



**REQUEST FOR PROPOSAL (RFP)**  
**(For Low-Valued Services)**

NAME & ADDRESS OF FIRM	DATE: January 13, 2021
	REFERENCE: SDG Data Collection

Dear Sir / Madam:

We kindly request you to submit your Proposal for Data Collection for Sustainable Development Goal 7, Indicator 7.2.1 for Botswana.

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

Proposals may be submitted on or **before Wednesday, January 27, 2021** at 12:00pm CAT and via email, courier mail or fax to the address below:

***Resident Representative***  
**United Nations Development Programme**  
***P.O. Box 54***  
***Gaborone***  
procurement.bw@undp.org

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.

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/unscs/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscs/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Procurement Office*

*[designation]*

1/13/2021

## Description of Requirements

Context of the Requirement	Data Collection for Sustainable Development Goal 7, Indicator 7.2.1 for Botswana
Implementing Partner of UNDP	Ministry of Mineral Resources, Green Technology and Energy Security (Department of Energy)
Brief Description of the Required Services <sup>1</sup>	<p>Botswana domesticated Sustainable Development Goal (SDG) indicators are all the global SDG indicators that are applicable to Botswana. Through Statistics Botswana, the SDG indicators are mapped to the relevant pillars of the Botswana Vision 2036 (2017-2036) and aligned to the National Development Plan 11 (2017-2023) and the associated District and Urban Development Plans.</p> <p>The country is now on course to compile a full baseline of those indicators that are applicable and for which data is readily available.</p> <p>The purpose of this consultancy therefore, is to compile all data associated with SDG 7, target 7.2, indicator 7.2.1 which is mapped to Vision 2036 pillar of Sustainable Economic Development. Botswana has committed to a target of 15% of energy consumption to be from renewable energy by the year 2030. This study will therefore give an indication of the extent to which 15% has been reached, how much is left and advice whether the interventions proposed will allow achievement of the target. Currently the total consumption of energy in Botswana is not accurately known, therefore the consumption at year 2030 cannot be accurately predicted and the target of 15% renewables translated to energy cannot be accurately computed.</p> <p>Section 2 of the Botswana Energy Regulatory Authority (BERA) Act defines Petroleum Products as oil, petrol, paraffin, liquified petroleum gas (LPG), diesel and any other product as may be specified by BERA. BERA, Botswana Oil Limited (BOL), Department of Energy (DOE) as well as Botswana Unified Revenue Services (BURS) have the data of how much of petroleum products are imported overtime. The supply of petroleum products can be loosely translated to their consumption.</p> <p>Collection of energy data from homes is a complex and very involved process given that homesteads in Botswana are scattered save for within the cities, some areas do not have internet connectivity and therefore online measures cannot be</p>

<sup>1</sup> 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.

	<p>used for data collection. In the United States, the Energy Information Administration (EIA) undertakes a Residential Energy Consumption Survey (RECS) every 4 (four) years. The survey undertakes a household Survey phase, data collection from household energy suppliers, and end-use consumption and expenditures estimation.</p> <p>The business community offers a simpler process for data collection for energy consumption. Databases for businesses exist through various institutions and departments such as Companies and Intellectual Properties Authority (CIPA), as well as Chamber of Mines for the mining industry. In addition, the Solar Association Industry of Botswana (SAIB) and Renewable Energy Association of Botswana can offer guidance on the known installations capacities.</p> <p>To that end, the Government of Botswana through the Department of Energy and with the support of the United Nations Development Programme (UNDP) wishes to engage an experienced team of Consultants to Undertake Data Collection for Sustainable Development Goal 7, Indicator 7.2.1 for Botswana.</p>
List and Description of Expected Outputs to be Delivered	<p><b><u>Phase 1</u></b></p> <ol style="list-style-type: none"> <li>1. Review the global mega data on indicator 7.2.1 to fully understand what the indicator measurement is and the global formulae that is used to measure this indicator.</li> <li>2. Define clearly the component part/parameters of the global formula to identify what data needs to be collected nationally.</li> <li>3. Assess what data for these indicator/parameters is already available.</li> <li>4. Identify what data is missing and needs to be collected including the sampling methodology.</li> <li>5. Design innovative tools that will be used to collect the data using digital tools where possible.</li> <li>6. Define how the data will be collected using digital tools.</li> <li>7. Prepare budget options for the collection of the missing data for UNDP and the Ministries consideration before moving to data collection.</li> </ol> <p><b><u>Phase 2</u></b></p> <ol style="list-style-type: none"> <li>1. Using the designed tools collect the missing data in consultation with Statistics Botswana.</li> <li>2. Analyze the collected data using the global formula and define the baseline for this indicator for Botswana.</li> </ol>

	<p>3. Detail how the analysis was done to allow progress to be measured at a later date against the baseline.</p> <p>4. Recommend the frequency to measure progress going forward.</p> <p>5. Recommend how and where the collected data will be stored for future use.</p> <p>6. Provide a detailed account of the costs for collecting the data used and the tools used.</p> <p>7. Write not more than a five (5) page report on lessons learnt.</p> <p><b>NOTE:</b> Cost in relation to the collection of the data will be determined after Phase 1 is completed, upon request by UNDP. Therefore, the financial proposal should only specify costs beyond professional fees pertaining to the implementation of Phase I. Pursuant to that, a written agreement (on the costs) between UNDP and Consultant will be entered into.</p>																
Person to Supervise the Work/Performance of the Service Provider	<i>[Biogas Project Engineer]</i>																
Frequency of Reporting	<i>As needed depending on agreed workplan</i>																
Progress Reporting Requirements																	
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> <input checked="" type="checkbox"/> At Contractor's Location																
Expected duration of work	To be proposed by bidder but not more than 4 months																
Target start date	1 <sup>st</sup> February 2021																
Latest completion date	31 <sup>st</sup> May 2021																
Travels Expected	<table border="1"> <thead> <tr> <th>Destination/s</th><th>Estimated Duration</th><th>Brief Description of Purpose of the Travel</th><th>Target Date/s</th></tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s												
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Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency
Value Added Tax on Price Proposal <sup>2</sup>	<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.

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>																					
Payment Terms <sup>3</sup>	<table><tr><th>Outputs</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr><tr><td><b>Inception Report</b> inclusive of workplan and detailed methodology with reasonable timelines</td><td>0%</td><td>Within 2 weeks of contract signing</td><td rowspan="3">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; b) Signed Certification of Payment; and c) Receipt of invoice from the Service Provider.</td></tr><tr><td><b>Phase 1 Report</b> that clearly sets out the findings for action items 1 to 7 in Phase 1 of the Scope of Works</td><td>40%</td><td>Within 6 weeks of contract signing</td></tr><tr><td><b>Phase 2 Report</b> that clearly sets out the findings for action items 1 to 7 in Phase 2 of the Scope of Works</td><td>60%</td><td>Within 16 weeks of contract signing</td></tr><tr><td colspan="4"><b>NOTE</b> The consultant is expected to set out in the technical proposal the methodology that will be adopted for each item in the Scope of Works. It is also expected that the methodology will follow global best practices for such work.</td></tr></table>				Outputs	Percentage	Timing	Condition for Payment Release	<b>Inception Report</b> inclusive of workplan and detailed methodology with reasonable timelines	0%	Within 2 weeks of contract signing	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; b) Signed Certification of Payment; and c) Receipt of invoice from the Service Provider.	<b>Phase 1 Report</b> that clearly sets out the findings for action items 1 to 7 in Phase 1 of the Scope of Works	40%	Within 6 weeks of contract signing	<b>Phase 2 Report</b> that clearly sets out the findings for action items 1 to 7 in Phase 2 of the Scope of Works	60%	Within 16 weeks of contract signing	<b>NOTE</b> The consultant is expected to set out in the technical proposal the methodology that will be adopted for each item in the Scope of Works. It is also expected that the methodology will follow global best practices for such work.			
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	With the support of the Project Management Unit (PMU) and the Project Steering Committee (PSC), the Technical Reference Group (TRG) will oversee the work of the consultancy from start to finish. The consultant will be required to submit all submissions to the Project Manager – Biogas Project. The technical work of the consultancy submitted will be shared with the Technical Reference Group (TRG) for review and approval. The consultant will present all submissions of the assignment to the TRG. The Technical Reference Group will provide comments and approval on whether to proceed to the next stage on all reports within one (1) week of submission.																					

<sup>3</sup> 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.



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 <sup>4</sup> <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 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	<b>Criteria</b>	<b>Weight</b>
	<b>Technical Evaluation (70%)</b>	
	<b>Criteria A:</b> Relevant qualifications (academic & technical, minimum Masters)	YES/NO
	<b>Criteria B:</b> Adequate relevant work and/or professional experience (Minimum 10 years)	YES/NO
	<b>Criteria C:</b> Complete Consultancy package submitted (Technical and Financial Proposal)	YES/NO
	<b>Criteria D: Context</b> –Demonstrable understanding of renewable energy data.	15
	<b>Criteria E: Relevant Professional /Work Experience</b> – Demonstrate extensive relevant work experience in statistics data analysis preferable energy data management tools and systems. Demonstrable competence on the subject matter and clear responsiveness to the Terms of Reference (TORs)	30
	<b>Criteria F: Technical Competence/ Methodology/Approach</b> – The consultant is expected to set out in the technical proposal the methodology that will be adopted for each item in the Scope of Works. It is also expected that the methodology will follow global best practices for such work.	40
	<b>Criteria G:</b> Ability to contextualise strategic and technical advice to the local context and conditions with excellent written and oral communication skills	15
	<b>TOTAL</b>	100

<sup>4</sup> 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 \$200,000.00.

	<p><b><u>Financial Proposal (30%)</u></b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<p><input checked="" type="checkbox"/> One and only one Service Provider</p> <p><input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[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]</i></p>
Contract General Terms and Conditions <sup>5</sup>	<p><input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p>Applicable Terms and Conditions are available 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></p>
Annexes to this RFP <sup>6</sup>	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input type="checkbox"/> Detailed TOR <i>[optional if this form has been accomplished comprehensively]</i></p> <p><input type="checkbox"/> Others<sup>7</sup> <i>[pls. specify]</i></p>
Contact Person for Inquiries (Written inquiries only) <sup>8</sup>	<p><i>Procurement Officer</i>  <i>procurement.bw@undp.org</i></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>

<sup>5</sup> 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.

<sup>6</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>7</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>8</sup> 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.

Qualifications and Experience	<p><b>EDUCATION AND EXPERIENCE OF TEAM LEADER</b></p> <ul style="list-style-type: none"> <li>a) Team Leader to have master’s degree, or above, in Statistics, Mathematics, Data Analytics, GIS, Energy Economics, Social Sciences or a closely related field;</li> <li>b) Minimum of 10 years of relevant experience as a project lead in data collection and management;</li> <li>c) Demonstrate experience in conducting data collection and analysis;</li> <li>d) Technical knowledge of SDG 7 and related;</li> <li>e) Experience in dealing with international and national experts and institutions;</li> <li>f) Sound understanding of key software packages and tools; and</li> <li>g) Fluency in written and spoken English.</li> </ul> <p><b>EDUCATION AND EXPERIENCE OF ENGINEER</b></p> <p>Energy Engineer with Master’s degree or above in Energy Management and Policy or Electrical and Electronics Engineering or closely related field.</p> <ul style="list-style-type: none"> <li>a) Minimum of 5 years of relevant experience energy related issues;</li> <li>b) Technical knowledge of SDG 7 and related;</li> <li>c) Experience in dealing with international and national experts and institutions;</li> <li>d) Sound understanding of key software packages and tools;</li> <li>e) Experience in geographic information analysis an advantage; and</li> <li>f) Fluency in written and spoken English.</li> </ul> <p><b>COMPETENCIES</b></p> <ul style="list-style-type: none"> <li>a) Ability to train and work effectively with counterpart staff at all levels and with all groups involved in the project and,</li> <li>b) Ability to perform a variety of specialized tasks related to results management, including support to design, planning and implementation of program, managing data, reporting;</li> <li>c) Strong drafting, presentation and reporting skills, excellent written communication skills;</li> <li>d) Ability to administer budgets; and</li> <li>e) IT and digital tools competencies;</li> <li>f) Leadership and Self-Management;</li> <li>g) Focuses on result for the client and respond positively to feedback; and</li> <li>h) A good personality with strong leadership skills.</li> </ul>
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FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>9</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>10</sup>)*

[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.*

<sup>9</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>10</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**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.*

**C. Qualifications of Key Personnel**

*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\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <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]:**

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
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				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

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