**RFP 652**

**Questions and Answers**

20 July 2020

Answers are provided in red letters:

1. Considering the fact that this request is launched during the holiday season, could you please consider an extension of the deadline for submission of the offer?

Also, notwithstanding the extension of the deadline for submission of offers, could you consider a later delivery of the first output? According to the terms of reference of the assignment, The first output should be delivered by 21st of August, which is 7 days after the tentative start date of the project, which is a very short deadline for this kind of report on existing strategic and regulatory framework with recommendations.

Please note that deadline for submission of proposals is hereby extended until **3 August 2020 at 15:00 hours (Belgrade Time)**. Accordingly, the RFP document has been amended on page 5, and shall be read as follows:

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| Deadline for Submission of Proposal | **3 August 2020 at 15:00 hours (Belgrade Time)**All e-mail correspondence, or envelopes if transmitted by courier or regular mail to be clearly marked with the **tender number** (see the **“REFERENCE”** field from the 1st page above).Offers received by UNDP after the above-mentioned date and time will be rejected and returned to sender unopened. |

Also, please be informed that the deadline for the first deliverable (Draft report) has been extended until **24 August 2020.** Therefore, the RFP document has been amended accordingly on the pages3, 10 and 33.

**UPDATE I on 24 July 2020**

Answers are provided in red letters:

1. Deliverable 4. and Deliverable 5. Comment: This is in our opinion critical deliverable. We deem that submitting an offer in which anyone promises to deliver draft of the strategic document on low carbon development in five relatively large Serbian cities whose local governments are not yet established in three months’ time would constitute professional misconduct by the offeror. Ensuring process in which vision, political commitment and citizens participation is created without even prior notice to the key permanent staff in the local structures is not feasible. The proposal to do so is against good practices in strategic planning. SECAP guidelines, for example, in the list of key elements of successful SECAP, list in the first place: Build support from stakeholders and citizen participation.

Proposal: We propose that you consider either prolonging the implementation period for at least 6 months or to re-define the deliverable to read perhaps: draft one set of possible measures that may deliver GHG emission reductions in the amount of 40% by 2030 in sectors proposed by the offeror and prepare outline of strategic document to serve as a starting point for the discussion by the local authorities and the stakeholders to take place in 2021.

Please be informed that the deadline for the deliverables 1, 4, 5, 6, 7 and 8 are changed. Accordingly, the RFP document has been amended on pages 3, 4, 10, 20 and 23 shall be read as follows:

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| List and Description of Expected Outputs to be Delivered | Based on the enclosed Terms of Reference (Annex 4), the Selected Bidder shall be responsible for the following deliverables:

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| **No** | **Deliverables** | **Timeline** |
|  | Draft Report (up to 15 pages, in the English language) on existing strategic and regulatory framework, including recommendations on future national and EU policy and regulatory requirements crucial for combating climate change at the local level, prepared and accepted by UNDP Portfolio Manager | **24 August 2020** |
|  | Final Report (up to 25 pages, in Serbian and English language) on existing strategic and regulatory framework, including recommendations on future national and EU policy and regulatory requirements crucial for combating climate change at the local level, prepared and accepted by UNDP Portfolio Manager;  | 28 August 2020 |
|  | Report (up to 15 pages, in Serbian and English language) on a detailed overview of potential climate initiatives of relevance to local self-governments, required documentation for adhering to those initiatives, with recommendations of those that are most appropriate for membership for 5 local self-government, prepared and accepted by UNDP Portfolio Manager; | 14 September 2020 |
|  | Draft (up to 30 pages per city/municipality, in the English language) low greenhouse gas (low carbon) emission local development strategies, including an action plan, for each of five selected local self-governments, prepared and accepted by UNDP Portfolio manager | **14 March 2021** |
|  | Final p to 40 pages per city/municipality, in Serbian and English language) low greenhouse gas (low carbon) emission local development strategies, including an action plan, for each of five local self-governments, prepared and accepted by UNDP Portfolio Manager.  | **05 April** **2021** |
|  | Summary for the decision makers (up to 5 pages, in Serbian and English language) based on results of five low greenhouse gas (low carbon) emission local development strategies, prepared and accepted by UNDP Portfolio Manager | **12 April** **2021** |
|  | Guideline (up to 15 pages, in Serbian and English language) for the investors on climate smart solutions and climate related businesses at the local level in Serbia, prepared and accepted by UNDP Portfolio Manager; | **12 April** **2021** |
|  | At least 2 articles (in Serbian and English language) for electronic and printed media and at least two infographics for social media which will include main findings of summary for decision makers, prepared and accepted by UNDP Portfolio Manager | **19 April****2021** |
|  | Training materials developed and Report (up to 10 pages, in English language) on conducted 2 one-day training for at least 60 participants on local low carbon development action planning, prepared and accepted by UNDP Portfolio Manager | **19 April****2021** |

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| Expected duration of work  | **8 months** |

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| Latest completion date | **19 April 2021** |

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| **No** | **Deliverables** | **Timeline** | **Amount USD [Lumpsum]** |
| 1. 11

1. | Draft Report (up to 15 pages, in the English language) on existing strategic and regulatory framework, including recommendations on future national and EU policy and regulatory requirements crucial for combating climate change at the local level, prepared and accepted by UNDP Portfolio Manager | **24 August 2020** | **USD** |
| 2. | Final Report (up to 25 pages, in Serbian and English language) on existing strategic and regulatory framework, including recommendations on future national and EU policy and regulatory requirements crucial for combating climate change at the local level, prepared and accepted by UNDP Portfolio Manager;  | 28 August 2020 | **USD** |
| 3. | Report (up to 15 pages, in Serbian and English language) on a detailed overview of potential climate initiatives of relevance to local self-governments, required documentation for adhering to those initiatives, with recommendations of those that are most appropriate for membership for 5 local self-government, prepared and accepted by UNDP Portfolio Manager; | 14 September 2020 | **USD** |
| 4. | Draft (up to 30 pages per city/municipality, in the English language) low greenhouse gas (low carbon) emission local development strategies, including an action plan, for each of five selected local self-governments, prepared and accepted by UNDP Portfolio manager | **14 March 2021** | **USD** |
| 5. | Final p to 40 pages per city/municipality, in Serbian and English language) low greenhouse gas (low carbon) emission local development strategies, including an action plan, for each of five local self-governments, prepared and accepted by UNDP Portfolio Manager.  | **05 April** **2021** | **USD** |
| 6 | Summary for the decision makers (up to 5 pages, in Serbian and English language) based on results of five low greenhouse gas (low carbon) emission local development strategies, prepared and accepted by UNDP Portfolio Manager | **12 April** **2021** | **USD** |
| 7 | Guideline (up to 15 pages, in Serbian and English language) for the investors on climate smart solutions and climate related businesses at the local level in Serbia, prepared and accepted by UNDP Portfolio Manager; | **12 April** **2021** | **USD** |
| 8 | At least 2 articles (in Serbian and English language) for electronic and printed media and at least two infographics for social media which will include main findings of summary for decision makers, prepared and accepted by UNDP Portfolio Manager | **19 April****2021** | **USD** |
| 9 | Training materials developed and Report (up to 10 pages, in English language) on conducted 2 one-day training for at least 60 participants on local low carbon development action planning, prepared and accepted by UNDP Portfolio Manager | **19 April****2021** | **USD** |
| **Total** | **USD** |

**TERMS OF REFERENCE**

**Title: Supporting climate smart policy planning at local level in Serbia**

Project: Climate Smart Urban Development Challenge

**Reporting to:** **UNDP Portfolio Manager**

**Duration: 14 August 2020 – 19 April 2021**

**Deliverables and timelines**

The Selected Bidder will be responsible for the following deliverables:

|  |  |
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| Deliverables | Timeline |
| 1. Draft Report (up to 15 pages, in the English language) on existing strategic and regulatory framework, including recommendations on future national and EU policy and regulatory requirements crucial for combating climate change at the local level, prepared and accepted by UNDP Portfolio Manager
 | **24 August 2020** |
| 1. Final Report (up to 25 pages, in Serbian and English language) on existing strategic and regulatory framework, including recommendations on future national and EU policy and regulatory requirements crucial for combating climate change at the local level, prepared and accepted by UNDP Portfolio Manager;
 | 28 August 2020 |
| 1. Report (up to 15 pages, in Serbian and English language) on a detailed overview of potential climate initiatives of relevance to local self-governments, required documentation for adhering to those initiatives, with recommendations of those that are most appropriate for membership for 5 local self-government, prepared and accepted by UNDP Portfolio Manager;
 | 14 September 2020 |
| 1. Draft (up to 30 pages per city/municipality, in the English language) low greenhouse gas (low carbon) emission local development strategies, including an action plan, for each of five selected local self-governments, prepared and accepted by UNDP Portfolio manager
 | **14 March 2021** |
| 1. Final (up to 40 pages per city/municipality, in Serbian and English language) low greenhouse gas (low carbon) emission local development strategies, including an action plan, for each of five local self-governments, prepared and accepted by UNDP Portfolio Manager.
 | **05 April** **2021** |
| 1. Summary for the decision makers (up to 5 pages, in Serbian and English language) based on results of five low greenhouse gas (low carbon) emission local development strategies, prepared and accepted by UNDP Portfolio Manager
 | **12 April** **2021** |
| 1. Guideline (up to 15 pages, in Serbian and English language) for the investors on climate smart solutions and climate related businesses at the local level in Serbia, prepared and accepted by UNDP Portfolio Manager;
 | **12 April** **2021** |
| 1. At least 2 articles (in Serbian and English language) for electronic and printed media and at least two infographics for social media which will include main findings of summary for decision makers, prepared and accepted by UNDP Portfolio Manager
 | **19 April****2021** |
| 1. Training materials developed and Report (up to 10 pages, in English language) on conducted 2 one-day training for at least 60 participants on local low carbon development action planning, prepared and accepted by UNDP Portfolio Manager
 | **19 April****2021** |

1. Task 3: Climate scenarios and climate data for specific city, Question: Please elaborate what you mean by the climate scenarios for specific cities.

**Please note that under Task 3: Develop five low-greenhouse gas emission (low-carbon) local development strategies with action plans, climate scenarios refer to projection scenario “without measures” and projection scenario “with measures”, as appropriate. Climate data refers to available information related to regional or city-specific climate indicators such as temperature, participation, possibilities for extreme weather events which can influence urban planning, infrastructure projects and mitigation measures.**

**Scenario “without measures” means projections of anthropogenic GHG emissions by sources that exclude the effects of all policies and measures which are planned, adopted or implemented after the year allocated as the starting point for the relevant projection. Scenario “with measures” means projections of anthropogenic GHG emissions by sources that encompass the effects of currently implemented or adopted policies and measures.**

1. Task 4: Local Baseline Emission Inventory for each sector, including direct and indirect emissions. Comment: Please note that SECAP guidelines (for example) envisage that each city may decide to prepare BEI in line with the guidelines but not for all sectors. Question: Is it possible to rephrase the requirement to read: for each sector as recommended in the SECAP guidelines?

**Please note that under Task 3: Develop five low-greenhouse gas emission (low-carbon) local development strategies with action plans, Local Baseline Emission Inventory for each sector, including direct and indirect emissions refer to relevant sectors for each city but have to include: energy production and consumption, renewable energy, transport, waste, industry).**

Therefore, the RFP document has been amended accordingly on the page 22 and shell be read as follows:

II Local Baseline Emission Inventory for each sector **as recommended in the SECAP guidelines**, including direct and indirect emissions. **Baseline Emission Inventory have to include the following sectors: energy production and consumption, renewable energy, transport, waste, industry.**

**UPDATE II on 30 July 2020**

1. In connection with the submission of proposal REFERENCE: RFP 652 would you please clarify should the technical and financial proposal must be submitted in separate pdf or only one pdf. including both?

The question came from these two points at RFP:

* Original: 1 original copy of technical proposal and 1 original copy of financial proposal in separate envelopes, duly marked on the envelopes as Technical Proposal and Financial Proposal
* Copies: 1 electronic copy of the original in the .pdf format, containing full technical and financial proposals on the separate USB memory sticks.

Remark: Offers submitted via e-mail can be submitted only in 1 electronic copy.

What do you mean by only in 1 electronic copy?

Please be informed that Technical and Financial proposal must be submitted as separate files. If the proposal is sent via email only, the Technical and Financial proposal must be sent as two separate \*.pdf files.