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**REQUEST FOR QUOTATION**

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| UNDP BIH  Zmaja od Bosne bb; Sarajevo | DATE: February 8, 2021 |
| REFERENCE: **BiH/RFQ/011/21** |

Dear Sir / Madam:

We kindly request you to submit your quotation for **Development of climate change adaptation finance strategy in Bosnia and Herzegovina**

and as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **February 22, 2021, 14.00 h** via ***e-mail***to the address below:

[registry.ba@undp.org](mailto:registry.ba@undp.org)

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned services:

|  |  |
| --- | --- |
| Exact Address/es of Delivery Location/s (identify all, if multiple) | The delivery address of the CCA finance strategy document – Zmaja od Bosne bb, UN House, Sarajevo. |
| Preferred Currency of Quotation | ☒Currency: BAM/EUR/USD |
| Value Added Tax on Price Quotation | ☒ Must be exclusive of VAT and other applicable indirect taxes  (VAT stated separately) |
| Deadline for the Submission of Quotation | **14.00 h,Monday, February 22, 2021** CET |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language | ☒ English language or official BiH languages |
| Documents to be submitted | * Copy of company’s registration relevant to required services, * Copy of registration issued by the Indirect Taxation Authority, * Declaration issued by relevant Tax Administration that Bidder has clear direct tax record, not older than one month (original or certified copy), * Declaration issued by respective Indirect Taxation Authority that Bidder has clear indirect tax record, not older than three months * Confirmations from relevant courts status regarding bankruptcy and legal actions * Reference letters and/or contracts for preparation and development of CC financial framework**.** * List of team members (as specified in Annex 1 – ToR of the RFQ) to be engaged for the contract (names, education, skills, years of experience) * CV of each team member with contact references and letters of recommendation * Methodology for preparation of CCA finance strategy, in line with requirements of this RFQ (more details provided in Annex 1 – ToR); * Proposal of organization of the work/tasks for requested services, * Plan for preparation and organization of trainings, * Statement on availability and exclusivity during the entire contracted period, signed by each team member * Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List * Prior to contract issuance UNDP holds right to request certified copy for any or all abovementioned documents |
| Period of Validity of Quotes starting the Submission Date | ☒ 120 days  In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation. |
| Partial Quotes | Partial Quotes are not permitted; |
| Payment Terms | * 10 percent (%) upon successful completion of activity A1; approved and adopted by the UNDP Team * 20 percent (%):upon successful completion of activity A2; approved and adopted by the UNDP Team * 30 percent (%):upon successful completion of activity A3; approved and adopted by the UNDP Team. * 10 percent (%):upon successful completion of activity A4; approved and adopted by the UNDP Team * 10 percent (%):upon successful completion of activity A5; approved and adopted by the UNDP Team * 20 percent (%):upon successful completion of activity A6; approved and adopted by the UNDP Team |
| Liquidated Damages | Percentage of contract price per day of delay: 0,5%  Max. no. of days of delay: 20 calendar days  Next course of action: Termination of Contract |
| Evaluation Criteria | ☒ Technical responsiveness/Full compliance to requirements and lowest priced offer;  ☒ Full acceptance of the PO/Contract General Terms and Conditions  ☒ Company/organization is registered for the services in subject  ☒ Successfully performed preparation and development of at least 1 CC financial framework in last 5 years;  ☒ Successful bidder will have at least one full-time employed staff member (project manager); project manager should have at least 7 years of experience in similar services;  ☒ Minimum key personnel proposed for this project:   * 1 (one) Project Manager with Bachelor degree or minimum 7 years of equivalent working experience in finance and investment according to the specific assignment (i.e., de-risking approach, development of investment plans, establishment of financing strategy or frameworks); * ; proven record in preparing and development of CC financial frameworks, experience from Bosnia and Herzegovina preferred; experience with UN agencies will be considered as an asset; excellent analytical, presentation and reporting skills; * 1 (one) Financial expert with Bachelor degree or minimum 7 years of equivalent working experience experience in implementation of projects related to **climate change**; proven record in preparing and development of cc financial frameworks, experience from Bosnia and Herzegovina preferred; experience with UN agencies will be considered as an asset; excellent analytical, presentation and reporting skills; |
| UNDP will award to: | ☒ One Bidder, depending on the following factors:   * Technical responsiveness/Full compliance to requirements. * Lowest priced offer of technically qualified/responsive quote |
| Type of Contract to be Signed | ☒ Contract for Services |
| Special conditions of Contract | ☒ Cancellation of PO/Contract if the delivery/completion is delayed by 10 days |
| Conditions for Release of Payment | Payments of the delivered services will be done within thirty (30) days from the date of meeting the following conditions:   * 10 percent (%) upon successful completion of activity A1, approved and adopted by UNDP Team * 20 percent (%) upon successful completion of activity A2, approved and adopted by UNDP Team * 30 percent (%) upon successful completion of activity A3, approved and adopted by UNDP Team * 10 percent (%) upon successful completion of activity A4, approved and adopted by UNDP Team * 10 percent (%) upon successful completion of activity A5, approved and adopted by UNDP Team * 20 percent (%) upon successful completion of activity A6, approved and adopted by UNDP Team |
| Annexes to this RFQ | ☒ Terms of Reference (ToR) (Annex 1)  ☒ Form for Submission of Quotation (Annex 2)  ☒ General Terms and Conditions / Special Conditions (Annex 3) Link: [English version](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2493)  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process. |
| Contact Person for Inquiries  (Written inquiries only) | *UNDP BIH*  *GENERAL SERVICES*  *033 552 330/ registry.ba@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. |

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP’s re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP’s own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, 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 quotation. 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 Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that 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/protestandsanctions/>

**UNDP encourages every prospective Vendor to** avoid and prevent 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, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : <http://www.un.org/depts/ptd/pdf/conduct_english.pdf>

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

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions/>

<http://www.undp.org/content/dam/undp/documents/procurement/documents/UNDP_supplier_code_of_conduct.pdf>

**Sincerely yours,**

*UNDP BiH*

**Annex 1**

**Terms of Reference (ToR)**

***Development climate change adaptation financing strategy in Bosnia and Herzegovina***

1. **Description of Projects**

As a party to the United Nations Framework Convention on Climate Change (UNFCCC), Bosnia and Herzegovina (B&H) has undertaken important steps towards understanding and addressing climate change issues. It is increasingly recognized not only by the Government and scientific community, but also by its citizens that climate change is an issue of key strategic importance. B&H has put great emphasis on climate change as one of the most significant development challenges facing the country. The importance of adaptation was clearly reflected in its Second National Communications and Climate Change Adaptation and Low Emission Development Strategy (CCA LEDs), adopted in 2013. In 2015, B&H submitted its Intended Nationally Determined Contributions (INDC), as part of the negotiations leading to the historic Paris Agreement, which it signed in April 2016.

Authorities of Bosnia and Herzegovina and key domestic stakeholders realize the increasing threat posed to them and to the development of the country by climate change and the need of adapting to it in order to avoid or minimise negative consequences. Authorities of Bosnia and Herzegovina and key domestic stakeholders realize the increasing threat posed to them and the development of the country by climate change and the need of adapting to it in order to avoid or minimize negative consequences. The government is motivated to support and implement the national adaptation planning (NAP) process as adaptation issues are becoming very important for the country’s further development.

The overall project’s objective is to support the governments of Bosnia and Herzegovina to advance the national adaptation planning process. Green Climate Fund (GCF) resources will be used to enable the government to integrate climate change related risks, coping strategies and opportunities into ongoing development planning and budgeting processes. The project will advance adaptation planning in B&H with a focus on the most vulnerable sectors such as water management, agriculture, forestry, human health, biodiversity etc., upgrading the knowledge base for adaptation, prioritizing adaptation interventions for the medium term, building institutional capacities for integrating climate change adaptation and demonstrating innovative ways of financing adaptation in BiH.

1. **Brief Description of the Required Service and Scope of work**

Objective of this assignment is to develop Climate Change Adaptation Financing Strategy in BiH and to establish a financing framework for climate change adaptation action in Bosnia and Herzegovina, including identification of gaps, possible innovative financing solutions for climate change adaptation actions, and financial resources required to meet adaptation strategies. Development of a financing strategy should include analyses of national and sectoral adaptation finance needs and a prioritisation of national adaptation investments. By undertaking these interventions, appropriate financing for climate change adaptation action is expected to be met for medium- to long-term planning and building national, sub-national and sectoral capacity to integrate and mainstream climate change risk informed planning.

The assignment includes the development of the following tasks:

1. Review of existing documentation related to cc adaptation, including but not limited to:
   * National Adaptation Plan (draft) including (where available) dynamic vulnerability assessment on sector level with a focus on the sectors mentioned below;
   * Existing public infrastructure investment plans at national and entity level related to adaptation up to 2030, in particular in the water sector;
   * The draft NDC and NDC Financing Strategy 2020-2025;
   * Data relating to historic investments in Climate Change Adaptation measures, both national and international from OECD DAC and other sources;
   * Agricultural sector investment plans at entity and state levels;
   * Donor strategies related to adaptation in BiH (DFIs, bilateral arrangements, multilateral funds, EU, etc.)
   * The draft municipal climate finance adaptation strategy document;
   * Case studies of adaptation investments in relation to major projects (e.g., Corridor Vc);
   * Other relevant documentation (e.g., regional donor/DFI plans and adaptation studies for Western Balkans);
2. Provision of a report with the integration of existing documentation with additional finance strategy elements through the development of a two-stage, 10-year investment plan for adaptation in BiH broken down in two 5-year periods (2022-2026/2027-2031) broken down by:
   * Public investments in adaptation by sector or budget ownership:
     + State,
     + Entity,
     + Cantonal/Municipal.
   * Core sector requirements for adaptation investment including:
     + State/Entity infrastructure including transport and water resource management,
     + Municipal infrastructure including buildings, transport and water,
     + Buildings (residential),
     + Agriculture including processing,
     + Power industry,
     + Industry,
     + Nature-based solutions.
   * Identification of investment requirements over time broken down by origin as below:
     + Domestic:
       - State,
       - Entity,
       - Municipal,
       - Private sector
     + International:
       - DFI/multilateral funds,
       - Bilateral/EU, etc.
3. Identification of key projects including short project fiches for presentation to donors/inclusion in DFI investment strategies.
4. Development of a knowledge management framework.
5. Development of an MRV approach.
6. **Approach and Methodology**

This section should demonstrate the Offeror`s in-depth understanding of the purpose and objectives of the ToR and provide the Offeror`s approach to structuring and most effective implementation of the service. In addition, this section should clearly show the Offeror`s understanding and sufficient detailed consideration of important aspects of the service.

Being the core instrument for the successful provision of the service, the methodology proposed by the Offeror shall undoubtedly demonstrate capability to reach the envisaged results of the ToR and strong relevance to the specific scope, objectives and range of tasks in a complex manner.

This section should propose the Offeror`s vision and approach to organizing and performing the tasks as stated within the ToR and as per the overall scope and objectives of the service in the most logical, realistic, efficient and relevant to the context in BiH manner. The methodology should include in-detail description with creative concept and graphical propositions, where applicable.

This part shall also contain a general work plan, which illustrates the anticipated workflow and timeframe of implementation of the tasks and activities.

1. **Deliverables and Schedules/Expected Outputs**

Successful Offerors will be requested to conduct the services in accordance to the table below. This indicates **key steps** of the services to be undertaken.

**Deliverables:**

|  |  |
| --- | --- |
| Activity (as per TOR) | Estimated completion deadline |
| 1. Inception report including detailed methodology, implementation plan and list of stakeholders to be consulted submitted to the UNDP BiH project team | 01 Apr 2021 |
| 2. Overview of current situation and relevant documentation submitted | 15 April 2021 |
| 3. Draft Climate Change Adaptation Finance Strategy completed | 15 May 2021 |
| 4. Key project fiches identified and MRV approach developed | 25 May 2021 |
| 5. Finance training to increase awareness and capacities, including PPT presentation reflecting key points of the strategy (to validate strategy) held. \**Due to the uncertain situation regarding the coronavirus pandemic, interested service providers are encouraged to propose approach for preparation and organization of trainings through utilization of interactive online platforms.* | 15 June 2021 |
| 6. Final CCA finance strategy agreed with stakeholders and accepted by UNDP Project Team | 30 Jun 2021 |

Note: All documents required under deliverables 1-6 must be in English/languages of BHS people.

1. **Key Performance Indicators and Service Level**

Key performance indicators are as follows:

* All activities completed by defined deadlines and reports delivered in time.
* All key activities and deliverables will be subject to review by UNDP team and Project partners.

1. **Governance and Accountability**

Monitoring and evaluation of the Service Provider’s services will be conducted by the UNDP team. The UNDP Team will be available to transfer the specific knowledge on the Project which can be useful for the Service Provider. The UNDP Team will consist of:

• UNDP Project Manager

• UNDP Project Officer

UNDP withholds the right to request additional periodical updates/reports on particular issues. All reports will be submitted in writing to the above-mentioned persons.

Due to complexity of the tasks, Service Provider will need to appoint at least one person who will at all times be responsible for keeping track of plans, activities, progress reports and ongoing issues.

1. **Expected duration of the contract/assignment**

Expected duration of implementation of services is 4 months starting from signing of the Contract Expected date of full completion of all activities is June 30th, 2021.

1. **Duty Station**

Preparation of CCA finance strategy as per requirements of this ToR will be conducted at the premises of the Service provider.

**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery)***

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to provide services listed below in conformity with the ToR and requirements of UNDP as per RFQ Reference No.: **RFQ-011-21**

***Development of climate change financial strategy in Bosnia and Herzegovina***

**TABLE 1: Cost Breakdown per Deliverable\***

|  |  |  |
| --- | --- | --- |
|  | **Deliverables**  ***[list them as referred to in the RFQ]*** | **Price**  ***(Lump Sum, All Inclusive)*** |
| A1 | Initial report including detailed methodology, implementation plan and list of stakeholders to be consulted submitted to the UNDP BiH project team |  |
| A2 | Overview of current situation and relevant documentation submitted |  |
| A3 | Draft Climate Change Adaptation Finance Strategy completed |  |
| A4 | Key project fiches identified and MRV approach developed |  |
| A5 | Finance training to increase awareness and capacities, including PPT presentation reflecting key points of the strategy (to validate strategy) held.  \**Due to the uncertain situation regarding the coronavirus pandemic, interested service providers are encouraged to propose approach for preparation and organization of trainings through utilization of interactive online platforms.* |  |
| A6 | Final finance strategy agreed with stakeholders and accepted by UNDP Project Team |  |
| **Total without VAT** | |  |
| **VAT** | |  |
| **Total including VAT** | |  |

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

**TABLE 2: 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** |  |  |  |  |
| 1. Task 1 |  |  |  |  |
| Expert 1 |  |  |  |  |
| Expert 2 |  |  |  |  |
| Expert 3 |  |  |  |  |
| Expert 4 |  |  |  |  |
| … |  |  |  |  |
| **II. Out of Pocket Expenses** |  |  |  |  |
| 1. Travel Costs |  |  |  |  |
| 2. Daily Allowance |  |  |  |  |
| 3. Communications |  |  |  |  |
| 4. Reproduction |  |  |  |  |
| 5. Equipment Lease |  |  |  |  |
| 6. Others |  |  |  |  |
| **III. Other Related Costs** |  |  |  |  |
| **Total without VAT** | | | |  |
| **VAT** | | | |  |
| **Total including VAT** | | | |  |

**TABLE 3: Offer to Comply with Other Conditions and Related Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Other Information pertaining to our Quotation are as follows:** | **Your Responses** | | |
| ***Yes, we will comply*** | ***No, we cannot comply*** | ***If you cannot comply, pls. indicate counter proposal*** |
| Delivery Deadlines |  |  |  |
| Validity of Quotation |  |  |  |
| All Provisions of the UNDP General Terms and Conditions |  |  |  |

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

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

*[Designation]*

*[Date]*

**Annex 3**

**General Terms and Conditions**

|  |
| --- |
|  |

General Terms and Conditions (for Goods and/or Services)

Link: [English version](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2493)