

|  |
| --- |
|  |

**REQUEST FOR PROPOSAL (RFP)**

|  |  |
| --- | --- |
| NAME & ADDRESS OF FIRM | DATE: September 8, 2020 |
| REFERENCE: |

Dear Sir / Madam:

We kindly request you to submit your Proposal to conduct an elaborate short, medium and long-term indicators for reporting on adaptation actions, support and results.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before Tuesday, September 22, 2020 and via email to the address below:

**United Nations Development Programme**

***UN House, Alick Nkhata Road, Longacres, LUSAKA***

***Procurement Unit***

Procurement.zm@undp.org

Your Proposal must be expressed in the English Language, and valid for a minimum period of 90 days.

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. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

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 attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

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:

<http://www.undp.org/content/undp/en/home/operations/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/unscc/conduct_english.pdf>

**Thank you and we look forward to receiving your Proposal.**

**Sincerely yours,**

*Procurement Unit*

9/8/2020

**Annex 1**

**Description of Requirements**

|  |  |
| --- | --- |
| Context of the Requirement | [Elaborate short, medium and long-term indicators for reporting on adaptation actions, support and results |
| Implementing Partner of UNDP | Ministry of Lands and Natural Resources |
| Brief Description of the Required Services[[1]](#footnote-2) | Indicators play an important role in monitoring national progress towards achieving climate change adaptation and development objectives and to learn from the results. Appropriate and actionable indicators that deliver quantifiable measurements of impacts, progress and performance also are critical for policy-makers in setting policy direction.  Tracking climate change adaptation efforts are typically more difficult than those related to mitigation due to data availability, difficulty in measuring long term results, and the long length of time sometimes needed to see these results. However, it is necessary that the country is able to assess whether it is reducing vulnerability, building resilience and enhancing the adaptive capacity of its livelihoods, ecological and social systems.  The selection of adaptation indicators will incorporate lessons learned from existing Zambia national and sub-national data management systems, including the M&E system managed by the Ministry of National Development Planning, M&E system managed by the Disaster Management and Mitigation Unit, forestry data management system managed by the Forestry Department within the Ministry of Lands and Natural Resources and climate change variability data managed by Zambia Meteorological Department as well as best practices from other countries on adaptation actions monitoring. Lessons learned will inform the selection of optimal short, medium and long-term strategies for dealing with adaptation proxy indicators and adaptation outcomes that might not occur for several years.  The determination of short, medium, and long-term indicators specific to adaptation will contribute to national capacity to develop NDC adaptation targets and tracking of progress towards achieving adaptation goals on building resilience and enhancing adaptive capacity as well as to the achievement of the SDGs.  As noted in the Zambia NDC, 3 goals have been identified associated with adaptation measures: Adaptation of strategic productive systems (agriculture, forests, wildlife and water); Adaptation of strategic infrastructure and health systems; and Enhanced capacity building, research, technology transfer and finance. Adaptation measures for the following sectors have been identified: – agriculture, energy, forestry, health, infrastructure, water and wildlife. The key activities and co-benefits noted in the NDC will help inform selection of adaptation indicators.  Sectors to be considered with respective cross sectoral linkages   |  |  | | --- | --- | |  | **Sectors** | | 1 | Agriculture  (including Crops, Livestock and fisheries) | | 2 | Water | | 3 | Human Health | | 4 | Energy | | 5 | Wildlife |   The exercise will entail determining baselines of the identified indicators in order to facilitate tracking progress in reducing vulnerability, enhancing adaptive capacity and building resilience.  The outcomes of the vulnerability assessment will also inform the baseline setting exercise. |
| List and Description of Expected Outputs to be Delivered | The service provider will undertake the following tasks:   1. Prepare an inception report 2. Desk review of past, ongoing and planned adaptation interventions, including those related to NDC key activities and co-benefits 3. Desk review existing the Climate Risk and Vulnerability Assessment Reports to inform the indicator setting 4. Conduct a stakeholder engagement as part of data collection 5. Propose a monitoring and reporting framework for short, medium and long term indicators for reporting on adaptation actions, support and results. 6. Using the framework in (5) compile indicators for relevant sectors, units of measurement, adaptation relevance, potential limitations, data needs, data collection methods, responsible parties, calculations required if any, disaggregation (by province, national, sector, gender), impacts on SDGs, and a weighting of importance for Government priority. 7. Participate in one virtual stakeholder meeting with key stakeholders 8. Conduct a national validation meeting for target and indicator setting |
| Person to Supervise the Work/Performance of the Service Provider | Director, Climate Change and Natural Resources Management Department (CCNRMD), Ministry of Lands and Natural Resources |
| Frequency of Reporting | *Monthly* |
| Progress Reporting Requirements | 1. Inception report 2. Monitoring and Reporting Framework/Template 3. Populated Monitoring and Reporting Framework 4. Final Consultancy report |
| Location of work | Exact Address/es *[pls. specify]*  At Contractor’s Location |
| Expected duration of work | 3 months |
| Target start date | October 2020 |
| Latest completion date | January 2021 |
| Travels Expected | Lusaka based |
| Special Security Requirements | Security Clearance from UN prior to travelling  Completion of UN’s Basic and Advanced Security Training  Comprehensive Travel Insurance  Others *[pls. specify]* |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal) | Office space and facilities  Land Transportation  Others *[pls. specify]* |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | Required  Not Required |
| Names and curriculum vitae of individuals who will be involved in completing the services | Required  Not Required |
| Currency of Proposal | United States Dollars  Euro  Local Currency |
| Value Added Tax on Price Proposal[[2]](#footnote-3) | must be inclusive of VAT and other applicable indirect taxes  must be exclusive of VAT and other applicable indirect taxes |
| Validity Period of Proposals *(Counting for the last day of submission of quotes)* | 60 days  90 days  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 | Not permitted  Permitted *[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]* |
| Payment Terms[[3]](#footnote-4) | |  |  |  |  | | --- | --- | --- | --- | | Outputs | Percentage % | Timing | Condition for Payment Release | | Inception report | 10 | 2 weeks after signing of the contract | Within thirty (30) days from the date of meeting the following conditions:   1. UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and 2. Receipt of invoice from the Service Provider. | | Monitoring and Reporting Framework/Template | 20 | First month of the contract period | | Populated Monitoring and Reporting Framework | 40 | second month | | Final Consultancy report | 30 | third month of the contract period | |
| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | Director, Climate Change and Natural Resources Management Department (CCNRMD), Ministry of Lands and Natural Resources |
| Type of Contract to be Signed | Purchase Order  Institutional Contract  Contract for Professional Services  Long-Term Agreement[[4]](#footnote-5) *(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)*  Other Type of Contract *[pls. specify]* |
| Criteria for Contract Award | Lowest Price Quote among technically responsive offers  Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)  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 | **Technical Proposal (70%)**  Expertise of the Firm 30%  Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 25%  Management Structure and Qualification of Key Personnel 45%  **Financial Proposal (30%)**  To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.  Detailed evaluation criteria in ToRs,   |  |  |  | | --- | --- | --- | | **SEQ.** | **CRITERIA** | **Obtainable points** | | qualification, capacity and experience | | | | **1.1** | 10 years working experience in climate change | 5 | | **1.2** | Experience in undertaking vulnerability and adaptation, and sustainable development issues; | 10 | | **1.3** | Demonstrated ability of analytical and drafting work; | 3 | | **1.4** | Demonstrable knowledge of key V&A assessment methodologies to include climate modeling, empirical data-based analysis, scenario-based sector risk/hazards projections, risks management and strategy and programme development | 12 | |  |  | 30 | | Section 2. Proposed Methodology, Approach and Implementation Plan | | | | **2.1** | To what degree does the Proposer understand the task? | 5 | | **2.2** | Have the important aspects of the task been addressed in sufficient detail? | 5 | | **2.3** | Is the conceptual framework adopted appropriate for the task? | 5 | | **2.4** | Is the scope of the task well defined and does it correspond to the TOR | 5 | | **2.5** | Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project indicating time frame? | 5 | |  | **Sub-total Methodology** |  | |  |  | 25 | | Section 3. Management Structure and Key Personnel | | | | **3.1** | **Lead Consultant** |  | | 3.11 | PHD or equivalent in environment al management, or other related field | 7 | | 3.12 | Demonstrable Experience in designing monitoring and Reporting Frameworks/ templates | 7 | | 3.13 | Excellent in working with Government, NGOs/Donors or national government | 4 | | 3.14 | Experience in supervising and managing teams | 2 | | **Team members** | | | | **Energy specialist** | | | | 3.15a | University Degree in Energy, environment climate change or related field | 2 | | 3.15b | 5 years experience in conducting similar assignment in energy and water resources management | 3 | | **Agriculture specialist** | | | | 3.16a | University Degree in agriculture science, environment, climate change or related field | 2 | | 3.16b | 5 years experience in conducting similar assignments in agriculture sector | 3 | | **Toursim and Wildlife Specialist** | | | | 3.17a | University Degree in Wildlife management , tourism management or any other related field | 2 | | 31.7 b | 5 years experience in conducting similar assignment in tourism and wildlife sector | 3 | | **Water Resource Management Specialist** | | | | 3.18 a | University Degree in Environment management or water sanitation | 2 | | 3.18b | 5 years experience in conducting similar assignments | 3 | | **Public Health specialist** | | | | 3.1.10a | University degree in public health or any other related field | 2 | | 3.1.10 b | 5 experience in environment management or conducting similar assignments | 3 | | **Sub total** | | 45 | |
| UNDP will award the contract to: | One and only one Service Provider  One or more Service Providers, depending on the following factors: *[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]* |
| Contract General Terms and Conditions[[5]](#footnote-6) | General Terms and Conditions for contracts (goods and/or services)  General Terms and Conditions for de minimis contracts (services only, less than $50,000)  Applicable Terms and Conditions are available at:  <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |
| Annexes to this RFP[[6]](#footnote-7) | Form for Submission of Proposal (Annex 2)  Detailed TOR  Others[[7]](#footnote-8) *[pls. specify]* |
| Contact Person for Inquiries  (Written inquiries only)[[8]](#footnote-9) | *Procurement Unit*  *Procurement.zm@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]* | None |

**Annex 2**

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL[[9]](#footnote-10)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[10]](#footnote-11))***

[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 :

1. **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 :*

1. *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
2. *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
3. *Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
4. *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
5. *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
6. *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.*
7. **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.* |

1. **Qualifications of Key Personnel**

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

1. *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
2. *CVs demonstrating qualifications must be submitted if required by the RFP; and*
3. *Written confirmation from each personnel that they are available for the entire duration of the contract.*
4. **Cost Breakdown per Deliverable\***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Deliverables**  ***[list them as referred to in the RFP]*** | **Percentage of Total Price *(Weight for payment)*** | **Price**  ***(Lump Sum, All Inclusive)*** |
| 1 | Inception Report | 10% |  |
| 2 | Monitoring and Reporting Framework/Template | 20% |  |
| 3 | Populated Monitoring and Reporting Framework | 20% |  |
| 4 | Final Consultancy report | 50% |  |
|  | Total | 100% |  |

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description of Activity** | **Unit of measure** | **Unit rate**  **USD** | **Number of working days (\*)** | **No. of Personnel** | **Total Amount**  **USD** |
| **I. Personnel Services** |  |  |  |  |  |
| 1. Team Leader | Day |  | 60 | 1 |  |
| 1. Energy Specialist | Day |  | 15 | 1 |  |
| 1. Agriculture (Livestock and Crops) specialist | Day |  | 15 | 1 |  |
| 1. Tourism and Wildlife Management specialist | Day |  | 15 | 1 |  |
| 1. Water Resource Management specialist | Day |  | 15 | 1 |  |
| 1. Public Health and Sanitation specialist | Day |  | 15 | 1 |  |
| **II. Out of Pocket Expenses** |  |  |  |  |  |
| 1. Travel Costs | Lumpsum |  |  |  |  |
| 1. Daily Allowance | Lumpsum |  |  |  |  |
| 1. Communications | Lumpsum |  |  |  |  |
| 1. Others (2) | Lumpsum |  |  |  |  |
|  |  |  |  |  |  |
| **III. Other Related Costs** |  |  |  |  |  |
| 1. Reproduction/ translation | Lumpsum |  |  |  |  |
| 1. Training | Lumpsum |  |  |  |  |
| 1. Stationery | Lumpsum |  |  |  |  |
| 1. Equipment lease |  |  |  |  |  |
| 1. Others (\*\*\*) | Lumpsum |  |  |  |  |
|  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |

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

*[Designation]*

*[Date]*

1. *A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.* [↑](#footnote-ref-2)
2. *VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.* [↑](#footnote-ref-3)
3. *UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding $30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.* [↑](#footnote-ref-4)
4. *Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed $150,000.00.* [↑](#footnote-ref-5)
5. *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.*  [↑](#footnote-ref-6)
6. *Where the information is available in the web, a URL for the information may simply be provided.* [↑](#footnote-ref-7)
7. *A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.* [↑](#footnote-ref-8)
8. *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.* [↑](#footnote-ref-9)
9. *This serves as a guide to the Service Provider in preparing the Proposal.*  [↑](#footnote-ref-10)
10. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-11)