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REQUEST FOR PROPOSAL

Gender-based Climate Resilience Baseline Analysis

RFP No.: BBRFP99794

Project: Enabling Gender-Responsive Disaster Recovery, Climate and Environmental Resilience (EnGenDER)

Country: Antigua and Barbuda, Belize, The Commonwealth of Dominica, Grenada, The Cooperative republic of Guyana, Jamaica, Saint Lucia, Saint Vincent and the Grenadines and Suriname

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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.bb@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. 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.

Issued by:

Procurement Unit

Name: Procurement Unit – Barbados and the Eastern Caribbean

Date: **April 17, 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 http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</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/attachment/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>

<p>4. Conflict of Interests</p>	<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>
<p>B. PREPARATION OF PROPOSALS</p>	
<p>5. General Considerations</p>	<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>
<p>6. Cost of Preparation of Proposal</p>	<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>
<p>7. Language</p>	<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>
<p>8. Documents</p>	<p>8.1 The Proposal shall comprise of the following documents:</p>

<p>Comprising the Proposal</p>	<p>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.</p>
<p>9. Documents Establishing the Eligibility and Qualifications of the Bidder</p>	<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>
<p>10. Technical Proposal Format and Content</p>	<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>
<p>11. Financial Proposals</p>	<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>
<p>12. Proposal Security</p>	<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> <p>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</p> <p>b) In the event that the successful Bidder fails:</p>

	<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>
<p>13. Currencies</p>	<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>
<p>14. Joint Venture, Consortium or Association</p>	<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> <p>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.</p> <p>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:</p> <p>i. Bear the name and address of the bidder;</p> <p>ii. Be addressed to UNDP as specified in the BDS</p>

<p>Email Submission</p> <p>eTendering submission</p>	<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>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>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.</p> <p>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> <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</p> <p>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.</p> <p>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.</p> <p>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-notice/resources/</p>
<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"> a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) 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"> a) 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; b) 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.
<p>30. Evaluation of Technical and Financial Proposals</p>	<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 style="text-align: center;">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 style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;">Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<p>31. Due Diligence</p>	<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> <ol 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.
<p>32. Clarification of Proposals</p>	<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>
<p>33. Responsiveness of Proposal</p>	<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>
<p>34. Nonconformities, Repairable Errors and Omissions</p>	<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> <ol 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

	<p>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</p>
43. Liquidated Damages	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.
44. Payment Provisions	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.
45. Vendor Protest	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: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html
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 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	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
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	7 days before the submission deadline

12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Procurement Unit Address: UNDP Barbados & the Eastern Caribbean UN House, Marine Gardens Hastings, Christ Church Barbados E-mail address: procurement.bb@undp.org
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	For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	E-Tendering
15	22	Proposal Submission Address	https://etendering.partneragencies.org <u>BU - BRB10</u> <u>Event ID number – BBRFP99794</u>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted.
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	<i>June 22, 2020</i>
19		Maximum expected duration of contract	4 months
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP

			http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Other Information Related to the RFP	N/A

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
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity

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
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
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Minimum 8 years of relevant experience.	Form D: Qualification Form
	Minimum 2 contracts of similar value, nature and complexity implemented over the last 5 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.

	<i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	
Financial Standing	Minimum average annual turnover of US \$75,000.00 - \$100,000.00 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Management Structure and Key Personnel Bidder's qualification, capacity and experience	400
2.	Proposed Methodology, Approach and Implementation Plan	100
Total		500

Section 1. Management Structure and Key Personnel		Points obtainable
1.1	Qualifications of key personnel proposed	
1.1 a	Team Leader	100
Technical Capacity and Related Qualifications		
	Significant experience in leadership positions and demonstrated effective supervision/management of others in the performance of their duties to ensure timely delivery of planned activities (based on job experience/field work)	30
	Significant experience in the management of projects and or policy analysis	25
	Demonstrated effective planning, management, negotiation, communication skills	20
	Proven ability to work with complex stakeholders and familiarity with project dynamics	15
	Broad understanding of technical issues relevant to the core sectors	10
1.1 b	Gender Equality Specialist	150
Technical Capacity and Related Qualifications		
	Postgraduate degree (MSc, MA, or higher) in development studies, gender studies in gender equality/studies, poverty reduction, international policy, sustainable development, social sciences, or a related field.	40
	8 years of experience addressing issues specific to Caribbean SIDS surrounding gender equality and climate change vulnerability, risk and inequality, or other related development issues.	35
	5 years of strong experience in gender equality analysis in relevant areas such as gender responsive policy analysis and inter-sectoral approaches; strategic planning and gender equality advocacy to national and other partners, strengthening institutional capacities.	30
	Experience in developing and implementing participatory research approaches, and in quantitative and qualitative research methods.	20
	Sound understanding of national and local development planning processes in the Caribbean.	15
	Previous work in any of the beneficiary countries and in a similar project.	

	Ability to transfer analytical results into simple and actionable solutions (based on job experience/field work). Excellent conceptual, analytical, writing and communication skills.	10	
1.1 c	Climate Change Specialist		150
Technical Capacity and Related Qualifications			
	Postgraduate degree (MSc, MA, or higher) in climate change and development, disaster risk management, natural resource management, environmental science, risk assessment, environmental engineering or a related field	40	
	8 years of experience addressing issues specific to Caribbean SIDS surrounding climate change vulnerability and risk, or other related development issues.	35	
	5 years of strong experience in addressing issues specific to Caribbean SIDS surrounding climate change and vulnerability.	30	
	Experience in the application of climate projections from climate modelled data in vulnerability analyses/assessment is an asset Sound understanding of national and local development planning processes in the Caribbean especially knowledge of the NAP/NAMA/NDC development or implementation process in the Caribbean.	20	
	Ability to transfer analytical results into simple and actionable solutions (based on job experience/field work). GIS and/statistical analysis skills would be a strong asset.	15	
	Previous work experience in a UN organisation is desirable Previous work in any of the beneficiary countries and a similar project is highly desirable	10	
Total Section 1			400

Section 2. Proposed Methodology, Approach and Implementation Plan			Points obtainable
2A. Methodology -Climate Vulnerability and Capacity Assessment			
2A.1	The methodology of the climate change VCA is clear and coherent with the TOR demonstrating fulfilment of the requirements, and provides clear and encouraging sign that the Climate Change Specialist will provide an adapted work		30
2A.2	The methodology for the climate change VCA has sufficient details and is well balanced. The scope of each task is clearly defined addressing all aspects of the TOR and there is not uncertainty as to what will be provided.		10
2A.3	Sequence of activities are logical, realistic and the team's partnership arrangement in executing the methodology is coherent and constructive and designed to add value to the project.		10
2B. Methodology-Gender analysis and integration of gender responsive approach			
2B.1	The methodology for the GBA+ is clear and coherent with the TOR demonstrating fulfilment of the requirements and provides clear and encouraging signs that the Gender Equality Specialist will provide an adapted work.		30

2B.2	The methodology for the GBA+ has sufficient details and is well balanced. The scope of each task is clearly defined addressing all aspects of the TOR and there is not uncertainty as to what will be provided.	10
2B.3	Sequence of activities are logical, realistic and the team's partnership arrangement in executing the methodology is coherent and constructive and, designed to add value to the project.	10
Total Section 2		100

Section 5. Terms of Reference

Gender-Based Climate Resilience Baseline Analysis

GENERAL INFORMATION

Services/Work Description:	In-depth baseline assessment of gender and climate change policy and programming in 9 countries.
Project/Program Title:	Enabling Gender-Responsive Disaster Recovery, Climate and Environmental Resilience in the Caribbean (EnGenDER)
Post title:	Gender-based Climate Resilience Baseline Analysis
Duty Station:	Barbados
Duration:	4 months
Expected Start Date:	22 June 2020

I. BACKGROUND / PROJECT DESCRIPTION

The physical impacts of climate change and natural hazards are being seen to compound pervasive structural inequalities and socioeconomic vulnerabilities since gender equality and human rights are given insufficient consideration required in climate change mitigation and adaptation, and in disaster risk, recovery and response. While this is a general pattern where women and girls face a disparity in terms of (amongst other things) access to economic participation, nuances exist in each country in the needs and vulnerabilities of women, men, girls and boys, which warrant more detailed investigation and articulation.

Women and men typically respond and react differently at various stages of disaster and recovery; and the groups with the least knowledge and capacity to take short-term measures to limit impacts from climate-related disasters are often the most affected. Thanks to the generous contribution from Government of Canada and UK aid, EnGenDER seeks to further integrate gender equality and human-rights based approaches into disaster risk reduction (DRR), climate change (CC) adaptation and mitigation; environmental management frameworks and interventions. EnGenDER will also identify and address some of the gaps to ensure equal access to DRR and climate change and environmental solutions for both men, women, boys and girls in nine Caribbean countries (Antigua and Barbuda, Belize, Dominica, Grenada, Guyana, Jamaica, Saint Lucia, Saint Vincent and the Grenadines and Suriname).

Appreciating that the nine participating Caribbean countries are at different stages of removing barriers to gender equality and integrating gender-based analysis into climate change, as well as disaster recovery, this project aims to ensure that climate change and disaster risk reduction actions are better informed by an analysis of gender inequalities, and decisions are taken to ensure that inequalities are alleviated rather than exacerbated. These underlying gender inequalities (specific to each country context) are compounded by increasingly intense and frequently experienced climate change and disaster risk within Caribbean societies. EnGenDER therefore aims to empower governments to take ownership of their disaster risks and exposure with better national arrangements to deal with possible large-scale recovery needs, including improved shock responsiveness in national systems and better social protection finance tools for the most vulnerable. As such, the project's ultimate outcome is improved gender-responsive climate and disaster resilience including for women and girls and key vulnerable populations² and future generations in the Caribbean.

² An online survey completed by 108 stakeholders in the target countries have identified the following groups as very vulnerable:

The EnGenDER project will support CC, DRR and environmental management interventions in the 9 Caribbean countries by leveraging sector-level entry points (e.g. National Action Plans (NAPs) and National Appropriate Mitigation Actions (NAMAs)), specifically supporting implementation and/or upscaling of countries' priority actions. This project will analyse and prioritise the needs of the most vulnerable with respect to climate change adaptation and mitigation in priority sectors, including increasing their resilience in key livelihood sectors. It will also improve institutional capacities for delivering services effectively for the most vulnerable to accelerate post-disaster recovery and mitigate risk. By using a multi-disciplinary and integrated approach, the project also aims to contribute to the achievement of several SDGs (2, 5, 10, 11, 13, 14, 15, 16).

II. OBJECTIVES

To conduct a baseline assessment inclusive of quantitative and qualitative data that would assist in achieving the project's immediate *Outcome 1110: "Improved national capacity for gender-responsive climate change adaptation and mitigation planning and implementation among state and non-state actors in the target countries"*.

The objectives of the baseline are:

1. To provide data and analysis on the gendered inequality and vulnerability of women and men in priority sectors identified in the country-specific governance instruments, e.g., NAPs or NAMAs. This will inform tailored capacity building initiatives on gender equality mainstreaming in the priority sectors identified from the NAPs and NAMAs.
2. To provide data and analysis on the successes and barriers to women's empowerment and participation in contributing to each priority sector, and the opportunities for policy articulation to strengthen the integration of gender equality into sectoral planning and implementation processes to address both adaptation and resilience. This would support the development of budgeted gender-responsive and inclusive NAP and NAMA sector action plans.
3. To provide data and information on the projected localised climate change impacts on men and women, persons with disabilities (PWDs), indigenous populations and other vulnerable groups within the prioritised sectors from the NAPs and NAMAs. This will add to the sustainability of the sector level plans.

II. SCOPE OF THE WORK

The in-depth gender-based and climate resilience baseline analysis will include the application of, but not be limited to utilising the following analytical approaches: Gender-based Analysis Plus (GBA+)³, gender and human rights based Climate Change Vulnerability and Capacity Assessment (VCA), as well as the development of a methodology for mainstreaming the relevant socio-economic analysis for poverty reduction perspectives and recommendations in the aforementioned approaches, in the context of gender responsive climate change adaptation and mitigation policies and programmes. Recommendations for the integration of a gender-responsive and human rights based approach (HRBA) inclusive approach, in the development and implementation of priority sector plans, based on the findings will also be developed as part of the scope of works.

women, older men, boys and girls, and persons with disabilities.

³ <https://cfc-swc.gc.ca/gba-acv/index-en.html>

IMPORTANT: *The preferred and most appropriate approach based on the scope of works would involve physical stakeholder participation. This testifies to the criticality of stakeholder participation and other physical interaction in the successful execution of this work. Recognising that the threat of the spread of COVID-19 throughout the Caribbean is redefining the way business is conducted, it for this reason that alternative methods and innovative approaches to conduct some aspects of the scope of works should be identified and listed as an essential component of the proposed methodology. COVID-19 should be identified as a major risk and mitigation measures to facilitate the completion of the work in light of this threat should also be highlighted.*

The Gender-based Analysis Plus (GBA+), gender and human rights based Climate Change Vulnerability and Capacity Assessment (VCA) will focus primarily on the priority sectors identified by the 9 participating countries. The sectors in the 9 participating countries include (sectors may be subject to modification, based on Governments’ priorities).

Country	Priority Sectors (within the NAP)
Antigua and Barbuda ⁴	Infrastructure, Finance, Protected Areas
Belize	Agriculture; Water; Coastal Communities
The Commonwealth of Dominica ⁵	Agriculture and Fisheries, Health, Social Protection, Resilient Infrastructure and Housing, Employment
Grenada	Food Security (Agriculture), Disaster Management, Health
The Co-Operative Republic of Guyana	Agriculture, Health
Jamaica ⁶	Agriculture, Transport
Saint Lucia	Water, Agriculture, Fisheries
Saint Vincent and the Grenadines	Agriculture, Water
Suriname	Agriculture; Water; Energy and Forestry

A. Gender-based Analysis Plus (GBA+)

Gender-based Analysis Plus (GBA+) is an analytical approach used to assess how diverse groups of women, men and socio-economically vulnerable and at-risk groups may experience policies, programmes and initiatives. The “plus” in GBA+ acknowledges that GBA goes beyond biological (sex) and socio-cultural (gender) differences. In addition, to sex and gender, GBA+ considers multiple identity factors, such as mental or physical disability, national or ethnic origin, indigeneity, age and language. GBA+ also considers systemic barriers and their resulting impacts, both intended and unintended, on people’s lives.

Within the scope of this work, the GBA+ should assess the extent to which gender equality and inclusion has been mainstreamed into current national policies for the country-specific priority sectors from the NAPs and NAMAs, other planning instruments and institutional and governance mechanisms on climate change adaptation and mitigation. In addition, the GBA+ should also assess how climate change will exacerbate gender inequality within the poverty reduction strategies; the gender machineries which allow or encourage participation from vulnerable groups (women’s organisations; private sector/civil society, PWD and

⁴ Antigua and Barbuda are in the process of finalizing the NAP document.

⁵ The Commonwealth Dominica has not prepared a NAP. The priorities sectors are selected based on other governance instruments and national priorities.

⁶ Jamaica has not prepared a NAP. The priorities sectors are selected based on other governance instruments and national priorities.

underrepresented groups), in decision making, policy development or implementation of climate programmes; and the legal rights of women, indigenous and tribal people (ITP).

The application of the GBA+ for the purposes of this work would involve quantitative and qualitative data collection; analysis of the data and information collected and the presentation of recommendations. When designing data collection methods, the team/firm needs to consider the context, circumstances and characteristics of the target population groups and data collection should use participatory approaches when including vulnerable groups. During data collection, the team/firm should include different voices and provide a space for traditionally disempowered groups to be heard.

A. Gender-based Analysis Plus (GBA+)

Specifically, using the aforementioned GBA+ approach to data collection and analysis, undertake the following:

1. Desk Review

- 1.1 A comprehensive desk review of national policies, programmes and initiatives for the country specific NAPs and NAMAs, relevant planning instruments, composition, roles and responsibilities of relevant institutional mechanisms on climate change adaptation and mitigation, gender equality and poverty reduction, including LEDS, REDD+, DRR planning, National communications/BURs and financing modalities for climate change mitigation and adaptation in priority sectors.
- 1.2 The desk review should also include examination of the level of capacity of relevant authorities and service providers to make available gender-responsive services, as well as the level of coordination and cohesion between gender machineries, NGO's and women groups with DRR, Environmental and Meteorological entities to ensure that plans and actions are strategically implemented to priorities and meet the unique need and challenges of different groups. This information can be supported by the information received from stakeholder engagement.
- 1.3 The desk review should include quantitative and qualitative data drawn from as diverse as possible a range of sources, including but not limited to census, relevant gender equality, poverty, labour force and other social and economic statistics from national statistics offices and line ministry statistics units including planning units/divisions, relevant and accessible administrative data and academic databases, including the work of the Institute of Gender and Development Studies at the University of the West Indies and other relevant academic institutions.
- 1.4 Country-specific financing mechanisms for funding climate change actions will be reviewed with a view to inform the development of gender responsive budgets for action plan implementation and will consider the gender responsiveness of policy considerations for the development and implementation of financing options for climate resilient development. This should include a look at the mitigation and adaptation priorities identified and invested in, and whether these are gender responsive and human rights based. This should inform decision making and recommendations on how climate finance can be used to support gender equality and poverty reduction efforts (see UNDP's guidance on Gender and Climate Finance).
- 1.5 Information gaps should be identified for the development and implementation of gender responsive quantitative and qualitative data collection processes as per the GBA+ approach, including stakeholders from the key areas of focus i.e. climate change mitigation and adaptation, gender

equality, poverty reduction, disaster risk management, and their relevance to the work of the project/role they will play either as beneficiaries, or in implementation and or sustainability of NAP and NAMA related activities. Data on the capacity building needs related to addressing gender-based violence, heightened during disaster and exacerbated by climate change would be provided. Gender equality goals should be identified based on gaps in policy and programmes, and recommendations for stakeholder engagement specific to women and their needs be made. This information can be supported by the information received from stakeholder engagement.

- 1.6 Clear intersections between climate vulnerability and how this will compound the vulnerability of women and other vulnerable and at-risk groups must be illustrated, linking the desk review to the Vulnerability and Capacity Assessment. Examination of the specific psycho-social effects (which is manifested differently based on gender/socio-economic status) and challenges facing women, men, boys and girls as well as vulnerable groups caused by climate change and disasters should be undertaken. This should include mention of the particular hazards being addressed currently in policy, planning and programmes specific to the priority sectors.
- 1.7 The desk review should also assess levels of compliance (based on the level of reporting for the various conventions that have been submitted and any consideration given to gender in these reports) with regional and international agreements including but not limited to the SDGs, the Paris Agreement, the Sendai Framework, SAMOA Pathway, the Beijing Declaration.

2 Stakeholder Engagement

- 2.1 Based on the recommendations for additional data collection and stakeholder inclusion from the desk review, in accordance with GBA+ guidelines develop and administer qualitative and quantitative data collection processes and tools and develop a stakeholder engagement plan which identifies stakeholders to participate in data collection. This should include beneficiary groups, government and private sector entities involved in implementation of NAPs and NAMAs and others affecting policy and programme decisions on climate change adaptation and mitigation.
- 2.2 The stakeholder engagement plan will identify the stakeholder, the type of data and data collection process to be used to collect their inputs and a method for follow up re: their involvement in relevant project activities. Stakeholders will include key Government actors, civil society with a focus on women's groups, national women's machineries, groups representing the needs of vulnerable persons including persons with mental and physical disabilities and the elderly, academia, private sector, UN Agencies) involved in the relevant climate and gender equality decision making and planning processes should also be used, to ensure broad integration of perspectives. Women's only stakeholder engagement should be mapped out as part of a focus on the needs and priorities of women beneficiaries. Stakeholders should include relevant persons in finance (Ministry of Finance and financial institutions), as well as persons included in the disaster risk management and climate change portfolios.
- 2.3 Gender sensitive methodologies should be used to plan and implement interviews, focus groups and consultations ensuring that the engagement is inclusive. The consultations should allow participants to express and discuss their comments and concerns in a safe environment and should foster informal dialogues and information sharing, for example in gender- and age-focused groups at grassroots levels. This will include considerations of the appropriateness of venues chosen, and gender-based

and socio-economic needs for example child-care, transportation allowances, wheelchair accessibility etc. Ethical codes of practice related to data collection using human subjects will be adhered to. Women only data collection efforts as pertains to women’s equality issues specifically as relevant to informing needs-based NAP and NAMA interventions should be undertaken. Where possible parity in participation of men and women in data collection should be sought, noting that some stakeholders are based on positions in institutions and their sex/gender cannot be prescribed/as well, sectoral based consultations may be influenced by occupations sex segregation and numbers of men and or women may be limited due to these structural characteristics of the sectors.

3 Guidance for Data Analysis and Recommendations

The analysis of this data will involve the identification of themes, categories and patterns. The analysis can be based on relevance, design and delivery, effectiveness and efficiency etc. The table below is a simple guide and does not limit the analysis conducted to the questions listed below.

Analysis	Questions
Relevance	<ul style="list-style-type: none"> ▪ Is the policy or programme expected to contribute to promoting equality, diversity and inclusion? ▪ How does it meet the needs of women and men and other vulnerable groups? ▪ Were the vulnerable population groups appropriately identified? ▪ Is the policy or programme equally relevant to different population groups? ▪ Are there population groups that should be targeted but have been omitted? ▪ Does the policy or programme align with or contribute to the achievement of government-wide priorities on gender equality? ▪ Does it align with or duplicate the objectives of other policies, programs or services? ▪ Are there lessons learned from comparable policies or programmes that include a GBA + approach that could be applied?
Design and Delivery	<ul style="list-style-type: none"> ▪ Does the policy or programme provide equal access to diverse groups of individuals? ▪ Does the policy or program create or perpetuate barriers for certain vulnerable population groups? ▪ What kind of barriers (for example, limited access due to financial barriers) do those vulnerable population groups perceive? ▪ How could the policy or programme be improved to foster inclusion of vulnerable population groups (for example, by enhancing said groups’ feedback on or contribution to development of the policy, program or service)? ▪ Are there particular vulnerable population groups that are not being reached with this policy or programme? Does the policy, programme or service provide equal access to diverse groups of individuals?
Effectiveness	<ul style="list-style-type: none"> ▪ To what extent have underrepresented vulnerable population groups participated in the policy or programme? ▪ To what extent, and in what ways, have expected outcomes had an impact on different vulnerable population groups? ▪ Have outcomes differed across diverse vulnerable population groups? What accounts for the differences? ▪ To what extent have any disparities in outcomes for different vulnerable population groups been addressed, if necessary? ▪ Does the policy or programme address the needs of various vulnerable population groups equally? ▪ Have there been any unexpected or unintended impacts (positive or negative) on any vulnerable population groups? If so, how were they addressed, if at all?

	<ul style="list-style-type: none"> ▪ Is the policy or programme taking steps that could be considered gender-transformative? ▪ To what extent has the policy or programme fostered changes that promote gender equality? ▪ Are results related to equality and diversity likely to be sustained?
Efficiency	<ul style="list-style-type: none"> ▪ To what extent are effective and efficient means being used to ensure that vulnerable population groups are included when implementing this policy, programme or service? ▪ What are the costs of the policy or programme, for each vulnerable population group?

The findings from the GBA+ should be used to formulate recommendations, including: the identification of entry points (the institutional and policy arrangements; the relevant actors; the financial and human resources) and proposed solutions/actions to reduce gender inequalities and key vulnerabilities in the country-specific priority sector interventions outlined in the NAPs and NAMAs.⁷

B. Gender Responsive Climate Change Vulnerability and Capacity Assessment (VCA) and Recommendations

The Climate Change Vulnerability and Capacity assessment is undertaken in order to better understand the projected impact of climate change on the key vulnerable groups within the country-specific priority sectors. The focus of the assessment is the extent to which the key vulnerable groups (within the country-specific priority sectors) will be exposed to climate change impacts in the future and how likely they are to adapt to the projected impact. This information will help to ensure that the gender responsive sector action plans or other related outputs produced under the EnGenDER project will not only reach appropriate groups, but will also lead to fair, inclusive and affirmative actions and decisions to those groups who are most vulnerable to climate change impacts. This will also help to ensure the sustainability of the action plans. The findings from climate change VCA should be used to formulate recommendations, including actionable measures to reduce gender inequalities and key vulnerabilities in the priority sector(s) to projected/future climate change impacts.

Specifically, using the aforementioned Gender Responsive Climate Change Vulnerability and Capacity Assessment (VCA) approach to data collection and analysis should be guided by UNDP Social Vulnerability Assessment Tools for Climate Change and Disaster Risk Reduction Programming⁸, undertake the following:

1. Data from regional climate models (RCM) should be used in the climate vulnerability analysis. The available RCM is the Providing Regional Climates for Impact Studies (PRECIS). The climate change VCA should analyse current and projected (2030, 2050, 2100) localised climate change impacts (higher temperatures; changes in precipitation patterns; droughts and heat waves; tropical cyclones; sea level rise and storm surge) on the country-specific priority sector(s) and key vulnerable groups within the country-specific priority sector(s), highlighting how projected climate change will exacerbate the vulnerability or increase the adaptive capacity of these different groups.
2. The VCA will be informed by the GBA+ desk review, noting the country specific priority areas and vulnerable populations identified. Justification should be provided for the proposed climate change VCA

⁷ UNFCCC 2016. Guidelines or other tools for integrating gender considerations into climate change related activities under the Convention. FCCC/TP/2016/2

⁸ UNDP Social Vulnerability Assessment Tools for Climate Change and Disaster Risk Reduction Programming: https://www.adaptation-undp.org/sites/default/files/resources/social_vulnerability05102017_0.pdf

methodology presented by the company but should include descriptive and spatial statistics, as well as an indication of the limitations of the methodology proposed.

III. EXPECTED OUTPUTS AND DELIVERABLES

1. **Methodology:** Develop a detailed methodology and work plan for undertaking the identified activities inclusive of a table of contents for each of the deliverable report and associated stakeholder engagement plan; data collection matrix and tools; timeline and technical resources.
2. **Desk Review and Consultation Report:** Should provide a description of the data collection tools and techniques and stakeholder engagement methods utilised and how it was adapted to suit the specific country context. The report should also include summary findings of the literature review; results from the instruments administered and summary findings from each in country stakeholder consultation conducted. The sources and types of the documents and data collected (bibliography and database); list of stakeholders involved in the process; sample of interview questions and questionnaire; agenda for the in-country focus group or working session and a schedule of country visits should be also included in the report.
3. **Final Baseline Country Reports:**
 - 3.1. The final baseline report should use the GBA+ approach to analyse the data from the desk review inclusive of finance modalities (specific data analysis guidelines follow below), additional qualitative and quantitative data collection and the VCA, and make recommendations, including actionable measures to reduce gender inequalities and compounded vulnerabilities in the priority sector(s) to projected/future climate change impacts
 - 3.2. Recommendations proposed should be based on evidence from the baseline assessment, including but not limited to gender-responsive decision making in climate change adaptation, mitigation and disaster risk reduction strategies response, interventions for priority sectors, and relevant poverty reduction and gender equality goals. Recommendations proposed should guide the development of Gender-responsive budgeted sectoral plan from the NAPs or the guiding national governance instruments within which the priority sectors are based. (to be further elaborated in activity implementation including M&E frameworks).
 - 3.3. The tools developed for data capture should be included as annexes along with the data collection methodology and stakeholder engagement plans. A database with links/copies of the documents/policies/literature collected through the process should be shared with UNDP. The format of the Country Report is provided in the [Annex](#).

Expected deliverables and proposed payment allocations are as follows:

Deliverables	Number of w/days	% Payment
1. Methodology and work plan: <ol style="list-style-type: none"> a. Table of Contents b. Stakeholder engagement plan c. Data collection matrix and methodology d. Timeline e. Technical Resources 	5 days from the signature of the contract	10%

2. Desk Review and Consultation Report a. Description of data collection tools and techniques. b. Sources and types of data collected (bibliography and database) c. Summary Findings: Desk Review for each country d. Result from the instruments for each country e. List of stakeholders f. Sample interview questions and questionnaire g. Agenda for the in-country focus groups h. Schedule of country visits i. Summary findings: Stakeholder Consultation for each country	50 days	25%
3a. Draft Country Report (the process and outcome of GBA+ and climate change VCA, including recommendations, outlined in Annex) for 3 Countries	15 days	15%
3b. Draft Country Report (the process and outcome of GBA+ and climate change VCA, including recommendations, outlined in Annex) for 3 of the remaining Countries:	15 days	15%
3c. Draft Country Report (the process and outcome of GBA+ and climate change VCA, including recommendations, outlined in Annex) for final 3 Countries	15 days	15%
4a. Final Country Reports (the process and outcome of GBA+ and climate change VCA, including recommendations, outlined in Annex) for 4 countries	10 days	10%
4b. Final Country Reports (the process and outcome of GBA+ and climate change VCA, including recommendations, outlined in Annex) for the remaining 5 countries	10 days	10%

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The company will report directly to the EnGenDER Technical Specialist Climate Change in accordance to the approved schedule of works, on progress, challenges encountered, risks foreseen, proposed or taken mitigation measures, and where UNDP support may be required. The company is expected to liaise/interact/collaborate/ work closely, within the course of performing the work, with UNDP Country Offices (CO's), governments, other consultants, other agencies, donors, communities, CSOs, local government units, etc. Whenever requested, the company may participate in wider multi-agency assessment exercises and coordination forum, but not to represent and/or to speak on behalf of UNDP.

V. DURATION AND RENUMERATION

The duration of the contract is for a period of 4 months, from April to August 2020. The company's price is a fixed output regardless of extension of the duration specified herein. The company's price proposal will include **all expected costs of the assignment**. Payment will be remitted subject to the approval of final deliverables and based on the company's price proposal. In country technical clearance/approval must be provided for the all deliverables.

Payments would be made upon submission and approval of the following deliverables as highlighted in Section III above:

1. Methodology and work plan– 10%

2. Data Collection and Consultation Report–25 %
3. Draft Country Report for 3 Countries – 15%
4. Draft Country Report for 3 of the remaining Countries– 15%
5. Draft Country Report for the final 3 Countries – 15%
6. Final Country Report for 4 countries– 10%
7. Final Country Report for the remaining 5 Countries – 10%

VI. COMPOSITION AND REQUIRED COMPETENCIES

The technical capacities within the company should include at least a Gender Equality Specialist and a Climate Change Specialist. The company will determine and share with the Project Management Team who will be assigned as the team leader.

The Team leader within the company must possess:

- Specialized knowledge, skills, abilities, and experience to use independent judgment in the performance of their duties and be capable of carrying out work with little guidance or supervision;
- Significant experience in the management of projects and or policy analysis;
- Demonstrated effective planning, management, negotiation, communication and leadership skills;
- Proven ability to work with complex stakeholders and familiarity with project dynamics;
- Broad understanding of technical issues relevant to our core sectors.

The responsibilities of the Team leader will include:

- Leading the Team in the development of the methodology and work plan.
- Use of best practice in methodologies and analyses for the GBA+ and climate change VCA approach.
- Leading the consultation process and administering of instruments.
- Leading the collation of all information, drafting and finalisation of the Final Country Reports.
- Supervision of the team and ensuring timelines are met.
- Responsible for collating final reports and quality assurance of deliverables

The members of the company must present the following qualifications:

Gender Equality Specialist	
Education	<ul style="list-style-type: none"> ▪ Postgraduate degree (MSc, MA, or higher) in development studies, gender studies, poverty reduction, international policy, sustainable development, social sciences, or a related field
Experience	<ul style="list-style-type: none"> ▪ At least 8 years of experience addressing issues specific to Caribbean SIDS surrounding gender equality. Experience in climate change vulnerability, risk and inequality, or other related development issues is an asset. ▪ At least 5 years of strong experience in gender equality analysis in relevant areas such as gender responsive policy analysis and inter-sectoral approaches; strategic planning and gender equality advocacy to national and other partners, strengthening institutional capacities.

	<ul style="list-style-type: none"> ▪ Experience in developing and implementing participatory research approaches, and in quantitative and qualitative research methods; evidence of published work on areas related to gender and inclusion is an asset. ▪ Sound understanding of national and local development planning processes in the Caribbean. ▪ Previous work experience in a UN organisation is desirable. ▪ Previous work in any of the beneficiary countries and in a similar project is highly desirable. ▪ Ability to transfer analytical results into simple and actionable solutions (based on job experience/field work). ▪ Excellent conceptual, analytical, writing and communication skills.
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Climate Change Specialist

Education	<ul style="list-style-type: none"> ▪ Postgraduate degree (MSc, MA, or higher) in climate change and development, disaster risk management natural resource management, environmental science, risk assessment, environmental engineering or a related field.
Experience	<ul style="list-style-type: none"> ▪ At least 8 years of experience addressing issues specific to Caribbean SIDS surrounding climate change vulnerability and risk, or other related development issues. ▪ At least 5 years of strong experience in addressing issues specific to Caribbean SIDS surrounding climate change and vulnerability. ▪ Experience in the application of climate projections from climate modelled data in vulnerability analyses/assessment is an asset. ▪ Sound understanding of national and local development planning processes in the Caribbean especially knowledge of the NAP/NAMA/NDC development or implementation process in the Caribbean. ▪ Previous work experience in a UN organisation is desirable. ▪ Previous work in any of the beneficiary countries and a similar project is highly desirable. ▪ Ability to transfer analytical results into simple and actionable solutions (based on job experience/field work). ▪ GIS and/statistical analysis and writing skills would be a strong asset.

VIII. OTHER

The team/firm must submit their CVs, methodology together with their financial proposal. Applications must be submitted in English and incomplete proposals will not be considered.

Documents to be included when submitting the proposal (Inclusive of all Forms in Section 6)

- **Proposed Methodology for the Completion of Services.** The company must describe how they will address/deliver the demands of the assignment;
- **Company profile.** Brief history explaining the number for years the company has been providing a similar service; history any company name changes and previous and current collaborative

partnerships; show evidence of the financial and technical capacity of the company to provide required service.

- **CV** in alignment with the required qualifications and relevant experience for each member of the company.
- **Business registration certificate**
- **Financial Proposal.** The company must submit the financial proposal containing the final and all-inclusive (professional fees, all envisaged travel costs, etc.) total price offer for the full range of services required, broken down into all major cost components associated with the services. All envisaged travel costs must be included in the Offeror's financial proposal. This includes all duty travels.

IX. ANNEXES

1. Country Report Format

1. Introduction and background

- *Explain the objectives of the analysis (which outputs and project activities the baseline information will support), why the analysis is needed.*
- *Identification of existing and pipeline policies/programmes/legislation within the priority sectors and climate change that will be reviewed and analysed.*
- *Introduction and composition of the team, background skills of team members, the appropriateness of the technical skill mix and responsibilities.*
- *Acquaint the reader with the structure and contents of the report and how the information contained in the report will meet the objectives.*

2. Purpose, scope and objective (include limitations of the analysis)

- *Scope of Analysis - define the parameters of the analysis, for example, the time period and the segments of the target population included.*
- *Outline what is outside the scope and why; the effects this will have on the analysis and the pertinence to the assessment.*

3. Methodology (detail)

The report should describe in detail the selected methodological approaches, methods and analysis; the rationale for their selection; and how, within the constraints of time and money, the approaches and methods were employed. It should include discussion on

- *Data sources including the sources of the projected climatic data;*
- *Gender analysis and Climate vulnerability and capacity assessment approach*
- *Data-collection procedures and instruments: methods or procedures used to collect data, including discussion of data-collection instruments for example sample of tool to be utilised in collecting primary and secondary data; stakeholder engagement plan; schedule and logistical arrangements for country visits;*
- *Major limitations of the methodology should be identified and openly discussed as to their implications for analysis, as well as steps taken to mitigate those limitations.*

4. Data Analysis, Findings and Recommendations

Findings should specifically reflect a detailed gender analysis and climate vulnerability and capacity assessment of the country specific priority sectors from the NAPs and NAMAs and other policy related instruments. The report should describe the procedures used to analyse the data collected. Findings should be presented as statements of fact that are based on analysis of the data. Recommendations on for integrating a gender-responsive approach in adaptation/mitigation as relevant, in the selected priority sector(s) based on the NAP/NAMA should also be included. Assumptions or risks the collection of the data and the analysis that affect the integration of this information should also be discussed.

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"/>
▪ Form H: Proposal Security Form	<input type="checkbox"/>
▪ [Add other forms as necessary]	<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

(Must be submitted in a separate sealed envelope/password protected email)

▪ 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 [Insert Title of services] 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.

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]
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 <i>(address, telephone numbers, fax numbers, e-mail address)</i>	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]
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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

Bidders may also attach their own Project Data Sheets with more details for assignments above.

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:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) 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.
- 2.3 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.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder’s Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

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 key personnel that will be provided to support the implementation of this project using the format below. 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>
	<ul style="list-style-type: none"> ▪ 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 [Insert Title of services] 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.

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months/hours	Total Amount
		A	B	C=A+B
In-Country				
Home Based				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			

Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1				
Deliverable 2				
Deliverable 3				
.....				