



REQUEST FOR PROPOSAL (RFP)

For Assessment of Climate Impact on Agriculture Value Chain

NAME & ADDRESS OF FIRM	DATE: September 10, 2020
	REFERENCE: UNDP/RFP/10/2020

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Assessment of Climate Impact on Agriculture Value Chain**. Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **1700 hours (Nepal Standard Time), Wednesday, September 23, 2020** and via email to procurement.np@undp.org.

The technical and financial proposals should be in separate email messages mentioning the following subject lines:

Technical Proposal: UNDP/RFP/10/2020- Technical Proposal- {Bidder's Name}

Financial Proposal: UNDP/RFP/10/2020- Financial Proposal- {Bidder's Name}

Your Proposal must be expressed in the English, 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. The proposals submitted by email must be limited to a maximum of **25 MB** (each transmission) and no more than **6** email transmissions

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,


Niraj Shrestha
Assistant Resident Representative (Operations)
9/10/2020

Annex 1

Description of Requirements

Context of the Requirement	<p>UNDP in collaboration with FAO implemented 'Integrating Agriculture in National Adaptation Plans Programme (NAP-Ag)' in Nepal under the leadership of the Ministry of Agriculture and Livestock Development (MoALD) of the Government of Nepal between 2016 and 2019. The programme, through evidence-based advocacy, supported the government to integrate climate change adaptation into agriculture sector planning and budgeting. It supported the MoALD to develop a roadmap to make Nepal's agriculture sector climate responsive in the long run and prepare Guidelines for integration of climate actions into sectoral plans and budgets through climate coding.</p> <p>Nepal's agriculture sector contributes to almost one third of Nepal's GDP, employing about two thirds of the population directly or indirectly and represents 13% of total foreign trade. Nepal's Agriculture Development Strategy (2015-2035) identifies erratic monsoon rains and increase in average temperature resulting into frequent flood and drought as major climate risks to Nepal's food production and agriculture value chain development. IFAD warns that "some agricultural value chains may no longer be economically viable over timespans of as little as 20 years, as climate change pushes beyond the thresholds of crop, pasture, or fisheries suitability in the areas of production."</p> <p>Despite Nepal's priority to commercialize agriculture sector, insufficient knowledge about climate impacts on value chain and choice of adaptation options linked to technology, finance, and market, the sector is far behind the goal of commercialization. Some of these gaps include:</p> <ul style="list-style-type: none"> ❑ Limited research available regards to CC impacts across various stages of a VC and climate risks projections are not calibrated with farmers knowledge. ❑ Lack of analysis to guide choice of adaption option to support VC investment decision making. ❑ Less incentive for scattered, small produces to participate in value chains and be able to manage climate risks <p>In order to to fulfill the knowledge gap by identifying climate impacts on selected agriculture value chain and propose appropriate adaptation measures that will influence investments in the value chain. This study on the assessment of climate impacts on different stages of the value chain will contribute to long term sustainability of the value chain market and build confidence of public and private investors with viable adaptation options to address the risks</p>
Implementing Partner of UNDP	Not Applicable

Brief Description of the Required Services	As mentioned in the ToR
List and Description of Expected Outputs to be Delivered	<p>The deliverables from the assignment are as follows:</p> <p><input type="checkbox"/> Evaluation Inception Report detailing the team understanding of what is being evaluated and why, outlining which data collection methodologies and a proposed schedule of tasks.</p> <p><input type="checkbox"/> Draft Report to be shared with UNDP and the advisory group for feedback and quality assurance.</p> <p><input type="checkbox"/> Debriefing meeting with UNDP and the advisory group where main findings will be presented.</p> <p><input type="checkbox"/> Final Evaluation Report</p>
Person to Supervise the Work/Performance of the Service Provider	Policy Advisor, Resilience and Disaster Preparedness
Frequency of Reporting	<i>As needed and mentioned in the ToR</i>
Progress Reporting Requirements	<i>As needed and mentioned in the ToR</i>
Location of work	<input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	Three and half months
Target start date	25 September 2020
Latest completion date	31 December 2020
Travels Expected	No
Special Security Requirements	Compliance of COVID-19 guidelines
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	

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"/> Local Currency <i>Nepalese Rupees</i>														
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes														
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.														
Partial Quotes	<input checked="" type="checkbox"/> Not permitted														
Payment Terms	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Upon submission of Inception Report</td> <td>30%</td> <td>30 September 2020</td> <td rowspan="2"> Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and </td> </tr> <tr> <td>Upon submission of draft report and finalization</td> <td>30%</td> <td>25 November 2020</td> </tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	Upon submission of Inception Report	30%	30 September 2020	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and	Upon submission of draft report and finalization	30%	25 November 2020
Outputs	Percentage	Timing	Condition for Payment Release												
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Upon submission of draft report and finalization	30%	25 November 2020													

				b) Receipt of invoice from the Service Provider.	
	Upon submission of final report	40%	10 December 2020		
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Policy Advisor, Resilience and Disaster Preparedness				
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Contract				
Criteria for Contract Award	<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).				
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm [250] <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan [450] <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel [300] <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	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions (Annex 3) <input checked="" type="checkbox"/> Detailed TOR (Annex 4)
Contact Person for Inquiries (Written inquiries only) ²	<p><i>UNDP Nepal Procurement Unit query.procurement.np@undp.org</i></p> <p>Written inquiries must be submitted mentioning RFP Ref: UNDP/RFP/10/2020, on or before 5:00PM, 16th September 2020. UNDP shall respond to the inquiries by posting queries and responses in UNDP Website: http://np.undp.org/content/nepal/en/home/procurement.html. Inquiries received after the above date and time shall not be entertained.</p> <p>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.</p>

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 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.

Other Information <i>[pls. specify]</i>	<p>The Financial evaluation will be carried out only for the technically qualified submission that pass the minimum technical score of 70% (700 points) of the obtainable score of 1000 points in the evaluation of the technical proposals.</p> <p>The Financial Proposal and the Technical Proposal Envelopes <u>MUST BE COMPLETELY SEPARATE</u> and <u>each of them must be submitted sealed individually</u> and clearly marked on the outside and as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each envelope MUST clearly indicate the name of the Proposer. Failing to submit the Technical and Financial Proposals in separately sealed envelopes will be treated as non-responsive.</p>
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Proposed Technical Evaluation Criteria:

I. Expertise of firm / organisation submitting proposal (Points obtainable 250 Points)	
1.1 Reputation of Organisation and Staff (Competence / Reliability)	20
1.2 Litigation and Arbitration history	15
1.3 General organisational capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organisation, strength of project management support e.g. project financing capacity and project management controls)	50
1.4 Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills.	15
1.5 Quality assurance procedures, warranty	20
Sub total (1.1 to 1.5)	120
1.6 Relevance of: (Points - 105)	
- Specialised Knowledge	30
- Experience on similar research	50
- Experience on climate impact assessment and/or value chain analysis in Nepal	20
- Work for UNDP/ major multilateral/ or bilateral programmes	30
Sub Total for 1.6	130
Total for Expertise of firm / organisation submitting proposal (I)	250
II. Proposed Work Plan and Approach (Points obtainable 350 Points)	
2.1 To what degree does the Offeror understand the task?	50
2.2 Have the important aspects of the task been addressed in sufficient detail?	50
2.3 Is there evidence that the proposal been prepared based on an in-depth understanding and prior knowledge of the research subject?	50
2.4 Is the conceptual framework adopted appropriate for the task?	50
2.5 Is the scope of task well defined and does it correspond to the TOR?	100

2.6 Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the study?	150
Total for Proposed Work Plan and Approach (II)	450
III. Personnel (Points obtainable 400 Points)	
3.1 Team Leader:	
Academic Qualification	25
Experience in leading impact assessment, value chain analysis, socio-economic study, etc as team leader for minimum two evaluations,	50
Extensive knowledge of value chain on agriculture commodities	35
Expertise, familiarity, knowledge on gender and social inclusion	15
Working experience with multilateral organizations, UN, or donors	10
Command of English	5
Sub Total for Team Leader	140
3.2 Climate change analyst	
Academic qualification	20
experience on climate risk modelling, climate impact assessment, scenario planning	20
Sound knowledge of the national context and issues related to climate risks	20
Working experience with multilateral organizations, UN, or donors	20
Sub Total for Climate change analyst	80
3.3 Economist	
Academic qualification	20
experience on financial and economic analysis, value chain assessment, cost-benefit analysis, etc.	20
Sound knowledge of the national context and issues related to agricultural value chain	20
Working experience with multilateral organizations, UN, or donors	20
Sub Total for Economist	80
Total for Personnel (III)	300
Grand Total (I+II+III)	1000

Annex 2**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL³**

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁴)

[insert: Location]

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) 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.

³ This serves as a guide to the Service Provider in preparing the Proposal.

⁴ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

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

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

D. Cost Breakdown per Deliverable*

	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	Deliverable 3		
	Total	100%	

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

E. Cost Breakdown by Cost Component:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Team Leader cum Value Chain Expert	days	90 days	1	
2. Climate Change Expert	days	30 days	1	
3. Economist	days	30 days	1	
4. Other, if any				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Communications				
3. Others, if any				
III. Other Related Costs				

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



Annex 3

General Terms and Conditions of Contract

<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Annex 4

Terms of References