



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: June 12, 2020
	REFERENCE: RFP/006/2020

Dear Sir / Madam:

We kindly request you to submit your Proposal to conduct an elaborate short, medium and long-term indicators for reporting on adaptation actions, support and results.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

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

It shall remain your responsibility to ensure that your proposal is submitted on or before the deadline indicated by UNDP in the eTendering system . Bids must be submitted in the online eTendering system in the following link: <https://etendering.partneragencies.org> (**Business Unit: ZMB10, Event ID 000000006252**) using your username and password. If you have not registered in the system before, you can register now by logging in using the following credentials:

username: event.guest
password: why2change

Kindly follow the registration steps as specified in the system user guide.

Please acknowledge receipt of this RFP by utilizing the "Accept Invitation" function in eTendering system. 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 Annex 1 as the focal point for queries on this RFP.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

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

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

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

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

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

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscclconduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,


Procurement Unit
6/12/2020

Description of Requirements

Context of the Requirement	[Elaborate short, medium and long-term indicators for reporting on adaptation actions, support and results]
Implementing Partner of UNDP	Ministry of Lands and Natural Resources
Brief Description of the Required Services ¹	<p>Indicators play an important role in monitoring national progress towards achieving climate change adaptation and development objectives and to learn from the results. Appropriate and actionable indicators that deliver quantifiable measurements of impacts, progress and performance also are critical for policy-makers in setting policy direction.</p> <p>Tracking climate change adaptation efforts are typically more difficult than those related to mitigation due to data availability, difficulty in measuring long term results, and the long length of time sometimes needed to see these results. However, it is necessary that the country is able to assess whether it is reducing vulnerability, building resilience and enhancing the adaptive capacity of its livelihoods, ecological and social systems.</p> <p>The selection of adaptation indicators will incorporate lessons learned from existing Zambia national and sub-national data management systems, including the M&E system managed by the Ministry of National Development Planning, M&E system managed by the Disaster Management and Mitigation Unit, forestry data management system managed by the Forestry Department within the Ministry of Lands and Natural Resources and climate change variability data managed by Zambia Meteorological Department as well as best practices from other countries on adaptation actions monitoring. Lessons learned will inform the selection of optimal short, medium and long-term strategies for dealing with adaptation proxy indicators and adaptation outcomes that might not occur for several years.</p> <p>The determination of short, medium, and long-term indicators specific to adaptation will contribute to national capacity to develop NDC adaptation targets and tracking of progress towards achieving adaptation goals on building resilience and enhancing adaptive capacity as well as to the achievement of the SDGs. As noted in the Zambia NDC, 3 goals have been identified associated with adaptation measures: Adaptation of strategic productive systems (agriculture, forests, wildlife and water); Adaptation of strategic infrastructure and health systems; and Enhanced capacity building, research, technology transfer and</p>

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

finance. Adaptation measures for the following sectors have been identified: – agriculture, energy, forestry, health, infrastructure, water and wildlife. The key activities and co-benefits noted in the NDC will help inform selection of adaptation indicators.

Sectors to be considered with respective cross sectoral linkages

	Sectors	Cross Sectoral Linkages
1	Agriculture (including Crops, Livestock and fisheries)	Water resource Forestry(Woodfuel for fish smoking)
2	Infrastructure (including Built Environment and Transport)	1. Water supply and sanitation 2. Human Health 3. Energy
3	Water	1. Energy 2. Wildlife 3. Health 4. Tourism 5. Agriculture
4	Health	Water supply and sanitation
5	Energy	1. Water 2. infrastructure
6	Forestry	1. Livestock 2. Fisheries 3. Agriculture 4. Energy 5. Water Resource 6. Human Health 7. Wildlife 8. Tourism
7	Wildlife	1. Forestry 2. Water 3. Agriculture 4. Tourism
8	Tourism	1. Wildlife 2. Energy 3. Water Resource 4. Forestry 5. Infrastructure 6. Fisheries
8	Business and industry	1. Energy 2. Water supply and sanitation

The exercise will entail determining baselines of the identified indicators in order to facilitate tracking progress in reducing vulnerability, enhancing adaptive capacity and building resilience.

The outcomes of the vulnerability assessment will also inform the baseline setting exercise.

List and Description of Expected Outputs to be Delivered	<p>The service provider will undertake the following tasks:</p> <ol style="list-style-type: none"> 1. Prepare an inception report 2. Desk review of past, ongoing and planned adaptation interventions, including those related to NDC key activities and co-benefits 3. Desk review of the Country-wide Climate Risk and Vulnerability Assessment Report to inform the indicator setting 4. Conduct a stakeholder engagement as part of data collection 5. Propose a monitoring and reporting framework for short, medium and long term indicators for reporting on adaptation actions, support and results. 6. Using the framework in (5) compile indicators for relevant sectors, units of measurement, adaptation relevance, potential limitations, data needs, data collection methods, responsible parties, calculations required if any, disaggregation (by province, national, sector, gender), impacts on SDGs, and a weighting of importance for Government priority. 7. Conduct a national stakeholders meeting to present findings and solicit feedback 8. Conduct a national validation meeting for target and indicator setting
Person to Supervise the Work/Performance of the Service Provider	Director, Climate Change and Natural Resources Management Department (CCNRMD), Ministry of Lands and Natural Resources
Frequency of Reporting	<i>Monthly</i>
Progress Reporting Requirements	<ol style="list-style-type: none"> 1. Inception report 2. Monitoring and Reporting Framework/Template 3. Populated Monitoring and Reporting Framework 4. Final Consultancy report
Location of work	<input type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	6 months
Target start date	July 2020

Latest completion date	December 2020
Travels Expected	Lusaka based
Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling <input checked="" type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input type="checkbox"/> Local Currency
Value Added Tax on Price Proposal ²	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

	Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																	
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>																	
Payment Terms ³	<table border="1"> <thead> <tr> <th>Outputs</th><th>Percentage %</th><th>Timing</th><th>Condition for Payment Release</th></tr> </thead> <tbody> <tr> <td>Inception report</td><td>10</td><td>2 weeks after signing of the contract</td><td rowspan="4"> Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider. </td></tr> <tr> <td>Monitoring and Reporting Framework/Template</td><td>20</td><td>Second month of the contract period</td></tr> <tr> <td>Populated Monitoring and Reporting Framework</td><td>40</td><td>Fourth month</td></tr> <tr> <td>Final Consultancy report</td><td>30</td><td>Sixth month of the contract period</td></tr> </tbody> </table>	Outputs	Percentage %	Timing	Condition for Payment Release	Inception report	10	2 weeks after signing of the contract	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	Monitoring and Reporting Framework/Template	20	Second month of the contract period	Populated Monitoring and Reporting Framework	40	Fourth month	Final Consultancy report	30	Sixth month of the contract period
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Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Director, Climate Change and Natural Resources Management Department (CCNRMD), Ministry of Lands and Natural Resources																	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services																	

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	<input type="checkbox"/> Long-Term Agreement ⁴ (if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Other Type of Contract [pls. specify]																		
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.																		
Criteria for the Assessment of Proposal	<p>Technical Proposal (70%)</p> <input checked="" type="checkbox"/> Expertise of the Firm 30% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 25% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 45% <p>Financial Proposal (30%)</p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>Detailed evaluation criteria in ToRs,</p> <table border="1"> <thead> <tr> <th>SEQ.</th><th>CRITERIA</th><th>OBTAINABLE POINTS</th></tr> </thead> <tbody> <tr> <td colspan="3">QUALIFICATION, CAPACITY AND EXPERIENCE</td></tr> <tr> <td>1.1</td><td>10 years working experience in climate change</td><td>5</td></tr> <tr> <td>1.2</td><td>Experience in undertaking vulnerability and adaptation, and sustainable development issues;</td><td>10</td></tr> <tr> <td>1.3</td><td>Demonstrated ability of analytical and drafting work;</td><td>3</td></tr> <tr> <td>1.4</td><td>Demonstrable knowledge of key V&A assessment methodologies to include climate modeling, empirical data-based analysis, scenario-based sector risk/hazards projections, risks management and strategy and programme development</td><td>12</td></tr> </tbody> </table>	SEQ.	CRITERIA	OBTAINABLE POINTS	QUALIFICATION, CAPACITY AND EXPERIENCE			1.1	10 years working experience in climate change	5	1.2	Experience in undertaking vulnerability and adaptation, and sustainable development issues;	10	1.3	Demonstrated ability of analytical and drafting work;	3	1.4	Demonstrable knowledge of key V&A assessment methodologies to include climate modeling, empirical data-based analysis, scenario-based sector risk/hazards projections, risks management and strategy and programme development	12
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⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

		30
SECTION 2. PROPOSED METHODOLOGY, APPROACH AND IMPLEMENTATION PLAN		
2.1	To what degree does the Proposer understand the task?	5
2.2	Have the important aspects of the task been addressed in sufficient detail?	5
2.3	Is the conceptual framework adopted appropriate for the task?	5
2.4	Is the scope of the task well defined and does it correspond to the TOR	5
2.5	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project indicating time frame?	5
Sub-total Methodology		
		25
SECTION 3. MANAGEMENT STRUCTURE AND KEY PERSONNEL		
3.1	Lead Consultant	
3.11	PHD or equivalent in environment al management, or other related field	5
3.12	Demonstrable Experience in designing monitoring and Reporting Frameworks/ templates	7
3.13	Excellent in working with Government, NGOs/Donors or national government	3
3.14	Experience in supervising and managing teams	2
Team members		
Energy and water resource management specialist		
3.15a	University Degree in Energy, environment climate change or related field	1
3.15b	5 years experience in conducting similar assignment in energy and water resources management	3
Agriculture specialist		
3.16a	University Degree in agriculture science, environment, climate change or related field	1
3.16b	5 years experience in conducting similar assignments in agriculture sector	3
Toursim and Wildlife Specialist		
3.17a	University Degree in Wildlife management , tourism management or any other related field	1
3.17 b	5 years experience in conducting similar assignment in tourism and wildlife sector	3
Fisheries expert		

	3.18a	University degree in fisheries	1
	3.18b	5 years experience in fisheries sector or conducting similar assignments	3
	Forestry Expert		
	3.19a	University degree in Forestry, environment management or any other related field	1
	3.19b	Knowledge and experience in forestry sector	3
	Environment specialist		
	3.1.10a	University degree in environmental science or any other related field	1
	3.1.10 b	5 experience in environment management or conducting similar assignments	3
	Infrastructure development specialist		
	3.1.11 a	University degree in engineering or any other related field	1
	3.1.11	5 experience in infrastructure development or conducting similar assignments	3
	Sub total		45
	Grand total		100
	UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i>	
Contract General Terms and Conditions ⁵	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html		
Annexes to this RFP ⁶	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others ⁷ <i>[pls. specify]</i>		

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<p>Contact Person for Inquiries (Written inquiries only)⁸</p>	<p><i>Procurement Unit</i> <i>Procurement.zm@undp.org</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
<p>Other Information [pls. specify]</p>	<p>None</p>

⁸ 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.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[insert: Location]

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

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

B. Proposed Methodology for the Completion of Services

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

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

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

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

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Inception Report	10%	
2	Monitoring and Reporting Framework/Template	20%	
3	Populated Monitoring and Reporting Framework	20%	
4	Final Consultancy report	50%	
	Total	100%	

**This shall be the basis of the payment tranches*

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

Description of Activity	Unit of measure	Unit rate USD	Number of working days ^(*)	No. of Personnel	Total Amount USD
I. Personnel Services					
1. Team Leader	Day		60	1	
2. Energy and Water Resources Management specialist	Day		15	1	
3. Agriculture (Livestock and Crops) specialist	Day		15	1	
4. Tourism and Wildlife Management specialist	Day		15	1	
5. Fisheries Management specialist			15	1	

6. Environmental and Public Health and Sanitation specialist			15	1	
7. Forestry Management specialist			15	1	
8. Infrastructure and Transport specialist			15	1	
Manufacturing and industry			15	1	
II. Out of Pocket Expenses					
1. Travel Costs	Lumpsum				
2. Daily Allowance	Lumpsum				
3. Communications	Lumpsum				
4. Others ⁽²⁾	Lumpsum				
III. Other Related Costs					
5. Reproduction/ translation	Lumpsum				
6. Training	Lumpsum				
7. Stationery	Lumpsum				
8. Equipment lease					
9. Others ^(***)	Lumpsum				
TOTAL					

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

[Designation]

[Date]