

United Nations Development Programme



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REQUEST FOR PROPOSAL

Hiring Firm/NGO/Organization to update and enhancing NDCs by 2020 for Bangladesh

RFP No.: **RFP-BD-2020-016**

Project: Climate Promise

Country: Bangladesh

Issued on: 5 July 2020

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

- Form H: Form of Proposal Security 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 bd.procurement@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:



Name: Asma Nargis Sultana

Title: Programme Support Officer

Date: **July 5, 2020**

Approved by:



Name: Yonah Samo

Title: International Operations Manager

Date: **July 5, 2020**

SECTION 2. INSTRUCTION TO BIDDERS

A. GENERAL PROVISIONS

<p>1. <i>Introduction</i></p>	<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>
<p>2. <i>Fraud & Corruption, Gifts and Hospitality</i></p> <p>3.</p>	<p>3.1 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>3.2 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>3.3 In pursuance of this policy, UNDP</p> <p>(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;</p> <p>(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>3.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
<p>4. <i>Eligibility</i></p>	<p>4.1 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>4.2 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>5. <i>Conflict of Interests</i></p>	<p>5.1 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>5.2 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>5.3 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>5.4 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>6. <i>General Considerations</i></p>	<p>6.1 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>6.2 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>7. <i>Cost of Preparation of Proposal</i></p>	<p>7.1 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>



8. <i>Language</i>	8.1 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.
9. <i>Documents Comprising the Proposal</i>	9.1 The Proposal shall comprise of the following documents: 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.
10. <i>Documents Establishing the Eligibility and Qualifications of the Bidder</i>	10.1 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.
11. <i>Technical Proposal Format and Content</i>	11.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP. 11.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive. 11.3 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 11.4 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.
12. <i>Financial Proposals</i> 13.	13.1 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. 13.2 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. 13.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.
14. <i>Proposal Security</i>	14.1 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. 14.2 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. 14.3 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. 14.4 In the event an electronic submission is allowed in the BDS, Bidders shall



	<p>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>14.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after UNDP has issued an award; or <p>14.6 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>
15. <i>Currencies</i>	<p>15.1 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> <ul style="list-style-type: none"> 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 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.
16. <i>Joint Venture, Consortium or Association</i>	<p>16.1 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>16.2 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>16.3 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>16.4 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>16.5 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>16.6 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>16.7 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>
<i>17. Only One Proposal</i>	<p>17.1 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>17.2 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.
<i>18. Proposal Validity Period</i>	<p>18.1 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>18.2 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>
<i>19. Extension of Proposal Validity Period</i>	<p>19.1 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>19.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p>



	19.3 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.
20. Clarification of Proposal 21.	<p>21.1 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>21.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>21.3 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>
22. Amendment of Proposals 23.	<p>23.1 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> <p>23.2 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.</p>
24. Alternative Proposals	<p>24.1 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>24.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
25. Pre-Bid Conference	25.1 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	



<p>26. Submission</p>	<p>26.1 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>26.2 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>26.3 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>
<p>Hard copy (manual) submission</p>	<p>26.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS 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>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p>
<p>Email Submission</p>	<p>26.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.
<p>eTendering submission</p>	<p>26.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p>

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	<ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/
<i>27. Deadline for Submission of Proposals and Late Proposals</i>	<p>27.1 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>27.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<i>28. Withdrawal, Substitution, and Modification of Proposals</i>	<p>28.1 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>28.2 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 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>28.3 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>28.4 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>
<i>29. Proposal Opening</i>	<p>29.1 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</p>

	an automatic notification once their proposal is opened.
D. EVALUATION OF PROPOSALS	
<i>30. Confidentiality</i>	<p>30.1 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>30.2 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>
<i>31. Evaluation of Proposals</i>	<p>31.1 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>31.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
<i>32. Preliminary Examination</i>	<p>32.1 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>
<i>33. Evaluation of Eligibility and Qualification</i>	<p>33.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>33.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, 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; They are able to comply fully with UNDP General Terms and Conditions of Contract; They do not have a consistent history of court/arbitral award decisions against the Bidder; and They have a record of timely and satisfactory performance with their clients.
<i>34. Evaluation of</i>	<p>34.1 The evaluation team shall review and evaluate the Technical Proposals on</p>



<p><i>Technical and Financial Proposals</i></p>	<p>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>34.2 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>34.3 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>34.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<p>35. Due Diligence</p>	<p>35.1 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 following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity

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	<p>that may have done business with the Bidder;</p> <p>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;</p> <p>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</p> <p>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p>
<i>36. Clarification of Proposals</i>	<p>36.1 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>36.2 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>36.3 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>
<i>37. Responsiveness of Proposal</i>	<p>37.1 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>37.2 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>
<i>38. Nonconformities, Reparable Errors and Omissions</i>	<p>38.1 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>38.2 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>38.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ol style="list-style-type: none"> 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; if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to



	<p>an arithmetic error, in which case the amount in figures shall prevail.</p> <p>38.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
39. <i>Right to Accept, Reject, Any or All Proposals</i>	39.1 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.
40. <i>Award Criteria</i>	40.1 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.
41. <i>Debriefing</i>	41.1 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.
42. <i>Right to Vary Requirements at the Time of Award</i>	42.1 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.
43. <i>Contract Signature</i>	43.1 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.
44. <i>Contract Type and General Terms and Conditions</i>	44.1 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
45. <i>Performance Security</i>	45.1 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.
46. <i>Bank Guarantee for Advanced Payment</i>	46.1 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



	<p>the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form _____ available _____ at https://popp.undp.org/ layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default</p>
<i>47. Liquidated Damages</i>	<p>47.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.</p>
<i>48. Payment Provisions</i>	<p>48.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.</p>
<i>49. Vendor Protest</i>	<p>49.1 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</p>
<i>50. Other Provisions</i>	<p>50.1 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>50.2 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>50.3 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>

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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	<p>Will be Conducted Time: 3.00 PM (BD local Time); Date: 9 July 2020 Venue: Online - <u>Kindly join the meeting using following link:</u> https://undp.zoom.us/j/91728706688</p> <p>The UNDP focal point for the arrangement is: RFP-BD-2020-016</p> <p>Address: IDB Bhaban (19th floor), E/8-A Begum Rokeya Sharani, Sher-e Bangla Nagar, Dhaka-1207, Bangladesh Telephone: 55667788; Ext-1916 E-mail: bd.procurement@undp.org</p>
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	<p>Will be imposed as follows: Percentage of contract price per day of delay: 0.5% Max. number of days of delay 15, after which UNDP may terminate the contract.</p>
9	40	Performance Security	Not Required



10	18	Currency of Proposal	<ul style="list-style-type: none"> • United States Dollar • Local currency BDT
11	31	Deadline for submitting requests for clarifications/questions	11 July 2020
12	31	Contact Details for submitting clarifications/questions	<p><i>Address: UNDP Bangladesh, IDB Bhaban, Dhaka</i> <i>E-mail address dedicated for this purpose: bd.procurement@undp.org</i> <u>Attn. Queries– RFP-BD-2020-016</u></p> <p><i>This email 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.</i></p> <p><i>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</i></p>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<p>Posted directly to eTendering</p> <p><input checked="" type="checkbox"/> Uploaded in the system. Once uploaded, Prospective Proposers (i.e. Proposers that have accepted the bid invitation in the system) will be notified via email that changes have occurred. It is the responsibility of the Proposers to view the respective changes and clarifications in the system. Also will be posted on UNDP Bangladesh website: http://www.bd.undp.org/content/bangladesh/en/home/operations/procurement.html</p>
14	23	Deadline for Submission	<p>Date: July 19, 2020 4:30 PM Bangladesh Time Zone Time: 4.30pm (Local Time) Date and Time: As specified in the system (note that time zone indicated in the system is Eastern Daylight time zone). PLEASE NOTE: -</p> <ul style="list-style-type: none"> • <i>Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system.</i> • <i>Submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.</i>
14	22	Allowable Manner of Submitting Proposals	e-Tendering
15	22	Proposal Submission Address	<p><u>https://etendering.partneragencies.org</u></p> <p><u>BU: BGD10; Event ID: RFP-20-016</u></p>
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. ▪ Password for financial proposal must not be provided to UNDP until requested by UNDP

			<ul style="list-style-type: none"> Max. File Size per transmission: not exceeding 45 MB
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively
18		Expected date for commencement of Contract	<i>August 1, 2020</i>
19		Maximum expected duration of contract	05 Months
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	<p>Purchase Order and Contract for Goods and Services for UNDP</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
23		Other Information Related to the RFP	<p>The Financial Proposal and the Technical Proposal files <u>MUST BE COMPLETELY SEPARATE</u> and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. <u>The file with the "FINANCIAL PROPOSAL" must be encrypted with a password.</u></p>



SECTION 4. EVALUATION CRITERIA

Preliminary Examination Criteria

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

- Appropriate signatures
- Power of Attorney
- Minimum documents provided:
 - Must have at least 5 years of proven experience in Climate change mitigation related works.
 - Must have at least 5 years of proven experience to establish effective working relations with government counterparts, donors, NGOs and other development partners in Project Implementation
 - Experience of working in similar type assignments in Bangladesh
 - The Firm must submit last two years (2018, 2019) financial audit report
 - The Applicant must submit the following documents:
 - Certificate of Incorporation, up to date valid Trade License, TIN, Tax Clearance Certificate and VAT Registration Certificate.
 - Company profile covering company expertise, strength and experience.
- Technical and Financial Proposals submitted separately
- Bid Validity
- CVs of required key personnel (refer to Terms of Reference) with commitment letter.

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 RFP clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with RFP 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

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.

Previous Experience	Must have at least 5 years of proven experience in Climate change mitigation related works.	Form D: Qualification Form
Financial Standing	<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

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Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	200
2.	Proposed Methodology, Approach and Implementation Plan	200
3.	Management Structure and Key Personnel	300
	Total	700
	Financial	300
	Grand Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Proven experience in NDC related work	50
1.2	Proven experience to establish effective working relations with government counterparts, donors, NGOs and other development partners in PICs	60
1.3	Experience of working in similar type assignments in Bangladesh.	40
1.4	Organization Profile, administrative and financial management structure and strength, list of clients	50
Total Section 1		200

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Did the proposal address in sufficient detail the important aspects of NDC enhancement in Bangladesh?	70
2.2	Is the methodology adopted appropriate for the task? e.g. What percentage of work is subcontracted, and measures put in place for quality assurance?	60
2.3	Are the different components of this TOR planned to be implemented in a cohesive manner?	70
Total Section 2		200

Section 3. Management Structure and Key Personnel		
Reference	Criteria	Points obtainable
Team Leader-NDC development and coordination expert	<ul style="list-style-type: none"> Educational Qualification 	5
	<ul style="list-style-type: none"> Experience in climate change policy and strategy support at the national level, with specific focus on I/NDC design and implementation Demonstrated experience in conducting gap analysis and prioritization of actions in government's national climate action policies and plans Demonstrated strong technical knowledge of UNFCCC processes 	25
	<ul style="list-style-type: none"> Demonstrated experience working with governments and international organizations in a developing country context Experience in designing and facilitating capacity building processes, consultations and coordination processes; 	15

	<ul style="list-style-type: none"> Proven organizational skills, especially for facilitating meetings and writing reports (please provide links of publications/ reports/write-ups. 	5
	Total	50
National Climate Change Adaptation expert	<ul style="list-style-type: none"> Educational Qualification 	5
	<ul style="list-style-type: none"> Experience in climate change adaptation, experience in strategy and action plan designing and implementation processes in developing countries, specifically related to NDCs. Experience in formulation of NAPA, NAP Road Map, National Climate Change Strategy and Action Plan, etc. Demonstrated experience working with civil society, youth, women's groups or private sector Demonstrated strong technical knowledge of UNFCCC processes and Nationally Determined Contributions 	10
	<ul style="list-style-type: none"> Demonstrated experience working with climate risks and vulnerability assessment, climate resilient investment, support in formulation of national adaptation strategy and action plan, etc 	10
	<ul style="list-style-type: none"> Proven organizational skills, especially for facilitating meetings and writing reports (please provide links of publications/ reports/write-ups. 	5
	Total	30
National gender mainstreaming expert	<ul style="list-style-type: none"> Educational Qualification 	5
	<ul style="list-style-type: none"> Work experience in relevant technical areas in international development, climate change/environment and gender; Experience in preparing gender assessment in development project, designing and implementing gender action plan processes; 	10
	<ul style="list-style-type: none"> Proven ability to undertake gender analysis, design relevant criteria and gender strategy; Demonstrated understanding of issues related to climate change/environment, relevant strategies and policy documents, particularly NDCs, 	10
	<ul style="list-style-type: none"> Proven organizational skills, especially for facilitating meetings and writing reports (please provide links of publications/ reports/write-ups. 	5
	Total	30
Sectoral analysis experts-6 (Energy, Industry, Transport, Agriculture, Forestry, and Waste management)	<ul style="list-style-type: none"> Educational Qualification 	5
	<ul style="list-style-type: none"> Experience conducting relevant sectoral analysis and prioritization of actions for NDCs and/or climate change policies, plans and strategies. (key sectors of focus: Energy, Transport, Forests, Ecosystems and Landuse, Agriculture and Food, Waste Management) 	30
	<ul style="list-style-type: none"> Demonstrated experience working with governments and international organizations in developing country context. 	15

	<ul style="list-style-type: none"> • Demonstrated strong technical knowledge of UNFCCC processes and Nationally Determined Contributions 	10
	<ul style="list-style-type: none"> • Proven organizational skills, especially for facilitating meetings and writing reports (please provide links of publications/ reports/write-ups. 	10
	Total	70
Climate investment and financing expert	<ul style="list-style-type: none"> • Educational Qualification 	5
	<ul style="list-style-type: none"> • Experience in finance and investment according to the specific assignment (i.e., de-risking approach, development of investment plan, establishment of financing strategy or framework for climate or development project) 	10
	<ul style="list-style-type: none"> • Knowledge of climate finance from both public and private sources in developing and/or emerging countries context. • Familiarity and experience to working in Asian countries (e.g. Bangladesh, India, Nepal, etc.) is an asset for specific assignments. 	10
	<ul style="list-style-type: none"> • Proven organizational skills, especially for facilitating meetings and writing reports (please provide links of publications/ reports/write-ups. 	5
	Total	30
Climate change monitoring and transparency expert	<ul style="list-style-type: none"> • Educational Qualification 	5
	<ul style="list-style-type: none"> • Experience developing climate change monitoring and transparency systems and/or GHG inventories, including MRV systems 	10
	<ul style="list-style-type: none"> • Demonstrated experience working with governments and international organizations in developing country context. 	5
	<ul style="list-style-type: none"> • Demonstrated strong technical knowledge of UNFCCC processes and Nationally Determined Contributions, particularly the transparency-related requirements under the Paris Agreement. 	5
	<ul style="list-style-type: none"> • Proven organizational skills, especially for facilitating meetings and writing reports (please provide links of publications/ reports/write-ups. 	5
	Total	30
Climate communication, knowledge management and advocacy expert	<ul style="list-style-type: none"> • Educational Qualification 	5
	<ul style="list-style-type: none"> • Experience working on different aspects of communications such as media relations, content production, social media management and campaign management. Working in the private sector, NGO sector, and/or international organisations on social and environmental issues is an advantage 	10
	<ul style="list-style-type: none"> • Demonstrated experience in developing, producing, and editing videos • Demonstrated experience in multi-media management platforms including social media; 	10
	<ul style="list-style-type: none"> • Proven organizational skills, especially for facilitating meetings and writing reports (please provide links of publications/ reports/write-ups. 	5

	Total	30
National administrative and logistic support consultant	<ul style="list-style-type: none"> ▪ Educational Qualification ▪ Experience in administration, finance, logistic management and other operational support 	5
		10
	<ul style="list-style-type: none"> ▪ Understanding of operational procedures of UN/GoB. Candidates familiar with UN and Govt administrative, program, and financial procedures preferred ▪ Experience in organizing various events and providing support to clients 	10
		5
	Total	30
	Grand Total	300

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SECTION 5. TERMS OF REFERENCE

Hiring Firm/NGO/Organization to update and enhancing NDCs by 2020 for Bangladesh

A. Project Title:
UNDP's Climate Promise: Enhancing NDCs by 2020 for Bangladesh
B. Background
<p>UNDP has launched its ambitious "Climate Promise" in November 2019 which will support 100 countries to enhance their NDCs under the Paris Agreement by 2020, with demonstrated increase in ambition for greater emissions reduction and resilience building. To deliver this promise, UNDP is leveraging its extensive expertise and capacities around the world, including through its donors and partners as well as independent experts, to support country offices. UNDP will work with Bangladesh to make their NDCs more technically robust and include new ways governments can step up their climate actions, as well as finance these bold new goals.</p> <p>The proposed 'UNDP's Climate Promise: Enhancing Nationally Determined Contributions (NDCs) by 2020 for Bangladesh' will assist the Government of Bangladesh (GoB) in preparing the ambitious and updated NDC for Bangladesh for submission to the United Nations Framework Convention on Climate Change (UNFCCC) towards fulfilment of the obligation to the convention, following guidelines adopted by the NDC of the UNFCCC and for fostering enabling conditions to mainstream mitigation concerns into sustainable development strategies. It will mainstream the climate change into the national planning, programming and budgetary process and to help Bangladesh mainstream mitigation action in support of the achievement of Sustainable Development Goals (SDGs).</p> <p>Bangladesh submitted its Intended NDC in 2015 before Paris Agreement (PA) and prepared NDC roadmap and action in 2018 for its implementation. As per article-4(9) of the PA and decision 1/CP.21, para-24 adopted by the Conference of Parties (COP) at its 21st session, Bangladesh needs to revise and update its NDC by 2020. As being a signatory to PA, Bangladesh is committed to comply this and eager to review and update/revise its NDC.</p> <p>The main objective of this assignment is to revise the current NDC and develop an ambitious NDC with integrated Roadmap and Action Plan for implementing Bangladesh NDC in (i) Power, (ii) Transport, (iii) Industry, (iv) Agriculture, Forestry and Land use (AFOLU) and (v) Waste sectors to (1) provide the GoB with a robust baseline that incorporate all mitigation and adaptation related efforts undertaken by the country to date; (2) prepare mitigation potential projections until 2030 using baseline information; (3) support in drafting the technical language of the submission to the UNFCCC; and (4) extract agreement of the key stakeholders on the elements of the ambitious NDC that will be submitted.</p>
C. Project Description:
<p>UNDP operates in over 170 countries and territories, helping to achieve the eradication of poverty, reduce inequalities and increase sustainability. One of its critical priorities for 2020 is to support countries to accelerate ambitious action on climate change. Climate change is the single greatest challenge humanity has ever faced, threatening water and food security, health, livelihoods, and the safety of billions of people. The global response to this challenge must be just, inclusive, and leave no one behind, while seeking the most efficient climate solutions that advance multiple SDGs at once.</p> <p>UNDP focuses our climate action support to countries on three strategic and transformative pathways that are inclusive, rights-based and gender-responsive contributing to efforts to reduce poverty and inequality and leave no one behind. They are (1) increasing ambition and accelerating NDC implementation; (2) mobilizing institutions and resources; and (3) aligning policies, plans and budgets with climate-risk informed</p>



approaches. Building on its active climate support across the world, UNDP promotes partnership and coalitions building among state and non-state actors including private sectors for transformative change at local, national, regional and global levels.

UNDP is putting together a pool of experts to support this 'Climate Promise'. While the experts will be utilized throughout 2020 to provide direct support to countries on NDC enhancement, it will be further maintained beyond 2020 to provide a continued pool of expertise for implementation of their enhanced NDCs, focusing on supporting implementation of actions and delivering results on the ground.

Objective of the Assignment

The UNDP Bangladesh Country Office will contract with a qualified consultancy/consulting firm/NGO to implement workplans that would include conducting consultations that are inclusive at the national level by involving various line ministries and concerned departments while enhancing their NDCs. The consulting firm must have a team of national experts who could take lead in providing local knowledge and also coordinate the process with the relevant ministries and line agencies. This activity aims at delivering a range of outputs following these consultations on the baseline scenario of NDCs implementation, revision of targets, review of existing policies and legislations, realistically suggest new targets for climate change mitigation, and adaptation by including progress achieved towards Paris Agreement, Sendai Framework and SDGs. The purpose of this activity is also to enable the countries in finalizing their NDCs for submission within 2020.

D. Scope of Work

To support the update/enhancement of NDCs, UNDP has defined five concrete service lines of support that can be made available to support Bangladesh Government. These include:

- ***Service Line 1: Build political will and societal ownership at national and sub-national levels:*** Support under this service line focuses on using a whole-of-government approach to strengthen the NDC enhancement process. It involves different government ministries and Departments at all levels, while also ensuring strong engagement of civil society, youth organizations, women, cities, movements and networks, media, academia and the private sectors. This is to ensure that the second generation of NDCs is developed in a way that targets and empowers key constituencies to meaningfully engage in an inclusive and transparent process.
 - Activity 1.1: Identify the gaps of existing NDC and other policy instruments including gender action plan (Gap analysis report on Power, Industry and Transport prepared), arrange UNDP mission in Bangladesh.
 - Activity 1.2: Ensure consistency between NDC targets and relevant existing and /or new policies, plans and targets (analyzed consistency of NDC and other energy policies in Bangladesh).
- ***Service Line 2: Review, align and update/enhance current NDC targets, policies and measures:*** Support will be provided under this service line to address common gaps in the first generations of NDCs/INDCs including lack of timeframes, scale, and/or quantifiable targets for priority actions. This includes, among other things, support on quantifying mitigation and adaptation options, ensuring alignment of NDC targets with relevant national policies and strategies, defining linkages to the SDGs, updating with new information and data, and incorporating gender considerations and other social dimensions for effective action.
 - Activity 2.1: Assessment of existing NDC target achievement (both unconditional and conditional contribution) (NDC targets for Power, Industry and Transport sector analyzed and assessed and updated).
 - Activity 2.2: Identify potential mitigation ambition in specified sectors of NDC (Made GHG inventory, analyzed the identified potential mitigation options in power, industry and

transport sector in NDC and updated them aligned with existing Gender Action Plan of Bangladesh Govt).

- Activity 2.3: Organize Inception Workshop (Inception report with detail work plan is done).
- **Service Line 3: Incorporate additional sectors and/or greenhouse gases.** Support under this service line is to identify key additional sectors and/or greenhouse gases that were not considered in the first NDC and that have potential for accelerating contributions to meet the targets and to raise high ambitions. While many of these activities are contextualized depending on the sectors and the country status/context, common support services identified include undertaking a stocktake and analysis of sectoral studies, policies and plans, support the identification of entry points and priorities of actions to be included into the NDC, raise awareness and build capacities of key relevant institutions and stakeholders, as well as documenting lessons learned and generating evidence to advocate for more ambitious NDCs.
 - Activity 3.1: Include two additional sectors: i) Agriculture & Forestry and ii) Waste sector (made GHG inventory, identify short to long time, low cost to high cost mitigation option for the sector of agriculture, land use, land use change and forestry -LULUC&F and waste).
 - Activity 3.2: Build capacity with NDC coordinating institutions and sector specific relevant stakeholders for mitigation and adaptation, as well as effective value chain and global market engagement (identified adaptation and mitigation options, organize 3-4 training program for related stakeholders to develop their capacity)
- **Service Line 4: Assess costs and investment opportunities:** Support under this service line includes assessing costs and benefits of priority actions and technology options, identifying financing gaps and preparing a financing plan, developing investment strategies or frameworks, and conducting de-risking analysis and other targeted investment barrier analysis to guide government policy and regulations to encourage investment and financial flows from private sector and other international sources.
 - Activity 4.1: Prepare sector wise NDC investment and financing strategy through undertaking sector wise analysis to assess cost and propose different investment opportunities and possible funding sources for NDC actions, including those where public finance could be leveraged and / or realigned (Identified source of funding organizations).
 - Activity 4.2: Estimate costs of priority actions, technology options and other investment opportunities to reflect in the NDC (feasibility study on technical, financial and environmental, social analysis done, selection of feasible mitigation options done)
- **Service Line 5: Monitor progress and strengthen transparency:** UNDP will support countries to strengthen and improve data for tracking progress of NDCs, developing MRV systems, and providing training on transparency-related requirements under the Paris Agreements (e.g. Enhanced Transparency Framework and Modalities, Procedures and Guidelines). Advisory and technical support will also be provided to countries on GHG emissions accounting and methodologies, as well as on means of implementations and governance arrangements to be used to deliver NDCs which can improve clarity, transparency and understanding.
 - Activity 5.1: Provide technical guidance on indicator selection for three additional sectors (Technical guidance provided considering international, national and indigenous technology)
 - Activity 5.2: Develop sector and category specific targets for emission reduction from two additional sectors (developed target for GHG emission reduction from agriculture & forestry and waste sector)
 - Activity 5.3: Policy direction/ recommendation on achieving the NDC ambition in the specific time frame (developed policy, timeframe, strategy, strengthening MRV and transparency)

system, adaptation and mitigation options for short to long time, low cost to high cost, feasibility study for technology selection)

- Activity 5.4: Submission of revised NDC (submitted Final Revised NDC Report)

To prepare the NDC, experts should make the GHG inventory, identify mitigation and adaptation options and analyze MRV system which are presented below:

- **Greenhouse Gas (GHG) Inventory:** GHG inventory for four major activity/sectors will be covered following the IPCC Guidelines 2006, which include (a) Energy Expert (Power, Transport, Industry), (b) Agriculture Expert (Agriculture and food), (c) Forestry Expert (Forests, Ecosystems and Landuse), (d) Waste Management Expert (Solid and liquid waste in Urban/Cities). Base year for the inventory will be 2019 and the Experts will cover emission sources and sinks including key source analysis and will prepare a analysis/ key findings report. The Expert will undertake the following activities:
 - Stocktaking of the previous works and other relevant studies/reports
 - Select national emission factors for key source categories
 - Prepare GHG inventory for the year of 2019
 - Share the inventory report with relevant agencies and experts for their comments and reviews
 - Finalize the inventory report
- **Mitigation Options Identification and Analysis:** The Experts will review GHG reduction targets in INDC and conduct scenario analysis for 2030. The NDC implementation roadmap in terms of technology, finance and plausible policy interventions will be reviewed and suggestions will be provided to make the roadmap more aligned with the government targets. The institution will undertake the following activities:
 - Name and description of the mitigation actions, including information on the nature of the actions, coverage (i.e, sectors and gases), quantitative goals and progress indicators provided
 - Mitigation actions and their effects on energy, industry, agriculture, forestry, landuse and waste sectors investigated
 - Provide information on methodologies and assumptions
 - Objectives of the action and steps taken or envisaged to achieve that action mentioned
 - Information on international market mechanisms provided
 - A Cost Benefit Analysis of mitigation measures in energy and industry sectors conducted.
 - The national and sectoral programmes and policies and institutional arrangements analyzed.
 - Conduct mitigation scenario analysis for 2030 considering NDC targets and their revision.
 - Review the NDC implementation roadmap in terms of technology, finance and plausible policy interventions
 - Prepare a chapter on mitigation actions/ measures/ effects
- **Adaptation Options Identification:** This assignment will result in analyses of existing needs (as identified in vulnerability analyses) and produce (1) prioritized lists of both vulnerabilities to address, as well as (2) adaptation strategies to address them. The major sub-activities of work are as follows:
 - Review national and sectoral development policies, strategies & action plans and identify areas of integration with the NAP process and for future mainstreaming;
 - Produce a prioritized ranking of CC risks and vulnerabilities to address during the NAP process within the priority sectors of water resources, agriculture and food security, coastal zones, and urban areas;
 - Assess economics of adaptation to climate change and climate resilient development over medium- and long-term with estimation of the costs and benefits of adaptation. This includes a review of objectives, baselines, discounting, equity, transferability and additionality;
 - Prepare an in-depth report on future adaptation options/actions



- **Monitoring, Reporting and Verification (MRV):** Most of the programmes and projects which are being implemented in the country have some kind of monitoring mechanism within the government and its agencies. A multi-tier approach is common where monitoring is undertaken at various levels. The physical and financial targets, outputs and outcomes are monitored in terms of their initial objectives and design to ensure the achievement of the outputs and outcomes. Establishing an integrated domestic MRV system for GHG mitigation actions is a capacity building need for Bangladesh. The MRV may be based upon listing of actions and their physical attributes, financial attributes as well as their emission reductions. This method of MRV of actions will build upon Bangladesh's monitoring systems for financial monitoring across sectors, programmes and schemes.

Awareness raising activities, capacity building programmes and consultations with national institutions will be conducted to get the buy in and commitment into the domestic MRV. The MRV chapter of NDC will be prepared, clearly outlining the institutions and their roles and responsibilities in the MRV system. The institution will undertake the following activities:

- Organize meetings/seminars for key stakeholders to create awareness on domestic MRV system
 - Assess progress of domestic MRV, taking into consideration national circumstances, local capacity and the nature of proposed mitigation actions
 - Provide necessary support to national institutional arrangements and framework for domestic MRV system
 - Prepare a chapter on domestic MRV
- **Reporting requirements**
- The compiled information and documents have to be presented in hard copies and on electronic carriers.
 - The activities should commence upon signing of the contract.
 - The institution should provide the Terms of Reference (ToR) of the experts that are hired, a detailed description of the logistics they have and also is required to submit profile of their institutional set up.

Composition of the Team

In executing this assignment, the consulting firm/NGO/institution team is expected to have a mix of experts who are familiar with NDC and other associated climate change policy, strategy and action plan specifically a combination of national experts. The prospective Contractor should have a thorough understanding of the country context or experience with similar circumstances in other countries in the Asian region. The Contractor firm/NGO is expected to have a minimum of twelve (12) experts and one (1) operational support consultant with eligibility criteria for the personnel are as follows.

1. Team Leader: National NDC development and coordination (1 position)
2. National NDC Sectoral analysis expert (6 position):
 - (i) National Energy Sector Expert (Energy and Power)
 - (ii) National Industry Sector Expert
 - (iii) National Transport Sector Expert
 - (iv) National Agriculture Sector Expert (Agriculture and food)
 - (v) National Forestry Expert (Forests, Ecosystems and Land use)
 - (vi) National Waste Management Expert (Solid and liquid waste, Urban/Cities).

3. National gender mainstreaming expert (1 position)
4. National climate change adaptation expert (1 position)
5. National climate investment and financing expert (1 position)
6. National climate change monitoring and transparency expert (1 position)
7. National climate communication, knowledge management and advocacy expert (1 position)
8. National administrative and logistic support consultant (1 position)

Deliverables

The consulting firm/ NGO/ organization need to deliver following reports:

1. Detailed inception report and workplan including implementing strategy/methodology/approach, and rough schedule / timeframe of each activities in each service line. - Within 15 days of contract award
2. Interim report detailing the support provided during mid-course of the consultancy including monthly progress report; - At the end of 3 months
3. Draft NDC clearly listing the inputs provided from this consultancy; At the end of 4 months
4. Final report NDC - At the end of 5 months

Schedule of Deliveries: 5 months: August- December 2020

Monitoring / Reporting Requirement

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

Draft Timeframe of the Services

The start date for the Consultancy Services will be upon signing of the contract between the Contractor and UNDP Bangladesh Office. The Services are expected to be completed latest by the end of December 2020. The tentative timeframe is from the August 2020 according to the above schedule.

E. Institutional Arrangement

The Firm/NGO/Organization will be contracted by UNDP Bangladesh (on behalf of the Government of Bangladesh) under UNDP's standard rules, condition and regulations. The contracted firm will report to Programme Specialist (Environmental Sustainability and Energy) of UNDP Bangladesh. S/he will provide oversight and quality assurance who will also carry out a performance evaluation after successful completion of the assignment.

Any Firm/NGO/Organization that has relevant professional experiences of supporting the government in formulation of any national strategy and action plan will be eligible for this assignment. A firm, NGO or institute will be awarded the contract based on their competency prior to quality of technical proposal and the financial proposal. The reputation, track record and capacity of carrying out such assignment would also be considered in selection process.

The composition of the team will depend on the firm/NGO/ organization best judgment to accomplish the assessment maintaining the high quality and with commitment of timely delivery. The arrangement could be managed by a competent Team Leader and a team of specialists (e.g. Climate Mitigation Specialist on Energy, Transport & Industry, Forestry Specialist, Waste Management Specialist, Economist, GHG inventory Specialist, Gender Specialist, Climate Change Adaptation Specialist, Finance and Investment Specialist, Communication Specialist, etc.) and operational assistants (for data and information collation and collection, data analysis, formatting of reports, logistic arrangement, event management etc.). Detail ToR of all proposed human resources needs to be provided in the proposal with expected deliverables.

F. Qualification of the successful contractor

This is a high-profile assessment requiring senior and professional advice based on substantive experience and qualifications of the contracting entity, that call for a professional team that comprise of one or more experts and a team of required associate staff/s. The firm will be invited to submit a detailed delivery proposal alongside CVs for the team leader, specialists and any associate/assistant staff/s (see below). Technical Evaluation (70% of total evaluation; maximum 70 points):

Expertise of Firm /NGO/ Organization

- Must have at least 5 years of proven experience in Climate change mitigation related works.
- Must have at least 5 years of proven experience to establish effective working relations with government counterparts, donors, NGOs and other development partners in Project Implementation
- Experience of working in similar type assignments in Bangladesh.

The minimum required qualification and experience of the Key professional staff are as follows:

1. Team Leader (01 position): National NDC development and coordination expert

- Advanced university degree in environmental sciences, development studies, international development, engineering, economics, natural resources management or other closely related field
- Demonstrated experience working with governments and international organizations in a developing country context;
- At least 8 years of experiences and work in at least 3 countries in the world in similar work;
- At least 5 years of experience in climate change policy and strategy support at the national level, with specific focus on I/NDC design and implementation
- Demonstrated experience in conducting gap analysis and prioritization of actions in government's national climate action policies and plans
- Experience in designing and facilitating capacity building processes, consultations and coordination processes;
- Demonstrated strong technical knowledge of UNFCCC processes
- Proven organizational skills, especially for facilitating meetings and writing reports (please provide links of publications/ reports/write-ups)

2. National climate change adaptation expert (01 position)

- Advanced university degree in environmental sciences, development studies, international development, engineering, economics, natural resources management or other closely related field
- At least 7 years of experience in climate change adaptation, experience in strategy and action plan designing and implementation processes in developing countries, specifically related to NDCs.
- Experience in formulation of NAPA, NAP Road Map, National Climate Change Strategy and Action Plan, etc.
- Demonstrated experience working with civil society, youth, women's groups or private sector
- Demonstrated strong technical knowledge of UNFCCC processes and Nationally Determined Contributions
- Proven organizational skills, especially for facilitating meetings and writing reports (please provide links of publications/ reports/write-ups).

3. National NDC and gender mainstreaming expert (01 position)

- Advanced university degree in any of the related areas: gender, climate change, environment, sociology, sustainable development.



- Work experience in relevant technical areas for at least 7 years in international development, climate change/environment and gender;
- Proven ability to undertake gender analysis, design relevant criteria and gender strategy;
- Demonstrated understanding of issues related to climate change/environment, relevant strategies and policy documents, particularly NDCs,
- Experience in designing and facilitating capacity building processes;
- Proven organizational skills, especially for facilitating meetings and writing reports (please provide links of publications/ reports/write-ups)

4. National NDC Sectoral analysis experts (06 positions: Energy, Industry, Transport, Agriculture, Forestry and Waste Management Expert)

- Advanced university degree in environmental sciences, engineering, development studies, international development, economics, natural resources management or other closely related field
- At least 7 years of experience conducting relevant sectoral analysis and prioritization of actions for NDCs and/or climate change policies, plans and strategies.
- Demonstrated experience working with governments and international organizations in developing country context.
- Demonstrated strong technical knowledge of UNFCCC processes and Nationally Determined Contributions
- Proven organizational skills, especially for facilitating meetings and writing reports (please provide links of publications/ reports/write-ups)

5. National climate investment and financing expert (01 position)

- Advanced university degree in Business/Finance, Economics or related field
 - A minimum of 7 years of relevant professional experience in finance and investment according to the specific assignment (i.e., de-risking approach, development of investment plan, establishment of financing strategy or framework)
 - Knowledge of climate finance from both public and private sources is preferred;
 - Familiarity and experience in developing countries
 - Familiarity and experience in LDCs
- Proven organizational skills, especially for facilitating meetings and writing reports (please provide links of publications/ reports/write-ups)

6. National climate change monitoring and transparency expert (01 position)

- Advanced university degree in environmental sciences, IT/data management, development studies, international development, engineering, economics, natural resources management or other closely related field
- At least 7 years of experience developing climate change monitoring and transparency systems and/or GHG inventory systems, including MRV systems
- Demonstrated experience working with governments and international organizations in developing country context.
- Demonstrated strong technical knowledge of UNFCCC processes and Nationally Determined Contributions, particularly the transparency-related requirements under the Paris Agreement.
- Proven organizational skills, especially for facilitating meetings and writing reports (please provide links of publications/ reports/write-ups)

7. National Climate communication, knowledge management and advocacy expert (01 position)

- Bachelor's degree in mass communications, journalism, media, marketing, or other relevant fields.
- At least 5 years of professional experience working on different aspects of communications such as

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media relations, content production, social media management and campaign management. Working in the private sector, NGO sector, and/or international organizations on social and environmental issues is an advantage

- Demonstrated success in managing communications campaigns related to climate, environment, and relevant development issues.
- Demonstrated experience in developing, producing, and editing videos
- Demonstrated experience in multi-media management platforms including social media;
- Proven organizational skills, especially for facilitating meetings and writing reports (please provide links of publications/ reports/write-ups)

▪ **8. National administrative and logistic support consultant (01 position)**

- Bachelor's degree in business management, economics, sociology or closely related field
- At least 2 years of practical experience in administration, finance, logistic management and other operational support
- Understanding of operational procedures of UN/GoB. Candidates familiar with UN and Govt administrative, program, and financial procedures preferred
- Experience in organizing various events and providing support to clients

G. Scope of Bid Price and Schedule of Payment

An inception report with detail work plan, approach/methodology, budget and ToRs for required Experts/Specialist	20%	Within the timeframe stipulated in timeline mentioned above
After submission of Midterm Report	20%	Within the timeframe stipulated in timeline mentioned above
After submission of Draft NDC	30%	Within the timeframe stipulated in timeline mentioned above
After submission of Final NDC	30%	Within the timeframe stipulated in timeline mentioned above

Remuneration of the successful contractor will be fixed, and bids should be submitted on this basis. No adjustment will be given for the period and determined by the specified outputs as per this TOR. The price should take into account all HR costs and professional fees, instrument rent, printing and dissemination cost, office operational cost, travel costs, DSA, subsistence and ancillary expenses.

UNDP shall effect payments, by bank transfer to the consultancy firm's/organization's bank account, upon acceptance by UNDP of the deliverables specified in the ToR.

Invoices shall indicate the milestones achieved and corresponding amount payable.

The contracting agency should follow the plan and procedures as outlined in the work contract. Payment will be made through Electronically Fund Transfer (EFT) to the account of the consulting firm. For each installment the firm has to submit a request letter duly signed and describing the agreed accomplishment. The final payment will be made upon acceptance of the final reports, soft files and hard data.

H. Recommended Presentation of Proposal

Interested firms/NGO/entities must submit the following detailed proposal made up of documentation to demonstrate the qualifications of the prospective firm, to enable appraisal of competing bids. This should include technical and financial proposals, details of which are listed below.

1. Technical Proposal

The entire technical proposal should be limited to 15 pages maximum, plus relevant annexes.

- **Firm information** – Name of Firm and details of registration, address and bank account; business registration certificate and corporate documents (Articles of Association or other founding authority); description of present activities and most recent annual report (including audited financial statements), if applicable;
- **Relevant Experience** – Description of experience in projects of a comparable nature, with specific description of technical specialization of the Firm in the field of scientific/social research/study, and list of current and past assignments of the Firm;
- **Process** - The Technical Proposal needs to contain a detail description of the process the firm/organization intends to follow to complete the tasks including a detailed work plan and time schedule for completion/delivery of the final product (the updated and revised text of the BD codes) which, after selection of the firm/organization, will be agreed upon by the Project.
- **Human Resources** - The Technical Proposal needs to contain a list and detailed information on the proposed Human Resources/experts (with detail CV) which will be utilized for the task including their respective qualifications and relevant experience/exposure and required expertise/skills to complete the tasks i.e. legal, linguistic, drafting and editing expertise, among others.
- **Tools and Methodologies** - The Technical Proposal must detail tools and methodologies that will be used to ensure the accuracy of the update and revision by the firm/organization. In particular, in order to deliver the task to the highest standard, checks using processes including software-built processes should be applied by the selected firm/organization.

2 references to be provided by the contractor where previous work has been undertaken.

- 2. Financial Proposal** (including operational fee, travel cost, DSA, support service and other relevant expenses)

The Financial Proposal shall specify a total delivery amount (in BDT) including consultancy fees and all associated costs, i.e. travel cost, survey, subsistence per diems, printing and dissemination costs, consultation workshop costs and overhead recharges.

In order to assist UNDP in the comparison of financial proposals, the financial proposals will include a detail breakdown of this amount disclosing the key assumption employed in costing the working. The costing must be broken down for the update and revision of specified legal texts on price per page of source text of the submitted or finished updated and revised text.

The cost of preparing a proposal and of negotiating a contract, including any related travel or survey, is not reimbursable as a direct cost of the assignment.

I. Evaluation

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Expertise of Firm / Organization	200
2.	Proposed Methodology, Approach and Implementation Plan	200
3.	Management Structure and Key Personnel	300
Sub-Total		700
Financial Evaluation		300
Total		1000

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Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Proven experience in NDC related work	50
1.2	Proven experience to establish effective working relations with government counterparts, donors, NGOs and other development partners in PICs	60
1.3	Experience of working in similar type assignments in Bangladesh.	40
1.4	Organization Profile, administrative and financial management structure and strength, list of clients	50
Total Section 1		200

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Did the proposal address in sufficient detail the important aspects of NDC enhancement in Bangladesh?	70
2.2	Is the methodology adopted appropriate for the task? e.g. What percentage of work is subcontracted, and measures put in place for quality assurance?	60
2.3	Are the different components of this TOR planned to be implemented in a cohesive manner?	70
Total Section 2		200

Section 3. Management Structure and Key Personnel		
Reference	Criteria	Points obtainable
Team Leader-NDC development and coordination expert	<ul style="list-style-type: none"> Advanced university degree in environmental sciences, development studies, international development, engineering, economics, natural resources management or other closely related field 	5
	<ul style="list-style-type: none"> At least 8 years of experience in climate change policy and strategy support at the national level, with specific focus on I/NDC design and implementation Demonstrated experience in conducting gap analysis and prioritization of actions in government's national climate action policies and plans Demonstrated strong technical knowledge of UNFCCC processes 	25
	<ul style="list-style-type: none"> Demonstrated experience working with governments and international organizations in a developing country context Experience in designing and facilitating capacity building processes, consultations and coordination processes; 	15
	<ul style="list-style-type: none"> Proven organizational skills, especially for facilitating meetings and writing reports (please provide links of publications/ reports/write-ups 	5

	Total	50
National Climate Change Adaptation expert	<ul style="list-style-type: none"> Advanced university degree in environmental sciences, climate change, development studies, international development, engineering, economics, natural resources management or other closely related field 	5
	<ul style="list-style-type: none"> At least 7 years of experience in climate change adaptation, experience in strategy and action plan designing and implementation processes in developing countries, specifically related to NDCs. Experience in formulation of NAPA, NAP Road Map, National Climate Change Strategy and Action Plan, etc. Demonstrated experience working with civil society, youth, women's groups or private sector Demonstrated strong technical knowledge of UNFCCC processes and Nationally Determined Contributions 	10
	<ul style="list-style-type: none"> Demonstrated experience working with climate risks and vulnerability assessment, climate resilient investment, support in formulation of national adaptation strategy and action plan, etc 	10
	<ul style="list-style-type: none"> Proven organizational skills, especially for facilitating meetings and writing reports (please provide links of publications/ reports/write-ups 	5
	Total	30
National gender mainstreaming expert	<ul style="list-style-type: none"> Master's degree in any of the related areas: gender, sociology, environment, sustainable development, etc. 	5
	<ul style="list-style-type: none"> Work experience in relevant technical areas for at least 7 years in international development, climate change/environment and gender; Experience in preparing gender assessment in development project, designing and implementing gender action plan processes; 	10
	<ul style="list-style-type: none"> Proven ability to undertake gender analysis, design relevant criteria and gender strategy; Demonstrated understanding of issues related to climate change/environment, relevant strategies and policy documents, particularly NDCs, 	10
	<ul style="list-style-type: none"> Proven organizational skills, especially for facilitating meetings and writing reports (please provide links of publications/ reports/write-ups 	5
	Total	30
Sectoral analysis experts-6 (Energy, Industry,	<ul style="list-style-type: none"> Advanced university degree in environmental sciences, development studies, international 	5



Transport, Agriculture, Forestry, and Waste management)	development, engineering, economics, natural resources management or other closely related field	
	<ul style="list-style-type: none"> At least 7 years of experience conducting relevant sectoral analysis and prioritization of actions for NDCs and/or climate change policies, plans and strategies. (key sectors of focus: Energy, Transport, Forests, Ecosystems and Landuse, Agriculture and Food, Waste Management) 	30
	<ul style="list-style-type: none"> Demonstrated experience working with governments and international organizations in developing country context. 	15
	<ul style="list-style-type: none"> Demonstrated strong technical knowledge of UNFCCC processes and Nationally Determined Contributions 	10
	<ul style="list-style-type: none"> Proven organizational skills, especially for facilitating meetings and writing reports (please provide links of publications/ reports/write-ups. 	10
	Total	70
Climate investment and financing expert	<ul style="list-style-type: none"> Advanced university degree in Business/Finance, Economics or related field 	5
	<ul style="list-style-type: none"> A minimum of 7 years of relevant professional experience in finance and investment according to the specific assignment (i.e., de-risking approach, development of investment plan, establishment of financing strategy or framework for climate or development project) 	10
	<ul style="list-style-type: none"> Knowledge of climate finance from both public and private sources in developing and/or emerging countries context. Familiarity and experience to working in Asian countries (e.g. Bangladesh, India, Nepal, etc.) is an asset for specific assignments. 	10
	<ul style="list-style-type: none"> Proven organizational skills, especially for facilitating meetings and writing reports (please provide links of publications/ reports/write-ups. 	5
	Total	30
Climate change monitoring and transparency expert	<ul style="list-style-type: none"> Advanced university degree in environmental sciences, IT/data management, development studies, international development, engineering, economics, natural resources management or other closely related field 	5
	<ul style="list-style-type: none"> At least 7 years of experience developing climate change monitoring and transparency systems and/or GHG inventories, including MRV systems 	10



	<ul style="list-style-type: none"> Demonstrated experience working with governments and international organizations in developing country context. 	5
	<ul style="list-style-type: none"> Demonstrated strong technical knowledge of UNFCCC processes and Nationally Determined Contributions, particularly the transparency-related requirements under the Paris Agreement. 	5
	<ul style="list-style-type: none"> Proven organizational skills, especially for facilitating meetings and writing reports (please provide links of publications/ reports/write-ups) 	5
	Total	30
Climate communication, knowledge management and advocacy expert	<ul style="list-style-type: none"> Bachelor's degree in mass communications, journalism, media, marketing, or other relevant fields. Master's degree in communications, journalism or other relevant field is an advantage 	5
	<ul style="list-style-type: none"> At least 5 years of professional experience working on different aspects of communications such as media relations, content production, social media management and campaign management. Working in the private sector, NGO sector, and/or international organisations on social and environmental issues is an advantage 	10
	<ul style="list-style-type: none"> Demonstrated experience in developing, producing, and editing videos Demonstrated experience in multi-media management platforms including social media; 	10
	<ul style="list-style-type: none"> Proven organizational skills, especially for facilitating meetings and writing reports (please provide links of publications/ reports/write-ups) 	5
	Total	30
National administrative and logistic support consultant	<ul style="list-style-type: none"> Bachelor's degree in business management, economics, sociology or closely related field 	5
	<ul style="list-style-type: none"> At least 2 years of practical experience in administration, finance, logistic management and other operational support Experience in time-management, organizational and inter-personal skills; 	10
	<ul style="list-style-type: none"> Understanding of operational procedures of UN/GoB. Candidates familiar with UN and Govt administrative, program, and financial procedures preferred 	10
	<ul style="list-style-type: none"> Experience in organizing various events and providing support to clients 	5
	Total	30
	Grand Total	300



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"/>
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"/>

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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]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Power of Attorney



FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

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

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

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

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

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

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

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

Name of partner: _____	Name of partner: _____
Signature: _____	Signature: _____
Date: _____	Date: _____
 Name of partner: _____	 Name of partner: _____
 Signature: _____	 Signature: _____
 Date: _____	 Date: _____

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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

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> 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)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> 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.

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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
	Information from Balance Sheet		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	Information from Income Statement		
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.

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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>
	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

Note: CVs of the Team leader and key team members containing their experiences on relevant issues must be submitted with detailed proposal. The bidder can propose same staff for both phase work.

Position	No. of Position	Fee Rate	No. of Days/months/ hours	Total Amount
		<i>A</i>	<i>B</i>	<i>C=A+B</i>
Team for Development and Enhancement work				
Project Manager	01			
System Analyst	01			
Database Administrator	01			
Network Administrator	01			
Software Engineer	03			
Mobile Apps Developer (Android)	01			
Mobile Apps Developer (iOS)	01			
Information Security Expert	01			
QA Expert	01			
Graphics Designer	01			
Integration Engineer (PG)	01			
Integration Engineer (Biller)	01			
Team for Maintenance Support				
Project Manager	01			
Database Administrator	01			
System Administrator	01			
Network Administrator	01			
Software Engineer	02			
Information Security Expert	01			
Onsite Support Engineer	01			

Executive (Dispute Management)	01			
Coordinator (Partnership Management)	01			
Integration Engineer (PG)	01			
Integration Engineer (Biller)	01			
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				
.....				

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FORM H: FORM OF PROPOSAL SECURITY

**Proposal Security must be issued using the official letterhead of the Issuing Bank.
Except for indicated fields, no changes may be made on this template.**

To: UNDP

[Insert contact information as provided in Data Sheet]

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Proposal to UNDP dated [Click here to enter a date](#), to execute Services [Insert Title of Services] (hereinafter called "the Proposal");

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Proposal after the date of the opening of the Proposals;
- c) Fails to comply with UNDP's variation of requirement, as per RFP instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____

Name: _____

Title: _____

Date: _____

Name of Bank _____

Address _____

[Stamp with official stamp of the Bank]

