



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: August 21, 2020
	REFERENCE: RFP004TLS2020- Baseline/biophysical and socio-economic assessment for developing a coastal management strategy for Posto Administrativo Barique of Municipiu Manatuto, Timor Leste.

Dear Sir / Madam:

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal with reference: **RFP004TLS2020- Baseline/biophysical and Socio-economic Assessment for Developing a Coastal Management Strategy for Posto Administrativo Barique, Timor-Leste**. Descriptions of requirements and Form to be submitted and the detailed of ToR can be find at the annexes 1,2, 3 of this RFP.

Proposal may be submitted on or before **17:00 PM (Timor-Leste local time) September 4, 2020** via ✉e-mail to **bids.tp@undp.org** and must be limited to a maximum of **7 MB**, virus-free and no more than **2** email transmissions. They must be free from any form of virus or corrupted contents, or the proposal shall be rejected. Please ensure that supporting documents required are signed and stamped and in the .pdf format, and free from any virus or corrupted files.

Email Subject for submission of your proposal must indicate "Reference Number": ***RFP004TLS2020- Baseline/biophysical and Socio-economic Assessment for Developing a Coastal Management Strategy for Posto Administrativo Barique, Timor-Leste***

It shall remain your responsibility to ensure that your proposal will be submitted to the above email on or before the deadline. Proposal that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

The Technical Proposal and Financial Proposal files **MUST BE COMPLETELY SEPARATE** and send to **bids.tp@undp.org** separately and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL" as appropriate. The file with the "**FINANCIAL PROPOSAL**" must be encrypted with a password so that it cannot be opened nor viewed until the Technical Proposal has been found to be pass the technical evaluation stage. Once a Technical Proposal has been found to be responsive by passing the

technical evaluation stage, UNDP shall request the Proposer to submit the password to open the Financial Proposal.

A **bidder's conference** will be held on:

<https://undp.zoom.us/j/6954884438?pwd=SDd3aThZZnRibGxISEdKYmFOYVVsdz09>

Meeting ID: 695 488 4438

Date/Time: 28 August 2020, 15.00-16.00 Timor-Leste Time

You are kindly requested to confirm whether your company intends to submit a Proposal and participate in the pre-bid meeting to e-mail address: procurement.staff.tp@undp.org by **COB TLS Time, 26 August**.

Sincerely yours,

Sonia Mehzabeen
Operations Manager
21/08/2020

Description of Requirements

Context of the Requirement	Baseline/biophysical and socio-economic assessment for developing a coastal management strategy for Posto Administrativo Barique of Municipiu Manatuto, Timor Leste
Implementing Partner of UNDP	Ministry of Agriculture and Fishery (MAF)
Brief Description of the Required Services ¹	<p>The UNDP Timor Leste and Directorate General Fisheries (DGF) of the Ministry of Agriculture and Fishery (MAF), Government of Timor Leste (GOTL) is seeking to engage an organization to carry out baseline study/biophysical and socio-economic assessment for developing a coastal management strategy for Posto Administrativo Barique of Municipiu Manatuto, Timor Leste. This is done to ensure that management of coastal zone areas reflects potential impacts of climate change and to ensure that response measures are not mal-adaptive. The developed integrated coastal management plan (ICM) will inform local government to consider local funding should support initiatives that result in reducing vulnerability of socio-ecological systems to the impacts of climate change over the long term.</p> <p>The above activities will be undertaken through a baseline assessment and climate change vulnerability assessment of physical, ecological, and socio-economic conditions at coastal suco in Barique and identify at risk suco for detailed climate change vulnerability assessment. Building on the result of baseline and vulnerability assessment prepare the Integrated Coastal Management (ICM) plan that includes objectives, strategies and actions for the focus aspects including sustainable fisheries and livelihoods, pollution management, climate change adaptation, and other priorities for Barique PA.</p>
List and Description of Expected Outputs to be Delivered	<p>The key output under this assignment are, which includes but not limited to:</p> <ol style="list-style-type: none"> 1. The ICM coordination and management mechanism developed including ICM Committee for Posto Administrativo Barique established and functioning to coordinate the ICM program implementation. 2. Baseline assessments of physical, ecological, and socio-economic conditions at coastal suco in Barique carried out and at risk suco identified for detailed climate change vulnerability assessment. 3. Climate change vulnerability assessment of habitats, fisheries, and communities at risk coastal suco in Barique, including El Nino impact assessment carried out and climate change adaptation measures priority options for livelihoods identified to build climate resilience activities. 4. The ICM plan for Barique PA developed includes adoption of implementation framework and action plan by administrator de Posto Barique and endorsed by DGP and integrated into local government and partners' work and budget plans. <p>For more details of expected out, please refer to the annex- 3 of detailed TOR.</p>

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

Person to Supervise the Work/Performance of the Service Provider	1. Directorate General Fisheries (DGF) of the Ministry of Agriculture and Fishery (MAF) Timor-Leste 2. Programme Manager for Natural Resource Management, UNDP 3. National Project Coordinator of ATSEA-2																								
Frequency of Reporting	<i>Please Refer to the TOR attached to this RFP</i>																								
Progress Reporting Requirements	<i>Please Refer to the TOR attached to this RFP</i>																								
Location of work	In Dili, with frequent travel to Posto Administrativo Barique of Municipiu Manatuto, Timor Leste.																								
Expected duration of work	The expected duration of the contract is 6 (six) month calculated based on the contract starting date																								
Target start date	3 rd Week of September 2020																								
Latest Completion Date	February 2021																								
Travels expected	<table border="1"> <thead> <tr> <th>Destination/s</th><th>Estimated Duration</th><th>Brief Description of Purpose of the Travel</th><th>Target Date/s</th></tr> </thead> <tbody> <tr> <td>Manatuto Municipio</td><td>7 days</td><td>Stakeholders consultation</td><td>21 Sep 2020</td></tr> <tr> <td>PA Barique</td><td>53 days</td><td>Baseline and Vulnerability Assessment</td><td>16 Nov 2020</td></tr> <tr> <td>PA Barique</td><td>90 days</td><td>ICM planning and development</td><td>18 Jan 2020</td></tr> <tr> <td>PA Barique</td><td>30 Day</td><td>Finalization of ICM process</td><td>29 Feb 2020</td></tr> <tr> <td></td><td></td><td></td><td></td></tr> </tbody> </table>	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s	Manatuto Municipio	7 days	Stakeholders consultation	21 Sep 2020	PA Barique	53 days	Baseline and Vulnerability Assessment	16 Nov 2020	PA Barique	90 days	ICM planning and development	18 Jan 2020	PA Barique	30 Day	Finalization of ICM process	29 Feb 2020				
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Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others <i>[pls. specify]</i> UNDP will provide necessary coordination/technical support and logistical support e.g vehicle for local travel to project location when needed and will not provide any administrative support. The service provider takes full responsibility for the overall management of activities, and bears all substantive, operational, financial, monitoring responsibilities. The service provider must own complete project management set up, including for administrative and operational matters.																								

Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required				
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required				
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input type="checkbox"/> Local Currency				
Value Added Tax on Price Proposal ²	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes				
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.				
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted				
Payment Terms		Outputs	Percentage	Timing	Condition for Payment Release
	1.	Inception report	10%	Two weeks after signing of contract (September 2020)	Submission of Inception Report outlining details methodologies/approaches and a detail action plan for its endorsement by UNDP and DG Pescas of MAF.

	2	Finalization of baseline assessment and climate change vulnerability assessment	35%	December 2020	<p>Completion and submission of the following deliverables:</p> <ul style="list-style-type: none"> • Baseline assessments report of physical, ecological, and socio-economic conditions at coastal suco in Barique and at risk suco identified for detailed climate change vulnerability assessment. • Climate change vulnerability assessment and El Nino impact assessment report of at risk coastal suco in Barique including areas that are most vulnerable and have highest risks to climate change impacts. • Validation report on the results of the vulnerability assessment priority issues, threats, and climate change adaptation options including priority options for livelihoods with key stakeholders <p>In addition, submission of an Interim Progress Report</p>
	3	Completion and submission of draft ICM Plan	35%	By end of January 2021	<p>Completion and submission of the following deliverables:</p> <ul style="list-style-type: none"> • Report on community and stakeholders' consultations to present the results of the baseline assessment and vulnerability assessment including priority issues, threats, goals, and targets be addressed by the ICM Plan. • Report on area-wide stakeholders' consultation workshop to review the first draft ICM Plan Report on area-wide validation workshop to review and validate the final draft of the ICM Plan
	4	<p>Final ICM plan submission to the Administrator de Posto Barique and Administrator of Manatuto Municipality with the endorsement of DGP-MAP</p> <p>Final Consultancy Report describing completion of all</p>	20%	By end of February 2021	<p>Final ICM plan developed with the endorsement of DGP/MAF Administrator of Municipality Manatuto, and Administrator de Posto Barique, DG Pescas and UNDP</p> <p>Final report</p>

		outputs and deliverables			

Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	National Project Coordinator of ATSEA Project - UNDP																													
Type of Contract to be Signed	<input checked="" type="checkbox"/> professional service contract																													
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.																													
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <p>Combined Scoring method – where the qualifications and methodology will be weighted a maximum of 70% and combined with the price offer which will be weighted a max of 30%.</p> <p>Only application that scores a minimum of 49 points (70%) of the technical criteria will be considered for financial evaluation. Please refer to Evaluation Table for details.</p> <table><tr><th>Criteria of Selection</th><th>Maxim um point</th><th>Weight Percentage</th></tr><tr><td>Company profile and experience</td><td>20</td><td>20%</td></tr><tr><td>Key staff qualifications</td><td>20</td><td>20%</td></tr><tr><td>Proposed methodology, approach, and implementation plan</td><td>30</td><td>30%</td></tr><tr><td>Technical Score</td><td>70</td><td>100%</td></tr><tr><td>Financial Score</td><td>30</td><td>30%</td></tr><tr><td>TOTAL SCORE</td><td>100</td><td>100%</td></tr></table> <table><tr><th>Section 1</th><th>Company profile and experience</th><th>Points</th></tr><tr><td>1.1</td><td>At least 5 years experiences in relevant works of implementation of Integrated Coastal Management (ICM) and climate change adaptation at local level towards</td><td>10</td></tr></table>			Criteria of Selection	Maxim um point	Weight Percentage	Company profile and experience	20	20%	Key staff qualifications	20	20%	Proposed methodology, approach, and implementation plan	30	30%	Technical Score	70	100%	Financial Score	30	30%	TOTAL SCORE	100	100%	Section 1	Company profile and experience	Points	1.1	At least 5 years experiences in relevant works of implementation of Integrated Coastal Management (ICM) and climate change adaptation at local level towards	10
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		sustainable use and conservation of marine and coastal ecosystem, including ICM plan development and provision of trainings.	
	1.2	Successful completion of at least two (2) similar assignments/projects in Asia Pacific and Timor-Leste in the last 3 years particularly implementation and execution of contracts for the provision of professional services in the areas of baseline survey, vulnerability assessment, planning and development of strategic coastal management (Statement of satisfactory performance/work completion certificate should be submitted as evidence).	5
	1.3	Proposers must demonstrate that they have successfully assisted countries, preferably in Timor-Leste or other Asia Pacific countries in implementation of ICM and climate change adaptation.	5
		Total Section 1	20
	Section 2	Key staff qualifications	Points
	2.1	Team Leader:	
	2.1.1	Education: At least Master's or PHD degree in relevant fields particularly natural resource management, marine and coastal management, marine biodiversity conservation, and marine protected areas management.	5
	2.1.2	Work Experience: <ul style="list-style-type: none"> • At least seven (5) years of relevant work experience in planning and implementation baseline survey, vulnerability assessment ICM development and support government institutions and communities. • Experience in designing and leading similar assignments for ICM plan • Experience in implementing/conducting similar assignment in the Asia Pacific, or ATS region and/or in Timor-Leste • Proven experience on preparation of written reports in an accurate and concise manner, and public presentation skills. Proven organizational, time management and facilitation skills.	3
	2.2	Climate Change Specialist (1 person)	

	2.2.1	Education: Master's degree in marine science, science in environmental management, natural resource management or related field	4
	2.2.2	Work experience: At least 5 years of relevant experience in climate change vulnerability assessment, rapid rural appraisal, and other rural socio-economic appraisal tools.	3
	2.3	Field staff (1 Person)	
	2.3.1	Education: Bachelor's degree in relevant fields – coastal/marine resources management, fishery, or related fields.	3
	2.3.2	Work experience: At least 3 years of relevant experience in relevant field.	2
		Total Section 1	20
	Section 3	Proposed methodology, approach, and implementation plan	Points
	3.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	8
	3.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	6
	3.3	Details on how the different service elements shall be organized, controlled, and delivered	5
	3.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	6
	3.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	3
	3.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	2
		Total Section 1	30
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:		

Contract General Terms and Conditions ³	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁴	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input checked="" type="checkbox"/> Sample written self declaration (Annex 4)
Other Information <i>[pls. specify]</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.

Annex 2

³ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁴ Where the information is available in the web, a URL for the information may simply be provided.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

RFP004TLS2020- Baseline/biophysical and Socio-economic Assessment for Developing a Coastal Management Strategy for Posto Administrativo Barique, Timor-Leste

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

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

B. Proposed Methodology for the Completion of Services

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

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

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

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

D. Cost Breakdown per Deliverable*

	Outputs	Percentage of Total Price (Weight for payment) in USD	Timing	Condition for Payment Release
2.	<i>Inception report</i>	10%	<i>Two weeks after signing of contract (September 2020)</i>	Submission of Inception Report outlining details methodologies/approaches and a detail action plan for its endorsement by UNDP and DG Pescas of MAF.
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4	<p>Final ICM plan submission to the Administrator de Posto Barique and Administrator of Manatuto Municipality with the endorsement of DGP-MAP</p> <p>Final Consultancy Report describing completion of all outputs and deliverables</p>	20%	By end of February 2021	<p>Final ICM plan developed with the endorsement of DGP/MAF Administrator of Municipality Manatuto, and Administrator de Posto Barique, DG Pescas and UNDP</p> <p>Final report</p>

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

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

Description of Activity	Remuneration per Unit of Time (USD)	Total Period of Engagement	No. of Personnel	Total Rate (USD)
I. Personnel Services				

II. Travel Expense (please provide the breakdown cost – transportation, accommodation, meals)				
III. Other Related Costs (please provide in detail – if any)				

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

[Designation]

[Date]

Detailed of TOR for Baseline/biophysical and socio-economic assessment for developing a coastal management strategy for Posto Administrativo Barique of Municipiu Manatuto, Timor-Leste can be found at separate annex 3.1 attached to this RFP

Form for Submitting Self-Declaration

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁵)

We, the undersigned hereby declare that we are not in the removed or suspended ineligibility list of the UN, UN Procurement Division list or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council.

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

[Designation]

[Date]

Yours sincerely,

⁵ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes