



REQUEST FOR QUOTATION (RFQ)  
(Goods & Services)

United Nations Development Programme	DATE: 10/March/2020
	REFERENCE: <b>UNDPIRH-202001-RFQ-01:</b> <b>Consultancy service for a workshop on tools for evaluating GHG emissions policies and mitigation measures in the energy sector in Togo</b>

Dear Sir / Madam:

We kindly request you to submit your quotation for the consultancy service for a **Consultancy service for a workshop on tools for evaluating GHG emissions policies and mitigation measures in the energy sector in Togo**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached here to as Annex 2.

Quotations may be submitted on or before **March 20<sup>th</sup>, 2020 17:00 hours (Istanbul time)** electronically via e-mail to: [procurement.irq@undp.org](mailto:procurement.irq@undp.org)

It shall remain your responsibility to ensure that your quotation will reach the e-mail address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Exact Address of Delivery Location	<b>Lomé, Togo</b>
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> Provision of services from commencement of the contract - estimated from April 2020 till June 2020, in accordance with the Description of Services provided in Annex 1 to this RFQ.
Delivery Schedule	<input checked="" type="checkbox"/> Required
Preferred Currency of Quotation <sup>1</sup>	<input checked="" type="checkbox"/> US Dollars (USD)

<sup>1</sup> Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes  Bidders shall take into account the following issues, while preparing their bids: UN and its subsidiary organs are exempt from all taxes. Therefore, bidders shall prepare their bids excluding VAT.  It's bidder's responsibility to learn from relevant authorities (Ministry of Finance) and/or to review/confirm published procedures and to consult with a certified financial company as needed to confirm the scope and procedures of VAT exemption application as per VAT law, Ministry of Finance's General Communiqués and all other related legislation.
Deadline for the Submission of Quotation	March 20 <sup>th</sup> , 2020 17:00 hours (Istanbul time)
All documentations shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Cover letter addressing the requirements stated in Annex 1, including information about the background of the company, including professional experience and 3 recommendations letters from previous clients; <input checked="" type="checkbox"/> Detailed CVs of Team Lead/ Lead Developer and other team members if possible; <input checked="" type="checkbox"/> References and their contacts (please provide at least 3 organizations to which you have provided similar type of services); <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance of the Supplier; <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List.
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 days  In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms <sup>2</sup>	Payments are made based on the Outputs specified in Annex 1 after UNDP's confirmation of the services performed and acceptance of the invoices submitted by the contractor.  <b>Following payment milestones are foreseen:</b>

<sup>2</sup> UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

	<p>1. Expert training in Togo implemented- <b>60% of payment-</b> by May 2020</p> <p>2. Workshop report (no more than 8 pages), with a roadmap on how to improve the technical competencies of Togolese experts done – 2 weeks after the workshop</p> <p>3. 3 monthly webinars (approx. one hour each) with national counterparts to provide follow up support after the workshop (one per month, from April to June)</p> <p>4. A final report (no more than 8 pages) on the integration of identified scenarios into climate plans and documents, once all webinars have been realized- <b>40% of payment-</b> by end of June 2020</p> <p>*Details of deliverables are provided in Section C. Expected outputs in the Annex 1</p>
Evaluation Criteria	<p><input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price<sup>3</sup></p> <p><input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions</p>
UNDP will award to:	<input checked="" type="checkbox"/> One supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Institutional Contract
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of Contract if the delivery/ is delayed. UNDP may, at its discretion cancel the contract if one of the deliverables or outputs is delayed by more than 20 days.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Services based on full compliance with RFQ requirements
Annexes to this RFQ <sup>4</sup>	<p><input checked="" type="checkbox"/> Terms of Reference (Annex 1)</p> <p><input checked="" type="checkbox"/> Form for Submission of Quotation/Excel Sheet (Annex 2)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions (Annex 3)</p> <p><input checked="" type="checkbox"/> Information architecture and design template (Annex 4).</p> <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>
Deadline for submitting requests for clarifications/ questions	<p>All requests for clarifications shall be submitted no later than <b>7</b> (seven) days prior to the deadline for the Submission of Quotation.</p> <p>Responses to all requests for clarifications will be sent to prospective bidders directly and posted on relevant websites latest the following day</p>

<sup>3</sup> UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term “more superior” as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

<sup>4</sup> Where the information is available in the web, a URL for the information may simply be provided.

Contact Person for Inquiries (Written inquiries only) <sup>5</sup>	Focal Person in UNDP: Procurement IRH  E-mail address dedicated for this purpose: <a href="mailto:procurement.irh@undp.org">procurement.irh@undp.org</a>  UNDP shall respond only to inquiries sent to the attention of the focal person through above email address. In case requests for clarification/questions are sent to UNDP through other means without the name of the focal person, UNDP shall not be responsible.
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Services offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail, and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, 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 quotation. 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 Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

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<sup>5</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.

Please be advised that 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 Vendor to** avoid and prevent 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, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers 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 quotation.**

**Sincerely yours,**

UNDP IRH Operations

## Terms of Reference

Project Title: **Consultancy service for a workshop on tools for evaluating GHG emissions reduction, policies and mitigation measures in the energy sector in Togo.**

### A. Project Description

The UNDP/UNEP Global Support Programme (GSP) provides support to developing countries in order to prepare National Communications (NCs) and Biennial Update Reports (BURs) that are submitted to the United Nations Framework Convention on Climate Change (UNFCCC). Further, the GSP works with key counterparts to provide technical guidance and assistance for the development of the NCs and BURs as well as in the identification of priority areas of support for the implementation of the Nationally Determined Contributions (NDCs).

Togo ratified the United Nations Framework Convention on Climate Change (UNFCCC) in 1995, the Kyoto Protocol in 2004 and the Paris Climate Agreement in 2017.

The 3NC self-assessment combined with the UNFCCC's International Analysis and Consultation (ICA) revealed weaknesses in the mitigation studies. These weaknesses are inherent in limitations in the use of methodological tools, the difficulty of accessing information, the reliability of data, the integration of impacts, the socio-economic evaluation of mitigation options and the appropriate formulation of assumptions to allow for mitigation scenarios. This has created difficulties in establishing socioeconomic and environmental scenarios for modeling. These difficulties have led some sectoral experts to use expert judgment in formulating mitigation options without relying on GHG reduction potential, expected costs, and consistency with national development goals, in order to facilitate their mitigation. Implementation. Likewise, it was raised in the results of TTE's technical analysis, contained in document FCCC / SBI / ICA / 2017 / TASR.1 / TGO, Part C.3 Mitigation actions and their effects, including associated methodologies and assumptions, that emission reduction estimates were not consistently reported in some sectors using methodological tools to facilitate the reporting of mitigation information. It is on these various shortcomings that it will be necessary to put still more emphasis during the realization of the 4NC and 2BUR, by adopting more advanced degrees of analysis.

In December 2016, Togo launched the preparation of its Fourth National Communication (4NC) and its Second Biennial Update Report (2BUR) on climate change. This preparation started with the self-assessment of the Third National Communication (3NC) with technical and financial support from the Global Environment Facility (GEF) and the United Nations Development Program (UNDP).

The 4NC & 2BUR preparation process involves the update of studies on policy development and GHG mitigation measures in Togo's socio-economic sectors, including the Energy sector. This project will also describe the progress made and all the actions initiated by Togo, to contribute to the global effort to limit warming below 2 ° C, under its commitments through assessed Nationally Determined Contributions (NDC).

In order to ensure continuity, coherence, comparability and improve transparency, policy evaluation studies and mitigation measures must address these shortcomings mentioned above. In this context, **Togo needs a consultancy service to:**

Before the workshop: Preparing the workshop, in close coordination with Togolese authorities, as direct beneficiaries of this initiative. **Togolese authorities will provide the data necessary to the training.** Indeed, Togo recruited a national consultant to collect data for the National Energetic Budget. This consultant, with the support of the Government of Togo (Project coordination), will share the information according to the need.

During the workshop: Support and train the Togolese national counterparts in the modeling of mitigation measures in the energy sector through an in-country workshop, in order to develop the quantitative analysis of emission reductions, and in the enhancement of national modelling capacities. Such training should be built on a modelling tool that the Company considers to be the most appropriate based on national circumstances in Togo;

After the workshop: Draft two documents to be shared with GSP and the Project coordination:

- 1) A workshop report, which shall include **a)** a quick assessment of existing modelling capacities before the training **b)** the results achieved through the workshop and **c)** a roadmap on how to improve the technical competencies and assist Togolese experts through the 3 follow up webinars. The company will agree with the Government of Togo the realization of a short webinar every month, in order to follow up on elements presented in the workshop and increase the technical skills of the national experts;
- 2) The Company will draft a report concerning the next steps to be achieved by the Government of Togo in order to integrate and use the scenarios identified for energy into future NDC, NC and BUR.

The training workshop on the use of software to estimate future greenhouse gas emissions reduction scenarios in the energy sector will target and have the participation of approximately 20 national participants, with the following profiles:

- a) The national energy sector experts responsible for mitigation reporting;
- b) The actors in the activity data structures;
- c) The members of the Mitigation Technical Group.

This training will take into account a gender approach, guaranteeing a relevant participation of female Togolese experts during the training.

The overall objective of this consultancy is to build the capacities of national experts, climate data holders and other members of the Mitigation Technical Group on enhancing their future use of an appropriate modeling tool for the assessment of GHG mitigation measures in the energy sector.

**In the technical quotation, the Company will send an information sheet (not more than 2 pages) of the tool/software suggested for the energy sector, specifying why it has been chosen according to the needs described and to the specific Togolese context and circumstances.**

## **B. Scope of Work**

The scopes of the training workshop are as follows:

1. To deepen participants' knowledge of the steps, structure and content required for modelling of energy scenarios and for reporting results in climate documents;
2. To train national stakeholders on the software/tool, taking into account national development priorities;

3. To strengthen the capacities of national stakeholders for assessing medium and long-term mitigation measures in the energy sector, considering the Togolese context;
4. To support the Government of Togo (Project coordination) in identifying the possible scenarios for the energy sector, to be elaborated in the mitigation report for the 2 BUR;
5. The Company will assess the completeness of energy data available and will provide suggestions on how to improve the data collection and management (the roadmap), with a particular look at continuously enhancing data used for modelling projections;
6. The Company will produce, inside the final report, a description concerning the possible use of the scenarios identified after the workshop and the 3 online webinars to be integrated into future NDC, NC and BUR.

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The training workshop dates should be agreed with national counterparts and the GSP and should be implemented in Lomé, Togo, **no later than end of April 2020**. The training will be held in Lomé and workshop costs (e.g. venue, coffee, lunches, material, and national participants' allowances if needed) will be covered directly by the Government of Togo (Project coordination). The workshop will last 3 full days, from morning to late afternoon.

### C. Expected Outputs

Deliverables:

There will be 4 deliverables, as previous mentioned in the research steps.

1. Expert training in Togo implemented- 60% of payment- May 2020;
2. Workshop report (no more than 8 pages), with a roadmap on how to improve the technical competencies of Togolese experts done – 2 weeks after the workshop;
3. 3 monthly webinars (approx. one hour each) with national counterparts to provide follow up support after the workshop (one per month, from April to June);
4. A final report (no more than 8 pages) on the integration of identified scenarios into climate plans and documents, once all webinars have been realized- 40% of payment- by end of June 2020.

The contract will be managed by the UNDP/UNEP Global Support Program which will take responsibility for the approval of the products, in close coordination with relevant counterparts in Togo.

### D. Institutional Arrangements:

- The Company will discuss regularly with the Government of Togo (Project coordination) before the workshop to assess the competencies and the completeness of data, which will be collected by the Togolese under the guidance of the Project Coordination, to be used in the modelling workshops;
- The Company will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, modeling software, etc.) and must have access to a reliable internet connection;
- Travel costs related to mission will be included in the company's price offer;



- The company will be given access to relevant information necessary for execution of the tasks under this assignment.

#### **E. Duration of the work**

The development work is expected to be conducted from February 2020 to June 2020. Estimated days are approximately 17 full working days (i.e. 140 hours), divided as follows

- 1) Preparation of the workshop, in close coordination with national authorities and the national consultant that will provide the data: 5 days;
- 2) Workshop in Togo: 5 days (2 days of travel and 3 days of workshop);
- 3) Preparation of workshop report: 2 days;
- 4) 3 follow up one-hour webinars, including preparation to the webinars: 3 days;
- 5) Preparation of final report on the integration of identified scenarios into climate plans: 2 days.

#### **F. Duty Station**

Contractor is expected to work from its own premises. All communication will be done through online means (e-mail, skype, phone), providing regular updates on status of development work before and after the workshop. The contractor will also implement the 3-day training sessions in Lomé, Togo.

The Government of Togo will be in charge of the organization of the workshop and will facilitate the dialogue with the national data producers involved in the workshop and the consultant that collected the data.

#### **G. Qualifications of the Successful Contractor**

The contractor company should have one professional as modelling tool Experts for mitigation scenario on energy sector involved in the company and employed for these tasks to ensure the follow up.

The specifications for the professionals described below:

#### **Company requirements/ Technical Expertise of the Company:**

- Cover letter addressing the requirements stated here in Tor- Annex 1,
  - including information about the background of the company,
  - including professional experience and;
  - 3 recommendations letters from previous clients.
- References and their contacts (please provide at least 3 organizations to which you have provided similar type of services);
- Minimum of five (5) years of experience on consulting or advisory service on the use of modelling tools for energy sector are required;
- Minimum two (2) years' experience in training on modeling tools on energy is required;

- Minimum two (2) years' proven experience on working with developing parties on the field of GHG emission modelling on energy is required;
- Overview of the background of the company, including professional experience;
- The company should explain (not more than 10 pages) on a complete technical quotation how it intends to design and implement the consultancy service, specifying:
  - Objectives of the training;
  - Detailed description of the software/tool suggested: previous experience with developing countries, user friendly and language of the software, accessibility, minimum hardware and software requirements, initial data on energy required for the use, outcomes for policy makers for mitigation policies;
  - Steps and a timeline of the consultancy.

#### **Expert Requirements:**

#### **Modelling tool Expert (min one (1)):**

Company is expected to provide minimum one (1) candidate meeting below criteria:

##### *Academic Qualifications/Education:*

- Master's degree (or equivalent) in economics, finance, engineering, environmental science or a related discipline is required.

##### *Experience:*

- Minimum of seven (7) years of professional relevant experience in developing GHG inventories, National Communications and Biennial Update Reports are required;
- Experience in using modelling tools on energy is required;
- Experience in teaching the use of modelling tools on energy is required;
- Proficiency in report writing, conducting research, and providing a consulting or advisory service is an asset;
- Experience working in an international setting of development and reporting countries/sectors' GHG inventories, in particular with developing countries is highly valued.

##### *Language skills:*

- Fluency in French is required.

#### **H. Scope of Bid Price and Schedule of Payments**

The contract price is a fixed output-based price for completion of stated deliverables and includes all costs, including professional fees, and all costs related to the mission in Togo.

## Annex 2

### FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>6</sup>

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>7</sup>)*

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We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. UNDP/IRH-202001-RFQ-01:

#### TABLE 1: Offer to Specifications and Requirements

Please refer to Excel File – Annex 2 – Bidders are requested to provide with a breakdown of all the costs that may occur relevant to this service.

#### TABLE 2: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Ability to provide all services specified in Annex 1			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions (Annex 3)			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

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

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<sup>6</sup> *This serves as a guide to the Supplier in preparing the quotation and price schedule.*

<sup>7</sup> *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*