



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

NAME & ADDRESS OF FIRM	20 <sup>th</sup> February 2020
	REFERENCE: RFP/PNG/004-2021

Dear Sir / Madam:

We kindly request you to submit your Proposal for **provision of consultancy Services for National Protected Area Finance and Investment plant to support the sustainable Financing of Papua New Guinea's Protected Area Network.**

Please be guided by the form attached hereto as Annex 1, 2 and 3, in preparing your Proposal. Proposals may be submitted on or before **27<sup>TH</sup> March 2020**. Your Proposal must be expressed in the English, and valid for a minimum period of 120 days.

Documents uploaded in the system as part of your quotation must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your proposal is submitted on or before the deadline indicated by UNDP in the eTendering system . Bids/ proposal must be submitted in the online eTendering system in the following link: <https://etendering.partneragencies.org> using your username and password. If you have not registered in the system before, you can register now by logging in using  
username: event.guest  
password: why2change

and follow the registration steps as specified in the system user guide or access it through this link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it is uploaded on the UNDP Atlas e-tendering system on or before the deadline. Proposals that are received by UNDP after the deadline, for whatever reason, shall not be considered for evaluation. Kindly ensure that all proposals are 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 indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

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/protestandsanctions/>

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 : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,  
*UNDP Papua New Guinea*  
*Procurement*

## Annex 1

### Description of Requirements

Context of the Requirement	Provision of consultancy Services for National Protected Area Finance and Investment plant to support the sustainable Financing of Papua New Guinea’s Protected Area Network.																													
Implementing Partner of UNDP	Conservation Environment and Protection Authority (CEPA)																													
Brief Description of the Required Services	Provision of consultancy Services for National Protected Area Finance and Investment plant to support the sustainable Financing of Papua New Guinea’s Protected Area Network.																													
List and Description of Expected Outputs to be Delivered	<table><tr><th>Reporting period and key milestones</th><th>Duration</th><th>Report due</th><th>Payment Percentage</th><th>Review and Approvals</th></tr><tr><td>Payment upon submission and acceptance of the following deliverables:<ul style="list-style-type: none"><li>Submission and acceptance of the inception report by CEPA and UNDP.</li></ul></td><td>10 days</td><td>30 April 2020</td><td>20%</td><td>CTA</td></tr><tr><td>Payment upon submission and acceptance of the following deliverables:<ul style="list-style-type: none"><li>Submission and acceptance of the draft national PA finance and investment plan.</li></ul></td><td>60 days</td><td>31 July 2020</td><td>30%</td><td>CTA</td></tr><tr><td>Payment upon submission and acceptance of the following deliverables:<ul style="list-style-type: none"><li>Submission and acceptance of the draft CBA workshop report and guideline.</li></ul></td><td>20 days</td><td>31 August 2020</td><td>30%</td><td>CTA</td></tr><tr><td>Payment upon submission and acceptance of the following deliverables:<ul style="list-style-type: none"><li>Submission and acceptance of the final national PA</li></ul></td><td>10 Days</td><td>30 September 2020</td><td>20%</td><td>CTA</td></tr></table>					Reporting period and key milestones	Duration	Report due	Payment Percentage	Review and Approvals	Payment upon submission and acceptance of the following deliverables: <ul style="list-style-type: none"><li>Submission and acceptance of the inception report by CEPA and UNDP.</li></ul>	10 days	30 April 2020	20%	CTA	Payment upon submission and acceptance of the following deliverables: <ul style="list-style-type: none"><li>Submission and acceptance of the draft national PA finance and investment plan.</li></ul>	60 days	31 July 2020	30%	CTA	Payment upon submission and acceptance of the following deliverables: <ul style="list-style-type: none"><li>Submission and acceptance of the draft CBA workshop report and guideline.</li></ul>	20 days	31 August 2020	30%	CTA	Payment upon submission and acceptance of the following deliverables: <ul style="list-style-type: none"><li>Submission and acceptance of the final national PA</li></ul>	10 Days	30 September 2020	20%	CTA
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		finance and investment, as well as final CBA report, following inclusion of comments from CEPA and UNDP.					
Person to Supervise the Work/Performance of the Service Provider	Mr. Andrew Rylance, Chief Technical Advisor						
Frequency of Reporting	Refer TOR for detailed information (Annex 5)						
Progress Reporting Requirements	Refer TOR for detailed information (Annex 5)						
Location of work	Port Moresby, PNG						
Expected duration of work	Refer TOR for detailed information (Annex 5)						
Target start date	Refer TOR for detailed information (Annex 5)						
Latest completion date	Refer TOR for detailed information (Annex 5)						
Travels Expected	Refer TOR for detailed information (Annex 5)						
Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling <input checked="" type="checkbox"/> Completion of UN's BESAFE Training <input checked="" type="checkbox"/> Comprehensive Travel Insurance						
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Refer TOR for detailed information (Annex 5) -						
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required						
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required						
	<input checked="" type="checkbox"/> Papua New Guinea Kina and United States Dollars						

Currency of Proposal	Currency conversion would be based on UN Operational Rate of Exchange of the bid submission date, available at <a href="http://treasury.un.org/operationalrates/OperationalRates.aspx">http://treasury.un.org/operationalrates/OperationalRates.aspx</a>
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input 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 <sup>1</sup>	Refer TOR for detailed information (Annex 5)
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Mr. Andrew Rylance, Chief Technical Advisor
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 criteria 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	<b><u>Technical Proposal (70%)</u></b> <input checked="" type="checkbox"/> Expertise of the Firm (28%) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (21%) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (21%) <i>(To be technical competent bidder must score minimum 49% out of 70%)</i> <b><u>Financial Proposal (30%)</u></b>

<sup>1</sup> 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.

	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
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (Annex 6)
Contract General Terms and Conditions <sup>2</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)  Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Technical Proposal (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 3) <input checked="" type="checkbox"/> Detailed TOR (Annex 5) <input checked="" type="checkbox"/> Bid Submission Form (Annex 4)
Contact Person for Inquiries (Written inquiries only) <sup>3</sup>	<p><i>Lynette Migile</i>  Email: <a href="mailto:procurement.pq@undp.org">procurement.pq@undp.org</a></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

<sup>2</sup> 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.

<sup>3</sup> 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.

<p>Required Documents that must be Submitted to Establish Qualification of Proposers</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</li> <li><input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder</li> <li><input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation</li> <li><input checked="" type="checkbox"/> Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country</li> <li><input checked="" type="checkbox"/> Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any</li> <li><input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past [2 years]</li> <li><input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top [3] Clients in terms of Contract Value the past [5 years]</li> <li><input checked="" type="checkbox"/> CV's of all key personnel proposed for this tender</li> <li><input checked="" type="checkbox"/> All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.</li> <li><input checked="" type="checkbox"/> Signed Technical Proposal (Annex 2)</li> <li><input checked="" type="checkbox"/> Signed Financial Proposal (Annex 3)</li> <li><input checked="" type="checkbox"/> Signed Bid Submission Form (Annex 4)</li> </ul>
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## Annex 2

### FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>4</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>5</sup>)*

[insert: Location]

[insert: Date]

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

Dear Sir/Madam:

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

#### A. Qualifications of the Service Provider

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

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

#### B. Proposed Methodology for the Completion of Services

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

<sup>4</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>5</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes



**C. Qualifications of Key Personnel**

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

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

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

## Annex 3

### A. Cost Breakdown per Deliverable\*

Reporting period and key milestones	Report due	Payment Percentage	Review and Approvals
Payment upon submission and acceptance of the following deliverables: <ul style="list-style-type: none"> <li>Submission and acceptance of the inception report by CEPA and UNDP.</li> </ul>	30 April 2020	20%	CTA
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*\*This shall be the basis of the payment tranches*

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Team Leader				
b. Cost-benefit analysis expert				
c. Other Experts (if applicable)				
Add other expert if required				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				

4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

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

## Annex 4: Bid/ Proposal Submission Form<sup>6</sup>

Date: \_\_\_\_\_

To: UNDP

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services to [Insert tender title] in accordance with your Request for Proposal dated (insert the date) and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal sealed under a separate envelope.

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of UNDP's Contract for Professional Services.

We agree to abide by this Proposal for 120 days. We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature *[In full and initials]*: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Contact Details: *[please mark this letter with your corporate seal, if available]*

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<sup>6</sup> No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

## Annex 5

### Terms of Reference

#### **Provision for Consultancy Services for National Protected Area Finance and Investment Plan to Support the Sustainable Financing of Papua New Guinea's Protected Area Network.**

<b>Location:</b>	Port Moresby, Papua New Guinea
<b>Type of contract:</b>	Professional Services
<b>Project:</b>	Sustainable Financing for PNG's Protected Area Network
<b>Languages Required:</b>	English
<b>Starting Date:</b>	1 April 2020
<b>Duration of Initial Contract:</b>	100 working days over 7 months

### **1. Project Background**

The project, **Sustainable Finance of Papua New Guinea's Protected Area Network**, will extend Government of PNG's ability to fulfil its protected area mandate and implement the Protected Area Policy: (i) secure stable and long-term financial resources for the management of protected areas across the country; (ii) ensure that these financial resources are allocated to contribute to improving effectiveness of the management of the protected areas across the country; and (iii) ensure that they are managed cost-effectively and efficiently with respect to their conservation and other complementary development objectives. In recognition of this need, the project will assist with the development of a diversified mix of conventional and innovative funding sources and consolidate revenues to finance the ongoing costs of establishing and managing protected areas, and assist the Government to establish a Biodiversity Fund – that will be built on a secure, accountable and transparent financial mechanism, for receiving, administering and disbursing funds. The project will, therefore, result in a system that will provide catalytic and long-term financial support that will lead to stable ecosystems (both within and outside of protected areas), coupled with the social transformations to make that happen (including transforming institutions to become supporters/facilitators of that process, and the establishment of long-term partnerships).

As a result, the project requires the services of a company to develop a national level PA finance and investment plan for the country. This will be a medium-term business plan (5 year) with a shorter term (three year) action plan and associated one-year workplans. A national level training for public and private stakeholders on environmental cost-benefit analysis will be implemented.

### **2. Objective**

The overall objectives of the consultancy are to:

- a. Develop a national level PA finance and investment plan for the country.
- b. Plan and implement a national level training for public and private stakeholders on environmental cost-benefit analysis.

### 3. Scope of consultancy

The main tasks of the assignment consist of the following:

1. Participate in an inception meeting with UNDP and CEPA to clarify the objectives of the consultancy, methodological approach, tasks, deadlines and logistical schedule. The results of the meeting should be captured in an inception report, which should be formally approved by UNDP and CEPA before proceeding.

#### Output 1: National level PA finance and investment plan

2. Review the analysis completed of the costs of establishing and implementing PAs (under the GEF5 project) to determine the financial needs for the current PA system as well as a proposed expanded system, over the next 10 years. The financial needs assessment should provide at least three financial scenarios based on the level of management required.
3. Conduct a review of the current type and value of financial mechanisms generated for PAs as well as the current financial payments generated from the environment, which do not accrue back to PAs.
4. Conduct a detailed analysis of viable revenue-generating options for protected areas, focusing on generating revenues from both conventional and innovative sources. This should investigate, but not be limited to, previous options discussed on biodiversity and carbon offsets, debt swaps, payments for ecosystem services and environmental levies. At least 6 pre-feasibilities should be developed for each finance option including a financial forecasting, institutional arrangements and a detailed implementation plan.
5. Implement a national level workshop to present the initial findings and use participatory approaches to prioritise the identified financial mechanisms, based on value, technical feasibility, contribution to livelihoods and conservation activities, as well as political acceptability. The national level workshop is also an opportunity to build the capacity and interest of national, non-conservation focused, participants on innovations in the conservation finance space.
6. Based on the validation of the findings at the national level workshop, develop an action plan for implementing the plan over the 10-year period, highlighting the responsible organisation and timelines.
7. Finalise the national level PA finance and investment plan based on comments received from UNDP, CEPA and participants from the validation workshop.
8. Develop a summary presentation and information brief to the format and level appropriate for the National Executive Committee on the results of the analysis, recommendations and implications for the country.

#### Output 2: Cost-benefit analyse training to national level stakeholders

9. Organise and facilitate a two-day training on CBAs for the environment. Participants will consist of both national conservation and non-conservation stakeholders, from the public, NGO and private sectors.
10. Document the training in a brief guideline on conducting CBAs in Papua New Guinea.

#### 4. Key deliverable and schedule of payment

Reporting period and key milestones	Report due	Payment Percentage	Review and Approvals
Payment upon submission and acceptance of the following deliverables: <ul style="list-style-type: none"><li>Submission and acceptance of the inception report by CEPA and UNDP.</li></ul>	30 April 2020	20%	CTA
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#### 5. Institutional Arrangements

The work will be undertaken over period of April to October 2020 by a Consultancy Firm, including visits to PNG. The consultancy firm will discuss and closely coordinate the scope of work with the Conservation and Environment Protection Authority (CEPA) before any consultations with stakeholders.

Following the development of a draft assessment report the firm will also conduct a validation workshop and/or evaluation questionnaire to present findings and gather feedback on their recommendations.

The UNDP GEF6 project will provide support to the firm with regard to logistics when in PNG, including introductions to key stakeholders and organization and financing of workshops. The Firm will be responsible for its own transportation within Port Moresby.

#### 6. Resources Provided

UNDP and CEPA will provide a space within the Project Management Unit in Port Moresby. The consultancy firm will be responsible for the organisation and payment of all of their expenses. Therefore, the entire envisaged expenses should be incorporated within the financial proposal. It is anticipated that the consultancy firm will require travel to Port Moresby with site visits to Varirata National Park, and

Kimbe Bay in West New Britain. The project will provide support with hiring and paying for workshop venues.

## **7. Duration of the Assignment**

The duration of the assignment is from April to October 2020. In accordance with expected outputs and deliverables, the Consultancy Firm submits reports to UNDP GEF 6 Chief Technical Advisor for review outputs, comments, certify approval/acceptance of works afterwards. In case of any delays to achieve the expected outputs, the Contractor should notify the Chief Technical Advisor in advance to take necessary steps.

## **8. Duty Station**

The duty station for this assignment is Home-based, with a number of missions to PNG as outlined in the Expected Deliverables of this ToR.

## **9. Qualification, Team Composition and Experiences**

General expertise and qualifications of the consulting firm should be as follows:

- Minimum 15 years' experience working with developing countries on one or more of the following: biodiversity finance, private sector development for the conservation sector;
- Demonstratable experience in the developing national level PA finance plans, conservation trust funds, structuring debt and loan finance for conservation, advice national level conservation agencies on business development.
- Ability to work independently and to deliver high quality programs with minimal supervision
- Strong inter-personal skills, in particular, demonstrated team leadership qualities and excellent oral communication skills.
- Experience of PNG and the Asia-Pacific region is an advantage.

The Consultancy Firm should appoint a qualified project team and provide their qualifications and experience carried out by the relevant staff, including on-going assignments indicating responsibilities assumed by them, and their qualifications and experience. Consisting of a team of experts with extensive experience of conservation finance. Team members should comprise the following:

- a. **Designated leader / Strategic planning consultant** - lead the preparation and consolidation of reports and submit all such reports on the behalf of the team to Chief Technical Advisor. The team leader should hold a minimum of a post-graduate degree in the field of conservation finance, natural resources management, business development, banking, and/or finance, or a related field. He/she should have at least 15 years of experience working for International Development Organizations in conservation finance, strategic planning in the conservation sector or related fields of work. He/she should lead the overall consultancy work, taking conceptual leadership of the tasks and coordinating with team members and will be responsible for delivering all the outputs under this task. The leader should possess high quality consultative skills, organizational



skills, data analysis and report writing; and should can communicate effectively, in writing and orally (in English).

- b. **Cost-benefit analysis expert** – master’s degree in the field of business, accounting or financial management with at least 10 years of experiences on conducting and training partners on complex economic tools, business planning in the conservation sector, economic analyses including demonstratable experience conducting cost benefit analyses.

## 10. Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Expertise & reputation of Firm / Organization	250
2.	Proposed Methodology, Approach and Implementation Plan	450
3.	Management Structure and Key Personnel	300
	<b>Total</b>	<b>1000</b>

Expertise of the Firm/Organization			Points obtainable
1.1	Reliability and history of the Firm/Organization’s competence, technical and financial and proof of sustainability/ Reputation of Organization and Staff / Credibility / Industry Standing		20
1.2	General Organizational Capability which is likely to affect implementation:	Sub-score	50
	- Number of personnel and available facilities/expertise to produce a report of this nature	20	
	- Financial stability and soundness in the last two years (2016 & 2017)	20	
	- Types of undertaken activities	10	
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills)		10
1.4	Quality assurance procedures, warranty		20
1.5	Past experience:	Sub-score	
	1.5.1. Minimum 15 years’ experience working with developing countries on one or more of the following: biodiversity finance, private sector development for the conservation sector;	40	

			130
	1.5.2. Demonstratable experience in the developing national level PA finance plans, conservation trust funds, structuring debt and loan finance for conservation, advice national level conservation agencies on business development.	50	
	1.5.3. Ability to work independently and to deliver high quality programs with minimal supervision	40	
1.6	Organizational Commitment to Sustainability - Organization demonstrates significant commitment to sustainability		20
Total Section 1			250

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	To what degree does the Proposer understand the task? Have the important aspects of the task been addressed in sufficient detail? - Proposed methodology in carrying out the required tasks and delivering the required outputs – description of activities.	60
2.2	Does the proposal demonstrate an understanding of the project environment and has this been properly used in the preparation of the proposal?	60
2.3	To what degree does the Proposer’s have the technical understanding of the requirements of this engagement?	50
2.4	To what degree does the Proposer’s approach to technical assistance including training and mentoring that meet the requirements	50
2.5	Is the conceptual framework adopted appropriate for the task?	60
2.6	Are the different components of the project adequately weighted relative to one another?	50
2.7	Is the scope of the task well defined and does it correspond to the TOR?	60
2.8	Is the sequence of activities and the planning logical, realistic and promise efficient implementation of the project?	60
Total Section 2		450

<b>Section 3. Management Structure and Key Personnel</b>			<b>Points obtainable</b>
3.1	Team Leader and Team Members - Description of the project team and their qualifications (Refer TOR)		

	Team Members:		Sub-Score	300
	3.1.1. Designated Leader		200	
	<ul style="list-style-type: none"><li>A minimum of a post-graduate degree in the field of conservation finance, natural resources management, business development, banking, and/or finance, or a related field.</li></ul>	50		
	<ul style="list-style-type: none"><li>He/she should have at least 15 years of experience working for International Development Organizations in conservation finance, strategic planning in the conservation sector or related fields of work</li></ul>	50		
	<ul style="list-style-type: none"><li>Demonstratable experience conducting national level protected area planning and strategic planning for the conservation sector.</li><li>High quality consultative skills, organizational skills, data analysis and report writing; and should can communicate effectively, in writing and orally (in English).</li></ul>	50		
		50		
	3.1.2 Cost benefit analysis expert		Sub-Score	
	<ul style="list-style-type: none"><li>Master’s degree in the field of business, accounting or financial management.</li></ul>	50	100	
	<ul style="list-style-type: none"><li>At least 10 years of experiences on conducting business planning in the conservation sector, economic analyses including demonstratable experience conducting cost benefit analyses.</li></ul>	50		
			Sub-Score	
Total Section 3				300

## 1. Submission Instructions

This process is managed through the UNDP online eTendering system. Proposals may be submitted on or before the deadline indicated by UNDP in the e-tendering system. Proposals must be submitted in the online e-tendering system in the following link: <https://etendering.partneragencies.org> using your username and password. If you have not registered in the system before, you can register now by logging in using:

**Username:** event.guest

**Password:** why2change

Follow the registration steps as specified in the e-tendering instruction manual.

Please be guided by the instructions provided in this document above while preparing your submission.

**Note to Bidders:**

**Bidders should avoid attempting to register and upload just prior to the deadline as UNDP shall not be held responsible for congestion or delays in transmission. It is the Bidder's responsibility to ensure bids uploaded before the deadline.**

**Financial Proposal must be submitted separately from other documents and password protected. Password for this document (financial proposal) must not be provided to UNDP until requested by UNDP. The Proposer shall assume the responsibility for not encrypting the financial proposal. The Proposer shall assume the responsibility for not encrypting the financial proposal. DO NOT DISCLOSE YOUR PRICE IN THE LINE ITEMS. YOU MUST PUT PRICE AS 1 IN THE SYSTEM AND PROVIDE THE FINANCIAL PROPOSAL AS ENCRYPTED FILE AS EXPLAINED ABOVE.**

Incomplete proposals and failure to comply with proposal submission instruction will not be considered or will result in disqualification of proposal.

For any clarification regarding this assignment please write to Tirnesh Prasad on [procurement.pg@undp.org](mailto:procurement.pg@undp.org)

## Annex 6

### Contract for Professional Services

**THIS IS UNDP'S TEMPLATE FOR CONTRACT FOR THE PROPOSER'S REFERENCE. ADHERENCE TO ALL TERMS AND CONDITIONS IS MANDATORY.**

United Nations Development Programme



Empowered lives.  
Resilient nations.

**Contract for Goods and/or Services**  
Between the United Nations Development Programme and [insert name of the Contractor]

1. <b>Country Where Goods Will be Delivered and/or Services Will be Provided:</b>	
2. <b>UNDP</b> <input type="checkbox"/> Request for Quotation <input type="checkbox"/> Request for Proposal <input type="checkbox"/> Invitation to Bid <input type="checkbox"/> direct contracting Number and Date:	
3. <b>Contract Reference (e.g. Contract Award Number):</b>	
4. <b>Long Term Agreement:</b> [Yes] [No] [indicate as appropriate]	
5. <b>Subject Matter of the Contract:</b> <input type="checkbox"/> goods <input type="checkbox"/> services <input type="checkbox"/> goods <i>and</i> services	
6. <b>Type of Services:</b>	
7. <b>Contract Starting Date:</b>	8. <b>Contract Ending Date:</b>
9. <b>Total Contract Amount:</b> [insert currency and amount in figures and words] 9a. <b>Advance Payment:</b> [insert currency and amount in figures and words or indicate "not applicable"]	
10. <b>Total Value of Goods and/or Services:</b> <input type="checkbox"/> below US\$50,000 (Services only) – UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply <input type="checkbox"/> below US\$50,000 (Goods <i>or</i> Goods and Services) – UNDP General Terms and Conditions for Contracts apply <input type="checkbox"/> equal to or above US\$50,000 (Goods <i>and/or</i> Services) – UNDP General Terms and Conditions for Contracts apply	
11. <b>Payment Method:</b> <input type="checkbox"/> fixed price <input type="checkbox"/> cost reimbursement	
12. <b>Contractor's Name:</b> Address:  Country of incorporation: Website:	
13. <b>Contractor's Contact Person's Name:</b> Title: Address:	

Telephone number: Fax: Email:
<b>14. UNDP Contact Person's Name:</b> Title: Address:  Telephone number: Fax: Email:
<b>15. Contractor's Bank Account to which payments will be transferred:</b> Beneficiary: Account name: Account number: Bank name: Bank address: Bank SWIFT Code: Bank Code: Routing instructions for payments:

This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order:

1. This face sheet ("Face Sheet").
2. UNDP Special Conditions [~~delete if not applicable~~].
3. [UNDP General Terms and Conditions for Contracts] [UNDP General Terms and Conditions for Institutional (de minimis) Contracts] [~~delete if not applicable and remove square brackets~~].
4. Terms of Reference (TORs) and Schedule of Payments, incorporating the description of services, deliverables and performance targets, time frames, schedule of payments, and total contract amount [~~delete if not applicable~~].
5. Technical Specifications for Goods [~~delete if not applicable~~].
6. The Contractor's Technical Proposal and Financial Proposal, dated [~~insert date~~], as clarified by the agreed minutes of the negotiations meeting, dated [~~insert date~~]; these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Contract.
7. Discount Prices [~~to be used in cases where the Contractor is engaged on the basis of an LTA; delete if not applicable~~].

All the above, hereby incorporated by reference, shall form the entire agreement between the Parties (the "Contract"), superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.

This Contract shall enter into force on the date of the last signature of the Face Sheet by the duly authorized representatives of the Parties, and terminate on the Contract Ending Date indicated on the Face Sheet. This Contract may be amended only by written agreement between the duly authorized representatives of the Parties.

**IN WITNESS WHEREOF**, the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed this Contract at the place and on the day set forth below.

For the Contractor		For UNDP	
Signature:		Signature:	
Name:		Name:	
Title:		Title:	
Date:		Date:	