



REQUEST FOR PROPOSAL

Long Term Agreement, LTA for Consulting Services on E-Mobility

RFP No.: 18293-2021

Project: "Advancing with a Regional Approach Towards E-Mobility in Latin America."

Country: UNDP's Office for Latin America and the Caribbean

Issued on: 11 February 2021

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SECTION 1. LETTER OF INVITATION

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Scope of Work, SOW
- Section 6: Returnable Bidding Forms
 - o Form A: Technical Proposal Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture/Consortium/Association Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Proposal
 - o Form F: Financial Proposal Submission Form
 - o Form G: Financial Proposal Form
 - o Form H: Format for CV of Proposed Key Personnel

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

This procurement process is conducted through the UNDP e-Tendering online system <https://etendering.partneragencies.org/> (interested applicants must register in the system in order to access the additional documents).

Detailed instruction on how to register as a first-time user, how to submit and manage bids, as well as the complete User guide for bidders, and FAQ document for bidders, can be found at the link below:

Procurement Resources for Bidders

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources>

First-time registrants can also use the following details to login and create access:

- i. URL: <https://etendering.partneragencies.org>

Username: event.guest

Password: why2change **(DO NOT change this password)**

- ii. Click on "Register as Sourcing Bidder" – see screenshot below:

If you have already registered in the system before, log in using your username and password.

If you do not remember your password, contact UNDP for support. Do not register as a new bidder.

Once you have completed registration and are signed in, search for the Event ID indicated on page 1

above.

1. It is strongly recommended that you create your username with two parts, i.e. your first name and last name separated by '.' (e.g. john.smith).
2. The registration page enables you to create a user ID. The system will generate a temporary password that will be sent to the email address provided by you during registration process. Ensure that the email address you provide is correct as your login password will be sent there. If you do not receive an email within an hour, please check your junk mail.
3. When creating your new password, it should meet the following criteria –
 - Minimum 8 characters long
 - At least one UPPERCASE LETTER
 - At least one lowercase letter
 - At least one number

Before attempting to login with your temporary credentials, it is recommended that you clear your browser history.

Bidders must utilize the "Accept Invitation" function in e-Tendering system, where applicable. This will enable you to receive amendments or updates to the RFP.

Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:

UNDP RHPA Procurement Unit

Date: **February 11, 2021**

SECTION 2. INSTRUCTION TO BIDDERS

A. GENERAL PROVISIONS	
1. <i>Introduction</i>	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. <i>Fraud & Corruption, Gifts and Hospitality</i>	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p>
3. <i>Eligibility</i>	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>
4. <i>Conflict of Interests</i>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <p>a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other</p>

	<p>documents to be used for the procurement of the goods and services in this selection process;</p> <p>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</p> <p>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</p> <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <p>a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and</p> <p>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</p> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. <i>General Considerations</i>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. <i>Cost of Preparation of Proposal</i>	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. <i>Language</i>	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
8. <i>Documents Comprising the Proposal</i>	<p>8.1 The Proposal shall comprise of the following documents:</p> <p>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</p> <p>b) Technical Proposal;</p> <p>c) Financial Proposal;</p> <p>d) Proposal Security, if required by BDS;</p> <p>e) Any attachments and/or appendices to the Proposal.</p>
9. <i>Documents Establishing the Eligibility and Qualifications of the Bidder</i>	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
10. <i>Technical Proposal Format and Content</i>	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p>

	<p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
<i>11. Financial Proposals</i>	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<i>12. Proposal Security</i>	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after UNDP has issued an award; or <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
<i>13. Currencies</i>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ul style="list-style-type: none"> a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.

<p>14. <i>Joint Venture, Consortium or Association</i></p>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<p>15. <i>Only One Proposal</i></p>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.

16. <i>Proposal Validity Period</i>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. <i>Extension of Proposal Validity Period</i>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18. <i>Clarification of Proposal</i>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
19. <i>Amendment of Proposals</i>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
20. <i>Alternative Proposals</i>	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. <i>Pre-Bid Conference</i>	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted</p>

eTendering submission	<p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/
<i>23. Deadline for Submission of Proposals and Late Proposals</i>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<i>24. Withdrawal, Substitution, and Modification of Proposals</i>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
<i>25. Proposal Opening</i>	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>

D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
28. Preliminary Examination	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; They are able to comply fully with UNDP General Terms and Conditions of Contract; They do not have a consistent history of court/arbitral award decisions against the Bidder; and They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical and Financial Proposals	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder</p>

	<p>unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
31. <i>Due Diligence</i>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. <i>Clarification of Proposals</i>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>

<p>33. <i>Responsiveness of Proposal</i></p>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<p>34. <i>Nonconformities, Repairable Errors and Omissions</i></p>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
<p>E. AWARD OF CONTRACT</p>	
<p>35. <i>Right to Accept, Reject, Any or All Proposals</i></p>	<p>35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.</p>
<p>36. <i>Award Criteria</i></p>	<p>36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.</p>
<p>37. <i>Debriefing</i></p>	<p>37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.</p>
<p>38. <i>Right to Vary Requirements at the Time of Award</i></p>	<p>38.1 At the time of award of Contract, UNDP reserves the right to vary 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.</p>

39. <i>Contract Signature</i>	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. <i>Contract Type and General Terms and Conditions</i>	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. <i>Performance Security</i>	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. <i>Bank Guarantee for Advanced Payment</i>	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. <i>Liquidated Damages</i>	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. <i>Payment Provisions</i>	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45. <i>Vendor Protest</i>	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html
46. <i>Other Provisions</i>	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

SECTION 3. BID DATA SHEET

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the SOW/TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-Proposal Conference	<p>Pre-Proposal Conference will be conducted as per the following dates, times and guidelines.</p> <p>Date: February 18, 2021 11:00 AM, EST / EDT (New York) Time Zone Venue: It will be held through a remote/virtual session: Zoom Platform.</p> <p>Interested Proposers participating in this Pre-Proposal Conference must address a notification advising to the UNDP focal point, for the regarding arrangement: UNDP RHPA Procurement Unit, to the following E-mail: sdp.procurement.rblac.regionalhub@undp.org This notification must be sent no later than Date: February 17th, 2021 , 11:00 A.M., EST/EDT (New York) Time Zone.</p> <p>Required notification must include: Participant's Complete Name, his/her Title/Position in the Company and corresponding E-mail. Pre-Proposal Conference will only accept a maximum of two (2) participants/representatives per Proposer/Company.</p>
5	10	Proposal Validity Period	120 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed

8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	4 days before the submission deadline Thursday, February 25 th , 2021, 3:00PM EST
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: UNDP RHPA Procurement Unit Address: Building No. 129, City of Knowledge, Panama City, Panama. E-mail address: procurement.rblac.regionalhub@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering Once uploaded, Prospective Bidders (i.e. Bidders those have accepted the bid invitation in the system) will be notified via email that changes have occurred. It is the responsibility of the Proposers to view the respective changes and clarifications in the system.
14	23	Deadline for Submission	Thursday, March 4th, 2021 3:00PM EST As indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	e-Tendering In case you encounter any problem with e-Tendering system, please feel free to contact procurement.it@undp.org immediately. Please Note: "For any initial communication received on the day of the deadline, indicating challenges being experienced by bidders, which are not the result of a shortcoming of the e-Tendering system, UNDP will not be held accountable for the bidder not meeting the submission deadline." Any bid sent to the Procurement's e-mail or private Procurement Staff's e-mail addresses will be rejected.
15	22	Proposal Submission Address	https://etendering.partneragencies.org Insert BU Code: R4610 Event ID number: 0000008508.

16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ If you are uploading a large number of files (ex. 15 or more), please zip the files into a ZIP folder and upload the folder instead of each file individually. You can upload several ZIP folders, but if you do this, please note that the total size of each ZIP folder uploaded cannot exceed 45MB ▪ Individual file sizes cannot exceed 45MB in size ▪ All files must be free of viruses and not corrupted. ▪ Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP <p>IMPORTANT NOTE:</p> <ul style="list-style-type: none"> ▪ When entering your bid price in the required fields in the e-Tendering system always mention your bid price as 1. ▪ Please do not mention the value/amount of your financial proposal in the eTendering system. It should only be mentioned in the Password-protected forms on Financial Proposal Submission Form (form f) and Financial Proposal Form (form G). Upload your financial proposal as a password protected PDF attachment. ▪ The proposals of the companies who will reveal the value/amount of their financial proposal in the eTendering system will automatically be disqualified
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70%.</p>
18		Expected date for commencement of Contract	<i>April, 2021.</i>
19		Maximum expected duration of contract	14 months.
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Long Term Agreement, LTA.

			http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Contracts</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
23		Other Information Related to the RFP	<p>The Technical Proposal and Financial Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate.</p> <p>Each document shall include the Proposer's name and address. The file with the "FINANCIAL PROPOSAL" must be encrypted with a password so that it cannot be opened nor viewed until the Technical Proposal has been found to be pass the technical evaluation stage.</p> <p>Once a Technical Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request the Proposer to submit the password to open the Financial Proposal.</p> <p>The Proposer shall assume the responsibility for not encrypting the Financial Proposal.</p> <p>NOTE: DO NOT ENTER YOUR BID PRICE VALUE/ AMOUNT IN THE BID PRICE LINE IN THE E-TENDERING SYSTEM, INSTEAD ENTER THE NUMBER: 1</p>

SECTION 4. EVALUATION CRITERIA

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form Description/nature of the business and required constitutive documents and business/operations registry of the proposer/offoror.
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form ***Written Confirmation.
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form ***Written Confirmation
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form *** Written Confirmation
	Any additional criteria if required	Form B: Bidder Information Form For required Bank Reference please make sure to include the bank name, location, contact person and contact details.

		The legally constituted organization shall at least provide one (1) bank reference.
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form *** Written Confirmation
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form *** Written Confirmation
Previous Experience	Minimum 5 years of relevant experience.	Form D: Qualification Form
	Minimum three (3) contracts of similar value, nature and complexity implemented over the last five (5) years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form For required Statement of Satisfactory Performance or Reference Letters please make sure to include: <ul style="list-style-type: none"> • At least three (3) similar contracts of successful similar work carried out in the last five (5) years. • Each of the three (3) Statement of Satisfactory Performance or Reference Letter must be submitted in referring company's stationary or letterhead, including the names, titles/position, email addresses and contact numbers of the signing contact. • Each Statement of Satisfactory Performance or Reference Letter must also be properly dated and signed.

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Financial Standing	<p>Minimum average annual turnover of US\$300,000.00 for the last 3 years.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	<p>Form D: Qualification Form</p> <p>Bidder must make sure to provide:</p> <p>Audited Financial Statements (balance sheets including all related notes, and income statements), in English for the past 3 years (2017, 2018 and 2019) complying with the following conditions:</p> <p>a. Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;</p> <p>b. Historic financial statements must be audited by a certified public accountant;</p> <p>c. Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.</p>

Technical Evaluation Criteria

TECHNICAL EVALUATION

Technical Proposals **70%**

Once it is verified that the service provider has included all the above-mentioned documents, the evaluation committee will proceed to evaluate the technical proposal based on the following components and according to its relevant evaluation table:

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Company's Profile & Background	200
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Qualification of Key Personnel	400
	Total	1000

1. Company's Profile & Background:

Section 1. Bidder's Profile & Background (Max 200 Points). (Bidder's qualification, capacities and experiences).			Points obtainable
1.1	The organization has relevant experience developing electric mobility projects in more than 3 countries in Latin America. This shall be determined by the number of years spent conducting projects in the aforementioned areas. The relevance of the projects to be considered will be determined based on the relations between the scopes and outcomes of the projects with the aforementioned areas. The determination of relevant projects as well as their relevance will be evaluated based on the technical descriptions of past and ongoing projects conducted by the bidder and included as part of their technical bid. The technical descriptions should include the project's main objectives, scope, outcomes, contact person and total duration. A reference check will with the contact person will be conducted. A template shall be provided by the vendor to evidence the experience requested. Max 120 ptos.		120
	•Includes evidence of 5 or more years of cumulative years of experience developing electric mobility projects in more than 3 countries in Latin America: 120 pts.	120	
	•Includes evidence of 4 years of cumulative years of experience developing electric mobility projects in more than 3 countries in Latin America: 100 pts.	100	
	•Include evidence of less than 4 years of cumulative years of experience developing electric mobility projects in more than 3 countries in Latin America: 0 pts.	0	
1.2	The organization has developed technical documents and capacity building activities regarding electric mobility in more than 3 countries in Latin America. This shall be determined by the number of years spent conducting projects in the aforementioned areas. The relevance of the projects to be considered will be determined based on the relations between the scopes and outcomes of the projects with the aforementioned areas. The determination of relevant projects as well as their relevance will be evaluated based on the technical descriptions of past and ongoing projects conducted by the bidder and included as part of their technical bid. The technical descriptions should include the project's main objectives, scope, outcomes, contact person and total duration. A reference check will with the contact person will be conducted. A template shall be provided by the vendor to evidence the experience requested. Max 30 ptos.		30
	•Includes the description of 6 or more technical documents and capacity building activities, developed regarding electric mobility in more than 3 countries in Latin America : 30 pts.	30	
	•Includes the description of at least 5 technical documents and capacity building activities, developed regarding electric mobility in more than 3 countries in Latin America: 20 pts.	20	
	•Includes the description of less than 3 technical documents and capacity building activities, developed regarding electric mobility in more than 3 countries in Latin America: 0 pts.	0	

1.3	<u>The organization has implemented projects related public transport, public policy development of urban transport and/or urban development, urban standard establishment, or new business models development.</u> This shall be determined by the number of years spent conducting projects in the aforementioned areas. The relevance of the projects to be considered will be determined based on the relations between the scopes and outcomes of the projects with the aforementioned areas. The determination of relevant projects as well as their relevance will be evaluated based on the technical descriptions of past and ongoing projects conducted by the bidder and included as part of their technical bid. The technical descriptions should include the project's main objectives, scope, outcomes, contact person and total duration. A reference check will with the contact person will be conducted. A template shall be provided by the vendor to evidence the experience requested. Max 30 ptos.		30
	•Includes the description of 6 or more projects, related public transport, public policy development of urban transport and/or urban development, urban standard establishment, or new business models development: 30 pts.	30	
	•Includes the description of at least 5 projects, , related public transport, public policy development of urban transport and/or urban development, urban standard establishment, or new business models development: 0 pts	0	
1.4	The organization has implemented capacity development modules or sessions with international audience. This shall be determined by the number of sessions or modules delivered in the aforementioned areas. The relevance of the projects to be considered will be determined based on the relations between the scopes and outcomes of the projects with the aforementioned areas. The determination of relevant projects as well as their relevance will be evaluated based on the technical descriptions of past and ongoing projects conducted by the bidder and included as part of their technical bid. The technical descriptions should include the project's main objectives, scope, outcomes, contact person and total duration. A reference check will with the contact person will be conducted. A template shall be provided by the vendor to evidence the experience requested. Max 20 ptos.		20
	•Includes the description of 25 or more capacity development modules or sessions with international audience: 20 pts.	20	
	•Includes the description of at least 20 capacity development modules or sessions with international audience: 10 pts.	10	
	•Includes the description of less than 10 capacity development modules or sessions with international audience: 0 pts.	0	
Total Section 1			200

2. Proposed Methodology, Approach and Implementation Plan

The Service Provider should describe how it intends to address and meet the requirements of the Scope of Work, SOW and to do so will provide a detailed description of the essential operating characteristics, reporting conditions and quality assurance mechanisms it intends to address, while demonstrating that the proposed methodology will be appropriate taking into account local conditions and the context of work.

Section 2. Proposed Methodology, Approach and Implementation Plan (Max 400 Points).			Points obtainable
2.1	<p>The technical offer and methodology proposed fully adheres to the Scope of Work, SOW demonstrates that the bidder understands the nature of the work, uses an appropriate conceptual framework, develops the relevant aspects of the work in detail and adds value to increase the scope and impacts of the activities and products included in the SOW. This includes:</p> <ol style="list-style-type: none"> 1. A detailed description of how the technical offer intends to address and meet the requirements of the SOW through a comprehensive analysis of the way the activities and products will be delivered. Moreover, the technical offer describes the way the products will be presented and the list of stakeholders to be engaged. 2. A detailed description of the essential operating characteristics needed to comply with the delivery of the activities and the products (e.g. methodologies to be used, number of estimated workshops and training events to be conducted and analyses to be developed). 3. A detailed methodology that is consistent with local conditions and the context of work (e.g. institutional and technical capacity of local institutions, considerations on the participation of women, indigenous groups (if applicable) and most vulnerable communities, number of workshops proposed per location considering the time frame and the time lapse between them). 4. Added Value: The technical offer includes added value beyond what is requested in the SOW such as proposals to conduct innovative methodologies and approaches to deliver the activities and products included, proposals to increase the scope and impacts of the activities and products coherent with the nature of the SOW. Other elements that will be considered as assets include: the consideration of additional technical capacities that may reinforce the delivery and impacts of the products and/or the facilitation of own technical resources to increase the scope and impacts of the activities and products. <p style="text-align: right;">Max points: 200 pts.</p>	200	200

2.1.1.	<p>The technical offer and methodology proposed fully adhere to the SOW, demonstrates that the bidder understands the nature of the work, uses an appropriate conceptual framework, and develops the relevant aspects of the work in detail. This includes:</p> <ol style="list-style-type: none"> 1. A detailed description of how the technical offer intends to address and meet the requirements of the SOW through a comprehensive analysis of the way the activities and products will be delivered. Moreover, the technical offer describes the way the products will be presented and the list of stakeholders to be engaged. 2. A detailed description of the essential operating characteristics needed to comply with the delivery of the activities and the products (e.g. methodologies to be used, number of workshops and training events to be conducted and analyses to be developed). 3. A detailed methodology that is consistent with local conditions and the context of work (e.g. institutional and technical capacity of local institutions, considerations on the participation of women, indigenous groups (if applicable) and most vulnerable communities, number of workshops proposed per location considering the time frame and the time lapse between them). <p>Total points: 170 pts.</p>	170	
2.1.2	<p>The technical offer and methodology proposed shows understanding of the nature of the work but fails to fully adhere to the requirements of the SOW by not providing a detailed description of the relevant aspects of the work nor an appropriate conceptual framework coherent with the activities and products included in the SOW. This includes:</p> <ol style="list-style-type: none"> 1. A description of how the technical offer intends to address the requirements of the SOW's without a detailed comprehensive analysis of how the activities and products will be delivered and presented and a list of stakeholders to be engaged. Moreover, the methodology proposed is not consistent with local conditions and the context of work. <p>Total points: 80 pts.</p>	80	
2.1.3	<p>The technical offer and methodology proposed does not adhere to the requirements of the SOW nor it shows an understanding of the nature of the work.</p> <p>Total points: 0 pts.</p>	0	
2.2	<p>The work plan included in the technical offer is logical, realistic, and appropriate for an efficient implementation. It also provides added value to the project. This includes:</p> <ol style="list-style-type: none"> 1. The work plan provides a detailed list of the activities necessary to deliver the products requested in the SOW. 2. The work plan clearly states who are the team members accountable for each of the activities so that the project management unit can establish appropriate communication channels, supervise the implementation, follow up and provide feedback if necessary. 3. Added value: The work plan includes added value beyond what is requested in the SOW including completing the products in a reduced time frame to allow sufficient time for review of the products and alternative delivery dates in case of delays due to unforeseen consequences. <p>Total points: 200 pts.</p>	200	200

2.2.1	<p>The work plan of the technical offer is logical, realistic, and appropriate for an efficient implementation. This includes:</p> <ol style="list-style-type: none"> 1. The work plan provides a detailed list of the activities necessary to deliver the products requested in the SOW 2. The work plan clearly states who are the team members accountable for each of the activities so that the project management unit can establish communication channels, supervise the implementation, follow up and provide feedback if necessary. <p style="text-align: right;">Total points: 180 pts.</p>	180	
2.2.2	<p>The work plan included in the technical offer does not adhere to what was requested in the SOW. This includes:</p> <ol style="list-style-type: none"> 1. The work plan does not detail the activities necessary to deliver the products expected from the project and/or does not establish the team members in charge of carrying out the activities of the project. <p style="text-align: right;">Total points: 0 pts.</p>	0	
Total Section 2			400

3. Management of Structure & Qualification of Key Personnel

Only the professional staff proposed whose curriculum vitae is accompanying the respective technical proposal will be evaluated. The bidder must ensure in writing that have never been the subject of a judicial or administrative complaint or convicted of a case of sexual harassment or abuse or discrimination against any person.

In all cases, it will be classified as years of specific experience that the professional has effectively performed in other institutions, functions that are similar or equivalent to the position for which he is proposed.

For the team, only the first proposed candidate of each position will be considered. The nomination of two or more professionals for the same position will not lead to accumulation of scores as follows.

Section 3. Management Structure and Key Personnel (Max 400 points)		Points Obtainable
3.1	TECHNICAL SPECIALIST IN ELECTRIC VEHICLES (TRANSPORT), Max 70 points	70
3.1.1.	<p>The candidate has a bachelor's degree or equivalent or higher in engineering. Evidence of a bachelor's degree or equivalent or higher will be determined by the titles included in his/her CV. The candidate shall also provide updated professional contacts (including working telephone and email at least) to validate the information provided in the CV. A template (Annex 1) shall be provided to evidence the experience requested. Max 15 points.</p> <ul style="list-style-type: none"> • Anything above a bachelor's degree diploma or equivalent: 15 pts. 15 • <input type="checkbox"/> Bachelor's degree diploma or equivalent: 10 pts. 10 • Less than bachelor's degree diploma or equivalent: 0 pts. 0 	
3.1.2	<p>The candidate has relevant experience in developing electric mobility projects in more than 3 countries in Latin America. Relevant experience will be determined by the number of cumulative years spent, in his/her past and/or current work experiences, performing tasks and delivering outcomes specific in/or related to the aforementioned areas, as indicated in his/her the CV. The candidate shall also provide updated professional contacts (including telephone and email at least) to validate the information provided in the CV. A template (Annex 1) shall be provided to evidence the experience requested. Max 20 points</p> <ul style="list-style-type: none"> • More than five (5) years of experience performing task related to the area mentioned above: 20 pts. 20 • <input type="checkbox"/> Five (5) years of experience performing task related to the areas mentioned above: 15 pts. 15 • <input type="checkbox"/> Less than five (5) years of experience performing task related to the areas mentioned above: 0 pts. 0 	
3.1.3	<p>The candidate has relevant experience participating in projects in which he/she has been accountable for providing practical work experience in designing and executing research using various research methods (usability studies, interviews with key informants, contextual research and surveys, among others). Relevant experience will be determined by the number of cumulative years spent, in his/her past and/or current work experiences, performing tasks and delivering outcomes specific in/or related to the aforementioned areas, as indicated in his/her the CV. The candidate shall also provide updated professional contacts (including telephone and email at least) to validate the information provided in the CV. A template (Annex 1) shall be provided to evidence the experience requested. Max 20 points</p> <ul style="list-style-type: none"> • More than six (6) years of experience performing the tasks mentioned above: 20 pts. 15 • <input type="checkbox"/> From three (3) to six (6) years of experience performing the tasks mentioned above: 15 pts. 10 • <input type="checkbox"/> Less than three (3) years of experience performing task mentioned above: 0 pts. 0 	
3.1.4	<p>The candidate has relevant experience participating in projects in which he/she has worked with government institutions, communities, or international organizations, in Latin-American countries. Relevant experience will be determined by the number of projects, in his/her past and/or current work experiences, performing tasks and delivering outcomes specific in/ or related to the aforementioned areas, as indicated in his/her the CV. The candidate shall also provide updated professional contacts (including telephone and email at least) to validate the information provided in the CV. A template (Annex 1) shall be provided to evidence the experience requested. Max 10 points.</p> <ul style="list-style-type: none"> • <input type="checkbox"/> More than 4 projects performing the tasks mentioned above: 10 pts. 10 • <input type="checkbox"/> From one (1) to four (4) projects performing the tasks mentioned above: 5 pts. 5 • <input type="checkbox"/> Zero (0) project performing the tasks mentioned above: 0 pts. 0 	
3.1.5	<p>The candidate has relevant experience participating in projects where he/she has had delivered capacity building sessions. Relevant experience will be determined by the number of projects, in his/her past and/or current work experiences, performing tasks and delivering outcomes specific in/or related to the aforementioned areas, as indicated in his/her the CV. The candidate shall also provide updated professional contacts (including working telephone and email at least) to validate the information provided in the CV. A template (Annex 1) shall be provided to evidence the experience requested. Max 10 points.</p> <ul style="list-style-type: none"> • <input type="checkbox"/> More than 3 projects performing the tasks mentioned above: 10 pts. 10 • <input type="checkbox"/> From one (1) to three (3) projects performing the tasks mentioned above: 5 pts. 5 • <input type="checkbox"/> Zero (0) project performing the tasks mentioned above: 0 pts. 0 	
Technical Specialist in Electric Vehicles (Transport)		Subtotal 70

3.2	TECHNICAL SPECIALIST IN ELECTRIC VEHICLES (ENERGY), Max 70 points		
3.2.1	<p>The candidate has a bachelor's degree or equivalent or higher in engineering. Evidence of a bachelor's degree or equivalent or higher will be determined by the titles included in his/her CV. The candidate shall also provide updated professional contacts (including working telephone and email at least) to validate the information provided in the CV. A template (Annex 1) shall be provided to evidence the experience requested. Max 15 points.</p> <ul style="list-style-type: none"> • <input type="checkbox"/> Anything above a bachelor's degree diploma or equivalent: 15 pts. 15 • <input type="checkbox"/> Bachelor's degree diploma or equivalent: 10 pts. 10 • <input type="checkbox"/> Less than bachelor's degree diploma or equivalent: 0 pts. 0 	15	
3.2.2	<p>The candidate has relevant experience in developing electric mobility projects in more than 3 countries in Latin America. Relevant experience will be determined by the number of cumulative years spent, in his/her past and/or current work experiences, performing tasks and delivering outcomes specific in/or related to the aforementioned areas, as indicated in his/her the CV. The candidate shall also provide updated professional contacts (including telephone and email at least) to validate the information provided in the CV. A template (Annex 1) shall be provided to evidence the experience requested. Max 20 points.</p> <ul style="list-style-type: none"> • More than five (5) years of experience performing task related to the areas mentioned above: 20 pts. 20 • <input type="checkbox"/> Five (5) years of experience performing task related to the areas mentioned above: 15 pts. 15 • <input type="checkbox"/> Less than five (5) years of experience performing task related to the areas mentioned above: 0 pts. 0 	20	
3.2.3	<p>The candidate has relevant experience participating in projects in which he/she has been accountable for providing practical work experience in designing and executing research using various research methods (usability studies, interviews with key informants, contextual research and surveys, among others). Relevant experience will be determined by the number of cumulative years spent, in his/her past and/or current work experiences, performing tasks and delivering outcomes specific in/or related to the aforementioned areas, as indicated in his/her the CV. The candidate shall also provide updated professional contacts (including telephone and email at least) to validate the information provided in the CV. A template (Annex 1) shall be provided to evidence the experience requested. Max 20 points</p> <ul style="list-style-type: none"> • <input type="checkbox"/> More than six (6) years of experience performing the tasks mentioned above: 20 pts. 15 • <input type="checkbox"/> From three (3) to six (6) years of experience performing the tasks mentioned above: 15 pts. 10 • <input type="checkbox"/> Less than three (3) years of experience performing task mentioned above: 0 pts. 0 	15	70
3.2.4	<p>The candidate has relevant experience participating in projects in which he/she has worked with government institutions, communities, or international organizations, in Latin-American countries. Relevant experience will be determined by the number of projects, in his/her past and/or current work experiences, performing tasks and delivering outcomes specific in/ or related to the aforementioned areas, as indicated in his/her the CV. The candidate shall also provide updated professional contacts (including telephone and email at least) to validate the information provided in the CV. A template (Annex 1) shall be provided to evidence the experience requested. Max 10 points.</p> <ul style="list-style-type: none"> • <input type="checkbox"/> More than 4 projects performing the tasks mentioned above: 10 pts. 10 • <input type="checkbox"/> From one (1) to four (4) projects performing the tasks mentioned above: 5 pts. 5 • <input type="checkbox"/> Zero (0) project performing the tasks mentioned above: 0 pts. 0 	10	
3.2.5	<p>The candidate has relevant experience participating in projects where he/she has had delivered capacity building sessions. Relevant experience will be determined by the number of projects, in his/her past and/or current work experiences, performing tasks and delivering outcomes specific in/or related to the aforementioned areas, as indicated in his/her the CV. The candidate shall also provide updated professional contacts (including working telephone and email at least) to validate the information provided in the CV. A template (Annex 1) shall be provided to evidence the experience requested. Max 10 points.</p> <ul style="list-style-type: none"> • <input type="checkbox"/> More than 3 projects performing the tasks mentioned above: 10 pts. 10 • <input type="checkbox"/> From one (1) to three (3) projects performing the tasks mentioned above: 5 pts. 5 • <input type="checkbox"/> Zero (0) project performing the tasks mentioned above: 0 pts. 0 	10	
Technical Specialist in Electric Vehicles (Energy)			Subtotal 70

3.3	ELECTRIC VEHICLE TRANSPORT POLICY DESIGN SPECIALIST, Max 70 points		
3.3.1	<p>The candidate has a bachelor's degree or equivalent or higher law, international relations, public policy development, or some related field as reflected in the CV presented. Evidence of a bachelor's degree or equivalent or higher will be determined by the titles included in his/her CV. The candidate shall also provide updated professional contacts (including working telephone and email at least) to validate the information provided in the CV. A template (Annex 1) shall be provided to evidence the experience requested. Max 15 points.</p> <ul style="list-style-type: none"> • <input type="checkbox"/> Anything above a bachelor's degree diploma or equivalent: 15 pts. 15 • <input type="checkbox"/> Bachelor's degree diploma or equivalent: 10 pts. 10 • <input type="checkbox"/> Less than bachelor's degree diploma or equivalent: 0 pts. 0 	15	70
3.3.2	<p>The candidate has relevant experience in developing electric mobility policies in more than 3 countries in Latin America. Relevant experience will be determined by the number of cumulative years spent, in his/her past and/or current work experiences, performing tasks and delivering outcomes specific in/ or related to the aforementioned areas, as indicated in his/her the CV. The candidate shall also provide updated professional contacts (including working telephone and email at least) to validate the information provided in the CV and a portfolio sample showing her previous/current work. Max 25 points.</p> <ul style="list-style-type: none"> • More than three (3) years of work experience performing tasks related to the area mentioned above: 25 pts. 25 • <input type="checkbox"/> From one (1) to three (3) years of work experience performing tasks in areas mentioned above: 20 pts. 20 • <input type="checkbox"/> Less than one (1) year of work experience performing tasks in areas mentioned above: 0 pts. 0 	25	
3.3.3	<p>The candidate has relevant experience participating in projects where he/she has had to effectively interact with confronting public authorities including negotiation with private sector. Relevant experience will be determined by the number of projects, in his/her past and/or current work experiences, performing tasks and delivering outcomes specific in/ or related to the aforementioned areas, as indicated in his/her the CV. The candidate shall also provide an updated professional contacts (including telephone and email at least) to validate the information provided in the CV and a portfolio sample showing the previous/current work. Max 25 points.</p> <ul style="list-style-type: none"> • More than five (5) projects performing tasks related to the areas mentioned above: 25 pts. 20 • <input type="checkbox"/> From three (3) to five (5) projects performing tasks in areas mentioned above: 20 pts. 15 • Less than three (3) projects performing tasks in areas mentioned above: 0 pts. 0 	20	
3.3.4	<p>The candidate has relevant experience in project governance improvement. Relevant experience will be determined by the number of projects, in his/her past and/or current work experiences, performing tasks and delivering outcomes specific in/or related to the aforementioned areas, as indicated in his/her the CV. The candidate shall also provide updated professional contacts (including working telephone and email at least) to validate the information provided in the CV. A template (Annex 1) shall be provided to evidence the experience requested. Max 10 points.</p> <ul style="list-style-type: none"> • <input type="checkbox"/> More than four (4) projects performing tasks in areas mentioned above: 10 pts. 10 • <input type="checkbox"/> From one (1) to four (4) projects performing tasks in areas mentioned above: 5 pts. 5 • <input type="checkbox"/> Zero (0) project performing the tasks mentioned above: 0 pts. 0 	10	
Electric Vehicle Transport Policy Design Specialist			Subtotal 70

3.4	ELECTRIC VEHICLE USAGE FUND & FINANCING EXPERT, Max 70 points		
3.4.1	<p>The candidate has a master's degree or equivalent or higher in economics, development, finance, or a related area. Evidence of a master's degree or equivalent or higher will be determined by the titles included in his/her CV. The candidate shall also provide updated professional contacts (including working telephone and email at least) to validate the information provided in the CV. A template (Annex 1) shall be provided to evidence the experience requested. Max 15 points.</p> <ul style="list-style-type: none"> • <input type="checkbox"/> Anything higher than master's degree diploma or equivalent: 15 pts. 15 • <input type="checkbox"/> Master's degree diploma or equivalent: 10 pts. 10 • <input type="checkbox"/> Less than master's degree diploma or equivalent: 0 pts. 0 	15	
3.4.2	<p>The candidate has relevant experience participating in projects on electric vehicle projects funding and financing. Relevant experience will be determined by the number of cumulative years spent, in his/her past and/or current work experiences, performing tasks and delivering outcomes specific in/ or related to the aforementioned areas, as indicated in his/her the CV. The candidate shall also provide updated professional contacts (including telephone and email at least) to validate the information provided in the CV. A template (Annex 1) shall be provided to evidence the experience requested.</p> <ul style="list-style-type: none"> • More than five (5) years of work experience performing task related to the area mentioned above: 25 pts. 20 • <input type="checkbox"/> Five (5) years of experience performing task related to the areas mentioned above: 20 pts. 15 • <input type="checkbox"/> Less than five (5) years of experience performing task related to the areas mentioned above: 0 pts. 0 	20	
3.4.3	<p>The candidate has relevant experience working specifically on projects that include TCO analysis, financing schemes preparation and alternative funding sources evaluation for transport and mobility projects. Relevant experience will be determined by the number of cumulative years spent, in his/her past and/or current work experiences, performing tasks and delivering outcomes specific in/ or related to the aforementioned areas, as indicated in his/her the CV. The candidate shall also provide updated professional contacts (including telephone and email at least) to validate the information provided in the CV. A template (Annex 1) shall be provided to evidence the experience requested. Max 25 points.</p> <ul style="list-style-type: none"> • More than five (5) years of practical experience performing task related to the area mentioned above: 25 pts. 25 • <input type="checkbox"/> Five (5) years of experience performing task related to the areas mentioned above: 20 pts. 20 • Less than five (5) years of experience performing task related to the areas mentioned above: 0 pts. 0 	25	
3.4.4	<p>The candidate has relevant experience working with government institutions, financing institutions, development and commercial banks, or utility companies, in Latin American countries. Relevant experience will be determined by the number of projects, in his/her past and/or current work experiences, performing tasks and delivering outcomes specific in/ or related to the aforementioned areas, as indicated in his/her the CV. The candidate shall also provide updated professional contacts (including telephone and email at least) to validate the information provided in the CV. A template (Annex 1) shall be provided to evidence the experience requested. Max 10 points.</p> <ul style="list-style-type: none"> • <input type="checkbox"/> More than four (4) projects performing the tasks mentioned above: 10 pts. 10 • <input type="checkbox"/> From one (1) to four (4) projects performing the tasks mentioned above: 5 pts. 5 • Zero (0) project performing the tasks mentioned above: 0 pts. 0 	10	
Electric Vehicle Usage Fund & Financing Expert		Subtotal	70

3.5	COMMUNICATION SPECIALIST, Max 70 points		70
3.5.1	<p>The candidate has a master's degree or equivalent or higher in communications or a related area. Evidence of a master's degree or equivalent or higher will be determined by the titles included in his/her CV. The candidate shall also provide updated professional contacts (including working telephone and email at least) to validate the information provided in the CV. A template (Annex 1) shall be provided to evidence the experience requested. Max 15 points.</p> <ul style="list-style-type: none"> • <input type="checkbox"/> Anything higher than master's degree diploma or equivalent: 15 pts. • <input type="checkbox"/> Master's degree diploma or equivalent: 10 pts. • <input type="checkbox"/> Less than master's degree diploma or equivalent: 0 pts. 	15	
3.5.2	<p>The candidate has relevant experience designing or implementing structured capacity building courses. Relevant experience will be determined by the number of cumulative years spent, in his/her past and/or current work experiences, performing tasks and delivering outcomes specific in/ or related to the aforementioned areas, as indicated in his/her the CV. The candidate shall also provide updated professional contacts (including telephone and email at least) to validate the information provided in the CV. A template (Annex 1) shall be provided to evidence the experience requested. Max 25 points.</p> <ul style="list-style-type: none"> • More than five (5) years of practical experience performing the tasks mentioned above: 25 pts. • Five (5) years of practical experience performing the tasks mentioned above: 20 pts. • <input type="checkbox"/> Less than five (5) years of practical experience performing the tasks mentioned above: 0 pts. 	20	
3.5.3	<p>The candidate has relevant experience in the development of transport specific courses or capacity building modules and sessions. Relevant experience will be determined by the number of projects, in his/her past and/or current work experiences, performing tasks and delivering outcomes specific in/ or related to the aforementioned areas, as indicated in his/her the CV. The candidate shall also provide updated professional contacts (including telephone and email at least) to validate the information provided in the CV. A template (Annex 1) shall be provided to evidence the experience requested. Max 25 points.</p> <ul style="list-style-type: none"> • More than four (4) projects where the candidate has performed the tasks mentioned above: 25 pts. • From three (3) to four (4) projects where the candidate has performed the tasks mentioned above: 20 pts. • Less than three (3) projects where the candidate has performed the tasks mentioned above: 0 pts. 	25	
3.5.4	<p>The candidate has relevant experience providing technical assistance to government institutions, communities, or international organizations, in Latin American countries. Relevant experience will be determined by the number of projects in his/her past and/or current work experiences, performing tasks and delivering outcomes specific in/ or related to the aforementioned areas, as indicated in his/her the CV. The candidate shall also provide updated professional contacts (including telephone and email at least) to validate the information provided in the CV. A template (Annex 1) shall be provided to evidence the experience requested. Max 10 points.</p> <ul style="list-style-type: none"> • More than four (4) projects delivering technical advice in the areas mentioned above: 10 pts. • <input type="checkbox"/> From one (1) to four (4) projects delivering technical advice in the areas • <input type="checkbox"/> Zero (0) project delivering technical advice in the areas mentioned above: 0 pts. 	10	
Communication Specialist		Subtotal	70

3.6	TEAM LEADER, Max 50 points		50
3.6.1	<p>The candidate has relevant experience leading transport analysis or implementation projects. Relevant experience will be determined by the number of projects, in his/her past and/or current work experiences, performing tasks and delivering outcomes specific in/ or related to the aforementioned areas, as indicated in his/her the CV. The candidate shall also provide updated professional contacts (including telephone and email at least) to validate the information provided in the CV. A template (Annex 1) shall be provided to evidence the experience requested. Max 25 points.</p> <ul style="list-style-type: none"> • More than four (4) projects where the candidate has performed the tasks mentioned above: 25 pts. 25 • From three (3) to four (4) projects where the candidate has performed the tasks mentioned above: 20 pts. 20 • Less than three (3) projects where the candidate has performed the tasks mentioned above: 0 pts. 0 	25	
3.6.2	<p>The candidate has ten (10) or more years of practical work experience in coordination and leadership of teams with positive results; as reflected in his/her CV (including working telephone and email at least): 25 pts. 25</p> <p>The candidate has eight (8) to nine (9) years of practical work experience in coordination and leadership of teams with positive results; as reflected in his/her CV (including working telephone and email at least): 20 pts. 20</p> <p>The candidate has five (5) to seven (7) years of practical work experience in coordination and leadership of teams with positive results; as reflected in his/her CV (including working telephone and email at least): 10 pts. 10</p> <p>The candidate less than five (5) years of practical work experience in coordination and leadership of teams with positive results; as reflected in his/her CV (including working telephone and email at least): 0 pts. 0</p>	25	
Team Leader		Subtotal	50

SECTION 5. SCOPE OF WORK

SCOPE OF WORK, SOW.

Electric mobility is a priority measure for countries in Latin America and the Caribbean region to decarbonize the transport sector and to reduce dependence on fossil fuels. The transportation sector is responsible for nearly a quarter (23 percent) of the world's energy-related greenhouse gas (GHG) emissions and is growing faster than any other end-use energy sector. GHG transportation emissions are expected to increase by almost 20% by 2030 and close to 50% by 2050 unless significant action is taken. Limiting the increase in global temperature to less than 1.5 degrees Celsius requires changing this path of transport emissions, which implies the development of an integrated ecosystem of electric mobility (hereafter "e-mobility"), encompassing several modes of transport accompanied by a low carbon production of electricity and hydrogen, and implemented in conjunction with the broader principles of sustainable transportation. In Latin America, transportation accounted for 67 million tons of CO₂e in 2015.

The Latin America and Caribbean region has favorable conditions to advance in the deployment of e-mobility technology, among other things, due to the high installed capacity based on renewables sources to generate electricity, the intensive use of public transport vehicles, and the weight specific to the transport subsector in the generation of greenhouse gases and air pollution. These conditions have led many countries to prioritize the transport sector in their Nationally Determined Contributions (NDCs).

The project "Advancing with a regional approach towards e-mobility in Latin America" (hereafter "the project") is implemented by the United Nations Environment Programme's Office for Latin America and the Caribbean and funded by the Readiness and Preparatory Support Programme of the Green Climate Fund (GCF).² The Project aims to create the conditions conducive to promoting e-mobility through the exchange of experiences and capacity building both at the national and regional levels, as well as by developing a project portfolio related to e-mobility. The Project is being implemented simultaneously in 14 countries (hereafter "the participating countries"), namely: Argentina, Colombia, Costa Rica, Cuba, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, the Dominican Republic and Uruguay.

It is important to note that this Project has the following scope:

- In terms of vehicle technology: the Project only considers plug-in hybrid and 100% electric vehicles (both battery and hydrogen-powered).
- In terms of vehicle usage: the Project focuses on intensive-use vehicles, such as taxis, vehicle fleets and/or public transportation (road transportation only).
- In terms of vehicle category: all vehicle categories are considered, i.e. heavy and light-duty vehicles (as defined in the "Consolidate Resolution on the Construction of Vehicles (R.E.3)"³ revision 6 of the United Nations Economic and Social Council).

This Project has two differentiated levels and corresponding actors (see annex 1). At the national level, the Project has hired local consultants in each one of the 14 participating countries who will develop studies and technical inputs, such as baseline studies (see activity 1.1), analysis of national barriers and recommendations (activity 1.2), national analysis of policy framework (see activity 2.1) and support the prioritization of business models (see activity 2.2.1).

At the regional level, the Project has a Project Coordination Unit (PCU) hosted by UNEP's Office for Latin America and the Caribbean (hereafter UNEP-PCU). The current tender is explicitly focused on hiring the services of a Regional Implementation Partner which will be supervised by UNEP-PCU.

² <https://www.greenclimate.fund/document/advancing-regional-approach-e-mobility-latin-america>

³ <https://www.unece.org/trans/main/wp29/wp29wgs/wp29gen/wp29resolutions.html>

The objective of this tender is to strengthen the regional knowledge and understanding of e-mobility by creating an integrated regional overview based on the inputs generated by the local consultants, by improving technical knowledge to national authorities in the region and by guiding decision making.

The project components are the following:

1. Regional capacities to assess e-mobility technology are strengthened in the context of broader climate change mitigation strategies. This component is divided into three main sub-outcomes:
 - Development of a technical feasibility and barriers analysis of e-mobility among participating countries with a regional approach.
 - A capacity building and knowledge exchange platform will be designed and launched through a specialized online community of practice targeted at public technical officers and other key stakeholders in charge of decision-making and planning in participating countries. It is essential to mention that the design of this community of practice will take into consideration and will aim to coexist with other similar initiatives. The main difference between the community of practice proposed by the Project and other similar initiatives is that the content of the capacity building programme will be tailored-made for participating countries based on the feasibility analysis and evaluation of barriers conducted earlier in this component.
 - Design, plan and deliver one regional technical experience exchange workshop for the promotion of South-South cooperation, based on strategic fields of work identified by the UNEP-PCU involved in the Project.
2. Enabling policy and business models to scaleup e-mobility adoption in the region are identified and improved. This component will be divided into three main sub-outcomes:
 - Development of in-depth regional analysis of policy, legal frameworks and business models related to e-mobility, including the identification of potential instruments to fill existing gaps, as well as the evaluation of possible pathways for regional harmonization of regulations, policies or standards related to e-mobility. This sub-outcome also includes a baseline analysis of existing business models as well as review and proposal of improvements of green procurement of e-mobility, with a focus on electric public transport and vehicle fleets.
 - Improvement of engagement with the private sector and consumers, including the organization and promotion of consultation workshops in each participating country to present and validate the most appropriate business models for e-mobility adoption.
 - Designing, planning, and developing a regional governance structure to track progress of the readiness project and promote multi-country coordination in terms of e-mobility deployment. More specifically, an online tracking platform will be set in place to track progress, which will be linked to the online community of practice, as part of the first outcome.
3. Climate finance strategies and regional e-mobility pipeline are strengthened:
The Project will end with the formulation and submission of concept notes related to e-mobility with the aim to strengthen the regional project pipeline and the development of national e-mobility plans.

TECHNICAL SPECIFICATIONS

In this sense, either a company, a non-profit organization or a consortium with presence in Latin America and the Caribbean is required to support the implementation of the Project at the regional level (hereafter “Regional Implementation Partner”). Given that e-mobility entails a novel technology that is evolving rapidly, the Project requires a Regional Implementation Partner to provide technical knowledge of trends, research, analysis, and developments worldwide.

Thus, the Regional Implementation Partner must provide bases and technical inputs to the relevant stakeholders of the participating countries, mainly but not limited to transport, energy, and environment ministries. The organization to be hired must have information and knowledge of best practices at the international level - both from Latin America and other regions around the world - and demonstrated experience related to e-mobility.

The objective of this tender document is to provide content and details of the work that is expected from the Regional Implementation Partner, with support from the local consultants, and supervised by the regional technical team of UNEP.

General Requirements

The work required from the Regional Implementation Partner is divided into three objectives, (refer to annex 2 for general considerations), as follows:

Objective 1 (Improved understanding by national and regional stakeholders of the existing e-mobility technical capacities and technologies in participating countries):

To achieve this objective, the following activities will have to be delivered:

- 1.1.** Development of a regional in-depth assessment and baseline of the state of e-mobility technology deployment based on the national studies developed by the local consultants, which include:
 - characterization and inventory of road transport vehicles, of plug-in hybrid and 100% electric heavy and light-duty vehicles, in each country;
 - status and availability of e-mobility technology in the region;
 - estimation of projected technology adoption and identification of its impacts, mainly in terms of GHG emissions, employment impact, innovation, GDP increase, fiscal impact, number of beneficiaries and other environmental and social co-benefits (e.g. air quality & public health).

More specifically, the Regional Implementation Partner will be in charge of the following under Activity 1.1.:

- 1.1.1.** Analysis and review of the 14 national studies developed by the local consultants (to be provided by UNEP-PCU).
- 1.1.2.** Development of a regional baseline for the 14 participating countries based on activity 1.1.1. (see annex 3).
- 1.1.3.** Deliver a presentation (organized by UNEP) and validate the final report.

- 1.2.** Development of an analysis of regional barriers to e-mobility deployment and recommendations to address those barriers based on the national studies developed by the local consultants, including but not limited to legal, financial, technological, industry, business, innovation (including local resources, manufacturing capacities, local content requirements) and social (including skills and labor, as well as gender perspective).

More specifically, the Regional Implementation Partner will be in charge of the following under Activity 1.2.:

- 1.2.1.** Analysis and review of the 14 national studies developed by the local consultants (to be provided by UNEP-PCU).
- 1.2.2.** Development of a regional analysis of barriers and recommendations to address those barriers for the 14 participating countries based on activity 1.2.1. (see annex 4).
- 1.2.3.** Deliver a presentation (organized by UNEP) and validate the final report.
- 1.3.** Strengthening of the regional capacities and knowledge sharing related to e-mobility (all vehicle categories and technologies defined in the first section of this document) among public technical officers and relevant stakeholders (mainly, but not limited to transport, energy or environment ministries) related to e-mobility planning and deployment.

More specifically, the Regional Implementation Partner will be in charge of the following under Activity 1.3.:
 - 1.3.1.** Development knowledge and capacity need gap analysis in the region, considering knowledge gaps in the energy, transport, environment, financing, health, and educational sectors (see annex 5).
 - 1.3.2.** Preparation of the necessary educational material and delivery of at least two training modules based on the findings and recommendations of activity 1.3.1 (see annex 6), in addition to providing a report with the outcomes of the training sessions delivered (see annex 7).
- 1.4.** Development of electric vehicle conversion (retrofit) policy brief for the region including a cost-benefit analysis, a benchmark analysis on how other countries have addressed this topic (with a focus on public policy and legal framework), and recommendations for Latin America (see annex 8).

Objective 2 (Identify and improve current policy and business models for e-mobility for all vehicle usage):

To reach this objective, the following activities will have to be delivered:

- 2.1.** Development of a regional analysis of policy and legal frameworks to scaleup e-mobility adoption based on national studies developed by the local consultants, which include:
 - review of existing regulations, policies and standards related to e-mobility in the region (for plug-in hybrid and 100% electric heavy and light-duty vehicles) and identification of gaps and lessons learned to guide regional dimension;
 - review and proposition of common regulations, policies and standards for the 14 beneficiary countries;
 - feasibility analysis for the harmonization of regulations, policies and/or standards for the region, if applicable (e.g. electric vehicle charging infrastructure, interoperability, electric vehicle efficiency standards, end-of-life management of batteries and other critical parts);
 - identification of environmental and social safeguards associated with technology adoption.
More specifically, the Regional Implementation Partner will be in charge of the following under Activity 2.1.:
 - 2.1.1.** Analysis and review of the 14 national studies developed by the local consultants (to be provided by UNEP-PCU).
 - 2.1.2.** Development of a regional baseline for the 14 participating countries based on activity 2.1.1.
 - 2.1.3.** Deliver presentation (organized by UNEP) and approval of the final report (see annex 9 for document structure).
- 2.2.** Identification and analysis of business models (i.e. funding and financing structures) for electric vehicle deployment relevant to the 14 participating countries, with a focus on public transport and intensive-use vehicle fleets including both heavy and light-duty vehicles.

More specifically, the Regional Implementation Partner will be in charge of the following under Activity 2.2.:
 - 2.2.1.** Characterization of business models (i.e. funding and financing models) of the 14 participating countries (based on the studies developed by the local consultants to be provided by UNEP-PCU); and

identification of international best practices feasible to be implemented in the 14 participating countries (see annex 10).

- 2.2.2.** Conduction of a workshop to present and prioritize the business models identified under activity 2.2.1. to relevant stakeholders of the 14 participating countries with support from the local consultants and organized by the UNEP-PCU. The methodology of the workshop will be proposed by the Regional Implementation Partner and approved by UNEP-PCU (see annex 11).
 - 2.2.3.** Development of case studies based on the prioritized business models under activity 2.2.2. and of recommendations for implementation at local level (see annex 11).
 - 2.2.4.** Presentation and validation of a final report based on outcomes of activities 2.2.1, 2.2.2 and 2.2.4 and final presentation organized by UNEP. The document and/or presentation structure will be proposed by the Regional Implementation Partner and approved by UNEP-PCU.
- 2.3.** Development of business models policy brief for vehicle charging infrastructure and services deployment in public and semi-public spaces (e.g. multi-dwelling or commercial buildings), including a benchmark analysis on how other countries have addressed this topic (with a focus on business models, public policy and legal framework), and recommendations for Latin America (see annex 8).

Objective 3 (Supporting the regional governance of e-mobility):

3.1. Development of a comparative study of regional governance frameworks for e-mobility and/or other relevant sectors based on international experiences, as long as they meet the following characteristics:

- The sector requires the coordination of two or more ministries;
- The sector is very innovative and incorporates a high technological and financial risk level;
- The sector involves public and private actors;
- Qualitative and quantitative data used must be from 2010 onwards;
- The incumbents involved in the sector have vested interests and a strong lobby.

More specifically, the Regional Implementation Partner will be in charge of the following under Activity 3.1.:

- 3.1.1.** Selection and analysis of at least four (4) case studies based on the joint characteristics of the participating countries as described in the Scope of Work. The case studies to be analyzed will be agreed upon with UNEP-PCU (see annex 12).
- 3.1.2.** Deliver presentation (organized by UNEP) and approval of the final report.

ITEMIZED SHEET

To achieve this goal, UNEP is requesting the submission of bids complying with the services described as follows. Refer to annex 2 for general considerations for the delivery of products.

A. Products

#	Service
1	Product 1. One (1) work plan that includes the methodological description, a work schedule that details the deadlines for the development of each activity and product (both in excel and word), in addition to those responsible and the time spent by each of the proposed professional to deliver the tasks.
2	Product 2. One (1) report with a regional baseline and assessment of e-mobility technology opportunities, challenges and needs (SOW, Activity 1.1 see annex 3)
3	Product 3. One (1) report with an analysis of regional barriers and recommendations to address barriers to e-mobility adoption (SOW, Activity 1.2, see annex 4)
4	Product 4. One (1) Knowledge and capacity needs gap analysis in the region (SOW, Activity 1.3.1, see annex 5)
5	Product 5. At least two (2) educational material for at least two training modules (SOW, Activity 1.3.2, see annex 6)
6	Product 6. At least two (2) reports of the training sessions. (SOW, Activity 1.3.2, see annex 7)
7	Product 7. One (1) electric vehicle conversion (retrofit) policy brief in the region (SOW, Activity 1.4, see annex 8)
8	Product 8. One (1) report with a regional analysis with recommendations of policy and legal frameworks to scaleup e-mobility adoption (SOW, Activity 2.1, see annex 9)
9	Product 9. One (1) final document with the characterization of regional business models and identification of international best practices (SOW, Activity 2.2.1, see annex 10)
10	Product 10. One (1) report with business models study cases and national adaptation recommendations (SOW, Activity 2.2.2, 2.2.3 and 2.2.4, see annex 11)
11	Product 11. One (1) policy brief of business models for vehicle charging infrastructure deployment and charging services provision (SOW, Activity 3, see annex 8)
12	Product 12. One (1) comparative study report of governance frameworks for e-mobility or other relevant sectors (SOW, Activity 3.1, see annex 12)

ECONOMIC PROPOSAL FORM

Item	Description	Products' Weights / Distributions %
1	Product 1	7.1%
2	Product 2	10.7%
3	Product 3	10.7%
4	Product 4	2.1%
5	Product 5	7.1%
6	Product 6	7.1%
7	Product 7	7.1%
8	Product 8	10.7%
9	Product 9	10.7%
10	Product 10	8.6%
11	Product 11	7.1%
12	Product 12	10.7%
Total contract		100.00%

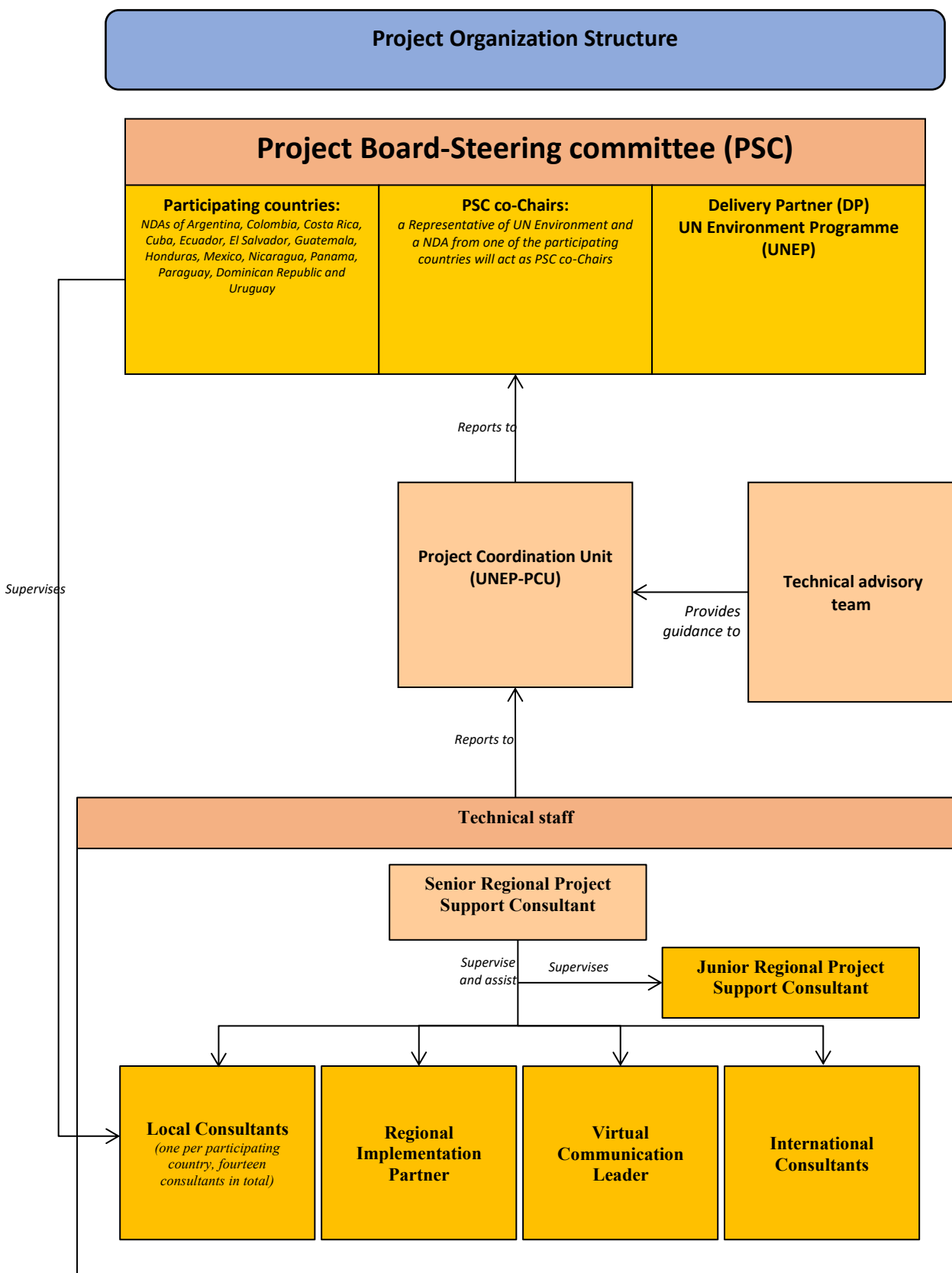
B. Key Performance Indicators and Service Levels to be considered:

KPI's for Contractor	Excellent	Good	Average	Poor	Very Poor
Meeting agreed schedule	The schedule is met as agreed	The schedule is delayed but managed properly and updated with the approval of the customer	The schedule is updated with the approval of the customer	The schedule is not met and is constantly updated with the approval of the customer	The schedule is not met, the updates are not clear and not agreed
Integration of key actors	Key stakeholders are fully integrated and appropriated of the process	Key stake holders are in constant communication with the consulting team and provide feedback when required	Key stakeholders are part of the process and project activities, assisting periodically to scheduled meetings	Key stakeholders are consulted for some activities of the project in an irregular way	Key stakeholders are rarely consulted and are not aware of the project

Responsiveness	The consulting team is very responsive and do active follow up on the active tasks and consider the feedback given	The consulting team keeps UNEP informed of the progress of the project, and does follow up as requested	The consulting team provides some information requested and does some follow up	The consulting team provides late information when requested	The consulting team provides late information when requested and rarely do follow up on the active tasks
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If the required level is not met by the contractor, UNEP will, if decided, terminate the contract with no compensantgion to the contractor.

ANNEX 1. Organization structure of the project



ANNEX 2. General considerations for the delivery of the products

- The Regional Implementation Partner is expected to present any final document, workshop, training session and presentation in Spanish. Interim versions can be presented in English or Spanish to UNEP-PCU. This applies to all the products mentioned in the Itemized Sheet, section A, except for Product 1, which can be delivered in English or Spanish. UNEP will not be responsible for the translation of any product nor provide simultaneous translation. If the Regional Implementation Partner requires translation services, it will have to take it into account as part of its economic proposal and hire the services by itself.
- The Regional Implementation Partner is not expected to cover costs related to a video conferencing platform for the training sessions, presentations and/or workshops. If required, UNEP can provide a videoconferencing platform e.g. MS Teams and/or Cisco WebEx.
- The Regional Implementation Partner is not expected to cover expenses related to venues for training sessions, presentations and/or workshops. If required, upon agreement with UNEP-PCU, UNEP can cover costs related to venues for training sessions, presentations and/or workshops in accordance with UN rules and regulations.
- The Regional Implementation Partner is not expected to cover expenses related to air travel nor daily subsistence allowance. If required, and upon agreement with UNEP-PCU, UNEP will cover air travel and daily subsistence allowance (DSA) in accordance with UN rules and regulations for the selected experts, personnel from the Regional Implementation Partner and/or representatives from the participating countries. Nonetheless, unnecessary international travel will be avoided at all costs. Therefore, UNEP-PCU reserves the right to determine who will be covered by air travel and daily subsistence allowance (DSA) in accordance with UN rules and regulations.

ANNEX 3. Regional in-depth assessment and baseline of the state of e-mobility technology deployment

1. Introduction
2. Regional baseline
 - a. Inventory of e-mobility assets at the regional level (both vehicles and infrastructure)
 - b. Inventory of public transport tenders with potential for electrification in the region
3. Assets supply at the regional level (vehicle and infrastructure available at the regional level).
4. Targets for e-mobility deployment at the regional level
5. Estimated impacts of the established objectives at the regional level
 - a. Emissions and health
 - b. Economic and employment
 - c. Innovation
 - d. Impact on the energy sector
 - e. Fiscal
6. Regional challenges and opportunities to achieve the transport electrification objectives
7. Conclusions and recommendations
8. Delivered presentation report
 - a. List of attendees (by country, type of institutions and gender)
 - b. Results of the presentation evaluation

Note: The reference to “regional” in Annex 3 is meant for the 14 participating countries of the project “Advancing with a regional approach to e-mobility in Latin America”. The document structure proposed in Annex 3 can be modified by the Regional Implementation Partner with the authorization of UNEP-PCU.

ANNEX 4. Analysis of regional barriers and recommendations

1. Introduction
2. Legal elements
 - a. Stakeholder analysis
 - b. Barrier analysis
3. Financial elements
 - a. Stakeholder analysis
 - b. Barrier analysis
4. Technological elements
 - a. Stakeholder analysis
 - b. Barrier analysis
5. Industrial and commercial elements
 - a. Stakeholder analysis
 - b. Barrier analysis
6. Innovation elements (including local resources, manufacturing capabilities, local content requirements)
 - a. Stakeholder analysis
 - b. Barrier analysis
7. Social elements (including skills and labor, as well as gender perspective)
 - a. Stakeholder analysis
 - b. Barrier analysis
8. Delivered presentation report
 - a. List of attendees (by country, type of institutions and gender)
 - b. Results of the presentation evaluation
9. Conclusions and recommendations

Note: The reference to “regional” in Annex 4 is meant for the 14 participating countries of the project “Advancing with a regional approach to e-mobility in Latin America”. The document structure proposed in Annex 4 can be modified by the Regional Implementation Partner with the authorization of UNEP-PCU.

ANNEX 5. Knowledge and capacity needs gap analysis

The objective of the activity related to this deliverable is to gather the information that is appropriate and sufficient to develop an effective educational program to address the needs of the 14 participating countries of the Project.

1. Introduction
2. Methodology and scope
3. Knowledge and capacity need analysis. The analysis must include at least twenty (20) interviews with representatives of the “National e-mobility working groups”.
4. Conclusions and recommendations
5. Summary of the interviews as an appendix of the document

Note: The reference to “regional” in Annex 5 is meant for the 14 participating countries of the project “Advancing with a regional approach to e-mobility in Latin America”. The document structure proposed in Annex 4 can be modified by the Regional Implementation Partner with the authorization of UNEP-PCU.

ANNEX 6. Educational material for training modules

Each module will contain, at least, the following material:

1. Introduction
2. General and specific objectives
3. Methodology
4. Training module methodology, including evaluation method
5. Learning material, shall include at least:
 - a. Four (4) keynote presentations (ppt file or similar),
 - b. Two (2) reading material (files or access to files),
 - c. Ten (10) additional reading references
 - d. Two (2) exercises focused on common regional issues and with regional examples

Note:

- The document structure proposed in Annex 6 can be modified by the Regional Implementation Partner with the authorization of UNEP-PCU.
- The training modules are expected to be delivered online.
- As mentioned in Annex 2, if required, UNEP can provide a videoconferencing platform for the training sessions (e.g. MS Teams or Cisco WebEx)
- The Regional Implementation Partner will be responsible for organizing the sessions and securing minimum participation to be agreed with the UNEP-PCU
- The Regional Implementation Partner will also be responsible for identifying experts and/or institutions to deliver the training modules. The Regional Implementation Partner will contact the expert and/or institution and manage their participation.

ANNEX 7. Report for each training activity delivered

The report shall include:

1. Introduction
2. List of attendees (by country, type of institutions and gender)
3. Results of the training module evaluation
4. Lessons learned, challenges and suggestions for improvement

Note: The document structure proposed in Annex 7 can be modified by the Regional Implementation Partner with the authorization of UNEP-PCU.

ANNEX 8. Policy brief

1. Introduction
2. Executive Summary: Overview of the problem and the proposed policy action.
3. Context or Scope of Problem: Communication of the importance of the problem aiming to convince the reader of the necessity of policy action.
4. Policy Alternatives: This section discusses the current policy approach and explains proposed options. It should be fair and accurate while convincing the reader why the policy action proposed in brief is the most desirable.
5. Policy Recommendations: This section contains the most detailed explanation of the concrete steps to be taken to address the policy issue. This section will include a cost-benefit analysis (CBA) of the proposed policy (the CBA methodology would be agreed with UNEP-PCU) as well as public policy and legal frameworks and policy enforcement recommendations for the region.
6. Appendices: If some readers might need further support in order to accept your argument but doing so in the brief itself might derail the conversation for other readers, you might include the extra information in an appendix.
7. Consulted or Recommended Sources: These should be reliable sources that you have used throughout your brief to guide your policy discussion and recommendations (including a benchmark analysis, see below for further information).

For the vehicle retrofit case, the benchmark analysis will contain, at least, three examples of countries that have addressed this topic, with a focus on public policy and legal framework. It will include, at least, one vehicle manufacturing country from Latin America, e.g. Mexico or Brazil; and one from a full vehicle importing country e.g. Chile or Costa Rica.

For the vehicle charging infrastructure deployment and charging services provision in public and semi-public spaces case, the benchmark analysis will contain, at least, three examples of countries that have addressed this topic, with a focus on public policy and legal framework. It will include, at least, one example with the non-liberalized energy sector (publicly managed market, public monopoly); and one fully liberalized country (private oligopoly).

Note: The reference to “regional” in Annex 8 is meant for the 14 participating countries of the project “Advancing with a regional approach to e-mobility in Latin America”. The document structure proposed in Annex 8 can be modified by the Regional Implementation Partner with the authorization of UNEP-PCU.

ANNEX 9. Regional analysis of policy and legal frameworks to scaleup e-mobility adoption

1. Introduction
2. Review and development of the comparative analysis of existing policies and legal frameworks (e.g. public policies, public strategies, laws, regulations, standards).
3. Assessment of gaps in existing public policy and/or legal framework
4. Recommendations to address those gaps, regulation harmonization, as well as environmental and social safeguards
5. Lessons learned
6. Delivered presentation report
 - a. List of attendees (by country, type of institutions and gender)
 - b. Results of the presentation evaluation
7. Conclusions

Note: The reference to “regional” in Annex 9 is meant for the 14 participating countries of the project “Advancing with a regional approach to e-mobility in Latin America”. The document structure proposed in Annex 9 can be modified by the Regional Implementation Partner with the authorization of UNEP-PCU.

ANNEX 10. Business model analysis

This report aims to identify, characterize and assess the different business schemes (including both funding and financing structures) created for electric vehicle deployment, focused on public transport and intensive-use vehicle fleets including both heavy and light-duty vehicles. The report will contain a comprehensive analysis of all the elements that are structured for the business to run on electric vehicles; however, it is not expected a thorough description of all secondary components of the scheme itself nor a cash flow analysis.

1. Introduction
2. For each of the 14 participating countries business cases, the report will include, at least, the following information:
 - a. Introduction to the study case
 - b. Involved stakeholders' description and characterization
 - c. Involved stakeholders' goals, incentives, and interests
 - d. Business model mechanism (including quantitative information if available).
 - e. Involved stakeholders' economic incentives, benefits, and outcomes.
 - f. Relationship among involved stakeholders (both formal and informal).
 - g. Agreements among the involved stakeholders.
3. Study case key information comparison
4. For the international best practices:
 - a. Stakeholders
 - b. Business model mechanism
 - c. Vehicle usage segment
5. Conclusion and recommendations

Note: The reference to “regional” in Annex 10 is meant for the 14 participating countries of the project “Advancing with a regional approach to e-mobility in Latin America”. The document structure proposed in Annex 10 can be modified by the Regional Implementation Partner with the authorization of UNEP-PCU.

ANNEX 11.- Business models study cases

The objective of the workshop (activity 2.2.2) is to validate the interest and feasibility of the 14 participating country government in regional and international business models identified. The result of the workshop will guide the selection of the business model study cases to be developed, in activity 2.2.3, and analyzed for the implementation at the local level.

The report will contain a comprehensive analysis of all the elements that are structured for the business to run on electric vehicles; however, it is not expected a thorough description of all secondary components of the scheme itself nor a cash flow analysis.

Each case study should show the of the different business models applied for the deployment of electric vehicles in, at least each of the following usage segment; (i) electric buses, (ii) taxis and/or ride-hailing services, (iii) public transport two and three-wheelers, and (iv) company and/or government fleets. All data and information included in the study cases must be properly referenced and, preferably, the references should be of public access.

1. Introduction
2. Workshop delivered presentation report
 - a. List of attendees
 - b. Results of the presentation
 - c. Prioritized business case models.
3. For each business model study case
 - a. Introduction to the study case
 - b. Involved stakeholders' description and characterization
 - c. Involved stakeholders' goals, incentives, and interests
 - d. Business model mechanism (including quantitative information if available).
 - e. Involved stakeholders' economic incentives, benefits, and outcomes.
 - f. Relationship among involved stakeholders (both formal and informal).
 - g. Agreements among the involved stakeholders.
4. Regional implementation and adaptation recommendations for participating countries
5. Delivered presentation report
 - a. List of attendees (by country, type of institutions and gender)
 - b. Results of the presentation evaluation
6. Conclusions

Note: The reference to “regional” in Annex 11 is meant for the 14 participating countries of the project “Advancing with a regional approach to e-mobility in Latin America”. The document structure proposed in Annex 11 can be modified by the Regional Implementation Partner with the authorization of UNEP-PCU.

ANNEX 12.- Governance framework study cases

1. Introduction
2. For each governance framework study case
 - a. Introduction to the study case
 - b. Involved stakeholders' description and characterization
 - c. Involved stakeholders' goals and interests
 - d. Governance mechanism for decision making, agenda decision, and meeting call formulation
 - e. Relationship among involved stakeholders (both formal and informal).
 - f. Agreements among the involved stakeholders.
3. Conclusions and recommendations

SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
▪ Form H: Format for CV of Proposed Key Personnel (to be used for each proposed candidate for each of the six (6) positions required)	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Envelope

(Must be submitted in a separate sealed envelope/password protected email)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

FORM A: TECHNICAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we *embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.*

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____


Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

FORM B: BIDDER INFORMATION FORM

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured. ▪ Certificate of Incorporation/ Business /Operations Registration . ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder . ▪ Certificate or proof of being up to date with the payment of social security in the country or similar. ▪ Trade name registration papers, if applicable ▪ Bank Reference (bank references should include bank name, location, contact person and contact's details). ▪ Local Government permit to locate and operate in assignment location, if applicable

- 
- Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country
 - Power of Attorney (Registration of the current Power of Attorney granted to the Legal Representative of the Proponent)
 - Legal Representative Identification Document
 - Quality certificates, patent registrations, environmental sustainability certificates, etc.

FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

FORM D: QUALIFICATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 5 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

FORM E: FORMAT OF TECHNICAL PROPOSAL

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Company's Profile & Background (Bidder's qualification, capacity and expertise)

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the SOW by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Scope of Work, SOW of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder's Comments and Suggestions on the Scope of Work, SOW.

Provide comments and suggestions on the Scope of Work, SOW or additional services that will be rendered beyond the requirements of the SOW, if any.

SECTION 3: Management Structure and Qualification of Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Form H: Format for CV of Proposed Key Personnel must be filled in for proposed candidate for each of the six (6) positions required. Form H is at the end of this document, pgs. 68-69.

FORM F: FINANCIAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

FORM G: FINANCIAL PROPOSAL FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		A	B	C=A+B
In-Country				
Home Based				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			

Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1				
Deliverable 2				
Deliverable 3				
.....				

FORM H: FORMAT FOR CV OF PROPOSED KEY PERSONNEL

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language Proficiency	[Insert] (Spanish language prof dominion)
Education/ Qualifications	<i>[Summarize the higher university and other specialized education of the staff member, indicating the names of the institutions, the dates of attendance and the degrees and qualifications obtained.]</i>
	[Insert]
Professional Certifications	<i>[Provide details of professional certifications relevant to the scope of the services]</i>
	<ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Registration / Work experience Experience	<i>[List personnel-occupied charges (List in the reverse order) that are relevant to the position. For each relevant position, please indicate the exact position's duration and/or the specific number of relevant experiences, in addition to the names of the employer's organizations, title of the position occupied and location of employment. For experience over the past five (5) years, detail the type of activities performed, the degree of responsibilities, the location of assignments, and any other information or professional experience deemed relevant to this assignment.]</i>
Record the information according to the requirements indicated in the RFP. Example: Proven experience conducting research on the needs, capabilities and/or user experiences of a product, process or service.	[Insert]

Experience 2	
Experience 3	
[ADDITIONAL BOX MUST BE COMPLETED IF YOU ARE APPLYING FOR TEAM LEADER] Proven experience in coordinating and leading teams with positive results.	<i>*If you are not a Team Leader, you can answer this check box with a : Does Not Apply, N/A.</i>
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)