



# REQUEST FOR PROPOSAL

**Long-Term Agreement (LTA) for  
Capacity Building and Research Support for  
Tax and Innovative Climate Change Financing Instruments Workstream  
under Climate Finance Network (CFN)**

**RFP No.: RFP-2020-15**

**Project: Multiple Projects**

**Country: Multiple Locations in Asia and the Pacific region**

**Issued on: 2 September 2020**

# Contents

<b>SECTION 1. LETTER OF INVITATION .....</b>	<b>4</b>
<b>SECTION 2. INSTRUCTION TO BIDDERS .....</b>	<b>6</b>
A. GENERAL PROVISIONS .....	6
1. Introduction.....	6
2. Fraud & Corruption, Gifts and Hospitality .....	6
3. Eligibility .....	6
4. Conflict of Interests .....	7
B. PREPARATION OF PROPOSALS .....	7
5. General Considerations .....	7
6. Cost of Preparation of Proposal .....	7
7. Language .....	7
8. Documents Comprising the Proposal .....	7
9. Documents Establishing the Eligibility and Qualifications of the Bidder .....	8
10. Technical Proposal Format and Content.....	8
11. Financial Proposals .....	8
12. Proposal Security .....	8
13. Currencies .....	9
14. Joint Venture, Consortium or Association .....	9
15. Only One Proposal .....	10
16. Proposal Validity Period.....	10
17. Extension of Proposal Validity Period .....	10
18. Clarification of Proposal.....	10
19. Amendment of Proposals .....	10
20. Alternative Proposals.....	11
21. Pre-Bid Conference.....	11
C. SUBMISSION AND OPENING OF PROPOSALS .....	11
22. Submission.....	11
23. Deadline for Submission of Proposals and Late Proposals .....	12
24. Withdrawal, Substitution, and Modification of Proposals.....	12
25. Proposal Opening .....	13
D. EVALUATION OF PROPOSALS .....	13
26. Confidentiality .....	13
27. Evaluation of Proposals .....	13
28. Preliminary Examination.....	13
29. Evaluation of Eligibility and Qualification .....	13
30. Evaluation of Technical and Financial Proposals .....	14
31. Due Diligence.....	14
32. Clarification of Proposals .....	15
33. Responsiveness of Proposal.....	15
34. Nonconformities, Reparable Errors and Omissions .....	15
E. AWARD OF CONTRACT.....	16
35. Right to Accept, Reject, Any or All Proposals.....	16
36. Award Criteria.....	16
37. Debriefing .....	16
38. Right to Vary Requirements at the Time of Award.....	16
39. Contract Signature .....	16
40. Contract Type and General Terms and Conditions .....	16
41. Performance Security .....	16
42. Bank Guarantee for Advanced Payment.....	16
43. Liquidated Damages .....	17
44. Payment Provisions .....	17
45. Vendor Protest .....	17
46. Other Provisions .....	17
<b>SECTION 3. BID DATA SHEET .....</b>	<b>18</b>

<b>SECTION 4. EVALUATION CRITERIA .....</b>	<b>22</b>
<b>SECTION 5. TERMS OF REFERENCE.....</b>	<b>29</b>
<b>CAPACITY BUILDING FOR CLIMATE CHANGE FINANCE NETWORK IN ASIA PACIFIC .....</b>	<b>29</b>
<b>SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST .....</b>	<b>38</b>
<b>FORM A:</b> TECHNICAL PROPOSAL SUBMISSION FORM .....	39
<b>FORM B:</b> BIDDER INFORMATION FORM.....	40
<b>FORM C:</b> JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM.....	41
<b>FORM D:</b> QUALIFICATION FORM .....	42
<b>FORM E:</b> FORMAT OF TECHNICAL PROPOSAL .....	44
<b>FORM F:</b> FINANCIAL PROPOSAL SUBMISSION FORM .....	48
<b>FORM G:</b> FINANCIAL PROPOSAL FORM .....	49

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

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.

In case your Firm is not yet registered in the E-Tendering Module, please use the following temporary username and password to register your Firm:

Username: event.guest

Password: why2change

Bidders, who registered on the e-tendering, will be able to download the complete bidding documents from the e-tendering website at: <https://etendering.partneragencies.org>

A pre-proposal conference will be conducted online through Zoom meeting as per below schedule. Bidders are encouraged to participate for better understanding of the Scope of Work:

Time: 11:00AM (Bangkok Time), Date: 10 September 2020 (Thursday)

Venue: Online Meeting using ZOOM, Zoom Meeting ID: **948 3542 9568**

If you need further information, please feel free to contact the following:

Focal Person in UNDP: Mostaq Ahmed

E-mail address: [mostaq.ahmed@undp.org](mailto:mostaq.ahmed@undp.org)

Kindly acknowledge receipt of this RFP utilizing 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 Data Sheet as the focal point for queries on this RFP.

**IMPORTANT NOTE:** The amount of the Financial Offer **MUST NOT** be mentioned anywhere in the submitted documents or eTendering system other than the Financial Proposal. Submitted Financial proposal should be password protected and the Password should be provided only when requested by UNDP. Failure in compliance with the mentioned condition shall result in rejection of the offer.

**PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT "1" AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE.**

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:

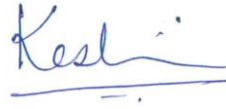


Name: Nahreen Ahmed

Title: Procurement and Administrative Analyst

Date: **September 2, 2020**

Approved by:



Name: Keshini Wijesundera

Title: Transactional Services Team Manager,  
UNDP BRH

Date: **September 2, 2020**

## Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<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 <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a></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 (<a href="http://www.ungm.org">www.ungm.org</a>). 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>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 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 <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p> <p>2.2 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>2.3 In pursuance of this policy, UNDP  (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;  (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>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <a href="http://www.un.org/depts/ptd/pdf/conduct_english.pdf">http://www.un.org/depts/ptd/pdf/conduct_english.pdf</a></p>
3. Eligibility	<p>3.1 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>3.2 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>

4. Conflict of Interests	<p>4.1 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"> <li>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;</li> <li>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</li> <li>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</li> </ul> <p>4.2 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>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> <li>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</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 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>
<b>B. PREPARATION OF PROPOSALS</b>	
5. General Considerations	<p>5.1 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>5.2 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>
6. Cost of Preparation of Proposal	<p>6.1 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>
7. Language	<p>7.1 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.</p>
8. Documents	<p>8.1 The Proposal shall comprise of the following documents:</p>

<b>Comprising the Proposal</b>	<ul style="list-style-type: none"> <li>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</li> <li>b) Technical Proposal;</li> <li>c) Financial Proposal;</li> <li>d) Proposal Security, if required by BDS;</li> <li>e) Any attachments and/or appendices to the Proposal.</li> </ul>
<b>9. Documents Establishing the Eligibility and Qualifications of the Bidder</b>	<p>9.1 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.</p>
<b>10. Technical Proposal Format and Content</b>	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 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</p> <p>10.4 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.</p>
<b>11. Financial Proposals</b>	<p>11.1 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.</p> <p>11.2 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.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<b>12. Proposal Security</b>	<p>12.1 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.</p> <p>12.2 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.</p> <p>12.3 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.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall 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>12.5 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"> <li>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</li> <li>b) In the event that the successful Bidder fails:</li> </ul>



	<p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 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>
<b>13. Currencies</b>	<p>13.1 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> <p>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</p> <p>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.</p>
<b>14. Joint Venture, Consortium or Association</b>	<p>14.1 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>14.2 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>14.3 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>14.4 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>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>i. Those that were undertaken together by the JV, Consortium or Association; and</p> <p>ii. Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 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>14.7 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>

<b>15.Only One Proposal</b>	<p>15.1 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>15.2 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"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this RFP; or</li> <li>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;</li> <li>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</li> <li>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.</li> </ul>
<b>16.Proposal Validity Period</b>	<p>16.1 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>16.2 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>
<b>17.Extension of Proposal Validity Period</b>	<p>17.1 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>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 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.</p>
<b>18.Clarification of Proposal</b>	<p>18.1 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>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 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>
<b>19.Amendment of Proposals</b>	<p>19.1 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>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission</p>

	of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
<b>20.Alternative Proposals</b>	<p>20.1 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>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
<b>21.Pre-Bid Conference</b>	<p>21.1 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.</p>
<b>C. SUBMISSION AND OPENING OF PROPOSALS</b>	
<b>22.Submission</b>	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
<b>Hard copy (manual) submission</b>	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ol style="list-style-type: none"> <li>The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</li> <li>The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ol style="list-style-type: none"> <li>Bear the name and address of the bidder;</li> <li>Be addressed to UNDP as specified in the BDS</li> <li>Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the BDS.</li> </ol> </li> </ol>



	<p>them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 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>24.4 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>
<b>25.Proposal Opening</b>	<p>25.1 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 an automatic notification once their proposal is opened.</p>
<b>D. EVALUATION OF PROPOSALS</b>	
<b>26.Confidentiality</b>	<p>26.1 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>26.2 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>
<b>27.Evaluation of Proposals</b>	<p>27.1 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>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> <li>Preliminary Examination</li> <li>Minimum Eligibility and Qualification (if pre-qualification is not done)</li> <li>Evaluation of Technical Proposals</li> <li>Evaluation of Financial Proposals</li> </ol>
<b>28.Preliminary Examination</b>	<p>28.1 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>
<b>29.Evaluation of Eligibility and Qualification</b>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> <li>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;</li> <li>They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>They have the necessary similar experience, technical expertise, production</li> </ol>

	<p>capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;</p> <p>d) They are able to comply fully with UNDP General Terms and Conditions of Contract;</p> <p>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</p> <p>f) They have a record of timely and satisfactory performance with their clients.</p>
30. Evaluation of Technical and Financial Proposals	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on 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>30.2 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>30.3 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>30.4 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><b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p><b>Combined Score</b> = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
31. Due Diligence	<p>31.1 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> <p>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</p>

	<ul style="list-style-type: none"> <li>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;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <li>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;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
<b>32. Clarification of Proposals</b>	<p>32.1 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>32.2 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>32.3 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>
<b>33. Responsiveness of Proposal</b>	<p>33.1 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>33.2 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>
<b>34. Nonconformities, Reparable Errors and Omissions</b>	<p>34.1 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>34.2 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>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>a) 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;</li> <li>b) 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</li> <li>c) if there is a discrepancy between words and figures, the amount in words</li> </ul>



	<p>shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
<b>E. AWARD OF CONTRACT</b>	
<b>35.Right to Accept, Reject, Any or All Proposals</b>	35.1 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.
<b>36.Award Criteria</b>	36.1 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.
<b>37.Debriefing</b>	37.1 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.
<b>38.Right to Vary Requirements at the Time of Award</b>	38.1 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.
<b>39.Contract Signature</b>	39.1 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.
<b>40.Contract Type and General Terms and Conditions</b>	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
<b>41.Performance Security</b>	41.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a> 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.
<b>42.Bank Guarantee for Advanced Payment</b>	42.1 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 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 <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20</a>



	<a href="#">and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default</a>
<b>43.Liquidated Damages</b>	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
<b>44.Payment Provisions</b>	44.1 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.
<b>45.Vendor Protest</b>	45.1 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: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</a>
<b>46.Other Provisions</b>	<p>46.1 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>46.2 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>46.3 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 <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></p>

## 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	<b>English</b>
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	<b>Not Allowed</b>
3	20	Alternative Proposals	<b>Shall not be considered</b>
4	21	Pre-proposal conference	<b>Will be Conducted</b> Time: 11:00AM (Bangkok Time) Date: 10 September 2020 (Thursday) Venue: Online Meeting using ZOOM Zoom Meeting ID: <b>948 3542 9568</b>  The UNDP focal point for the arrangement is: Mostaq Ahmed, Procurement Consultant E-mail: <a href="mailto:mostaq.ahmed@undp.org">mostaq.ahmed@undp.org</a>
5	10	Proposal Validity Period	<b>120 days</b>
6	14	Bid Security	<b>Not Required</b>
7	41	Advanced Payment upon signing of contract	<b>Not Allowed</b>
8	42	Liquidated Damages	<b>Will not be imposed</b>

BDS No.	Ref. to Section 2	Data	Specific Instructions / Requirements
9	40	Performance Security	<b>Not Required</b>
10	18	Currency of Proposal	<b>United States Dollar (USD)</b>
11	31	Deadline for submitting requests for clarifications/questions	<b>4 days before the submission deadline</b>
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: <b>Mostaq Ahmed</b> E-mail address: <a href="mailto:mostaq.ahmed@undp.org">mostaq.ahmed@undp.org</a>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<b>Posted directly to eTendering</b>
14	23	Deadline for Submission	<b>Friday, 18 September 2020, 05:00 AM EDT (or 4:00 PM Bangkok Time)</b> <b>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</b>
14	22	Allowable Manner of Submitting Proposals	<b>e-Tendering</b>
15	22	Proposal Submission Address	<a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> <b><u>Insert BU Code: BRC10</u></b> <b><u>Event ID number: 0000006978</u></b>
16	22	Electronic submission (through	<ul style="list-style-type: none"> <li>▪ <b>Format: PDF files only</b></li> <li>▪ <b>File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</b></li> <li>▪ <b>All files must be free of viruses and not corrupted.</b></li> </ul>

BDS No.	Ref. to Section 2	Data	Specific Instructions / Requirements
		eTendering) requirements	<ul style="list-style-type: none"> <li>▪ <b>Max. File Size per transmission: 5MB</b></li> <li>▪ Financial proposal should be password protected and uploaded to eTendering system. Password of the financial proposal <u>must not</u> be provided to UNDP until requested by UNDP. No price value should be disclosed in your technical proposal.</li> </ul> <p><b>IMPORTANT NOTICE: DO NOT DISCLOSE your price anywhere in your submission or e-tendering system other than encrypted financial proposal. Please insert "1" as your bid price in e-tendering line item</b></p>
17	27 36	Evaluation Method for the Award of Contract	<p><b>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively.</b></p> <p>The minimum technical score required to pass is 70%.</p>
18		Expected date for commencement of Contract	<b>November 1, 2020</b>
19		Maximum expected duration of contract	<b>LTA, initially for three (3) years, extendable for maximum up to five (5) years</b>
20	35	UNDP will award the contract to:	One or more Proposers, depending on the following factors: There is a minimum of one qualified entity and the secondary bidding would be required for specific ToR during the "on call" assignment.
21	39	Type of Contract	<p>Long Term Agreement<sup>1</sup></p> <p><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>
22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services</p> <p><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>
23		Other Information Related to the RFP	<p>Configuration of the LTA: Multiple vendor LTAs with secondary competition. The placement of a Contract will be determined through a secondary competition process.</p> <p>UNDP will issue call-off contract against the LTA only upon a specific requirement with clear and measurable deliverables. Price and Schedule of Payments will be determined at the time</p>

<sup>1</sup> A long-term agreement (LTA) is a mutual arrangement with a firm to provide services as required, over a specific period of time, with the quantity or services to be determined at prescribed prices or pricing provisions

BDS No.	Ref. to Section 2	Data	Specific Instructions / Requirements
			<p>of the call-off contract. When required, the UNDP will contact all or select LTA holders depending upon the nature of assignment and expertise of the assignment to provide a technical and financial proposal. The quotes provided <b><u>must be equal to or lower than</u></b> the unit rates agreed in the LTAs.</p> <p>Call-off contracts are Institutional Contracts that fall under the framework agreement of the LTA.</p> <ul style="list-style-type: none"> <li>▪ Proposers are solely responsible for ensuring that any and all files submitted to e-tendering are readable, i.e. uncorrupted, in the indicated electronic format, and free from viruses and malware.</li> <li>▪ Since delays in e-tender transmission can occur, Proposers are advised to submit their Proposals well in advance of the deadline.</li> </ul> <p><b><u>Note:</u></b></p> <p><b>While entering the financial proposal in the e-Tendering system, always mention your bid price as 1. Please do not mention the value of your financial proposal in the e-Tendering system. It should only be mentioned in the Password-protected forms on Financial Proposal Submission Form (Form F) and Financial Proposal Form (Form G).</b></p> <p><b>The proposals of the Bidders who will reveal the value of their financial proposal in the eTendering system will automatically be disqualified.</b></p>

## Section 4. Evaluation Criteria

### Preliminary Examination Criteria

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

- Appropriate signatures
- Minimum documents provided
- Technical and Financial Proposals submitted separately as instructed in the Bid Data Sheet.
- Bid Validity (90 Days)

### 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
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Form B: Bidder Information Form
<b>Eligibility</b>	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 section 3 of the Instruction to Bidders.	Form A: Technical Proposal Submission Form
<b>Conflict of Interest</b>	No conflicts of interest in accordance with section 4 of the Instruction to Bidders.	Form A: Technical Proposal Submission Form
<b>Bankruptcy</b>	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
<b>Joint Venture/Consortium/Association legal status</b>	The vendor should submit Form C, explaining the legal status of the JV/ Consortium or Association for the Proposal. The legal document should define (i) the 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	

Subject	Criteria	Document Submission requirement
	<p>the member entities comprising the joint venture.</p> <p>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>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>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>A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> <li>iii. Those that were undertaken together by the JV, Consortium or Association; and</li> <li>iv. Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ul> <p>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>	
<b>QUALIFICATION</b>		
<b>History of Non-Performing Contracts<sup>2</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form

<sup>2</sup> Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Subject	Criteria	Document Submission requirement
<b>Previous Experience</b>	The entity has been legally registered for a minimum of three years	Form D: Qualification Form
	<p>Minimum 3 contracts of similar value (at least US\$30,000 cumulative), nature and complexity implemented over the last 3 years;</p> <p>A list containing a minimum 3 similar projects must be submitted, with hyperlinks to such projects if available online.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
<b>Financial Standing</b>	<ul style="list-style-type: none"> <li>• Minimum average annual turnover of USD 100,000 for the last 3 years. (For JV/Consortium/Association, all Parties cumulatively should meet requirement).</li> <li>• Quick Ratio (QR) of not less than 1.0; bidders may use the form of Balance Sheet to calculate QR; If QR is less than 1, UNDP shall verify financial capacity of the bidder and has the authority to seek references from concerned parties &amp; banks on the bidder' financial standing.</li> <li>• Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</li> <li>• Bidder must provide Audited Financial Statement for 2017, 2018 and 2019.</li> </ul> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form



## TECHNICAL EVALUATION CRITERIA

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	200
2.	Proposed Methodology, Approach and Implementation Plan	500
3.	Qualifications of Key Personnel	300
	<b>Total</b>	<b>1,000</b>

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Organizational Commitment to Sustain ability <ul style="list-style-type: none"> <li>Organization is compliant with ISO 14001 or ISO 14064 or equivalent <b>(20 points)</b></li> <li>Organization is a member of the UN Global Compact <b>(10 points)</b></li> <li>Organization demonstrates significant commitment to sustainability through some other means <b>(10 points)</b> for example, internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues</li> </ul>	40
1.2	Proven years of international and/or national experience in providing capacity building and research support to the government and/or any public sector on Tax and Innovative Climate Change Financing Instruments. <ul style="list-style-type: none"> <li>1-3 years – <b>30 points</b></li> <li>4-5 years – <b>45 points</b></li> <li>More than 5 years– <b>60 points</b></li> </ul>	60
1.3	Relevant capacity building and/or research profile on public - private international finance mapping for government and/or relevant public sector on Direct Access to International Climate Change Finance. Project profiles/example of assignments are to be provided as evidence. <ul style="list-style-type: none"> <li>3-5 projects – <b>60 points</b></li> <li>6-8 projects – <b>80 points</b></li> <li>More than 8 projects - <b>100 points</b></li> </ul>	100
<b>Total Section 1</b>		<b>200</b>

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirements (overall presentation of the technical proposal): the bidder can explain clearly the approach and methodology in delivering technical support on Tax and Innovative Climate Change Financing Instruments. <ul style="list-style-type: none"> <li>Understanding of the requirement but fail to explain the important aspects of the task - <b>60</b></li> <li>Well structure technical proposal, showing understanding of requirement and addressing important aspects of the task – <b>80</b></li> <li>Comprehensive technical proposal, show in-depth understanding of requirement and addressing important aspects of the task with clear examples –<b>100</b></li> </ul>	100
2.2	Description of the approach / methodology: the bidder can explain clearly the approach / methodology of the technical proposal that meets or exceeds the requirements of the Terms of Reference.	200

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
	<ul style="list-style-type: none"> <li>Description of approach <i>moderately meets</i> the requirements of the ToR – <b>120</b></li> <li>Description of approach <i>meets</i> the requirements of the ToR – <b>160</b></li> <li>Description of approach <i>meets and exceeds</i> the requirements of the ToR – <b>200</b></li> </ul>	
2.3	<p>Details on how the different service elements shall be organized, controlled, and delivered. How comprehensive is the implementation plan?</p> <ul style="list-style-type: none"> <li>Bidders provide <i>minimum</i> details on how different service elements shall be organized, controlled and delivered for selected workstream(s) – <b>60</b></li> <li>Bidders provide <i>clear</i> details, showing an understanding of how different service elements shall be organized, controlled and delivered the selected workstream(s) – <b>120</b></li> <li>Bidders provide <i>comprehensive details with examples</i> that demonstrate how different service elements shall be organized, controlled and delivered for selected workstream(s) – <b>150</b></li> </ul>	150
2.4	<p>Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement(s).</p> <ul style="list-style-type: none"> <li>Bidders provide <i>basic</i> M&amp;E mechanism and/or tools that can be used to ensure appropriate implementation plan – <b>30</b></li> <li>Bidders provide <i>clear and well-integrated</i> M&amp;E mechanism and/or tools that can be used to ensure appropriate implementation plan – <b>40</b></li> <li>Bidders provide <i>excellent and well-integrated</i> M&amp;E mechanism and/or tools that can be used to ensure appropriate implementation plan – <b>50</b></li> </ul>	50
<b>Total Section 2</b>		<b>500</b>

Section 3. Management Structure and Qualifications of key personnel		Points obtainable
3.1	<p>Proposed composition and team structure i.e. the organization organogram with short biography of each proposed position, showing how the proposed team is linked and/or positioned in the organization, JV, Consortium and Association. Provide clear CVs with clear explanation on how the management role and implementation role are divided among team members or as fit with the services provided.</p> <ul style="list-style-type: none"> <li><b>Provided information</b> of team structure but the description of the roles, short biography, functions of key personnel as linked to the overall organization were absent or unclear – <b>15</b></li> <li><b>Provided information with comprehensive description</b> on the team structure, short biography, roles/functions of key personnel as linked to the overall organization – <b>30</b></li> </ul>	30
3.2	Qualifications of key personnel proposed	270
3.2a	<b>Team Leader / LTA Coordinator</b>	<b>70</b>
	<p>A Master degree or higher in the field of Economics, Finance, taxation and fiscal policy, environmental economics, climate change, natural resource management, energy studies, and/or other relevant fields.</p> <ul style="list-style-type: none"> <li>Yes – relevant degree – <b>5</b></li> <li>No relevant degree – <b>0</b></li> </ul>	5
	<p>Experience in the field of at least two of the following areas:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Green/climate finance</li> <li><input type="checkbox"/> Carbon pricing/ carbon tax</li> <li><input type="checkbox"/> Innovative finance instruments like green bonds, taxation,</li> <li><input type="checkbox"/> Green private sector development</li> <li>2 areas of expertise – <b>5</b></li> <li>More than 2 areas of expertise – <b>10</b></li> </ul>	10

Section 3. Management Structure and Qualifications of key personnel			Points obtainable
	<p>Experience in strategic planning and budgeting/capacity building/policy analysis and/or research advisory services</p> <ul style="list-style-type: none"> <li>• 3-5 years - <b>5</b></li> <li>• 6-8 years – <b>10</b></li> <li>• More than 8 years - <b>15</b></li> </ul>	15	
	<p>Strategic planning and budgeting/capacity building/policy analysis and/or research advisory services</p> <ul style="list-style-type: none"> <li>• 3-5 years - <b>10</b></li> <li>• 6-8 years – <b>15</b></li> <li>• More than 8 years - <b>20</b></li> </ul>	20	
	<p>Experience working with countries on tax and innovative climate change financing instruments and be able to lead consultations with senior government officials and facilitate discussions among a wide group of stakeholders.</p> <ul style="list-style-type: none"> <li>• 3-5 years - <b>10</b></li> <li>• 6-8 years – <b>15</b></li> <li>• More than 8 years – <b>20</b></li> </ul>	20	
<b>3.2b</b>	<b>Capacity Building Specialist (2 positions)</b>		<b>100</b>
	<p>A Master degree or higher in the field of Economics, Finance, taxation and fiscal policy, environmental economics, climate change, natural resource management, energy studies, and/or other relevant fields as per selected workstream(s)<sup>3</sup></p> <ul style="list-style-type: none"> <li>• Yes – relevant degree – <b>10</b></li> <li>• No relevant degree - <b>0</b></li> </ul>	10	
	<p>Direct experience providing countries capacity building on tax and innovative climate change financing instruments and be able to lead consultations with senior government officials and facilitate discussions among a wide group of stakeholders.</p> <ul style="list-style-type: none"> <li>• 3-5 years - <b>10</b></li> <li>• 6-8 years – <b>15</b></li> <li>• More than 8 years – <b>20</b></li> </ul>	20	
	<p>Progressive experience delivering capacity building in providing hands on project management and strategic direction on climate finance, and or public-private partnership / private finance.</p> <ul style="list-style-type: none"> <li>• 1-3 years - <b>10</b></li> <li>• 4-5 years – <b>20</b></li> <li>• More than 5 years - <b>30</b></li> </ul>	30	
	<p>Strong technical knowledge in environment and climate change, with technical expertise in at least two or more area of the project focus i.e. climate change, disaster risk reduction, environmental risk assessment and management, green growth, environmental policy, environment and climate finance, sustainable practices for extractive industries, access to justice and civic engagement on environmental standards, social inclusion.</p> <ul style="list-style-type: none"> <li>• 3-5 years - <b>20</b></li> <li>• 6-8 years – <b>30</b></li> <li>• More than 8 years - <b>40</b></li> </ul>	40	

<sup>3</sup> The bidders have to choose one or more workstream(s) they want to bid as below:

- Climate change aligned budgeting and planning
- Direct access to international climate change finance
- Tax and innovative climate change financing instruments
- Gender and social inclusion and climate change finance
- Transparency and accountability of climate change finance
- Modelling climate change impacts on economic growth

Section 3. Management Structure and Qualifications of key personnel			Points obtainable
<b>3.2c</b>	<b>Research Specialist (2 positions)</b>		<b>100</b>
	<p>A Master degree or higher in the field of Economics, Finance, taxation and fiscal policy, environmental economics, climate change, natural resource management, energy studies, and/or other relevant fields as per selected workstream(s).</p> <ul style="list-style-type: none"> <li>• Yes – relevant degree – <b>10</b></li> <li>• No relevant degree - <b>0</b></li> </ul>	10	
	<p>Proven years of research expertise in delivering capacity building and research support on taxation particularly the implications of interactions with other policies – in particular in the fiscal targets, economic fallouts of carbon taxation and impact on sectors particularly energy; transport and infrastructure.</p> <ul style="list-style-type: none"> <li>• 1-3 years - <b>20</b></li> <li>• 4-5 years – <b>30</b></li> <li>• More than 5 years - <b>40</b></li> </ul>	40	
	<p>Proven years of analytical expertise in providing analytical advice/ conducting participatory action research / data mapping and /or collaborative studies/ market analytics and policy formulation/ impact measurement and reporting/ green investment.</p> <ul style="list-style-type: none"> <li>• 1-3 years - <b>30</b></li> <li>• 4-5 years – <b>40</b></li> <li>• More than 5 years - <b>50</b></li> </ul>	50	
<b>Total Section 3</b>			<b>300</b>

The experts mentioned above will be evaluated as part of technical evaluation. However, the firm is expected to provide the organogram to indicate that it has a technical pool of experts which can be deployed as per the nature of assignment.

## Section 5. Terms of Reference

### Capacity Building<sup>4</sup> for Climate Change Finance Network in Asia Pacific

#### A. Background Information and Rationale, Project Description

##### Context

For achieving Sustainable Development Goals (SDGs), developing countries will need between US\$5-7 trillion until 2030. According to some estimates, achieving the SDGs in Asia could unlock US\$5 trillion a year in business value across four economic systems alone by 2030. Estimates for total investment needs in developing countries alone range from US\$ 3.3 to US\$ 4.5 trillion per year, for basic infrastructure (roads, rail and ports, power stations, water and sanitation), food security (agriculture and rural development), climate change mitigation and adaptation, health, and education. At today's level of investment (public and private) in SDG related sectors in developing countries, an average annual funding shortfall over 2015-2030 is around US\$2.5 trillion.

While the 2030 Agenda for Sustainable Development and the Paris Agreement on Climate Change were developed in separate fora, governments are seeing the interlinkages between the two mutually reinforce agendas. The Nationally Determined Contributions (NDCs) under the Paris Agreement represent an important development opportunity for countries to pursue low-carbon solutions to pull people out of poverty and to build resilience to the impacts of climate change, which can eliminate poverty traps eradicated poverty permanently.

Within this broader context, the financing gap to realize this vision is significant. Globally estimates of carbon finance flows from all sources average about US\$436 million according to the Climate Policy Initiative, far short of the Paris Agreement pledge to mobilize US\$100 billion per year. The share of SDG-aligned private investment and that specifically dedicated to climate action is still relatively small. For example, the market for green bonds still represents less than 1% of the total bond market, and only US\$338 billion out of US\$ 5.4 trillion market is invested in green corporate bonds. Yet, at the same time, there is growing interest in green finance across countries in Asia Pacific and particularly within ASEAN as governments aim to meet their Paris Agreement commitments on climate.

While countries look to expand green infrastructure, there is growing recognition that government budgets and local capital will be insufficient to finance the scale of infrastructure required. The growth of the green bonds and wider green finance market has provided a new opportunity for entities to access international capital. Standing at over US\$600 billion of issuance to date, the green bond market has grown significantly since its early days in 2013. However, bridging the funding gap for a swift transition to a low-carbon economy will require a significantly higher level of issuance than we are seeing today. There is also an urgent need to build and finance a pipeline of investments to significantly cut emissions across all sectors, and to adapt to climate impacts already in the system.

UNDP has been supporting government to implement reforms in their Public Finance Management systems to improve both expenditure and revenues. Instruments for mobilizing resources and incentivizing mitigation actions through carbon pricing mechanisms can be explored through this workstream. Well-designed carbon prices offer triple benefits: they protect the environment, drive investments in clean technologies, and raise revenue. However, it is equally important to consider how those prices will impact upon different segments of society and to ensure that they are designed in a way that is fair and does not further entrench systemic inequalities. Effective carbon pricing can be a useful

---

<sup>4</sup> Capacity Building refers to actions like training, coaching, facilitating south – south exchange or exposure.

tool to shift the burden of financing the climate change response back to those who are responsible for causing the climate change crisis in the first place and who can help to reduce it.

Over the past five years there has been a rapid increase in the interest and capacity of Ministries of Finance to respond to climate change as well as take more integrated approaches to the social, environmental and economic objectives of the 2030 Agenda. The DFID supported Climate Proofing Growth and Development (CPGD) programme and the Government of Sweden supported Strengthening the Governance of Climate Change Finance to Enhance Gender Equality (GCCF) programme have responded to this demand by supporting innovative approaches to climate finance management and sharing knowledge across the region. Based on the success of the CPGD and GCCF programmes, a Climate Finance Network (CFN) is being established. It will serve as a peer to peer network, a knowledge management and technical support facility to support Ministries of Finance to identify and scale up climate finance innovations in the region.

The overall impact expected of the CFN is that Governments in Asia and the Pacific mobilize and manage increased climate finance to effectively combat climate change whilst promoting gender equality, human rights and poverty reduction leading to implementation of the 2030 Agenda. The countries included in the network are Afghanistan, Bangladesh, Cambodia, Fiji, India, Indonesia, Kyrgyzstan, Nepal, Pakistan, Philippines, Tajikistan, Thailand, Tonga, Uzbekistan, Vanuatu and Vietnam.

The CFN will work across on six inter-related themes based on climate change finance programming experience over the past five years and lessons learnt during the inception phase of the CFN:

1. Climate change aligned budgeting and planning
2. Direct access to international climate change finance
3. Tax and innovative climate change financing instruments
4. Gender and social inclusion and climate change finance
5. Transparency and accountability of climate change finance
6. Modelling climate change impacts on economic growth

This RFP is targeting to the mentioned workstream No. 3: Tax and Innovative Climate Change Financing Instruments. Over the 5 years project, this workstream aim to achieve following results:

- Countries enabled to deploy appropriate financing instruments (green bonds, blended finance, green finance, insurance etc.) to meet Climate Change and SDG targets
- Increase in number of climate smart investments
- Percentage increase in domestic revenue and/or financial allocations towards green investments

In responding to the need mentioned above, through capacity building and research support, UNDP is establishing Long Term Agreements with different institutions to provide support to countries on tax and innovative climate change financing instruments.

## **B. Specific Objectives**

### **LTA Objective and Set-up**

The overall objective of setting up this Long-Term Agreement (On Call) is to support the Financing SDGs Team (managed by Bangkok Regional Hub) to provide capacity building and research support for evidence based policy design and execution through collaborative research / participatory action research for Tax and Innovative Climate Change Financing Instruments workstream over the initial period of 3 years with a possible extension to 5 years (2021-2025).

## **C. Scope of Work**

Since the launch of the CFN, UNDP has been taking stock of experiences related to each workstream, identifying areas where further support is needed, discussing preferred ways of delivering that support

(be it through peer to peer learning, regional events, online platforms, knowledge products, and/or technical assistance), and identifying other institutions and networks which may offer potential for partnerships across the following areas.

- Developing tools and systems for improving the efficiency and effectiveness of the money governments already have versus mobilising new money
- Developing climate smart investments in relevant sectors such as agriculture. A particular focus on investments in climate change adaptation
- Opportunities for employing Fintech for greater climate action
- AFI – expanding green financial inclusion through strengthening monetary policies and supervision.
- Looking at the role of central banks and also engaging with regional or provincial rural banks
- Financial ecosystem approach - Creating new primary and secondary markets
- Inclusive insurance and also looking a different model for insurance schemes at regional level as may be the need across small island states in the Pacific. (e.g. Learning from Caribbean Catastrophe Risk Insurance Facility -CCRIF)
- Engage the stock exchange
- Conduct online trainings/webinars on specific topics related innovative finance/ tax

Potential Topics for the Workstream include:

- 1) **Green and Thematic (SDG/blue/sustainability) Bonds** – These may include Green bonds to invest in projects with environmental benefits underpinned by agreed-upon standards; Green sukuk to mobilize Islamic finance for green growth - Green sukuk are green bonds compliant with Islamic finance principles; Municipal green bonds for urban infrastructure enabling municipalities to mobilize private-sector capital for funding the green development of urban infrastructure—this is most developed in the US but a growing market in Asia Pacific; Forest Bonds for forest conservation and restoration (e.g. IFC’s Forest Bond in Kenya mobilizes funding whereby investors are paid a coupon in cash or carbon credits); Blue Bonds for sustainability in marine resources - The Government of Seychelles has issued the world’s first Blue Bond to mobilize financing for projects related to sustain-able fisheries, and support the growth of the country’s marine resource-dependent economy.
- 2) **Blended Finance Mechanisms** - Blended finance is the use of capital from public or philanthropic sources to catalyze or increase private sector investment in emerging markets. This includes large scale blended capital and institutional investment funds which invest in higher-risk opportunities funds or having a tiered capital structure where concessional funders take on a greater share of risk, to incentivize private investments into higher-risk opportunities (e.g. in unproven models or markets). Blended finance is not an investment approach, it is a structuring approach that allows different types of capital to invest along-side each other while achieving their own or combined objectives. An example is when a development agency invests concessional debt or junior equity into a fund, improving risk-adjusted return for private investors, or when a commercial fund has an associated grant-funded TA facility to build the pipeline of projects and/or support impact. Investment in renewable energy sector often uses blended finance mechanisms (e.g. through de-risking instruments).
- 3) **Green banking and micro finance** - Green banking aims at improving the operations and technology along with making the clients habits environment friendly in the banking sector. It involves incorporating environmental, social and governance (ESG) factors into making, assessing, and managing investments in the finance sector. Given the volume of financial assets managed

by banks it is important for this workstream to consider the policy, regulatory and investment potential of the banking sector in driving climate action. The Network for Greening the Financial System (NGFS) has been set up to help strengthening the global response required to meet the goals of the Paris agreement and to enhance the role of the financial system to manage risks and to mobilize capital for green and low-carbon investments. Leveraging the work with ministries of Finance, the CFN through this workstream will seek to network with NGFS, linking up transparency on climate finance flows with the financial disclosures and the broader conduct of monetary policy through engagement with central banks. The CFN will work with private sector stakeholders interested in improving their risk reporting including through linking to the TCFD's Learning hub. Micro finance provides access to products (such as loans, savings, insurance and fund transfers) that addressing the financial needs of communities typically underserved by mainstream financial institutions. Microfinance institutions (MFIs) now hold substantial green finance portfolios and are developing products that can often be linked to national adaptive social protection programs and other social safety nets that address vulnerability to climate change.

- 4) **Impact and ESG Investing** - Incorporating environmental, social and governance (ESG) factors into making, assessing, and managing investments in commercial enterprises. The world's largest asset owner, GPIF, and largest asset manager, BlackRock, have moved decisively into ESG investing and are engaging with stakeholders to promote the sector. This focus area could include products offering performance-linked returns, unlike traditional bonds offering fixed returns—these include results-based financing instruments, where returns are dependent on project outcomes. An example is Development Impact Bonds (DIBs) and Social Impact Bonds (SIBs) which enable private investors to fund the implementation of social and development projects, and receive payments corresponding to project outcomes.
- 5) **Islamic Finance** - Islamic finance has the potential to become a crucial source of financing for governments to advance SDG implementation. With an emphasis on inclusiveness and core principles such as risk sharing, avoiding excessive speculations, and limiting debt to the value of assets, Islamic finance is highly aligned with the SDGs. Global assets in Islamic finance have grown from about US\$200 billion in 2003 to \$2 trillion in 2015. Forecasts from IsDB indicate that commercial Islamic finance assets are expected to reach \$3.8 trillion by 2022. Islamic social finance includes various modes of financing to meet a range of development needs. Waqf (endowments) is well-suited for building resilience through institutions, infrastructure, and permanent sources for funding the SDGs. Zakat (mandatory alms giving), with its defined set of beneficiaries and rapid disbursement, can be vital for crisis response.
- 6) **Carbon Tax and carbon pricing** – Countries that are moving towards low carbon development are increasingly considering introducing measures such as carbon tax which directly sets a price on carbon by defining a tax rate on greenhouse gas emissions or – more commonly – on the carbon content of fossil fuels. Alternative measures include instituting domestic and regional Emission Trading System (ETS). An ETS— sometimes referred to as a cap-and-trade system – caps the total level of greenhouse gas emissions and lowers the cap over time. Companies are allowed a limited, and falling, number of emissions permits which are tradable on the domestic or regional market.

**Insurance** - This workstream will explore lessons and scalability of insurance products that improve the ability of countries, institutions and communities to deal with the consequences of climate related natural disasters. This could include, sovereign or regional catastrophe bonds, parametric insurance schemes and risk informed development.



Specific technical support can be provided on following areas:

- **Capacity Building**
- **Online training / webinar organizing for specific topic**
- **Research support for policy design and execution**
- **Knowledge Products Development:**

The activity may include technical support to CPEIR development / update resulting in policy brief for the Climate Change Finance Framework (CCFF) and roadmap.

#### **D. Approach and Methodology**

For each specific assignment, the hiring unit (SDG Finance Team) in UNDP Bangkok Regional Hub will develop a specific Terms of Reference (TOR) with detailed scope of work, expected deliverables and project timeline. The Contractors under the Long-Term Agreement are expected to be able to apply methodologies of systemic design and portfolio/experiment design to accomplish the objectives of each assignment.

The Contractors can propose their own methodologies and is required to describe methodologies incorporating the requirements stated in each TOR with more details. The scope, direction, and progress of each assignment should be with close consultation with the hiring UNDP unit, who in turn can also gather and provide feedback from the relevant UNDP colleagues.

#### **E. Configuration of LTA**

UNDP will issue call-off contract against the LTA only upon a specific requirement with clear and measurable deliverables. Price and Schedule of Payments will be determined at the time of the call-off contract through *secondary bidding process*. The Standard of Operation (SOP) for the secondary bidding processes for the process will be developed and shared with the LTA holders once the solicitation process is completed. When required, the UNDP will contact LTA holders to provide a technical and price proposal. The quotes provided must be equal to or lower than the unit rates agreed in the LTAs. Call-off contracts are Institutional Contracts that fall under the framework agreement of the LTA.

- The LTA will be signed with a fixed daily fee for three year with an extendable period for five years; however, UNDP does not warrant that any quantity of services will be purchased during the term of the LTA as this will depend on forthcoming needs.
- Once the LTA is signed, if there is a specific requirement/event to be documented, the focal person in the SDG Financing team would contact *LTA holders for Capacity Building and Research Support for Tax and innovative climate change financing instruments Workstream* and invite the LTA holders for secondary bidding process.
- Upon receipt of the request from SDG Financing team or Country Office, *LTA holder for Capacity Building and Research Support for Tax and innovative climate change financing instruments Workstream* have to submit the financial proposal, covering profession fee, travel cost including other relevant costing item as specifically responding to the assignment / ToR within three days. Upon review of the same, if positive, UNDP will send the *LTA holder* a written communication confirming the requirement in the form of a work order or purchase order sent by email. The order will include details on the scope of the assignment, location of the assignment, number of hours/days to be worked, and other practical details. Price in the order will be based on daily fee included in the LTA contract and on the agreed travel costs. After the work order has been sent, no further costs would be reimbursed by UNDP (increased number of workdays/hours, or increased travel costs) unless there is prior written authorization by UNDP.
- Once the services are completed and have been approved by the SDG Financing team, the LTA holder will send the following documentation for payment purposes:

- a) complete invoice indicating number of days worked and travel costs (if any);
- b) supporting documentation (bills/vouchers) for reimbursements of travel costs if applicable;
- c) copy of the UNDP order for the assignment.

It is anticipated that 5-8 assignments would be undertaken for this workstream per year.

## **F. Deliverables and Schedules/Expected Outputs**

Expected outputs and delivery schedules can be different in each assignment and will be detailed in each Terms of Reference (TOR) specifies per assignment. Upon receipt of the TOR, *the Contractor(s)* will be requested to propose methodologies for the assignment and submit a financial proposal based on the work requirements and timeline specified in the TOR.

## **G. Key Performance Indicators and Service Level**

- a) The performance of service will be evaluated based on the actual quality deliverables prescribed in the TOR for each assignment, the applicability of insights and knowledge obtained to inform the strategy and development of UNDP and other relevant development stakeholders, as well as on the timely submission of each deliverable;
- b) *Contractor(s)* should ensure timely identification of potential risks and signal any delays in deliverables to the hiring unit in UNDP. Adjustments to the project timeline and/or extension of the contract shall be discussed and documented in a form of contract amendment.

The *LTA holders for Capacity Building and Research Support for Tax and innovative climate change financing instruments Workstream* will work under supervision of SDG Finance Policy Advisor and Governance and Public Finance Management Specialist based at the UNDP Bangkok Regional Hub and /or Climate Change and Innovative Finance Advisor based in Jakarta, UNDP Indonesia, depending on the relevant workstream(s).

### **Contract Management:**

UNDP SDG Finance team will regularly monitor the performance of these LTA holders, based on the following Key Performance Indicators (KPIs):

- **KPI 1:** Responsiveness: Institutions should respond and confirm their availability for the event within 2 days of UNDP's notification by email.
- **KPI 2:** Quality of the work taken are as per work order submitted.
- **KPI 3:** Accuracy of payment documentation. consultants shall provide complete payment documentation including accurate invoices with correct quantities, unit price, complete travel bills/vouchers for reimbursement, etc.
- **KPI 4:** Communication and Reporting. The Organization/Institution/JV/Consortium / Association shall communicate and provide reports in a timely and professional manner

UNDP would conduct annual performance reviews of these LTAs, which might include meeting with the LTA holders and feedback from other stakeholders.

If the Organizations/Institutions/JV/Consortium/ Association fail to meet UNDP's performance requirements detailed above, they will receive in the first instance a warning to improve their performance. Continued failure to meet performance requirements may result on termination of the LTA.

## **H. Governance and Accountability**

Supervision relationship in each assignment will be specified in the TOR. In general, the hiring unit will review the deliverables and evaluate the Contractors' performance.

The hiring unit, including other UNDP colleagues, will assist *the Contractor(s)* on assignment during the course of work, providing necessary information/documents, and connecting *the Contractor(s)* with resources and network to accomplish the assignment.

#### **I. Facilities to be provided by UNDP**

- a) UNDP will assist the *Contractor(s)* in gaining access to relevant information if needed;
- b) The *Contractor(s)* will ensure they have regional and district level access (where needed). The *Contractor(s)* will identify the need for meetings and will host the meetings. UNDP can facilitate some meetings upon request;
- c) *The Contractor(s)* will have sole responsibility for all logistical, administrative and maintenance support necessary to its personnel for the duration of the contract with no responsibility on the part of UNDP. This shall include the following:
  - The welfare of its staff including payment of salaries, medical insurance, medical and casualty evacuation in the event of a security breakdown.
  - Arrangements for logistics across all aspects of the assignment including transportation for its operations, accommodation and any visa requirements if travels are foreseen in the TOR.
  - Security for all its personnel and assets. Neither the UNDP nor its partners shall provide security facilities or be liable for any individual and material damage.

#### **J. Expected duration of the contract/assignment**

The assignment, under this Long-Term Agreement (On Call), is expected to have a duration of 3 years with a possibility for an extension to 5 years, depending on the performance. The maximum working days under this contract will about 150 days per year per workstream.

The *Contractor(s)* will work remotely with missions required and support to countries primarily in Asia Pacific but also globally if opportunities emerge.

Duration of each assignment following the establishment of LTAs will vary and will be specified in the TOR.

#### **K. Duty station**

For most of assignments, the *Contractor(s)* will be home-based and expected to travel in Asia Pacific and other regions as agreed upon between UNDP and the *Contractor(s)* on specific assignment. Duty station(s) and travel requirements will be elaborated in the specific assignment TOR.

#### **L. Professional Qualifications of the Successful Contractor and Its Key Personnel**

The bidder is expected to provide the organogram to indicate that it has a technical pool of experts which can be deployed as per the nature of assignment.

The proposed team / team composition and team structure can be explained in organogram with short biography of each proposed position, showing how the proposed team is linked and/or positioned in the organization.

The bidder must provide clear CVs / professional profile for each proposed position with clear explanation on how the management role and implementation role are divided among team members or as fit with the services provided.

<b>Team Leader / LTA Coordinator (1 Position)</b>
---

<ul style="list-style-type: none"> <li>• A Master degree or higher in the field of Economics, Finance, taxation and fiscal policy, environmental economics, climate change, natural resource management, energy studies, and/or other relevant fields.</li> </ul>
<ul style="list-style-type: none"> <li>• Experience in the field of at least two of the following areas: <ul style="list-style-type: none"> <li><input type="checkbox"/> Green/climate finance</li> <li><input type="checkbox"/> Carbon pricing/ carbon tax</li> <li><input type="checkbox"/> Innovative finance instruments like green bonds, taxation,</li> <li><input type="checkbox"/> Green private sector development</li> </ul> </li> </ul>
Experience in strategic planning and budgeting/capacity building/policy analysis and/or research advisory services
<ul style="list-style-type: none"> <li>• Strategic planning and budgeting/capacity building/policy analysis and/or research advisory services</li> <li>• Experience working with countries on tax and innovative climate change financing instruments and be able to lead consultations with senior government officials and facilitate discussions among a wide group of stakeholders.</li> </ul>

<b>Capacity Building Specialist (2 positions)</b>
<ul style="list-style-type: none"> <li>• A Master degree or higher in the field of Economics, Finance, taxation and fiscal policy, environmental economics, climate change, natural resource management, energy studies, and/or other relevant fields as per selected workstream(s)<sup>5</sup></li> <li>• Direct experience providing countries capacity building on tax and innovative climate change financing instruments and be able to lead consultations with senior government officials and facilitate discussions among a wide group of stakeholders.</li> <li>• Progressive experience delivering capacity building in providing hands on project management and strategic direction on climate finance, and or public-private partnership / private finance.</li> <li>• Strong technical knowledge in environment and climate change, with technical expertise in at least two or more area of the project focus i.e. climate change, disaster risk reduction, environmental risk assessment and management, green growth, environmental policy, environment and climate finance, sustainable practices for extractive industries, access to justice and civic engagement on environmental standards, social inclusion.</li> </ul>

<b>Research Specialist (2 positions)</b>
<ul style="list-style-type: none"> <li>• A Master degree or higher in the field of Economics, Finance, taxation and fiscal policy, environmental economics, climate change, natural resource management, energy studies, and/or other relevant fields as per selected workstream(s).</li> <li>• Proven years of research expertise in delivering capacity building and research support on taxation particularly the implications of interactions with other policies – in particular in the fiscal targets, economic fallouts of carbon taxation and impact on sectors particularly energy; transport and infrastructure.</li> <li>• Proven years of analytical expertise in providing analytical advice/ conducting participatory action research / data mapping and /or collaborative studies/ market analytics and policy formulation/ impact measurement and reporting/ green investment.</li> </ul>

### Language requirement:

All positions require fluency in English (written and spoken) is required, and an ability to effectively summarize and present information. Please indicate in your proposal your fluency level in other UN languages.

---

<sup>5</sup> The bidders have to choose one or more workstream(s) they want to bid as below:

- Climate change aligned budgeting and planning
- Direct access to international climate change finance
- Tax and innovative climate change financing instruments
- Gender and social inclusion and climate change finance
- Transparency and accountability of climate change finance
- Modelling climate change impacts on economic growth

## **M. Price and Schedule of Payments**

For the purpose of establishing Long-Term Agreement (LTA), the bidders for Capacity Building and Research Support for *Tax and innovative climate change financing instruments* Workstream shall submit financial proposal as below:

Professional fees: The bidders shall propose the professional fees for each team member. The proposed professional fee is considered a cost inclusive rate covering any other costs bidders shall estimate including communication and operating costs (if applicable). The proposed rate shall be presented in form of cost per unit or a daily rate.

A financial proposal for this LTA shall not include travel costs. Requirements for travel, payment of travel costs including tickets, daily living allowance, lodging and terminal expenses should be agreed upon between the hiring unit and the awarded LTA holders for Capacity Building and Research Support for *Tax and innovative climate change financing instruments* Workstream prior to undertaking an assignment. In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should LTA holders for Capacity Building and Research Support for *Tax and innovative climate change financing instruments* Workstream wish to travel on a higher class he/she should do so using their own resources.

Therefore, no travel cost estimate is required as this will be requested in the secondary bidding processes for specific assignment.

The total contract value of each specific assignment, inclusive of all elements, shall be converted into a lump sum contract. Payments under each contract shall be made on submission and acceptance of deliverables under the contract in accordance with the schedule of payment

## **N. Additional References or Resources**

N/A

## 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:

<b>Have you duly completed all the Returnable Bidding Forms?</b>	
▪ Form A: Technical Proposal Submission Form <b>(Mandatory)</b>	<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 <b>(Mandatory)</b>	<input type="checkbox"/>
▪ Other documents as required in the TOR <b>(Mandatory)</b>	<input type="checkbox"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>

### Financial Proposal:

**(Must be password protected and submitted separately in the e-tendering)**

▪ Form F: Financial Proposal Submission Form <b>(Mandatory)</b>	<input type="checkbox"/>
▪ Form G: Financial Proposal Form <b>(password protected)</b>	<input type="checkbox"/>

#### IMPORTANT NOTICE:

- 1. Financial proposal should be password protected and uploaded to eTendering system. Password of the financial proposal must not be provided to UNDP until requested by UNDP. No price value should be disclosed in your technical proposal.**
- 2. DO NOT DISCLOSE your price anywhere in your submission or e-tendering system other than encrypted financial proposal. Please insert "1" as your bid price in e-tendering line item. In that case the proposal will not be considered for further evaluation.**
- 3. Note: The above Mandatory documents must be submitted along with the bid. In case the bidder did not submit these forms, the bidder's submission will not be further considered.**

## Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	<b>RFP-2020-15: Long-Term Agreement (LTA) for Capacity Building and Research Support for Tax and Innovative Climate Change Financing Instruments Workstream under Climate Finance Network (CFN)</b>		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal **No. RFP-2020-15** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*[Stamp with official stamp of the Bidder]*

## Form B: Bidder Information Form

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
<b>Are you a UNDP vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</b>	[Complete]
<b>Contact person UNDP may contact for requests for clarification during Proposal evaluation</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Please attach the following documents:</b>	<ul style="list-style-type: none"> <li>▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured;</li> <li>▪ Certificate of Incorporation/ Business Registration;</li> <li>▪ A letter explaining why the applicant organization considers itself the most suitable candidate for the work;</li> <li>▪ 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</li> <li>▪ Trade name registration papers, if applicable</li> <li>▪ Local Government permit to locate and operate in assignment location, if applicable</li> <li>▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country</li> </ul>



	<ul style="list-style-type: none"> <li>▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder;</li> <li>▪ List of similar projects implemented previously during the last 3 years.</li> <li>▪ Detailed Technical Proposal. Includes context analysis, evidence sources/data, proposed methodology for the project, Results Framework, Risk Analysis etc.</li> <li>▪ Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value in the past 3 years</li> <li>▪ Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for 2017, 2018 &amp; 2019;</li> </ul>
--	--

### Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	<input type="text" value="Select date"/>
-----------------	-------------------------	-------	--

RFP reference:

**RFP-2020-15: Long-Term Agreement (LTA) for Capacity Building and Research Support for Tax and Innovative Climate Change Financing Instruments Workstream under Climate Finance Network (CFN)**

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: \_\_\_\_\_

**Form D: Qualification Form**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	<b>RFP-2020-15: Long-Term Agreement (LTA) for Capacity Building and Research Support for Tax and Innovative Climate Change Financing Instruments Workstream under Climate Finance Network (CFN)</b>		

If JV/Consortium/Association, to be completed by each partner.

## Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

## Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

## Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

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

<b>Project name &amp; Country of Assignment</b>	<b>Client &amp; Reference Contact Details</b>	<b>Contract Value</b>	<b>Period of activity and status</b>	<b>Types of activities undertaken</b>

*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.

## **Form E:** Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	<b>RFP-2020-15: Long-Term Agreement (LTA) for Capacity Building and Research Support for Tax and Innovative Climate Change Financing Instruments Workstream under Climate Finance Network (CFN)</b>		

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 all key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

## **Format for CV of Proposed Key Personnel**

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/ Qualifications</b>	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of services]</i> <ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>
<b>Employment Record/ Experience</b>	<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]
<b>References</b>	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert]  Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

\_\_\_\_\_  
Signature of Personnel

\_\_\_\_\_  
Date (Day/Month/Year)

## Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	<b>RFP-2020-15: Long-Term Agreement (LTA) for Capacity Building and Research Support for Tax and Innovative Climate Change Financing Instruments Workstream under Climate Finance Network (CFN)</b>		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. **RFP-2020-15** 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 establishment of the maximum unit rate per proposed expert.

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.

**Note to Bidders: This Financial Proposal Submission Form must be password protected and should not included as part of the technical proposal**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*[Stamp with official stamp of the Bidder]*



## Form G: Financial Proposal Form (Must be Password Protected)

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	<b>RFP-2020-15: Long-Term Agreement (LTA) for Capacity Building and Research Support for Tax and Innovative Climate Change Financing Instruments Workstream under Climate Finance Network (CFN)</b>		

The Bidder is required to prepare the Financial Proposal following the below format and submit the signed and stamped PF version of financial proposal through e-Tendering system. 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.

**Table 1: Breakdown of Professional Fees**

Description of Costs	Consulting fee <sup>6</sup> per day (US\$)	No. of working days	No. of Personnel	Total Rate
1. Team Leader / LTA Coordinator			1	-
2. Capacity Building Specialist			1	
3. Capacity Building Specialist			1	
4. Research Specialist			1	-
5. Research Specialist			1	
<b>Total I. Personnel Services:</b>				

The Professional fee rates provided in the table above will become a part of the LTA and will be used for call-off contracts.

---

<sup>6</sup> The proposed professional fee is considered a cost inclusive rate covering any other costs the Contractor shall estimate including communication and operating costs (if applicable). The proposed rate shall be presented in form of cost per unit or a daily rate, which will be fixed over 5 year LTA period.