

United Nations Development Programme



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REQUEST FOR PROPOSAL

**Hiring Firm/NGO for Conducting Training on CCA mainstreaming and Bankable Project
Development Skills**

RFP No.: **RFP-BD-2020-017**

Project: Formulation and Advancement of the National Adaptation Plan Process in Bangladesh (NAP)

Country: Bangladesh

Issued on: 12 July 2020

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SECTION 1. LETTER OF INVITATION

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

Section 1: This Letter of Invitation

Section 2: Instruction to Bidders

Section 3: Bid Data Sheet (BDS)

Section 4: Evaluation Criteria

Section 5: Terms of Reference

Section 6: Returnable Bidding Forms

- Form A: Technical Proposal Submission Form
- Form B: Bidder Information Form
- Form C: Joint Venture/Consortium/Association Information Form
- Form D: Qualification Form
- Form E: Format of Technical Proposal
- Form F: Financial Proposal Submission Form
- Form G: Financial Proposal Form

- 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:

asma nargis sultana

Name: Asma Nargis Sultana

Title: Programme Support Officer

Date: **July 12, 2020**

Approved by:

Yonah Samo

Name: Yonah Samo

Title: International Operations Manager

Date: **July 12, 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. <i>Clarification of Proposal</i> 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. <i>Amendment of Proposals</i> 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. <i>Alternative Proposals</i>	<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. <i>Pre-Bid Conference</i>	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	

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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

	<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: 11:00 AM (BD local Time); Date: 16 July 2020 Venue: Online - <u>Kindly join the meeting using following link:</u> https://undp.zoom.us/j/96046194048</p> <p>The UNDP focal point for the arrangement is: RFP-BD-2020-017</p> <p>Address: IDB Bhaban (19th floor), E/8-A Begum Rokeya Sharani, Sher-e Bangla Nagar, Dhaka-1207, Bangladesh Telephone: 55667788; Ext 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	18 July 2020 4:30 PM (local time)
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-2020-017</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 26, 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-20-017</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 10, 2020</i>
19		Maximum expected duration of contract	06 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>

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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:
 - At least 07 years of experience in conducting training in the field of Climate Change Adaptation, Disaster Risk Reduction, Project Formulation, Planning Process, Risk Informed Development, etc. (Relevant Work order/ Contract or Agreement /Purchase Order must be attached as an evidence of works)
 - At least submit two- work order/contract within last three years in capacity building of Climate Change Adaptation, Disaster Risk Reduction, Bankable Project Formulation, Risk Informed Development, etc.
 - Working experience with UN organization/ International Development Bank /National or International NGO/ Donor agency
 - 2 references to be provided by the contractor where previous similar work has been undertake (name of the organization, focal person, email address, contact number
 - The Firm must submit last two years (2018, 2019) financial audit report
 - Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List. Annexure-04
 - The Applicant must submit the following documents:
 - 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

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

Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	At least 07 years of experience in conducting training in the field of Climate Change Adaptation, Disaster Risk Reduction, Project Formulation, Planning Process, Risk Informed Development, etc.	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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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.

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	20
2.	Proposed Methodology, Approach and Implementation Plan	25
3.	Management Structure and Key Personnel	25
	Total	70
	Financial	30
	Grand Total	100

Criteria	Weight	Max Points
Technical	70%	
1. Overall experience and Expertise of the organization/Firm (Form1)		20
1.1 Organization Reputation and staff credibility and Years of Establishment as a firm- Number of years' experience as a firm		05
1.2 Experience on conducting high-quality training in the area of climate change adaptation, bankable project formulation, risk informed planning, gender mainstreaming		10
1.3 Experience on working with UN organization/ International Development Bank /National or International NGO/ Donor agency		05
2. Methodology proposed in the technical proposal (Form 2)		25
Relevance and appropriateness of methodology and approaches in responding the ToR		7
2.2- Appropriateness and relevance of tools and methodology		6
2.3- Overall understanding of the proposed assignment in terms of work planning and Proposed work plan and timeline relevant to the assignment as per the Terms of Reference		6
2.4- Risk Management & Overall flexibility, Monitoring, quality assurance technique		6
3. Expertise of Key personnel (Form3)		25
3.1- Qualifications and Relevant experience of Team Leader (1)		10
3.2- Qualifications and Relevant experience of Co-Trainers (3)		10
3.3 -Training Support/Logistics Officer (1)		5

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SECTION 5. TERMS OF REFERENCE

HIRING FIRM/ NGO

For Conducting Training on CCA mainstreaming and Bankable Project Development Skills

A. Project Title:	
Formulation and Advancement of the National Adaptation Plan Process in Bangladesh	
B. Description of the Assignment	
<p>The objective of this assignment is to develop training modules and conduct trainings on priority areas of climate change adaptation (CCA) for key stakeholders of the public and private sector. These includes (i) review and update capacity building action plan on climate change (CBAP-CC), (ii) prepare at least five training modules for public and private sector officials on various prioritise aspects of climate change, (iii) conduct those five trainings as per the priority training identified in CBAPP-CC and (iv) develop electronic/online training modules and upload these training modules in NAP websites and (v) develop a tracking mechanism and indicators for designing a transformational driven capacity building on climate change.</p>	
C. Project Description:	
<p>The objective of this assignment is to develop training modules and conduct trainings on priority areas of climate change adaptation (CCA) for key stakeholders of the public and private sector. These includes (i) review and update capacity building action plan on climate change (CBAP-CC), (ii) prepare at least five training modules for public and private sector officials on various contemporary and prioritise aspects of climate change, (iii) conduct those five trainings as per the priority training identified in CBAPP-CC, and (iv) develop electronic training modules for virtual platform and upload these training modules in NAP websites and (v) develop a nationally appropriate tracking mechanism and indicators for designing a transformational driven capacity building programme on climate change for mid to long-term planning.</p> <p>This is Green Climate Fund (GCF) supported National Adaptation Plan (NAP) readiness support project which will achieve following broad objective through four inter-related outcomes:</p> <ul style="list-style-type: none"> • Outcome 1: Strengthened institutional coordination and climate change (CC) information and knowledge management for medium- to long-term planning; • Outcome 2: Adaptation options appraised and prioritized, and NAP formulated; • Outcome 3: Climate risk informed decision-making tools developed and piloted by planning and budget departments at national and sectoral levels; • Outcome 4: Nationally appropriate adaptation investments tracking mechanism set up and financial plan for mid- and long-term CCA implementation prepared. <p>The Ministry of Environment, Forest and Climate Change (MoEFCC), Economic Relations Division(ERD) under the Ministry of Finance, Planning Commission under the Ministry of Planning, Economic Relations Division(ERD) and key personnel working on Climate Change Adaptation (CCA) and relevant programming in water resources, agriculture and food security, coastal zones, and urban habitation (the "priority sectors") will be the key beneficiaries of this project. Moreover, key private sector that are closely involved with the formulation of climate change project (e.g. IDCOL) will also be benefitted from this component.</p>	
Project Outputs	Activities
1. Strengthened institutional coordination and climate change information and knowledge management for medium- to long-term planning	1.1 Assess technical and institutional capacity, information, and data gaps at the national, sectoral, and thematic levels for CCA planning
	1.2 Enhance climate change adaptation mandate and institutional coordination mechanisms to support the NAP process
	1.3 Build expanded information and knowledge base with focus on detailed CC risks and vulnerability and interpret CCA planning scenarios for the mid- and long-term
2. Adaptation options appraised and prioritized, and National Adaptation Plan formulated	2.1 Review and prioritize mid- and long-term adaptation options for inclusion in NAP, national development plans, and other CCA policies, actions, and investment programs
	2.2 Formulate and communicate the NAP based on identified CCA priorities and in close coordination with plans already in place

3. Climate risk informed decision-making tools developed and piloted by planning and budget departments at national and sectoral levels	<i>3.1 Develop technical guidance and tools to support integration of CCA into development planning, programming, and budgeting in prioritized sectors</i>
4. A nationally appropriate participatory adaptation investments tracking mechanism and financial plan for mid- and long-term CCA implementation set up	<i>4.1 Establish standards and protocol to track CCA project financing and investments</i>
	<i>4.2 Develop a NAP programming and financing strategy that focuses on catalyzing CCA investments in the priority sectors</i>
D. Scope of Work	

Building on the capacity gap and need assessment (from SWOT), this assignment will be focused on addressing capacity and knowledge gaps/needs within the priority sectors working on CCA. Targeted training workshops and mentorship programs need to be carried out to increase the relevant govt and private sector personnel's understanding of CCA concepts as well as capacity to develop bankable multi-sector, multi-stakeholder adaptation projects (including a focus on securing and managing funding processes as well as monitoring, evaluation and learning). In addition, there will be a focus on establishing baseline including benchmarks and indicators to be able to track relevant capacity building moving forward in the NAP process. With this activity, the goal is for 75% of planning, budgeting, monitoring, reporting staff in priority sector ministries and line agencies will be trained in CCA project preparation, administration and implementation and/or set up with professional mentors.

The scope of work may include but not limited to:

- Develop an adaptation-specific capacity building action plan (CBAP) and knowledge management plan on CCA (KMP-CC): for upgrading CCA technical and project implementation skills of climate change-related technical government staffs at national, district and upazila level. This will be built on existing capacity building action plan and knowledge gap assessment report drafted by MoEFCC and ADB in 2015²
- Implement the capacity development action plan on climate change:
- A series of short (1 to 5 days) five training courses for public (mainly development and planning professional) and private sector officials will be organized. These training may include training on (i) mainstreaming CCA into development planning, programming and budgetary process; (ii) design of bankable project development on CCA; (iii) climate risks and vulnerability assessment and climate proofing of development project; and other two training courses based on recommendation by the CBAC-CC report.

Above these training will be conducted in coordination with national training institutes (e.g. BPATC, BCSAA, BIAM, NAPD, NAEM, BARD, RDA, NATA, NILG, etc.³) and public and private universities. Standard training modules (both for e-learning and through physical presence) needs to be developed before conducting training.

- Following are sample for guidance. But the training should not be limited only on the following three areas:

Training Name	No of training workshop	Days per training workshop	No. of Participants in each training
1. Mainstreaming climate change adaptation into development planning, programming and budgetary process	2 (one for national & other for local level)	4 days	About 30-50 participants

² Capacity Building Action Plan on Climate Change and Knowledge Management Plan on Climate Change prepared by MoEFCC in 2015 with support from ADB under PPCR

³ BPATC- Bangladesh Public Administration Training Centre; BCSAA-Bangladesh Civil Service Administration Academy, BIAM- Bangladesh Institute of Administration and Management, NAPD- National Academy for Planning and Development, NAEM-National Academy for Educational Management, BARD-Bangladesh Academy for Rural Development, RDA-Rural Development Academy, Bogra, NATA- [National Agriculture Training Academy](#), NILG- National Institute of Local Government

2.	design of bankable project development on CCA	2 (one for national & other for local level)	4 days	About 30-50 participants
3.	climate risks and vulnerability assessment and climate proofing of development project	2 (one for national & other for local level)	4 days (subject to recommendation on CBAP-CC)	About 30-50 participants
4.	training courses based on recommendation by the CBAC-CC report	2 (one for national & other for local level)	4 days (subject to recommendation on CBAP-CC)	About 30-50 participants
5.	training courses based on recommendation by the CBAC-CC report	2 (one for national & other for local level)	4 days (subject to recommendation on CBAP-CC)	About 30-50 participants
Total		10	20	150-250

c. Develop a tracking mechanism and indicators for designing a transformational driven capacity building on climate change.

This component will support in outlining process indicators to track capacity-building efforts in the NAP process and their impacts on national and sectoral decision making on adaptation options and their implementation. This activity will focus on setting up tracking systems on capacity building to ensure long-term capacity development for planning, development and relevant sectors professionals/officials. This can include developing methods for tracking participation in internal and external professional development activities (such as training, conferences, etc. in above). This process indicators list will be developed within the inter-ministerial working group (IMWG) and with project staff. It can also be put in use as part of the NAP M&E framework.

Deliverables under this task:

- Inception report (including methodology, workplan, resource requirements and training delivery plan)
- Updated Report on adaptation-specific capacity gap/need assessment and capacity building action plan on climate change;
- Updated Report on adaptation-specific knowledge gap/need assessment and knowledge management plan;
- Prepare at least five (5) training modules (both hard copy & web enabled version for upload in NAP website) on the selected trainings (e.g. CCA mainstreaming and Bankable Project Design and Development);
- Conduct those training both at National and Local level and prepare summary report on the evaluation of trainings by the participants and govt counterpart;
- Develop a report on tracking mechanism and indicators for designing transformational driven capacity building on climate change;
- Prepare and submit final report.

E. Methodology

The methodology of the training mostly would be highly participatory to have a greater impact of the training to the participants so that they can replicate the model/approach or system in their own ministry/department/institutions for better impacts. Ensure mock and practical demonstration of the session. The firm will also analyses participants' status and behavior and does pre and post evaluation on the training impact. Finally, share a final report on the training including evaluation and participant's feedback.

- **Institutional Arrangement**

The Programme Specialist (Environmental Sustainability & Energy) of UNDP and Project Manager, NAP will oversee the performance of the firm. Project Manager- NAP will provide support to invitation to the participants to attend the programme in the training venue. The NGO/FIRM will take care of logistics & communication with the participants & other stakeholders.

F. Duration of the Work and Duty Stations

The duration of this assignment is for 06 months over a period from August 2020 to February 2021. The venue of the Training and workshop would be based on availability/convenience in consultation with DoE, MoEFCC, ERD, Ministry of Planning and UNDP. Training could be conducted through using virtual/ ICT application if the COVID-19 situation continued for uncertain period. In that case online training modules will be required to be developed and uploaded in NAP website.

- **Key Deliverables and Time Frame**

Time required for delivery of the following reports/task will be based on time from contract award:

Key Tasks and/or Deliverables	Timeline (estimated months)
1. Inception report (including methodology, workplan, resource requirements and training delivery plan)	1
2. Updated Report on adaptation-specific capacity gap assessment and capacity building action plan on climate change;	3
3. Updated Report on adaptation-specific knowledge gap assessment and knowledge management plan;	3
4. Prepare at least five (5) training modules (both hard copy & electronic version for upload in NAP website) on the selected trainings (e.g. CCA mainstreaming and Bankable Project Design and Development);	4
5. Conduct those trainings both at National and Local level and prepare summary report on the evaluation of trainings by the participants and govt counterpart	4
6. Develop a report on tracking mechanism and indicators for designing transformational driven capacity building on climate change;	6
7. Prepare and submit final report.	6

G. Qualifications of the Successful Firm & Trainers:

The key qualification of the firm, team leader and trainers are listed below. The interested firms should submit 4 CVs for the Lead Trainer and Co-trainers. CVs must be tailored (not more than 2 pages) to demonstrate competence against these requirements. Failure to demonstrate (with evidence) the experience of the firm and individual team members against these eligibility criteria will result in proposals being discarded.

The firm should be able to demonstrate that it has proven expertise and experience to accomplish the assigned tasks. The firm should have expert senior level trainers to conduct the assessments and deliver high quality training as output and results.

- Profile (which should not exceed Three (3) pages excluding reference of any printed brochure relevant to the services being procured) – describing the nature of business, field of expertise, licenses, certifications, accreditations.
- At least 07 years of experience in conducting training in the field of Climate Change Adaptation, Disaster Risk Reduction, Project Formulation, Planning Process, Risk Informed Development, etc. (Relevant Work order/ Contract or Agreement /Purchase Order must be attached as an evidence of works)
- The Firm must submit valid Trade License, TIN, Tax Clearance Certificate and VAT Registration Certificate
- The Firm must submit last two years (2018, 2019) financial audit report
- At least submit two- work order/contract within last three years in capacity building of Climate Change Adaptation, Disaster Risk Reduction, Bankable Project Formulation, Risk Informed Development, etc.
- Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List. Annexure-04
- Working experience with UN organization/ International Development Bank /National or International NGO/ Donor agency
- 2 references to be provided by the contractor where previous similar work has been undertake (name of the organization, focal person, email address, contact number),

Note: A panel of 4 expert trainers having background of conducting such training along with CVs;

- **Minimum Eligibility Criteria of key personnel:**

Lead Trainer-01:

The lead trainer will be a key liaison point between UNDP and the firm. It is expected that he/she will have overall responsibility for the assignment and conduct proposed training, oversight of team and oversee the quality of the training both the quality of the materials and the performance of the team members.

Education Qualification of Lead Trainer:

- The Lead Trainer must have minimum master's degree in development studies, education, environmental science, NRM, social science or closely related subjects,

Required Experience:

- At least 10 years of experience on both developing the relevant training, curriculum development and teaching materials and capacity to manage a large training programme on Climate Change Adaptation, Risk Informed Development, Disaster Risk Reduction, etc.;
- Proven track record of conducting ToT training for national and international organization;
- Track record of leading a team to conduct large volume of training including preparing high quality training module and report; Experience of working with GoB Ministries, Department & Institutions are required
- Proven experience of developing training module, e-module, manual and operational guideline (Please provide link/sample document)

Co-Trainer -03

The firm should have a panel of trainers for conducting training on various aspects of climate change.

Education Qualification of Co-Trainer:

The Co-Trainer must have minimum master's degree in development studies, education, environmental science, NRM, economics, social science or closely related subjects.

Required Experience:

- At least 7 years' experience of conducting training and have knowledge on the modern training techniques, facilities and curriculum development;
- 05 years' experience of conducting training; develop teaching material, training module and operational manual.
- The co-Trainers must have working experience on climate change and/or disaster risk reduction

Training support cum Logistic Officer: 01

The firm should have a dedicated team member to organize trainings on climate change.

Education Qualification of Training support cum Logistic Officer:

Minimum of bachelor's degree in environmental sciences, earth sciences, natural resource economics, environmental engineering, political science or related social sciences.

Required Experience:

- At least 5 years of relevant work experience on issues related to climate risk, vulnerability reduction and capacity assessment development.
- 03 years' Experience of conducting training; develop teaching material, module & operational manual.
- The Training support cum Logistic Officer must have event management experience
- Experience in report writing and financial management in a project environment;
- Ability to interact and network with key nodal departments, technical/scientific agencies and other stakeholders.
- Good facilitation and presentation skills and ability to represent the organization at seminars, workshops and other events;

Note: Proposers must submit necessary documents to substantiate above eligibility criteria. Proposals which fail to submit/meet above mentioned eligibility criteria will not be considered for further evaluation.

H. Evaluation

A cumulative analysis weighted-scoring method will be applied to evaluate the firm. The award of the contract will be made to the tenderer whose offer has been evaluated and determined as:

a) Responsive/ compliant/ acceptable with reference to this ToR, and; b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation, with the ratio set at 70: 30 respectively (this is to reflect the high level skills mix required).

Only firms obtaining a minimum of 70% of maxim achievable score (i.e. 49 points) in the technical analysis would be considered for financial appraisal, and ultimately therefore, for contracting.

I. Impact of Results

This assignment expected to effectively mainstreamed CCA in development planning, management and budgetary process.
J. Scope of Bid Price and Schedule of Payments
<p>Remuneration of the successful firm 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 consider all professional fees, travel costs, insurance, subsistence and ancillary expenses, currency inflation, time value of money, etc.</p> <p>UNDP shall make payments, by bank transfer to the firm's bank account, upon acceptance by Project/UNDP of the deliverables specified in the ToR. Payments will be made after the approval of the assignment outputs by the Project Manager, NAP and Programme Specialist (Environment Sustainability & Energy), UNDP.</p> <p>Payment Schedule:</p> <ul style="list-style-type: none"> • 1st Tranche: 20% of the total contract value will be paid after submission and acceptance of inception report and satisfactory completion of the report SI# 1 within 30 days of contract signature. • 2nd Tranche: 20% of the total contract value will be paid after satisfactory completion of the report SI# 2 to 3; within 90 Days of the contract • 3rd Tranche: 40% of the total contract value will be paid after the submission of the report SI# 4 to 5; within 120 Days of Contract • 4th Tranche: 20% of the total contract value will be paid after the submission of the report SI# 6 to 7; within 180 Days of Contract
K. Recommended Presentation of Proposal
<p>Interested firm(s) must submit the following: a 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.</p> <p>1. Technical Proposal (70%)</p> <p>The entire technical proposal should be limited to 15-20 pages maximum, plus relevant annexes.</p> <ol style="list-style-type: none"> 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; Description of experience in projects of a comparable nature, with specific description of technical specialization of the Firm in the required area; 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 order to deliver the task to the highest standard, checks using processes including software-built processes should be applied by the selected firm/organization. <p><i>2 references to be provided by the contractor where previous work has been undertaken.</i></p> <p>2. Financial Proposal (30%)</p> <p>(including workshop cost, fees, travel cost, and other relevant expenses)</p> <ol style="list-style-type: none"> The financial proposal shall specify a total delivery amount in BDT (including workshop cost, fees and all associated costs) i.e. travel cost, subsistence per diems, formatting cost, layout and print design, printing costs, online formatting and contents for web page and overhead recharges. To assist UNDP in the comparison of financial proposals, the financial proposal will include a breakdown of this amount,

disclosing the key assumption employed in costing the working.

- c) Payments will be based upon output, i.e. upon delivery of the services (**section H**) specified in the ToR.

The cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable.

L. Evaluation

A cumulative analysis weighted-scoring method will be applied to evaluate the firm. The award of the contract will be made to the tenderer whose offer has been evaluated and determined as:

- Responsive/ compliant/ acceptable regarding this ToR, and;
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation, with the ratio set at 70: 30 respectively (this is to reflect the high-level skills mix required).

Only firms obtaining a minimum of 70% of maximum achievable score (490 points) in the technical analysis would be considered for financial appraisal, and ultimately therefore, for contracting.

Basis for Evaluation

Evaluation Point Distribution:

Criteria: 1

Summary of Technical Proposal Evaluation Forms		Score weight	Points Obtainable
1.	Expertise of Firm / Organization	20%	20
2.	Proposed Methodology, Approach and Implementation Plan	25%	25
3.	Management Structure and Key Personnel	25%	25
4.	Total technical score	70%	70
5.	Financial score	30%	30
	Total score	100%	100

Criteria	Weight	Max Points
Technical	70%	
1. Overall experience and Expertise of the organization/Firm (Form1)		20
1.1 Organization Reputation and staff credibility and Years of Establishment as a firm- Number of years' experience as a firm		05
1.2 Experience on conducting high-quality training in the area of climate change adaptation, bankable project formulation, risk informed planning, gender mainstreaming		10
1.3 Experience on working with UN organization/ International Development Bank /National or International NGO/ Donor agency		05
2. Methodology proposed in the technical proposal (Form 2)		25
Relevance and appropriateness of methodology and approaches in responding the ToR		7
2.2- Appropriateness and relevance of tools and methodology		6
2.3- Overall understanding of the proposed assignment in terms of work planning and Proposed work plan and timeline relevant to the assignment as per the Terms of Reference		6
2.4- Risk Management & Overall flexibility, Monitoring, quality assurance technique		6
3. Expertise of Key personnel (Form3)		25
3.1- Qualifications and Relevant experience of Team Leader (1)		10
3.2- Qualifications and Relevant experience of Co-Trainers (3)		10
3.3 -Training Support/Logistics Officer (1)		5

Annex 1

Cost Breakdown per Deliverable as a guideline for Vendor

S.I	Deliverables	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1.	Inception report (including methodology, workplan, resource requirements and training delivery plan)	20%	Please provide the amount
2.	Updated Report on adaptation-specific capacity gap assessment and capacity building action plan on climate change; Updated Report on adaptation-specific knowledge gap assessment and knowledge management plan;	20%	Please provide the amount
3.	.Prepare at least five (5) training modules (both hard copy & electronic version for upload in NAP website) on the selected trainings (e.g. CCA mainstreaming and Bankable Project Design and Development); .Conduct those trainings both at National and Local level and prepare summary report on the evaluation of trainings by the participants and govt counterpart;	40%	Please provide the amount
4.	Develop a report on tracking mechanism and indicators for designing transformational driven capacity building on climate change; Prepare and submit final report.	20%	Please provide the amount

Budget for Mediation Training and Workshop

S.I	Particulars	Unit in each batch	Total Unit	Unit Cost in Taka	Total Cost in Taka
1	Venue rent				
2	Food (Morning & afternoon refreshments and Lunch) for participants				
3	Travel cost for participants				
4	Honorarium for resource person/trainer(s)				
5	Master/Core Trainer	xxxx	xxxx	xxxx	xxxx
6	Subject Trainers	xxxx	xxxx	xxxx	xxxx
7	Accommodation & Food (Breakfast, Lunch, Dinner) for Master Trainer	xxxx	xxxx	xxxx	xxxx
8	Accommodation & Food (Breakfast, Lunch & Dinner) cost for Co-Trainer	xxxx	xxxx	xxxx	xxxx
9	Travel cost for Master Trainer and Co-trainer	xxxx	xxxx	xxxx	xxxx
10	Printing of Training Materials	xxxx	xxxx	xxxx	xxxx
11	Overhead or Service Charge	xxxx	xxxx	xxxx	xxxx
12	Prepare online version of training module				
	Total cost				

Note: Training could be conducted through using virtual platform (e.g. zoom, MS team, etc.) if COVID-19 situation continued for long time. In that case virtual training materials need to be prepared and uploaded online. Food, venue rent cost, etc. may not be required if the training conducted through online.

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]

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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

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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

☐ Contract non-performance did not occur for the last 3 years

☐ Contract(s) not performed for the last 3 years

Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

☐ No litigation history for the last 3 years

☐ Litigation History as indicated below

Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.
List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

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

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	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.

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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)

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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]

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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
		A	B	C=A+B
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]

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