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REQUEST FOR PROPOSAL

Technical Support for Successful Implementation of Climate Promise Workplans

RFP No.: RFP/FJI10-5-20

Project: UNDP Climate Promise in the Pacific

Country: Fiji

Issued on: 13 March 2020

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Section 1. Letter of Invitation

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

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

Section 1: This Letter of Invitation

Section 2: Instruction to Bidders

Section 3: Bid Data Sheet (BDS)

Section 4: Evaluation Criteria

Section 5: Terms of Reference

Section 6: Returnable Bidding Forms

- Form A: Technical Proposal Submission Form
- Form B: Bidder Information Form
- Form C: Joint Venture/Consortium/Association Information Form
- Form D: Qualification Form
- Form E: Format of Technical Proposal
- Form F: Financial Proposal Submission Form
- Form G: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to procurement.fj@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in eTendering system by registering at <https://etendering.partneragencies.org>. This will enable you to receive amendments or updates to the RFP. The Bidder's Guide has been uploaded on the e-tender site for registration purposes. Once registered, login and find the following event:

BU Code: FJI10

Event ID: 0000005606

Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

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

Approved by:



Name: Ronald Kumar

Title: Procurement Analyst

Date: **March 13, 2020**

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/AC_Internal%20Control%20Framework_Anti-Fraud%20Policy.docx&action=default</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachme nt/page/pdf/unscc/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. Cost of Preparation of Proposal	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. Language	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
8. Documents	<p>8.1 The Proposal shall comprise of the following documents:</p>

Comprising the Proposal	<ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
10. Technical Proposal Format and Content	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
11. Financial Proposals	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. Proposal Security	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails:

	<p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>

<p>15. Only One Proposal</p>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
<p>16. Proposal Validity Period</p>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<p>17. Extension of Proposal Validity Period</p>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<p>18. Clarification of Proposal</p>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<p>19. Amendment of Proposals</p>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p>

	19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
20.Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21.Pre-Bid Conference	21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.
C. SUBMISSION AND OPENING OF PROPOSALS	
22.Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS

	<p>iii. Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the BDS.</p> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>Email Submission</p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected. <p>eTendering submission</p> <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/
<p>23. Deadline for Submission of Proposals and Late Proposals</p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p>24. Withdrawal, Substitution, and Modification of Proposals</p>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of</p>

	<p>Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. Proposal Opening	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
28. Preliminary Examination	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; They have a good financial standing and have access to adequate financial

	<p>resources to perform the contract and all existing commercial commitments,</p> <ul style="list-style-type: none"> c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical and Financial Proposals	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
31. Due Diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the</p>

	<p>following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. Responsiveness of Proposal	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Repairable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction

	<p>of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35.Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36.Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37.Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38.Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39.Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40.Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41.Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42.Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at

	https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. Liquidated Damages	<p>43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.</p>
44. Payment Provisions	<p>44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.</p>
45. Vendor Protest	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures:</p> <p>http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</p>
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15</p> <p>http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will not be conducted
5	10	Proposal Validity Period	60 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Allowed up to a maximum of 20% of contract value to cover travel cost to the 4 PICs
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	3 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions or assisting in using	Focal Person in UNDP: Ronald Kumar E-mail address: procurement.fj@undp.org

		UNDP etendering system	
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering
14	23	Deadline for Submission	<p>As indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p> <p><u>Note:</u></p> <p>Date and time visible on the main screen of the event (on eTendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. The correct bid closing time is as indicated in the eTendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure proposals are submitted before the deadline. UNDP will not accept any proposal that is not submitted directly in the system.</p> <p>Bidders must avoid submitting bid at the last minute or on the day of the deadline as UNDP may not be able to assist in a timely manner should there be any technical issues as it may take some time to resolve. Therefore UNDP wont be responsible for non-submission of bid by the bidders as sufficient time was provided to all bidders to submit before the deadline.</p>
14	22	Allowable Manner of Submitting Proposals	e-Tendering Only
15	22	Proposal Submission Address	<p>https://etendering.partneragencies.org</p> <p><u>BU Code: FJI10</u></p> <p><u>Event ID number: 0000005606</u></p>
16	22	Electronic submission eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ All files must be free of viruses and not corrupted. ▪ The technical and financial proposal must be uploaded as separate files. ▪ The financial proposal should be password protected. ▪ Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP. <p><u>While entering the financial proposal in the e-Tendering system, always mention your bid price as 1. Please do not mention the</u></p>

			<p><u>value of your financial proposal in the e-Tendering system. It should only be mentioned in the Password-protected forms on Financial Proposal Submission Form (Form F) and Financial Proposal Form (Form G).</u></p> <p><u>The proposals of the Bidders who will reveal the value of their financial proposal in the eTendering system will automatically be disqualified.</u></p>
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70%.</p>
18		Expected date for commencement of Contract	<i>April 20, 2020</i>
19		Maximum expected duration of contract	31 December 2020
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	<p>Purchase Order and Contract for Goods and Services for UNDP</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
23		Other Information Related to the RFP	

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity
- Bid Security submitted as per RFP requirements with compliant validity period

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
Acceptance of UNDP General Conditions of Contract	Acceptance of UNDP GTC	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form

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

Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	<ul style="list-style-type: none"> - Minimum 4 years of proven experience in NDC related work years of relevant experience. - Must have at least 10 years of proven experience to establish effective working relations with government counterparts, donors, NGOs and other development partners in PICs 	Form D: Qualification Form
	<p>Minimum 2 contracts of similar value, nature and complexity implemented over the last 5 years.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
Financial Standing	<p>Minimum average annual turnover of USD500,000 for the last 3 years.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Expertise of Firm / Organization	300
2.	Proposed Methodology, Approach and Implementation Plan	300
3.	Management Structure and Key Personnel	400
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Must have at least 4 years of proven experience in NDC related work	100
1.2	Must have at least 10 years of proven experience to establish effective working relations with government counterparts, donors, NGOs and other development partners in PICs	70
1.3	Experience of working in Pacific Island Countries or Small Island Developing States	50
1.4	Quality assurance procedures and risk mitigation measures	50
1.5	Organizational Commitment to Sustainability (mandatory weight) Organization demonstrates significant commitment to sustainability through some means for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues etc. Please demonstrate/provide.	30
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Did the proposal addressed in sufficient detail the important aspects of NDC enhancement in 4 countries including its correspondence to the TOR requirements?	100
2.2	Is the methodology adopted appropriate for the task? Eg. What percentage of work is subcontracted and measures put in place for quality assurance.	100
2.3	Are the different components of this TOR planned to be implemented in a cohesive manner?	100
Total Section 2		300

Section 3. Management Structure and Key Personnel			Points Obtainable
3.1	Team Leader (1 expert)		100
	- Education (university degree in environmental sciences, development studies, international development, engineering, economics, natural resources management or other closely related field)	30	
	- At least 5 years of experience in climate change policy and strategy support at the national level, with specific focus on I/NDC design and implementation	50	
	- Experience in managing teams with a mix of international and national experts	20	
3.3	Team Members		300
	- Education (university degree in either of the following - environmental sciences, development studies, international development, engineering, economics, natural resources management or other closely related field)	120	
	- Professional Experience of at least 4 years	120	
	- Experience of working in Pacific Island Countries or Small Island Developing States	60	
Total Section 3			400

Section 5. Terms of Reference

Project:	UNDP Climate Promise in the Pacific
Objective:	Technical support for successful implementation of Climate Promise workplans in four Pacific Islands Countries (PICs)
Expected places of travel:	4 Pacific Island Countries (PICs)
Timeframe of the planned activities:	20 th April – 31 st December 2020
Supervisor's name and functional post:	UNDP Resilience & Sustainable Development Team Leader
Functional linkages:	The contractor will be under the overall guidance of the UNDP Fiji Deputy Resident Representative and day-to-day supervision of UNDP Resilience & Sustainable Development Team Leader and Climate Change Programme Specialist in the Pacific (or delegated official) and work closely with Resilience and Sustainable Development (RSD) team.

1. Background

The United Nations Development Programme (UNDP) operates in over 170 countries and territories, helping to achieve the eradication of poverty, to reduce inequalities and to increase sustainability. One of its critical priorities for 2020 is to support countries to accelerate ambitious action on climate change.

Climate change is the single greatest challenge humanity has ever faced, threatening water and food security, health, livelihoods, and the safety of billions of people. The global response to this challenge must be just, inclusive, and leave no one behind, while seeking the most efficient climate solutions that advance multiple Sustainable Development Goals at once.

UNDP focuses our climate action support to countries on three strategic and transformative pathways that are inclusive, rights-based and gender-responsive contributing to efforts to reduce poverty and inequality and leave no one behind. They are (1) increasing ambition and accelerating NDC implementation; (2) mobilizing institutions and resources; and (3) aligning policies, plans and budgets with climate-risk informed approaches. Building on its active climate support across the world, UNDP promotes partnership and coalitions building among state and non-state actors including private sectors for transformative change at local, national, regional and global levels.

UNDP has recently launched its ambitious "Climate Promise" which will support 100 countries to enhance their Nationally Determined Contributions (NDCs) under the Paris Agreement by 2020, with demonstrated increase in ambition for greater emissions reduction and resilience building. To deliver this promise, UNDP is leveraging its extensive expertise and capacities around the world, including through our donors and partners as well as independent experts, to support country offices. From the UNDP Pacific Office in Fiji, four countries need to be expeditiously supported in enhancing their NDCs based on the approved workplans. The four countries are: Tonga, Palau, Kiribati, and Nauru. An overview of each country's NDC revision are listed below:

- **Tonga** – To add additional greenhouse gas (GHG) targets and non-GHGs and to raise ambitions for Tonga. Tonga intends to: (1) Strengthen mitigation ambition e.g. Transport and energy efficiency targets; (2) Provide information on trends, impacts and vulnerabilities; (3) Increase adaptation action for coastline protection, marine protected areas covering all areas raised (current or near term planning and action; monitoring, evaluation and learning plans; national long-term goals or vision; and/or information on gaps and barriers); and (4) Add and strengthen policies and action.
- **Palau** - To include a baseline for Transportation and Waste, while maintaining the current 2025 targets. Palau intends to update data and establish a baseline and target for Transportation and Waste beyond 2025 and to recommend how Palau can expand the Renewable Energy and Energy Efficiency target up to 2050.

- **Kiribati** - To demonstrate political will and ambition towards reducing global emissions; to emphasize Adaptation as a priority; and to serve as guidance to national sectors and development partners on opportunities for investment through mitigation actions for Kiribati. To include other sectors - Maritime, Aviation, Energy, Forestry, Ecosystem and Biodiversity, and Transport.
- **Nauru** - The updated NDC will be based on the guidelines under the Paris Agreement and the Katowice guidelines. The updated NDC will be fully consistent with Nauru's sustainable development priorities and aligned with relevant SDG's. The new sectors are (1) Productive Land; (2) Healthy & Productive People; (3) Healthy Environment; (4) Food Security; (5) Water Security; and (6) Energy Security.

2. Objective of the Assignment

The UNDP Pacific Office in Fiji will contract with a qualified consultancy/consulting firm to implement workplans that would include conducting consultations that are inclusive at the national level by involving various line ministries and concerned departments while enhancing their NDCs. The consulting firm must have a combination of national experts in each of the countries, who could take lead in providing local knowledge and also coordinate the process in their respective countries.

This activity aims at delivering a range of outputs following these consultations on the baseline scenario of NDCs implementation in the respective countries, revision of targets, review of existing policies and legislations, realistically suggest new targets for climate change mitigation, and adaptation by including progress achieved towards Sendai Framework and SDGs. The purpose of this activity is also to enable the countries in finalizing their NDCs for submission within 2020.

3. Scope of Assignment

The scope of assignment is limited only to 4 PICs in successfully implementing their Climate Promise workplans including support for the update/enhancement of NDCs. The Activities listed below for respective countries under their Climate Promise Workplans shall be implemented in close collaboration with the ongoing work of national institutions, support from Regional Pacific NDC hub and other donors. **It is expected not to commission any new studies at this stage as part of this assignment, wherein the Contractor should rely on the existing information and data from regional sources such as SPC, SPREP and other local institutions in respective countries.** Contractor will conduct the following tasks:

Tonga:

Service Line	Activity
Service Line 1: Build political will and societal ownership at national and sub-national levels	1.1 Activity: Organise High level discussion amongst the policy makers to promote NDC and articulate the benefits of more ambitious NDC by May 2020, aligned with SDGs, and engage key stakeholders (the public and private sector, civil society, and academia) in regular policy dialogues.
	1.2 Activity: Strengthen institutional coordination mechanism for NDCs through organising taskforce meetings between and among Ministries (e.g. gender, climate/environment, disaster management, finance, line ministries) in order to ensure integrated and systematic responses, including mainstreaming gender equality within national climate action.
Service Line 2: Review, align, and update existing targets, policies and measures	2.1 Activity: Implement inclusive measures as follows. <ul style="list-style-type: none"> • Conduct a gender analysis of the NDC to better identify, understand, and describe relevance of gender differences for climate policies and actions proposed in a particular sector, and identify and address gender gaps and structural barriers to advancing gender equality and women's empowerment • Design and incorporate actions in the NDC to empower and capacitate youth, women, indigenous, and other vulnerable groups to be more actively engaged in climate action • Assessment of socio-economic impacts of NDC targets/measures (e.g. impact of energy access targets on livelihoods)

Service Line	Activity
Service Line 3: Incorporate new sectors and/or greenhouse gases	3.1 Activity: Inclusion of Health sector • Raise awareness and build capacity within NDC coordinating institutions about the linkages between climate action and health, including both health and economic losses due to inaction; and the projected return on investment and health co-benefits in priority sectors
	3.2 Activity: Inclusion of Food and Agriculture • Raise awareness and build capacity within NDC coordinating institutions about the links between climate change and food/agriculture, opportunities for mitigation and adaptation, as well as effective value chain and global market engagement
Service Line 4: Assess costs and investment opportunities	4.1 Activity: Prepare NDC finance strategy through undertaking an analysis to assess and propose different funding sources for NDC actions, including those where public finance could be leveraged and/or realigned.
	4.2 Activity: Development of adaptation-specific investment plan (valid for 3 to 5 years) by engaging experts and economists
Service Line 5: Monitor progress & strengthen transparency	5.1 Activity: Conduct training on Improving Clarity, Transparency and Understanding within the Department of Climate Change and JNAP Task Force.
	5.2 Activity: Provide quality assurance of enhanced NDC draft through: developing a short written report that notes possible errors and inconsistencies, and makes recommendations for improving clarity, transparency, and understanding, as well as how to strengthen framing and alignment between NDC and SDGs.
6: Communications, learning and others	6.1 Product 1: Launched an Awareness product (preferably a video of less than 3-5 mins) that links health related narrative with evidence and engage border society layers to meet mitigation and adaptation targets under NDC and its promotion.
	6.2 Product 2: Develop a 2 hours mandatory training module for personnel of NDC coordinating institutions for awareness raising and in building their capacity of climate change and the role of NBS while meeting enhanced NDC targets.

Palau:

Service Line	Activity
Service Line 1: Build political will and societal ownership at national and sub-national levels	1.1 Activity: Conduct review meeting(s) with Palau Leadership, President and Members of National Congress for update and approval of revised NDC. Expected to conduct at least 2 workshops.
Service Line 2: Review, align, and update existing targets, policies and measures	2.1 Activity: Conduct review meetings with Industry sectors, electricity, construction, waste and transportation sectors for review of targets, update and its approval while revising NDC. Expected to conduct at least two consultative workshops.
	2.2 Activity: Palau National Energy Committee to conduct workshop(s) and meetings to review, and move forward with new updated baseline and targets; and their approval. Expected to conduct at least two consultative workshops.
	2.3 Activity: Conduct one coordination meeting with NBSAP team to include some of the climate change adaptation targets reflected in revised NDC.
Service Line 3: Incorporate new sectors and/or greenhouse gases	3.1 Activity: Conduct baseline assessment studies for transportation (land and marine) and waste sectors, review progress that was achieved for updating NDCs for 2025; and set new targets for 2050.

Service Line	Activity
Service Line 4: Assess costs and investment opportunities	4.1 Activity: Provide gap funding for ongoing climate risk assessment study that is under progress at 10 cultural/heritage sites and come up with additional cost required for risk proofing of those sites.
Service Line 5: Monitor progress & strengthen transparency	5.1 Activity: Update the existing national and sectoral MRV system (by engaging relevant personnel) with new sector baseline and targets to ensure transparent MRV.
6: Communications, learning and others	6.1 Activity: Launching of an Awareness product, branding the idea of lowering emission through all sectors and how to get it done to engage border society at large to meet mitigation and adaptation targets under NDC and its promotion.

Kiribati:

Service Line	Activity
Service Line 1: Build political will and societal ownership at national and sub-national levels	1.1 Activity - Mapping exercise of how Enhanced NDCs is mainstreamed or considered in sector policies and plans. Conduct workshops - 3 workshops specifically for consultations with different sectors, and one workshop for parliamentary personnel.
	1.2 Activity – Based on the mapping exercise, develop advocacy material to policy makers on the enhanced NDC - this will include a stocktake report, developing a pamphlet, and an Executive Summary guiding policy makers on how to operationalise enhanced NDC into national and sector plans and strategies.
Service Line 2: Review, align, and update existing targets, policies and measures	2.1 Activity - Stocktake of what has been achieved as on date against the targets that were set and how much more ambitious the targets could be set (update of both conditional and unconditional targets), mainly from adaptation related targets considering recent NAP.
	2.2 Activity - Update existing targets as per updated sectors and related activities. This activity will consider alignment of policies and measures to new and updated targets as well as NDC Strategy and Investment Plan (NDCSIP). (GGGI is developing NDC implementation and investment plan (NDCIIP). Support from Climate Promise will help to assess how much more the country could raise the targets – both mitigation and adaptation based on the investment plan, through an international consultancy).
Service Line 3: Incorporate new sectors and/or greenhouse gases	3.1 Activity - Incorporate additional sectors (Agriculture and Livestock, Forestry, Waste Management) into revised NDC. (this activity is not part of ongoing support of GGGI. Climate Promise support will cover these additional sectors by closely working with NC/BUR team, review of existing information – KJIP, NAP, "Loss and Damage Gap Analysis from Climate Change Kiribati Country Report". It is not expected to commission new studies at this stage)
	3.2 Activity - Incorporate HFCs and other relevant gases into revised NDC (and reflecting this into NDC targets). (this activity is not part of ongoing support of GGGI. Climate Promise support will cover these additional gases by closely working with NC/BUR team, POPs inventory, review of existing information. It is not expected to commission new studies at this stage)
Service Line 4: Assess costs and investment opportunities	4.1 Activity - NDC strategy and Investment plan (NDCSIP) will include new sectors (including adaptation) and gases along with required investments. (incorporating new sectors and gases covered under SL3)
6: Communications and learning	6.1 Activity - Production of a video highlighting the ambition and commitment of Kiribati through its enhanced NDC (target date September 2020)

Service Line	Activity
	6.2 Activity - Publication and dissemination of the Executive Summary of the Enhanced NDC (printed and e-copied available)
	6.3 Activity - Publication and dissemination of Enhanced NDC (hard copies and e-copies available)

Nauru:

Service Line	Activity
Service Line 1: Build political will and societal ownership at national and sub-national levels	1.1 Development of a law on climate change with its implementing decrees, especially for NDC implementation. Conduct meeting(s) with various line ministries and departments. Targeted workshop for Policy Makers.
Service Line 2: Review, align, and update existing targets, policies and measures	2.1 Update and ramp up the adaptation component of NDC to be used as an "adaptation communication". Consultancy support is expected.
	2.2 NBSAP and SLM commitments are reflected in NDCs: Reaffirming the NBSAP and SLM commitments related to mitigation and adaptation are reflected in the NDC and define activities to address the gap. Consultancy support is expected.
Service Line 4: Assess costs and investment opportunities	4.1 Estimating financial costs of risk proofing (from climate and disasters) of investments that would protect the proposed infrastructure from climate risk as well as those that would top up the proposed investments – transport sector, road network, solid waste management, electricity generation and distribution, and other critical infrastructure.
6: Communications and learning	6.1 Product 1: Edit, Outline and Printing of NDC Materials with all graphics
	6.2 Product 2: 2 to 3 min videos on action by the country

- Further, where required, provide support in terms of editing, layout and printing of NDC material with all graphics. In case if a country requests for 2 to 3 min of videos (one per country) on action by a country and/or translating its NDC from a layman perspective, the Contractor shall be able to produce such communication products. Where requested, printing of sectoral plans for roll out of NDCs is anticipated from the Contractor.

4. Deliverables

The products of the assignment will be the reports including findings and recommendations of the assigned activities.

- Detailed workplan including implementing strategy/methodology/approach, and rough schedule / timeframe of each activities in each PIC;
- Interim report detailing the support provided per country during mid-course of the consultancy;
- Draft NDC of each country, clearly listing the inputs provided from this consultancy – country wise;
- Final report of the assignment.

5. Monitoring / Reporting Requirement

The Contractor will prepare all of the reports and deliverables to the highest standard as required, stating all actions taken during the assignment. Reports shall be submitted after each deliverable achieved according to the agreed schedule.

6. Draft Timeframe of the Services

The start date for the Consultancy Services will be upon signing of the contract between the Contractor and UNDP Pacific Office. The Services are expected to be completed latest by the end of December 2020. The tentative timeframe is from the 01st April 2020 according to the following schedule:

No	Outputs and Activities	Due Date
1	Detailed workplan including implementing strategy/methodology/approach, and rough schedule / timeframe of each activities in each PIC	Within 2 weeks after contract signed
2	Interim report detailing the support provided per country during mid-course of the consultancy	15 June 2020
3	Draft NDC of each country, clearly listing the inputs provided from this consultancy – country wise	15 September 2020
4	Final report of the assignment	30 November 2020

7. Expertise of the Consulting Firm/Organization

Corporate Competencies:

- Demonstrates integrity by complying with the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:

- Must have at least 4 years of proven experience in NDC related work;
- Must have at least 10 years of proven experience to establish effective working relations with government counterparts, donors, NGOs and other development partners in PICs;
- Experience of working in Pacific Island Countries or Small Island Developing States.
- The firm should have strong quality assurance and risk mitigation procedures in place
- The firm should be able to demonstrate commitment to sustainability

Project & Resource Management

- Team leader should have strong organizational skills;
- Members of the team should be able to work independently and collectively to produce individual high-quality inputs and collectively high quality and TOR-compliant outputs;
- Team leader and members possess sound judgment, strategic thinking and the ability to manage competing priorities as NDC related work needs a swift response at country level.

Team Work:

- Demonstrated ability of the team to work in a multi-cultural environment;
- Communications and Advocacy;
- The team members (including the leader) have strong ability to write clearly and convincingly, adapting style and content to different audiences and speak clearly and convincingly;
- Collectively, the team has strong presentation skills in meetings with the ability to adapt for different audiences;
- Collectively, the team possesses proven strong analytical, research and writing skills with demonstrated ability to think strategically.

8. Composition of the Team

In executing this TOR, the Contractor team is expected to have a mix of experts who are familiar with PICs, specifically a combination of national experts from these countries. The prospective Contractor should have a thorough understanding of the country context or experience with similar circumstances in other countries in the Pacific region, or SIDS context. The Contractor is expected to have a minimum of seven (7) people with eligibility criteria for the personnel are as follows.

I. Team Leader (1 person)

Essential:

- Advanced university degree in environmental sciences, development studies, international development, engineering, economics, natural resources management or other closely related field;

- At least 5 years of experience in climate change policy and strategy support at the national level, with specific focus on I/NDC design and implementation.

Desirable:

- Demonstrated experience working with governments and international organizations in a developing country context, where such experience in PICs is an added advantage;
- Demonstrated experience in managing teams with a mix of international and national experts in multi-countries context;
- Demonstrated experience in conducting gap analysis and prioritization of actions in government's national climate action policies and plans;
- Experience in designing and facilitating capacity building processes, consultations and coordination processes;
- Demonstrated strong technical knowledge of UNFCCC processes;
- Excellent organizational skills, especially for facilitating meetings and writing reports; and
- Excellent writing, editing and oral communication skills in English is required.

II. Team members (6 experts - 1 climate change mitigation expert, 1 climate change adaptation expert, 1 climate investment and finance expert; 1 climate change monitoring and transparency expert, 1 climate communication, knowledge management and advocacy expert, and 1 gender expert):

Essential:

- Each member should have advanced university degree in either of the following - environmental sciences, development studies, international development, engineering, economics, natural resources management or other closely related field;
- At least 4 years of professional experience in relevant technical areas in international development/ climate change/environment/climate finance/monitoring and transparency systems/GHG inventory systems/communications/gender, related to NDCs.

Desirable:

- Good writing, presentation and reporting skills;
- Good coordination ability, and team working spirit;
- Good oral and written communication skills in English;
- Good interpersonal/communication skills.

9. Payment

All payment will be done up on submission of each deliverables and acceptance by UNDP. In order to ensure the assignment to be effective and efficient, the payment in installments will be applied as below:

Description	Percentage of Payment
Detailed workplan including implementing strategy/methodology/approach, and rough schedule / timeframe of each activities in each PIC	20%
Interim report detailing the support provided per country during mid-course of the consultancy	20%
Draft NDC of each country, clearly listing the inputs provided from this consultancy – country wise	30%
Final report of the assignment	30%
Total	100%

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

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

Financial Proposal Envelope

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

Form A: Technical Proposal Submission Form

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

We, the undersigned, offer to provide the services for in accordance with your Request for Proposal No. **Technical Support for Successful Implementation of Climate Promise Workplans** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

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

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ 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 ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Power of Attorney

Form C: Joint Venture/Consortium/Association Information Form

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

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Form D: Qualification Form

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

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

☐ Contract non-performance did not occur for the last 3 years

☐ Contract(s) not performed for the last 3 years

Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

☐ No litigation history for the last 3 years

☐ Litigation History as indicated below

Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form E: Format of Technical Proposal

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

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms. Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team. Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.3 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

SECTION 3: Management Structure and Key Personnel

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

Format for CV of Proposed Key Personnel

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

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

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

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

We, the undersigned, offer to provide the services for **Technical Support for Successful Implementation of Climate Promise Workplans** in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

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

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification. The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Note: Total cost of Table 1 should equal to the total cost of table 2

Table 1: Breakdown of Other Costs

Description	UOM	No of Person	Quantity	Unit Price	Total Amount
Personnel		No of Ppl	No of days		
Team Leader	Day	1			
Expert 1 (Please specify title)	Day	1			
Expert 2 (Please specify title)	Day	1			
Expert 3 (Please specify title)	Day	1			
Expert 4 (Please specify title)	Day	1			
Expert 5 (Please specify title)	Day	1			
Expert 6 (Please specify title)	Day	1			
Total Personnel Cost					
Travel		No of Ppl travelling	No of Trips		
Tonga – Travel Cost	Return Trip				
Palau – Travel Cost	Return Trip				
Nauru – Travel Cost	Return Trip				
Kiribati – Travel Cost	Return Trip				
Total Travel Cost		No of Ppl	No of Total days incountry		
Tonga – Living Allowance	Day				
Palau – Living Allowance	Day				
Nauru – Living Allowance	Day				
Kiribati – Living Allowance	Day				
Total Living Allowance Cost					
Other Costs: (please specify)					
Overall Total Cost					

Note: The bidder shall take into account measures that may affect the implementation of activities hence cost. This includes the current out-break of novel Coronavirus (COVID-19) hence restrictions on certain travel (routes). The bidder shall be responsible for taking such measures and/or arrangement of relevant visa.

Table 2: Breakdown of Price per Deliverable/Activity (USD)

Deliverable/ Activity description	Other Costs	Total
Detailed workplan including implementing strategy/methodology/approach, and rough schedule / timeframe of each activities in each PIC (And travel cost)	20%	
Interim report detailing the support provided per country during mid-course of the consultancy	20%	
Draft NDC of each country, clearly listing the inputs provided from this consultancy – country wise	30%	
Final report of the assignment	30%	