Output 4:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Training report</td>
<td></td>
</tr>
<tr>
<td>Final training materials</td>
<td></td>
</tr>
</tbody>
</table>

Total: CNY

[Name and Signature of the Service Provider’s Authorized Person]
[Designation]
[Date]
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.
### II. Tasks and Objectives

The project seeks to develop training and promotional materials that meet the needs of administrators at all levels (national-level, provincial/autonomous region-level, and municipal/prefectural-level), and organize training and information sessions to facilitate the administrators at all levels involved to:

- Understand the status and development trends of ABS-related international law;
- Understand the progress of China’s ABS performance;
- Be familiar with currently effective ABS-related laws, regulations and policies;
- Understand the progress of ABS legislation in the country and pilot provinces/regions;
- Enhance the awareness of the importance of biological genetic resources.

### 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 materials should meet the needs of administrators and focus at least on the following five topics:
   - Basic knowledge of biodiversity;
   - ABS-related international conventions and the progress of China’s ABS performance;
   - Currently effective ABS-related laws, regulations and policies in China;
   - Legislative progress of the country and pilot provinces/regions;
   - ABS cases at home and abroad, including agriculture and food, biomedicine, health products and personal care products;

   The output should primarily include the following forms and contents:
   1) **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.;
   2) **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) and the hours should be arranged according to related contents.
3) **Training brochure:** The booklet should include reading materials before and after class, including but not limited to background materials, case descriptions, extended contents related to the courses, etc.

4) **Questionnaire for ABS capacity building and awareness raising:** The questionnaire should target at the ABS capacity building and awareness raising of the administrators in reference to the UNDP-ABS Capacity Scorecard.

5) **Promotional materials:** The brochure should refine the above contents, and offer detailed and logical information for absent administrators to read and study.

2. **Eight administrator training and promotion activities should be organized:** The training and promotion activities will be organized for administrators at all levels with these training materials, including staff from competent departments of biological resources in the central, provincial, municipal and county-level people's governments. The requirements are as follows:

1) **Eight trainings:**
   - One training for ABS-related administrators at the national level;
   - One training in each pilot province/region: Yunnan, Hunan and Guangxi;
   - One training in each city: Xishuangbanna Dai Autonomous Prefecture, Xiangxi Tujia and Miao Autonomous Prefecture, Guilin City, and Fangchenggang City;

2) 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;

3) Each training should have more than 30 participants, and distribute no less than 30 questionnaires for ABS capacity building and awareness raising;

4) More than 200 copies of promotional materials should be distributed each time.
### 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)

<table>
<thead>
<tr>
<th>活动</th>
<th>产出</th>
<th>地点</th>
<th>预计启动时间</th>
<th>截止日期</th>
<th>预算说明</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>活动 1：编制并提交任务总体实施方案</strong></td>
<td><strong>产出 1：任务总体实施方案</strong></td>
<td>不限</td>
<td>合同签署日</td>
<td>2020/4/24</td>
<td>培训材料开发设计</td>
</tr>
<tr>
<td><strong>活动 2：开发和制作培训、宣传材料</strong></td>
<td><strong>产出 2：</strong></td>
<td>不限</td>
<td>2020/4/25</td>
<td>2020/6/30</td>
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<tr>
<td></td>
<td>- 培训教案</td>
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<tr>
<td></td>
<td>- 培训课件</td>
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<tr>
<td></td>
<td>- 培训手册</td>
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<tr>
<td></td>
<td>- ABS 意识调查表</td>
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<tr>
<td></td>
<td>- 宣传材料</td>
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<tr>
<td><strong>活动 3：组织开展 8 次管理者培训和宣传活动</strong></td>
<td><strong>产出 3：国家层面 ABS 相关管理者培训 1 次</strong></td>
<td>北京</td>
<td>2020/6/1</td>
<td>2020/8/31</td>
<td></td>
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<tr>
<td></td>
<td><strong>产出 3：</strong></td>
<td>南宁</td>
<td>2020/6/1</td>
<td>2020/8/31</td>
<td>前往培训地点的差旅费</td>
</tr>
<tr>
<td></td>
<td>- 三个试点省区省级层面管理者培训 1 次</td>
<td>昆明</td>
<td></td>
<td></td>
<td>外聘专家差旅及讲课费</td>
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<td></td>
<td>- 长沙</td>
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<td><strong>产出 3：</strong></td>
<td>西双版纳州、湘西州、桂林市、防城港市管理者培训各 1 次</td>
<td>西双版纳</td>
<td>2020/6/1</td>
<td>2020/9/30</td>
</tr>
<tr>
<td></td>
<td>- 桂林</td>
<td>防城港</td>
<td></td>
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<td>会议场地费</td>
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<tr>
<td></td>
<td>- 西双版纳</td>
<td>湘西</td>
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<tr>
<td><strong>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</strong></td>
<td><strong>产出 4：</strong></td>
<td>不限</td>
<td>2020/10/1</td>
<td>2020/12/31</td>
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<tr>
<td></td>
<td>- 培训结题报告</td>
<td></td>
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<td></td>
<td>- 培训材料终稿</td>
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</tbody>
</table>
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.)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Output</th>
<th>Location</th>
<th>Expected Starting Time</th>
<th>Deadline</th>
<th>Budget Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Activity 1:</strong> Prepare and submit the master implementation plan of the task</td>
<td><strong>Output 1:</strong> Master implementation plan of the task</td>
<td>Unspecified</td>
<td>Date of contract signing</td>
<td>2020/4/24</td>
<td>Development and design of training materials</td>
</tr>
</tbody>
</table>
| **Activity 2:** Development and production of training and promotional materials | **Output 2:**  
- Training instruction  
- Training PowerPoint  
- Training Brochure  
- Questionnaire for ABS awareness  
- Promotional materials | Unspecified | 2020/4/25 | 2020/6/30 | |
| **Activity 3:** Organize eight administrator training and promotion activities | **Output 3:** One trainings for ABS-related administrators at the national level  
- Beijing | | 2020/6/1 | 2020/8/31 | |
| | **Output 3:** One training for administrators at the provincial level respectively in the three pilot provinces/regions  
- Nanning  
- Kunming  
- Changsha | | 2020/6/1 | 2020/8/31 | |
| | **Output 3:** One training in each city: Xishuangbanna Dai Autonomous Prefecture, Xiangxi Tujia and Miao Autonomous Prefecture, Guilin City, and Fangchenggang City  
- Xishuangbanna  
- Guilin  
- Fangchenggang  
- Xiangxi | | 2020/6/1 | 2020/9/30 | |
| **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 | |