



REQUEST FOR QUOTATION (RFQ)

United Nations Development Programme	DATE: 27/05/2020
	REFERENCE: -Provision of Consultancy Services on Climate Change

Dear Sir / Madam:

We kindly request you to submit your quotation for the consultancy service for a **Provision of Consultancy Services on the role of climate legislation and national climate change committees/councils in strengthening national institutional arrangements, with a particular focus at developing countries' capacities in implementing the enhanced transparency framework**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached here to as Annex 2.

Quotations may be submitted on or before **Wednesday, 24-June-2020 17:00 hours (Istanbul time)** electronically via e-mail to: procurement.irh@undp.org

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

Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, quote may be rejected by UNDP</i>)	<input checked="" type="checkbox"/> Provision of services from commencement of the contract - estimated from July 2020 till December 15 th 2020, in accordance with the Description of Services provided in Annex 1 to this RFQ.
Preferred Currency of Quotation ¹	<input checked="" type="checkbox"/> US Dollars (USD)

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

Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes Bidders shall take into account the following issues, while preparing their bids: UN and its subsidiary organs are exempt from all taxes. Therefore, bidders shall prepare their bids excluding VAT. It's bidder's responsibility to learn from relevant authorities (Ministry of Finance) and/or to review/confirm published procedures and to consult with a certified financial consultant as needed to confirm the scope and procedures of VAT exemption application as per VAT law, Ministry of Finance's General Communiqués and all other related legislation.
Deadline for the Submission of Quotation	Wednesday, 24-June-2020; 17:00 hours (Istanbul time)
All documentations shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Cover letter addressing the requirements stated in Annex 1, including information about the background of the company, including professional experience; <input checked="" type="checkbox"/> Detailed CVs of Team Lead/ Lead Developer and other team members; <input checked="" type="checkbox"/> A detailed list on the company's similar contracts in the past 3 years as per the table in Annex 2; <input checked="" type="checkbox"/> Minimum 3 references and contacts will be provided for similar type of services in the last 3 years as per the table in Annex 2; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance of the Supplier; <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List (Annex 4).
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms ²	Payments are made based on the Outputs specified in Annex 1 after UNDP's confirmation of the services performed and acceptance of the invoices submitted by the contractor. Following payment milestones are foreseen:

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

	<p>1st Installment: Presentation of the index and the structure of the study agreed with UNDP/GSP – 15%;</p> <p>2nd Installment - Draft document for review and validation - 40%;</p> <p>3rd Installment - Final document, including an attractive design and the proper editing, ready for publication – 45%.</p> <p>*Details of deliverables are provided in Section C. Expected outputs in the Annex 1</p>
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ³ <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time <input checked="" type="checkbox"/> Qualification of the Company in conducting the similar researches <input checked="" type="checkbox"/> Previews projects done by the company in the past 3 years relevant to conducting similar researches <input checked="" type="checkbox"/> Qualification of the company technical Staff who will be assigned to this contract
UNDP will award to:	<input checked="" type="checkbox"/> One supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Professional Services Contract
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of Contract if the delivery/ is delayed. UNDP may, at its discretion cancel the contract if one of the deliverables or outputs is delayed by more than 20 days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Services based on full compliance with RFQ requirements
Annexes to this RFQ ⁴	<input checked="" type="checkbox"/> Specifications of the Services Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / (Annex 3) <input checked="" type="checkbox"/> Written-Self Declaration (Annex 4) <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>
Deadline for submitting requests for clarifications/questions	<p>All requests for clarifications shall be submitted no later than 7 (seven) days prior to the deadline for the Submission of Quotation.</p> <p>Responses to all requests for clarifications will be sent to prospective bidders directly and posted on relevant websites latest the following day.</p>

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

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

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

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

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

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

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

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

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

⁵ *This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.*

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your quotation.

Sincerely yours,

UNDP IRH Operations

Terms of Reference

Project Title: Role of climate legislation and national climate change committees/councils in strengthening national institutional arrangements, with a particular focus at developing countries' capacities in implementing the enhanced transparency framework

A. Project Description

The Global Support Programme (GSP) is a jointly implemented programme by UNDP and UNEP that provides support to developing Parties in order to prepare National Communications (NCs) and Biennial Update Reports (BURs) that are submitted to the UNFCCC. More information can be found here: <http://www.un-gsp.org/>

Some of the major gaps faced by developing countries in updating their MRV/transparency international commitments (National Communications, Biennial Update Reports and shortly under the Paris Agreement, Biennial Transparency Reports) are related to the development and maintenance of their national inventories of greenhouse gases (GHGs) over time as well as the establishment of sound MRV systems. The main challenges have to do with the implementation of adequate institutional arrangements and the creation and maintenance of sustainable technical capacities to inform and support national policies on climate change, as well as to comply with international reporting requirements established by the United Nations Framework Convention on Climate Change (UNFCCC). While different technical inputs, best practices and guidance notes exist on the significance of sound institutional arrangements for MRV systems (inter alia from [GIZ/PATPA](#), [UNDP](#), [CGE](#), [UNFCCC](#)), limited analytical effort has been put so far in analysing the function and potential impacts climate legislation and national climate change committees can play in supporting sustainable and strong climate arrangements in developing countries, with a particular focus on countries' capacities to respond to the requirements of Article 13 of the Paris Agreement and its enhanced transparency framework.

B. Scope of Work

The objectives of this provision of consultancy is to develop a desk-based study, also with the support of virtual interviews to key stakeholders, aimed at:

1. Describing the main elements and characteristics⁶ of climate legislation⁷ implemented by Countries, with a particular look at efforts done by developing countries and at how legal efforts may enhance climate action and climate transparency (e.g. by enhancing the flow of climate relevant data).

⁶ Main characteristics to be assessed may be, exempli gratia: a) the legislation's intended objectives b) gaps filled by the legislation c) length of time to draft the laws and ratify and d) what agency/institution championed the law passage effort?

⁷ Climate legislation refers to legislation, regulations, policies and decrees with a comparable status, that refer specifically to climate change and to efforts -inter alia- to monitor, measure, mitigate and adapt to climate change and its impacts.

2. Assessing the role climate legislation may play in putting in place and/or enhancing reliable, sustainable and effective institutional arrangements for the national implementation of MRV/transparency systems, in line with the requirements established by the MRV and enhanced transparency framework, as agreed by COP. A particular focus should be dedicated to reviewing, also through comparative analysis, the main functions, characteristics and, where possible, the initial effectiveness of national climate change committees/commissions/councils established as part of the legislative process
3. Selecting and drafting relevant short (e.g. one or two pages) case studies of national climate change committees/commissions/council. Cases should be selected to be representatives in terms of geographic representation. At least 6 cases studies should be elaborated, which should include quantitative and -to the extent possible for a desk study- qualitative assessments.
4. Selecting and drafting one/two pagers on national case studies of relevant climate legislations (e.g. in terms of lessons learnt or of successful implementation and as per considerations developed in point 1, 2, 3 above), also in light of the requirements of the Paris Agreement and the enhanced transparency framework. Cases should be selected to be representatives in terms of geographic representation. 8 cases studies (including two developed country cases) should be elaborated, which should include quantitative and -to the extent possible for a desk study- qualitative assessments.
5. Providing a set of recommendations, in line with tasks 1 to 4, on how to establish/enhance institutional arrangements for MRV and transparency, including NDC tracking and reporting. Recommendations can be general, while providing specific examples of applicability in countries.

The potential target recipients of such document should include:

- Developing countries' government representatives directly engaged with enhancing climate institutional arrangements and/or with MRV/Transparency mechanisms;
- Policy experts and legislators, in particular in developing countries;
- Organizations directly engaged in the provision of technical and financial support in NDC implementation and in MRV/Transparency.

C. Expected Outputs

Deliverables:

1. Presentation of the index and the structure of the study agreed with UNDP/GSP – by 20th July 2020 – 15% of the contract value;
2. Draft document for review and validation – by 16th October – 40% of the contract value;
3. Final document, including an attractive design and the proper editing, ready for publication - by December 4th – 45% of the contract value.

The UNDP Global Support Program (GSP) will take responsibility for the approval of each deliverables. If opportunities exist, the document will be jointly presented at COP 26 in 2021.

D. Institutional Arrangements:

- The Company will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, relevant software, etc.) and must have access to a reliable internet connection;
- The company will be given access to relevant information necessary for execution of the tasks under this assignment;
- While the study will be home based, the company is encouraged to use virtual tools to interact with stakeholders worldwide.

E. Duration of the work

The work is expected to be conducted from July to December 15th 2020 (approximately 70 working days) are foreseen.

F. Duty Station

Contractor is expected to work from its own premises. All communication will be done through online means (e-mail, skype, phone), providing regular updates on status of development work during the study.

G. Qualifications of the Successful Contractor

The contractor company should propose - as a minimum - one expert on climate/environmental legislation and one expert on MRV and climate transparency.

If the applicant considers it opportune, it can suggest additional profiles of experts.

The specifications for the professionals should be:

1. One (1) Environmental law expert:

Academic Qualifications/Education:

- Master's degree in international law, public policy, international development or a related discipline;
- Previous studies on environmental laws at global level is an advantage but not a requirement.

Experience:

- Minimum of 7 years of professional relevant experience in environmental law research is required;
- Good knowledge of developing countries' legal frameworks is required;
- Proficiency in report writing, conducting research, and providing a consulting or advisory service is an asset;
- Experience working with developing countries is an asset.

Language skills:

- Fluency in English is required.
- Fluency in other UN languages is an added value.

2. One (1) MRV Expert:

Academic Qualifications/Education:

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

Experience:

- Minimum of 7 years of professional relevant experience in MRV and its components is required;
- Previous experience in National Communication, Biennial Update Reports and Nationally Determined Contributions is an asset;
- Proficiency in report writing, conducting research, and providing a consulting or advisory service is an asset;
- Experience working with developing countries is an asset.

Language skills:

- Fluency in English is required.

Technical Expertise of the Company:

- Possesses ten (10) years of experience on consulting or advisory service on climate action are required.
- Minimum of ten (10) years of experience on consulting or advisory service on enhancing the institutional arrangements for developing countries on climate action are required.
- Minimum of (5) years' experience in report writing, conducting research, and providing a consulting or advisory service are required.
- Minimum of (5) years of experience on consulting or advisory service on environmental/climate legislation are required.

H. Scope of Bid Price and Schedule of Payments

The contract price is based on reimbursable cost for completion of stated deliverables and includes professional fees, and payments to the hosting company.