



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: June 12, 2020
	REFERENCE: RFP/007/2020

Dear Sir / Madam:

We kindly request you to submit your Proposal for the Revision and consolidation of the NDC to integrate the new GHG emission and mitigation of the three sectors (i.e. transport, waste and coal) as well as include gender, youth actions and the SDGs.

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 000000006251**) 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/unsccl/conduct_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	[Revision and consolidation of the NDC to integrate the new GHG emission and mitigation of the three sectors (i.e. transport, waste and coal) as well as include gender, youth actions and the SDGs as well as review the ambition levels and enhance the adaptation measures. The mitigation analysis for baseline and projected of the additional sectors will be undertaken while considering mitigation options and associated technologies and financial analysis. The NDC report will then be revised integrating the new mitigation analysis for Transport and Waste sector as well as include gender, youth actions and the SDGs.
Implementing Partner of UNDP	Ministry of Lands and Natural Resources
Brief Description of the Required Services ¹	<p>Further, the Government of the Republic of Zambia signed the Paris Agreement on 20th September 2016 and then ratified it on 10th November 2016. The Paris Agreement seeks to hold the increase in the global average temperature to well below 2°C above preindustrial levels and pursuing efforts to limit the temperature increase to 1.5°C above preindustrial levels. In addition, Zambia in 2015 submitted its Nationally Determined Contribution (NDC) to the UNFCCC. The NDC is considered as a strategic document with an overall objective of putting the country on a low carbon climate resilient pathway and also aimed at assisting the country to contribute towards the achievement of the global temperature goal contained in the Paris Agreement. The NDC is implemented in the frameworks of the National Climate Change Policy for Zambia.</p> <p>The NDC targets to reduce an estimated 38,000 Gg CO_{2eq} of Zambia's emissions from forestry, agriculture and energy by the end of 2030 with international support. An estimated 20,000 Gg CO_{2eq} under the domestic efforts with limited international support could be mitigated. This translates into a reduction potential of 25% and 47% against 2010 as the base year for the domestic efforts with limited international support and domestic efforts with substantial international support respectively. The emissions reduction targets for the initial NDC were based on three sectors only namely; agriculture, forestry and energy.</p> <p>Recently, Zambia has experienced an increase in vehicle population from 168,638 vehicles in 2005 to 782,136 vehicles in 2018². The increase in vehicle population has a corresponding bearing on fossil fuel consumption (of the total number of vehicles in 2018, 14% are Diesel, 70% gasoline (leaded), 15% gasoline (unleaded) and 0.01% electric) and hence greenhouse gas emissions.</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.

² Source: Road Traffic and Safety Agency (RATSA)

	<p>Due to population increase, Zambia has increased the generation of liquid waste through centralized and decentralized wastewater treatment facilities. Households not connected to the sewer network utilise either septic tanks or pit latrines.</p> <p>Coal is an emerging key Category especially with the scaling up of the Maamba coal power plant to 600MW and increasing consumption from industrial activity. Cement factories are also considering installation of coal power plants at their factories so as to lower the cost of electricity.</p> <p>Estimating emissions in this regard would be very useful in understanding the current trend of emissions and overall contribution to national inventory. This information will be useful in designing mitigation interventions and hence contribution to the NDC target. It is for this reason, that the government through Ministry of Lands and Natural Resources wishes to revise the NDC by increase sectoral coverage to include transport and waste sectors.</p> <p>The Service Provider will develop 'mini-GHG inventories' in the 3 sectors (transport, liquid waste, and coal [i.e. mining, handling and consumption]), and this work will include characterizing activities in these sectors that cause emissions, identifying emitted pollutants and emitted quantities, impacted geographic regions and relevant time periods.</p> <p>The Service Provider will receive from the national team the data available (activity data and parameters) together with a description of the source, procedures and arrangements made to collect the data. The assessment of the data should include: Analysis of the arrangements made to ensure archiving and the improvement of the data; Assumptions and criteria for the selection of activity data and emission factors; Assessment of the datasets and methodologies used and identify data gaps in the time series; Integrate an adequate QC for the data and data assessment; and Provide technical advice on the most appropriate inventory method (tier system).</p>
List and Description of Expected Outputs to be Delivered	<p>The firm will deliver the following tasks:</p> <ul style="list-style-type: none"> a) Inception Report b) Draft report of Comprehensive mitigation analysis for Transport and Waste sector report c) Draft revised NDC report that integrates the new mitigation analysis for Transport and Waste sector as well as include gender, youth actions and the SDGs d) Presentation of Revised NDC at stakeholder validation workshop e) Final report

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	Monthly
Progress Reporting Requirements	<ul style="list-style-type: none"> • Inception Report • Situation analysis report • 30 year Risk and vulnerability maps • Risk and vulnerability 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	None
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 [pls. specify]
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 [pls. specify]
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	<input checked="" type="checkbox"/> Required

will be involved in completing the services	<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 ³	<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 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			
Payment Terms ⁴	Outputs	Percentage	Timing	Condition for Payment Release
	Inception report	10	2 Weeks upon signing of 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.
	Draft Mini-GHG Inventory and Comprehensive mitigation analysis Report	20	3 Months upon signing of contract	
	Draft revised NDC report	20	4 Months upon signing of contract	
	Final Report	50	6 Months upon signing of contract	

³ VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

⁴ 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.

	<table border="1"> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>						
Person(s) to review/inspect/approve outputs/completed 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 <input type="checkbox"/> Long-Term Agreement ⁵ (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><u>Technical Proposal (70%)</u></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><u>Financial Proposal (30%)</u></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> </tbody> </table>	SEQ.	CRITERIA	OBTAINABLE POINTS	QUALIFICATION, CAPACITY AND EXPERIENCE		
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QUALIFICATION, CAPACITY AND EXPERIENCE							

⁵ 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.

	1.1	10 years working experience in climate change	5
	1.2	Experience in GHG inventory preparation using IPCC 2006 Guidelines	10
	1.3	Demonstrated ability of analytical and drafting work;	3
	1.4	Demonstrable working knowledge of IPCC 2006 software and IPCC 2006 Guidelines	12
	Sub-total: bidder's qualification and experience		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	MSC degree in environmental science or engineering degree	8
	3.12	Participation in Inventory preparation for national Communication or Biennial Update Report will be an added advantage	10
	3.13	Demonstrable knowledge of key mitigation Assessment methods and tools	5
	3.14	Experience in supervising and managing teams	2
	3.15	Demonstrable understanding of estimates in GHG emissions	5
	Energy expert		
	3.16a	University degree in Energy, environment management or other related field	1
	3.16b	5 years experience in conducting similar assignments	2

	3.16c	Demonstrable understanding of GHG	2
	Waste Management Expert		
	3.17a	University degree in waste management, environment or other related field	1
	3.17b	5 years experience in waste management and / or conducting similar assignments	2
	3.17c	Demonstrable understanding of GHG	2
	Transport sector expert		
	3.18 a	University degree in engineering, sustainable development or other related field	1
	3.18b	5 years experience in the transport sector or conducting similar assignments	2
	3.18 c	Demonstrable understanding of GHG	2
	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 ⁶	<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 ⁷	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others ⁸ <i>[pls. specify]</i>		

⁶ 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.

⁷ Where the information is available in the web, a URL for the information may simply be provided.

⁸ 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)⁹</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>

⁹ 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 PROPOSAL¹⁰

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹¹)

[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.

¹⁰ This serves as a guide to the Service Provider in preparing the Proposal.

¹¹ 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	Draft Mini-GHG Inventory and Comprehensive mitigation analysis Report	20%	
3	Draft revised NDC report	20%	
4	Final 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 specialist	Day		40	1	
3. Waste specialist	Day		40	1	
4. Transport specialist	Day		40	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]