



REQUEST FOR PROPOSAL (RFP)

Hiring Geospatial Analytics Service Provider	DATE: September 8, 2020
	REFERENCE: RFP-2020-16

Dear Sir / Madam:

We kindly request you to submit your Proposal **for the Geospatial Analytics Service**.

Please be guided by the form attached hereto as Annex 3, in preparing your Proposal.

Proposal must be submitted on or before the deadline indicated in the e-tendering system **(04:00PM, Bangkok Time, 23 September 2020)**. Proposal must be submitted through online e-tendering system in the following link: <https://etendering.partneragencies.org> using your username and password.

If you have not registered in the system before, you can register now by logging in using the below credentials and follow the registration steps as specified in the system user guide

Username: event.guest

Password: why2change

Your Proposal must be expressed in English language and valid for a minimum period of 120 days

You are requested to indicate whether your company intends to submit a proposal by clicking "Accept Invitation" in the system.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. In submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files

The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address. **The file with the "FINANCIAL PROPOSAL" must be encrypted with a password** so that it cannot be opened nor viewed until the proposal has been found to pass the technical evaluation stage. UNDP shall request via email the Proposer to submit the password to open the Financial Proposal. The Proposers shall assume the responsibility for not encrypting financial proposal.

IMPORTANT NOTE: The amount of the Financial proposal MUST NOT be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. 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

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) 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.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <https://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : [https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/duct_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Keshini Wijesundera
Manager, Transactional Services Team, BRH
08 September 2020

Annex 1

Description of Requirements

Context of the Requirement	<p>More than 55 per cent of the world's population lives in cities, a share projected to increase further to about 68 per cent by 2050 due to a combination of population growth and rural-urban migration. Almost 90 per cent of the increase in urban population will occur in Asia and Africa. The scale and pace of urbanization often exceeds (sub-)national capacities for urban planning and development, resulting in the development of informal settlements. In fact, some 1 billion people, or about 1 in 8 persons globally, already live in such informal urban areas, characterized by high population density, un- or under-employment, weak governance and rule of law, and often limited access to public infrastructure and services. Most reside in the sprawling megacities of Asia.</p> <p>Informal urban settlements are frequently located in areas that are disproportionately at risk of natural hazards and the unfolding impact of climate change. Disasters displace increasing numbers of people globally, 17.2 million in 2018 alone and with the majority in the Asia-Pacific. Climate change further multiplies such threats and exacerbates the resulting developmental challenges. Some of the coastal cities in South and Southeast Asia are especially affected by climate change including through displacement. However, the same cities have also become havens for people from more rural communities whose livelihoods are equally compromised by natural disasters and climate change, further driving urban growth.</p> <p>The Intergovernmental Panel on Climate Change has identified the Mekong Delta in Viet Nam as one of three 'extreme' global hotspots for the potential displacement of people as a result of sea level rises, with Ho Chi Minh City at its centre. It is estimated that as many as one million people are at risk of being displaced in the area by 2050. Environmental hazards such as tropical cyclones, floods, landslides and droughts are also common in the Philippines. Coupled with changes in economic activities, these have contributed to the Philippines becoming one of the fastest urbanizing countries in the Asia-Pacific, especially in Metro Manila.</p> <p>A key challenge to development efforts in informal urban settlements is the frequent absence of adequate baseline information across many socio-demographic, environmental, economic, health and other variables. Further, the information available needs to be mapped in space and adequately geolocated. However, a prevailing characteristic of informal settlements is that they frequently lack basic cartography. Whilst larger units may be identifiable with high-resolution aerial images, smaller areas are easily overlooked and hence remain unknown. The highly heterogeneous nature of such settlements further complicates analyzing, for example, the number units, their size or density. Experience shows that entire neighborhoods at times remain categorized as forest or agricultural land in recent cartographic sources.</p>
Implementing Partner of UNDP	Not Applicable
Brief Description of the Required Services	To develop and pilot a Proof of Concept to comprehensively map informal urban settlements in Metro Manila, Philippines and Ho Chi Minh City, Viet Nam through an Artificial Intelligence-based toolchain applied to remotely sensed Earth Observation Data using open-source tools.

	<p>The approach should be agile in nature, so as to allow for the replication of such mapping exercises in other urban contexts and for the expansion of the scope of the analysis at later stages. The latter may include: determining the settlements' population size/density; predicting future development/expansion; examining access to key services and mobility patterns; or adding additional layers projecting the impact of natural hazards and climate change.</p> <p><i>(Detailed TOR attached as Annex 2)</i></p>
List and Description of Expected Outputs to be Delivered	As detailed in the Terms of Reference in Annex 2.
Person to Supervise the Work/Performance of the Service Provider	The contractor will work under the day-to-day supervision of the Regional Coordinator, Development Approaches to Migration and Displacement, UNDP Bangkok Regional Hub, with final approval of outputs certified by the Regional Advisor, Recovery, Livelihoods & Human Mobility, UNDP Bangkok Regional Hub.
Frequency of Reporting	As indicated in the ToR attached as Annex 2
Progress Reporting Requirements	As indicated in the ToR attached as Annex 2
Location of work	As indicated in the ToR attached as Annex 2
Expected duration of work	4 Months
Target start date	01 October 2020
Latest completion date	31 January 2020
Travels Expected	Not Applicable
Special Security Requirements	Not Applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	As indicated in the ToR attached as Annex 2
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required

Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	As indicated in the ToR attached as Annex 2
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Regional Advisor, Recovery, Livelihoods & Human Mobility, UNDP Bangkok Regional Hub.
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i> <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm 20% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 50% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30% <p><u>Financial Proposal (30%)</u></p> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions ¹	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ²	<input checked="" type="checkbox"/> Detail ToR (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 3)
Contact Person for Inquiries (Written inquiries only) ³	Mostaq Ahmed Procurement Consultant Email: mostaq.ahmed@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	Requests for clarifications shall be submitted to UNDP by email to the address mentioned above until 3 days before submission deadline. Answers to clarifications will be uploaded to the Procurement Notices Website and on the eTendering platform. Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
eTendering submission	Electronic submission through eTendering shall be governed as follows: <ul style="list-style-type: none"> • Electronic files that form part of the proposal must be in PDF format; • The Technical Proposal and the Financial Proposal files MUST BE <u>COMPLETELY SEPARATE</u> and each of them must be uploaded individually and clearly labelled; • The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected; • Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: eTendering guide

¹ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

² Where the information is available in the web, a URL for the information may simply be provided.

³ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

DETAILS OF EVALUATION OF PROPOSALS

Evaluation of Proposal:

Prior to technical evaluation all proposals will be screened (Pass/Fail) based on the minimum eligibility criteria mentioned in the ToR

Minimum Eligibility criteria for the consultancy Firm:

- Submission of Proposal Submission Form (Annex 3) dully signed;
- Acceptance of the UNDP General Terms and Conditions for contracts;
- Business Licenses – Registration papers;
- Written Self Declaration that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- At least 7 years of experience working in data analytics, geo mapping or AI, ideally in a development context/Southeast Asia and focusing on urban areas, natural hazards/climate change, and/or poverty;
- Excellent knowledge of the political, economic, social and development situation in Southeast Asia, especially the Philippines and/or Viet Nam;
- Proven experience working with governments/UN/major multilateral/bilateral programmes;
- Proven ability to translate complex analytics into language suitable for practitioners and decision-makers;
- Minimum annual turnover of USD100,000- in any single year during last 3 years [2017, 2018 & 2019] – Audited financial statement including Auditors report must be submitted for the last 3 years [2017, 2018 & 2019]

Note: Necessary documentation must be submitted to substantiate the above eligibility criteria

Technical Proposal (70%)

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm / Organization	20%	20
2.	Proposed Methodology, Approach and Implementation Plan	50%	50
3.	Management Structure and Key Personnel	30%	30
Total		100%	100

Section 1: Expertise of the Firm/ Organization		Points Obtainable
1.1	Reputation of organization and staff credibility/reliability/industry standing	6
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	7
1.3	Experience on projects in development contexts, especially Southeast Asia, and with governments/UN/major multilateral/bilateral programmes	7
Total for Section 1: Expertise of the Firm/ Organization		20

Section 2: Proposed Methodology, Approach and Implementation Plan		Points Obtainable
2.1	To what degree does the Proposer understand the task?	10
2.2	Have the important aspects of the task/TORs been addressed in sufficient detail?	12
2.3	Is the conceptual framework/method adopted appropriate for the task and aligned to the TORs?	12
2.4	Is the presentation clear, the sequence of activities and the planning logical and realistic, and does it promise efficient implementation to the project?	8
2.5	Does the proposal demonstrate the adaptability/transferability of the approach to other urban contexts/a broader analytical scope in the areas highlighted in the TORs	8
Total for Section 2: Proposed Methodology, Approach and Implementation Plan		50

Section 3: Management Structure and Key Personnel		Points Obtainable
3.1	Team Leader:	
	Experience managing diverse teams	5
	Experience working in data analytics, geo mapping or AI	7
	Experience working in urban environments	5
	Experience working in Southeast Asia/development contexts	4
Sub Total for Team Leader		21
3.2	2 Nos. Geospatial Analytics Specialists:	
	Experience working in data analytics, geo mapping or AI	3
	Experience working in urban environments	3
	Experience working in Southeast Asia/development contexts	3
Sub Total for Team Members		9
Total Section 3: Management Structure and Key Personnel		30

Financial Proposal (30%)

In the Second stage, the Financial proposal of all bidders, who have attained the minimum 70% score in the technical evaluation, will be compared. The contract will be awarded to the bidder offering the 'best value for money'. The contract will be awarded based on the Cumulative analysis method. The formula for the rating of the proposals will be as follows;

Rating the Technical Proposal (TP):

TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100

Rating the Financial Proposal (FP):

FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100

Total Combined Score:

Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)

The proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal is the proposal that offers best value for money

Annex 2

TERMS OF REFERENCE

FOR

HIRING GEOSPATIAL ANALYTICS SERVICE PROVIDER

1) GENERAL BACKGROUND

More than 55 per cent of the world's population lives in cities, a share projected to increase further to about 68 per cent by 2050 due to a combination of population growth and rural-urban migration. Almost 90 per cent of the increase in urban population will occur in Asia and Africa. The scale and pace of urbanization often exceeds (sub-)national capacities for urban planning and development, resulting in the development of informal settlements. In fact, some 1 billion people, or about 1 in 8 persons globally, already live in such informal urban areas, characterized by high population density, un- or under-employment, weak governance and rule of law, and often limited access to public infrastructure and services. Most reside in the sprawling megacities of Asia.

Informal urban settlements are frequently located in areas that are disproportionately at risk of natural hazards and the unfolding impact of climate change. Disasters displace increasing numbers of people globally, 17.2 million in 2018 alone and with the majority in the Asia-Pacific. Climate change further multiplies such threats and exacerbates the resulting developmental challenges. Some of the coastal cities in South and Southeast Asia are especially affected by climate change including through displacement. However, the same cities have also become havens for people from more rural communities whose livelihoods are equally compromised by natural disasters and climate change, further driving urban growth.

The Intergovernmental Panel on Climate Change has identified the Mekong Delta in Viet Nam as one of three 'extreme' global hotspots for the potential displacement of people as a result of sea level rises, with Ho Chi Minh City at its centre. It is estimated that as many as one million people are at risk of being displaced in the area by 2050. Environmental hazards such as tropical cyclones, floods, landslides and droughts are also common in the Philippines. Coupled with changes in economic activities, these have contributed to the Philippines becoming one of the fastest urbanizing countries in the Asia-Pacific, especially in Metro Manila.

A key challenge to development efforts in informal urban settlements is the frequent absence of adequate baseline information across many socio-demographic, environmental, economic, health and other variables. Further, the information available needs to be mapped in space and adequately geolocated. However, a prevailing characteristic of informal settlements is that they frequently lack basic cartography. Whilst larger units may be identifiable with high-resolution aerial images, smaller areas are easily overlooked and hence remain unknown. The highly heterogeneous nature of such settlements further complicates analysing, for example, the number units, their size or density. Experience shows that entire neighbourhoods at times remain categorized as forest or agricultural land in recent cartographic sources.

2) OBJECTIVES OF THE ASSIGNMENT

To develop and pilot a Proof of Concept to comprehensively map informal urban settlements in Metro Manila, Philippines and Ho Chi Minh City, Viet Nam through an Artificial Intelligence-based toolchain applied to remotely sensed Earth Observation Data using open-source tools.

The approach should be agile in nature, so as to allow for the replication of such mapping exercises in other urban contexts and for the expansion of the scope of the analysis at later stages. The latter may include: determining the settlements' population size/density; predicting future

development/expansion; examining access to key services and mobility patterns; or adding additional layers projecting the impact of natural hazards and climate change.

3) SCOPE OF WORK

The mapping exercise is expected to consist of the following processing steps:

- 1) Data collection and formatting:
This involves collecting very high-resolution satellite imagery (≤ 50 cm) and digital elevation models, conducting quality control, and converting/preparing them for the subsequent steps;
- 2) Orthorectification:
This cover converting satellite imagery into their real-world geographic coordinates, also taking into account image distortion caused by the topography;
- 3) Mosaicking:
This entails merging multiple images of the Area of Interest (AOI) into one integrated image, which can be further processed or used as background to display additional vector datasets in a GIS context;
- 4) Mapping of informal settlements:
This covers the design and application of a Deep Convolutional Neural Network using open-source technology to identify and demarcate informal settlements on Earth Observation imagery.

4) DURATION OF ASSIGNMENT, DUTY STATION

Contract duration: from 1 October 2020 until 31 January 2021. Duty station: Home-based

5) EXPECTED DELIVERABLES

Deliverables/ Outputs	Estimated Duration	Target Due Dates	Review and Approvals Required
A set of raw imagery data and mosaics covering the specified AOIs (~200km ² each) for both Metro Manila and Ho Chi Minh City	2 months	30 November 2020	Regional Advisor on Recovery, Livelihoods & Human Mobility, UNDP Bangkok Regional Hub
A vector shp file covering the various informal urban settlements identified in both cities, along with a demonstration of the AI toolchain and its transferability to other urban settings	2 months	31 January 2021	Regional Advisor on Recovery, Livelihoods & Human Mobility, UNDP Bangkok Regional Hub

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The contractor will work under the day-to-day supervision of the Regional Coordinator, Development Approaches to Migration and Displacement, UNDP Bangkok Regional Hub, with final approval of outputs certified by the Regional Advisor, Recovery, Livelihoods & Human Mobility, UNDP Bangkok Regional Hub.

7) REVIEW TIME REQUIRED

The review and approval of payments will be made by the assigned supervisor(s) within 10 working days following receipt of the deliverables.

8) PAYMENT TERMS

Payment will be made in instalments based on the satisfactory delivery of the deliverables, as follows:

Deliverable	Deadline	% of payment
A set of raw imagery data and mosaics covering the specified AOIs (~200km ² each) for both Metro Manila and Ho Chi Minh City	30 November 2020	50%
A vector shp file covering the various informal urban settlements identified in both cities, along with a demonstration of the AI toolchain and its transferability to other urban settings	31 January 2021	50%

9) RECOMMENDED PRESENTATION OF OFFER

- a) Technical proposal, including an outline of the expertise of the company; the proposed methodology and timeline considering the criteria set out in the TORs; an outline of the methodology's adaptability and transferability to other urban contexts and to possible expansions of the analytical scope (see details under objectives); an overview of the management structure and an outline of the qualifications of key personnel;
- b) Financial proposal and a detailed cost breakdown.

10) DEGREE OF EXPERTISE AND QUALIFICATIONS

Minimum Eligibility Criteria for the Qualified Service Provider:

The contractor should have the following expertise and qualifications:

- At least 7 years of experience working in data analytics, geo mapping or AI, ideally in a development context/Southeast Asia and focusing on urban areas, natural hazards/climate change, and/or poverty;
- Excellent knowledge of the political, economic, social and development situation in Southeast Asia, especially the Philippines and/or Viet Nam;
- Proven experience working with governments/UN/major multilateral/bilateral programmes
- Proven ability to translate complex analytics into language suitable for practitioners and decision-makers;

Language:

- The language of communication will be English.

Requirements for key personnel:

Team Leader:

- At least 3 years of team management experience, bringing together team members with different expertise and roles;

- At least 5 years of experience working in data analytics, geo mapping or AI, ideally in a development context/Southeast Asia and focusing on urban areas, natural hazards/climate change, and/or poverty;
- Excellent time management skills;
- Excellent English skills, both oral and writing;
- Proven ability to translate complex analytics into language suitable for practitioners and decision-makers.

2 Nos. Geospatial Analytics Specialists:

- At least 3 years of experience working in data analytics, geo mapping or AI, ideally in a development context/Southeast Asia and focusing on urban areas, natural hazards/climate change, and/or poverty;
- Excellent time management skills;
- Excellent English skills, both oral and writing.

Annex 3

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁴

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

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. for last 3 years (2017, 2018 & 2019);*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

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

⁴ This serves as a guide to the Service Provider in preparing the Proposal.

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

C. Qualifications of Key Personnel

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

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

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

Financial Proposal

(This form should be submitted as a separate file and be password protected)

The Proposer is required to prepare the Financial Proposal separately from the rest of the RFP. 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.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category. Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

The format shown on below is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

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

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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