

United Nations Development Programme



REQUEST FOR PROPOSAL

**Hiring a firm for setting up the CCIKM, NAP web portal,
geodatabase and climate finance tracking management system**

RFP No.: RFP-2021-BD-006

Project: Formulation and Advancement of the National Adaptation Plan (NAP)
Process in Bangladesh

Country: Bangladesh

Issued on: 15 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: Terms of Reference
- Section 6: Returnable Bidding Forms
 - Form A: Technical Proposal Submission Form
 - Form B: Bidder Information Form
 - Form C: Joint Venture/Consortium/Association Information Form
 - Form D: Qualification Form
 - Form E: Format of Technical Proposal
 - Form F: Financial Proposal Submission Form
 - Form G: Financial Proposal Form
 - Form H: Form of Proposal Security

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.

Please acknowledge receipt of this RFP by sending an email to [Insert email address], indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in eTendering 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:



Name: Rezwana Chaity

Title: Head of Procurement

Date: **February 15, 2021**

Approved by:



Name: Krishna Raj Adhikari

Title: Senior Operations Manager

Date: **February 15, 2021**

SECTION 2. INSTRUCTION TO BIDDERS

A. GENERAL PROVISIONS	
<i>1. 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>
<i>2. 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>
<i>3. 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>

<p>4. <i>Conflict of Interests</i></p>	<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> <ul style="list-style-type: none"> 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 documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <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> <ul style="list-style-type: none"> 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 b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <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>
<p>B. PREPARATION OF PROPOSALS</p>	
<p>5. <i>General Considerations</i></p>	<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>
<p>6. <i>Cost of Preparation of Proposal</i></p>	<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>
<p>7. <i>Language</i></p>	<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>

<p>8. Documents Comprising the Proposal</p>	<p>8.1 The Proposal shall comprise of the following documents:</p> <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
<p>9. Documents Establishing the Eligibility and Qualifications of the Bidder</p>	<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>
<p>10. Technical Proposal Format and Content</p>	<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>
<p>11. Financial Proposals</p>	<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>
<p>12. Proposal Security</p>	<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</p>

	<p>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>
13. Currencies	<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.
14. Joint Venture, Consortium or Association	<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</p>

	<p>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>
15. Only One Proposal	<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"> f) they have at least one controlling partner, director or shareholder in common; or g) any one of them receive or have received any direct or indirect subsidy from the other/s; or h) they have the same legal representative for purposes of this RFP; or i) 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; j) 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 k) 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. Proposal Validity Period	<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. Extension of Proposal Validity Period	<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. Clarification of Proposal	<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</p>

	of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.
<i>19. 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>
<i>20. 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>
<i>21. 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 as an amendment to RFP.</p>
C. SUBMISSION AND OPENING OF PROPOSALS	
<i>22. Submission</i>	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed</p>

<p>Email Submission</p>	<p>individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall:</p> <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS iii. Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the BDS. <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p>
<p>eTendering submission</p>	<p>22.5 Email submission, 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. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) 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 correct password may result in the proposal being rejected. <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/
23. Deadline for Submission of Proposals and Late Proposals	<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>
24. Withdrawal, Substitution, and Modification of Proposals	<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>
25. Proposal Opening	<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: a) Preliminary Examination</p>

	<ul style="list-style-type: none"> b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals
28. <i>Preliminary Examination</i>	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.
29. <i>Evaluation of Eligibility and Qualification</i>	<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> <ul style="list-style-type: none"> e) 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; f) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, g) 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; h) They are able to comply fully with UNDP General Terms and Conditions of Contract; i) They do not have a consistent history of court/arbitral award decisions against the Bidder; and j) They have a record of timely and satisfactory performance with their clients.
30. <i>Evaluation of Technical and Financial Proposals</i>	<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 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</p>

	<p>of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 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>
33. <i>Responsiveness of Proposal</i>	<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>

	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.
34. Nonconformities, Reparable Errors and Omissions	<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>
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	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.
36. Award Criteria	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.
37. Debriefing	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.
38. Right to Vary Requirements at the Time of Award	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.

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>	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

	<p>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>
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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 TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will be Conducted Time: 2.00 pm to 3.00 pm (Bangladesh time) Date: February 22, 2021 12:00 AM Venue: ZOOM meeting https://undp.zoom.us/j/82813273357?pwd=UDA2ejVXbWZONzk2VEt4Ym1wSW5JUT09;
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Required in the amount of USD 11,000 Acceptable Forms of Bid Security <ul style="list-style-type: none"> Bank Guarantee (See Section 8 for template) Certified Check (The original copy should be sent to the below address with a PDF copy submitted as part of the electronic submission: To, Country Office, Finance Unit UNDP Bangladesh, 7 th Floor, IDB Bhaban, Agargaon, Dhaka)
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: Percentage of contract price per day of delay: .05% Max. number of days of delay 15, after which UNDP may terminate the contract.

9	40	Performance Security	Required in the amount of 10% of the total contract amount
10	18	Currency of Proposal	United States Dollar or Local Currency BDT
11	31	Deadline for submitting requests for clarifications/ questions	24 February 2021
12	31	Contact Details for submitting clarifications/questions	<p>E-mail address: bd.procurement@undp.org</p> <p>Attn. Queries– RFP-BD-2021-006</p> <p>This email address is officially designated by UNDP. If inquiries are sent to any other address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<p>Posted directly to eTendering</p> <p><input checked="" type="checkbox"/> Uploaded in the system. Once uploaded, Prospective Proposers (i.e. Proposers that 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. Also will be posted on UNDP Bangladesh website: http://www.bd.undp.org/content/bangladesh/en/home/operations/procurement.html</p>
14	23	Deadline for Submission	<p>02 March 2021 at 4.30 pm (Bangladeshi time)</p> <p>For eTendering submission - as indicated in eTendering system.</p> <p>Note that system time zone is in EST/EDT (New York) time zone.</p>
14	22	Allowable Manner of Submitting Proposals	e-Tendering
15	22	Proposal Submission Address	<p>https://etendering.partneragencies.org</p> <p><u>BU: BGD10; Event ID: RFP-21-006</u></p>
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. ▪ All files must be free of viruses and not corrupted.

			<ul style="list-style-type: none"> ▪ Password for financial proposal must not be provided to UNDP until requested by UNDP ▪ Max. File Size per transmission: not exceeding 45 MB ▪ Mandatory subject of email: <u>Event ID: RFP-21-006</u> ▪ Documents which are required in original (e.g. Proposal Security) should be sent to the below address with a PDF copy submitted as part of the electronic submission: To, Country Office, Finance Unit UNDP Bangladesh 7th Floor, IDB Bhaban, Agargaon, Dhaka
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	March 1, 2021
19		Maximum expected duration of contract	End of June, 2022
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	<p>Purchase Order and Contract for Goods and Services for UNDP</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services</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 Financial Proposal and the Technical Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. The file with the "FINANCIAL PROPOSAL" must be encrypted with a password. Please DO NOT put price anywhere in the submission or in the e-tendering system other than encrypted financial proposal. Please insert '1' as your bid price in the e-tendering line item.</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
- Bid Security submitted as per RFP requirements with compliant validity period

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
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 RFP clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with RFP clause 4.	Form A: Technical Proposal Submission Form
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
Certification and Licences	Necessary certificates/licences awarded by appropriate authority	
Joint venture/consortium/Association legal status	The vendor should submit form C, explaining the legal status of the JV/Consortium or Association for the proposal following the instructions of 'Section B: Proposal preparation', clause no. 14 of this document.	Form C
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

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

Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Minimum 5 years of relevant experience.	Form D: Qualification Form
	Minimum 2 contracts of similar value, nature and complexity implemented over the last 5 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Financial Standing	Minimum average annual turnover of USD240,000 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Key Personnel	<p>Bidder must provide CVs of the following key personnel:</p> <ul style="list-style-type: none"> • Team Leader • Team Member/specialist-1: Geo/Spatial-Database Expert (Web-GIS developer, and System Administrator) • Team Member/specialist-2: Web developer, Mobile APP Developer, Database and System Administrator • Team member/specialist-3: Climate Finance • Team member/specialist-4: Climate Change 	

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.

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	300
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing <ul style="list-style-type: none"> Years of Establishment Years of experience in the relevant field in relation to the ToR 	50
1.2	General Organizational Capability which is likely to affect implementation <ul style="list-style-type: none"> Financial stability Size of the firm (Sufficient resource pool (human and financial), ability to mobilize additional resources (Additional Pool of System Analysts, Geo-database experts, programmers, etc.) Strength of project management support and technical capability (Engagement of known top experts in the field) Project financing capacity Project management controls 	90
1.3	Relevance of: <ul style="list-style-type: none"> Specialized Knowledge Experience on Similar Programme / Projects Infrastructure and logistical capabilities Experience on public finance Management 	70
1.4	Quality assurance procedures and risk mitigation measures	60
1.5	Organizational Commitment to Sustainability (mandatory weight) <ul style="list-style-type: none"> -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points -Organization is a member of the UN Global Compact -5 points -Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues 	30
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan			Points obtainable
2.1	Demonstrated understanding of the assignment and proposed suitable design and architecture of the expected solutions		100
2.2	Technical proposal detail out an appropriate methodology and approaches for conducting the assignment		50
2.3	The scope of task well defined and corresponds to knowledge on spatial database development, GIS and mapping tools, multi-server area networking, and advanced programming languages.		100
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement		50
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic		50
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract		50
Total Section 2			400

Section 3. Management Structure and Key Personnel			Points obtainable
	Rationale of proposed staffing and work plan with detailed staff engagement schedule, risk management and overall flexibility realistic		40
	Qualifications of key personnel proposed		
3.1	Team Leader		
	General Qualification	Sub-score	80
	Suitability for the assignment	100	
	- Years of experience in Climate Change Adaptation, or environment, or disaster and Geo-information sector	30	
	- Experience in leading and operationalizing similar geoportal and database	30	
	- Experience and expertise in web-based Geo-spatial analytical tools and models	20	
	- Knowledge of the relevant Sectors of Concern	20	
3.2	Team Member/specialist-1: Geo/Spatial-Database Expert (Web-GIS developer, and System Administrator)		50
	General Qualification	Sub-score	
	Suitability for the assignment		
	- Expert knowledge of Spatial Database, Web GIS applications, Web based Geo Data analysis, Web Geo Database administration and Cloud based service management	20	
	- Knowledge on Large scale Spatial Information System	15	

	- Knowledge on Climate Information System (Data requirements, user needs etc.)	15	
	- Past experience in similar assignment	10	
3.3	Team Member/specialist-2: Web developer, Mobile APP Developer, Database and System Administrator		50
	General Qualification	Sub-score	
	Suitability for the assignment	60	
	- Expert knowledge of modern website design and development, Graphic design, Data analysis, Database administration and Cloud based service management	20	
	- Expert knowledge in Content Management System and Responsive design and Mobile app development	15	
	- Expert knowledge of HTML 5, CSS, Java Script, PHP, Python, Linux, MySQL, MongoDB, Android development, Other advance programming language	15	
	- Past experience in similar assignment	10	
	Team member/specialist-3: Climate Finance		40
	General Qualification	Sub-score	
	Suitability for the assignment	40	
3.4	- At least 5 years' experience in climate public finance management in Bangladesh	10	
	- Knowledge of public finance landscape and reform agenda	15	
	- Experience in related capacity development and training facilitation	15	
3.5	Team member/specialist-4: Climate Change		40
	General Qualification	Sub-score	
	Suitability for the assignment	40	
	- At least 7 years' experience in climate change related projects focused in climate change adaptation/ risk and vulnerability assessment	10	
	- Experience in Climate data analysis	20	
	- Experience in climate change adaptation research	10	
Total Section 3			300

SECTION 5. TERMS OF REFERENCE

TERMS OF REFERENCE

FOR FIRM CONTRACT:

For setting up the CCIKM, NAP web portal, geodatabase and climate finance tracking management system

A. Project Title:	
Setting up the Climate Change Information & Knowledge Management (CCIKM) Network, NAP web portal, geodatabase and climate finance tracking management system for the National Adaptation Plan Process in Bangladesh	
B. Description of the Assignment	
The objectives of this assignment is to setup (i) a scalable platform for Climate Change related data/ information storage, analysis, dissemination, decision making and flexible and secure way to interchange data though API for different kind of organization (ii) NAP web portal and Social media page, (iii) Geo-database on Climate Change and NAP, (iv) Digital repository of relevant literatures on Climate Change and (v) climate finance tracking management tool	
C. Project Description:	
<p>The aim of this project is to formulate the Bangladesh National Adaptation Plan (NAP) with a focus on long term adaptation investment and enhancing national capacity for integration of climate change adaptation in planning, budgeting and financial tracking processes. This GCF NAP readiness support project will achieve this objective through four inter-related outcomes:</p> <ul style="list-style-type: none"> • Outcome 1: Strengthened institutional coordination and climate change information and knowledge management for medium- to long-term planning; • Outcome 2: Adaptation options appraised and prioritized and National Adaptation Plan formulated; • Outcome 3: Climate risk informed decision-making tools developed and piloted by planning and budget departments at national and sectoral levels; and • Outcome 4: Nationally appropriate adaptation investments tracking mechanism set up and financial plan for mid- and long-term CCA implementation prepared. <p>The Ministry of Environment, Forest and Climate Change (MoEFCC), Ministry of Finance, Ministry of Planning and key personnel working on Climate Change Adaptation relevant programming in water resources, agriculture and food security, coastal zones, and urban habitation (the “priority sectors”) will be the beneficiaries of this project.</p> <p>Major outputs and activities of the project are as follows:</p>	
Project Outputs	Activities
<u>1. Strengthened institutional coordination and climate change information and knowledge management for</u>	<i>1.1 Assess technical and institutional capacity, information, and data gaps at the national, sectoral, and thematic levels for CCA planning</i>
	<i>1.2 Enhance climate change adaptation mandate and institutional coordination mechanisms to support the NAP process</i>

<u>medium- to long-term planning</u>	<i>1.3 Build expanded information and knowledge base, with focus on detailed CC risks and vulnerability and interpret CCA planning scenarios for the mid- and long-term</i>
<u>2. Adaptation options appraised and prioritized and National Adaptation Plan formulated</u>	<i>2.1 Review and prioritize mid-and long-term adaptation options for inclusion in NAP, national development plans, and other CCA policies, actions, and investment programs</i>
	<i>2.2 Formulate and communicate the NAP based on identified CCA priorities and in close coordination with plans already in place</i>
<u>3. Climate risk informed decision-making tools developed and piloted by planning and budget departments at national and sectoral levels</u>	<i>3.1 Develop technical guidance and tools to support integration of CCA into development planning, programming, and budgeting in prioritized sectors</i>
	<i>3.2 Expand training on CCA mainstreaming and bankable project development skills, specifically for personnel in priority sectors working on CCA programmes</i>
<u>4. A nationally appropriate participatory adaptation investments tracking mechanism and financial plan for mid- and long-term CCA implementation set up</u>	<i>4.1 Establish standards and protocol to track CCA project financing and investments</i>
	<i>4.2 Develop a NAP programming and financing strategy that focuses on catalyzing CCA investments in the priority sectors</i>

D. Scope of Work

A. Set up Climate Change Information & Knowledge Management (CCIKM) Network

Building on consolidated information on the status of climate change vulnerability and CCA mainstreaming in existing policies, programmes, and budgets, particularly in the priority sectors² and the baseline portal created at MoEFCC with ADB support, a central web-based national climate change information and knowledge management (CCIKM) platform will be expanded to house climate change risk and vulnerability data and associated data sets and knowledge that will assist the NAP process.

The main activity will be to expand and re-launch the central web-based national climate change information and knowledge management (CCIKM) portal. Currently, there are several climate risk data websites at various ministries in Bangladesh (including a nascent CCIKM portal housed at the Ministry of Environment, Forests and Climate Change (MoEFCC), but there is no centralized portal that connects these resources and makes them uniformly accessible to all decision makers who may need access to the data across ministries. This activity will focus on building up such a knowledge portal, to be housed at the MoEFCC and linked to other relevant ministries and private sector entities. This renewed CCIKM portal will house available climate information, vulnerability studies, and policies and other knowledge on CCA in existence in the country. In addition, relevant socio-economic information will be added as well as geospatial information. This will provide support to the Bangladesh NAP process and CCA mainstreaming in the future.

² This review of all available information will be carried out by another firm

As part of this portal, there will be a sub-activity to set up or connect the geospatial database at the Bangladesh Meteorological Department (BMD) and Department of Environment to archive all the weather and climate related statistical and downscaled data/maps/info to support mid- and long-term climate monitoring and impact assessment. This geospatial database will specifically help with scenario analysis (see 2.1 above) as well as support future National Communications and NDC development in the future.

Currently BMD has its own server and mechanism to collect weather and climate related information and data. This project will provide support to strengthen capacity of BMD to improve archiving facilities of geospatial database. There is required manpower and a mandate at BMD to collect, update, maintain weather and climate related information.

There is also demand for enhanced interactions between climate service users and providers to encourage resilient development. It is also required to identify the needs of the vulnerable communities for different types of climate information, weather products and services (e.g. near, short and medium range weather forecasts and warnings). An improved coordination mechanism between climate service providers and users is therefore very much required for enhancing resilience to the climate vulnerable sectors and community. Improved access to accurate and reliable climate information will result in improved livelihoods and wellbeing of vulnerable peoples.

To ensure that the CCIKM portal and the associated geospatial database continue to be of use to relevant ministries in the long term, the project team will facilitate commissioning a survey of existing examples of similar portals currently in use and will engage potential future users from the ministries in the design of the portal itself. In addition, it is critical that the portal have ongoing IT and content management support. The Department of Environment (DoE) under the MoEFCC and other designated institutions if would be proposed in the draft NAP will have the primary responsibility to collect and collate required climate related info and data. Meanwhile, all the relevant agencies (e.g. BMD, Flood Forecasting and Warning Centre, Centre for Environmental and Geographic Information Services, Institute of Water Modelling, Department of Disaster Management, GED, Bangladesh Agro-meteorological Information System (BAIMS), Planning Commission etc.) will sign a MOU with the MoEFCC to be able to share data among themselves. Knowledge portal developed under Bangladesh Delta Plan 2100 and Meta Model portal of BDP 2100, Disaster Risk Information Portal under National Resilience Programme of UNDP, Climate and Disaster Atlas supported by ADB and National Climate Vulnerability Assessment supported by GIZ, Planning Information System (PLIS) supported by GIZ would be possibly integrated with this to be developed system. In addition, MoEFCC will provide access right to those agencies so that these organization can upload required data and info themselves.

The MoEFCC has a dedicated, funded, IT manager that can support this effort and there is a legacy CCIKM oversight committee that was formed within MoEFCC as part of the platform's first launch under the PPCR project. These staff will oversee the project for the long term. As part of this project's expansion of the existing CCIKM, the capacity of these IT staff to retain the facility on sustainable basis will be improved. In addition, a dedicated Knowledge Manager will be hired and funded for the second and third project years by GCF. This role will help build up the content on the portal as well as the geospatial database. In addition, as part of the project, the Committee and representatives from the various participating ministries will be tasked with funding this position into the future, ensuring the

sustainability of the portal over time. Beside these a MoU (with detailed ToR and data sharing protocol) will be signed between MoEFCC and other relevant agencies (e.g. BMD, DoE, BBS, IWM, CEGIS, FFWC, etc.) to share data within these agencies so that two way/multi-way data flow will be ensured throughout the year. There will be a super-admin at the MoEFCC who will verify the data and will disclose data and information after proper validation. A dedicated ICT focal point will be engaged/ (enhance capacity of existing ICT professional) in all relevant ministries and line agencies to enrich and update the website.

The main scope of the portal is as follows:

1. Create CCIKM Platform Outline: Prepare an outline of the functionality of the proposed platform, demonstration of searchability, and initial design ideas as follows by not limited to:
 - Develop scalable platform for Climate Change related data storage, analysis, dissemination and decision making. Data input will be from various source like citizen input, different kind of organization and different kind of technology platform. There should be flexible and secure way to interchange data through API for different kind of organization and push / pull data
 - Home: Landing page will include a slideshow banner of a number of images from climate change impacts, latest news, events and a register/login capacity for management access to the CCIKM Unit and climate change related information by sector / category.
 - About: Introduction and background information on the CCIKM network, with tabs to accessing publications and various resources in PDF as well as the source files, and search function.
 - Get Involved: Share report. Data validation and Dissemination
 - Develop Data Analysis and Analytic Tool
 - Integrate relevant materials (data collection module, environmental database, adaptation finance data and reporting framework, training module, knowledge products, Mitigation related documents, news and updates etc.) in the platform data.gov.bd
 - CCIKM: Individual pages climate change related documents by sector, or other arrangements
 - Links to important national and international partners' websites, relevant social media mediums, such as Facebook, YouTube, Twitter, etc., and other appropriate related sites as required.
 - A powerful and smart internal search engine that present results in a user friendly and structured way and strong meta-tags for search engine optimization to find out all information / data / reports on CC on Bangladesh.
 - Update functions for regular maintenance.
 - Tracking counter to enable staff to track and assess the number of visitors to the website and also determine which sections of the website are popular, which report downloaded most.
 - Creation of 'Protected Area Information Unit', accessed via private login with strong privacy settings and secured access, with the following features:
 - Registration and verification of CCIKM management staff for access to the 'CCIKM Information Unit'.
 - An online report, data submission system allowing users to easily upload and update information, such as technical quarterly, annual reports etc, and contribute to the knowledge base.
 - Prepare a site map of the portals's content designed to help both users and search engines navigate the site. Data inventory from different source like Planning Commission, BMD, BWDB,

BBS, FFWC, IWM, CEGIS etc

- Prepare CCIKM related industry analysis report for climate change and submit details report
 - Decision Support System: Develop some DSS regarding climate change adaptation option analysis, scenario analysis and analysis of climate related data (image , video, etc) specially for identifying and analyzing adaptation options and CBA/CEA, prepare details report about feasibility and implementation
 - API: Develop API to interchange data.
 - Data Dissemination module Development
2. Develop Mobile application to display all content that are publicly visible to end users.
 3. Develop seasonal calendar for temperature or weather based on data analysis for crop, agriculture, NRM, etc.
 4. Ensure data accessibility for close and open data.
 5. Prepare a Detailed Information Platform Specification: On approval of the information platform and based on a requirement analysis facilitated by the PMU, MOEFCC, DOE, BAMIS, BMD, develop a detailed specification for the information platform including:
 - Overall structure, field definition and design
 - Logical framework and user interface
 - List of hardware and software needs to enable development and implementation.
 6. CCIKM Platform Development: On approval of the detailed specification by the PMU, undertake the information platform architecture, functionality and user interface development.
 7. Beta Testing: Upload a beta-version of the information platform to facilitate input of real project data and facilitate limited user access to identify outstanding issues with functionality and “usability”. Where issues are identified, undertake bug fixes and system revisions. An incremental version of the beta system may be required depending on the degree of bug fixes and system revisions required.
 8. System Release: On acceptance by the PMU of the rectified beta version, upload the full working system to open access (on a server to be specified by the project) to allow data input and access by external users.
 9. Deploy the platform in cloud-based environment with load balancer keeping scalability in mind.
 10. Training in use and maintenance of the system: Provide training in use and maintenance of the system to persons to be named by the PMU. This would follow the allocation of responsibilities related to maintenance of the website. The consultant would also prepare a manual, documenting procedures to be followed, for continued population and maintenance of the website.
 11. Integration with knowledge portal developed under Bangladesh Delta Plan 2100 and Meta Model portal of BDP 2100, Disaster Risk Information Portal under National Resilience Programme of UNDP, Climate and Disaster Atlas supported by ADB and National Climate Vulnerability Assessment supported by GIZ, Planning Information System (PLIS) supported by GIZ.
 12. Maintenance plan of information and knowledge base: consisting of technical / application management: making available and maintaining the technical infrastructure and web application, including hosting. The bidder is requested to propose a plan for the maintenance of the information and knowledge base, starting after delivery of the platform, per minimum of 5 years (until 2025).

B. NAP web portal and Social media page

- Create a dynamic, secure web portal for NAP with administrative control panel to manage all

content/pages/documents/media content for the web site.

- Different pages on CC risk, Vulnerability, Adaptation, Mitigation, Finance, Research and innovation, Milestone projects etc.
- Develop Web based streaming and media platform.
- Integration with existing National and International network portal and auto archive related content and document.
- Option for audio and video archive for different event and seminar
- Option to load the portal in low bandwidth internet connection, easy accessibility and full responsive for any device.
- Generate analytics report.
- Build a Blog and Forum to allow virtual user communities to come together to share knowledge and enthusiasm.
- Create social media pages in different social media platform like Facebook, Twitter, etc and Integrate with NAP website.
- Deploy web portal in cloud based scalable server platform.

C. Geo-Spatial Database Development

- Review and do inventory work for existing databases at e.g. Planning Commission, BMD, DoE, FD (BFIS), BBS, CEGIS, IWM, FFWC, BAMIS, etc
- Review best practice of database management and web enabled database development.
- Inventory of all document, knowledge product, models, and tools to be included in the database.
- Develop database and integrate the above list.
- Ensure linkage between CCIKM web portal and geospatial database, data visualization.
- Identify possible linkages of the CCIKM web portal with web-enabled database of BMD, BAMIS and available IT infrastructure and facilitate a discussion on realizing the links.
- Provide a database administration module, allowing for advanced user management, with a staggered set of privileges for different users as well as user authorization, tracking/authorizing changes to results hierarchy, database download and other necessary features.
- Develop user manuals and other supporting documents for the database management system.
- Explore partnerships to acquire/share datasets with other organizations as appropriate, develop draft MOU for MOEFCC to enter longer term cooperation with relevant institutions.
- Identify public domain datasets and integrate with the format appropriate for BMD/DOE database
- Develop Data visualization tool.
- Possibility to represent data in web-based map/GIS map.
- Conduct validation workshop and meetings to present the progress and integrate feedback.

D. Digital repository of Relevant literatures on Climate Change

- Review and inventory work for existing literature on Climate change which are relevant for Bangladesh.
- Review best practice of document repository management and web enabled repository development.
- Inventory of all document, knowledge product etc.

- Develop repository and integrate the above list.
- Provide a repository administration module, allowing for advanced user management, with a staggered set of privileges for different users as well as user authorization, tracking/authorizing changes to results hierarchy, database download and other necessary features.
- Develop user manuals and other supporting documents for the repository management system.
- Explore partnerships to acquire/share documents with other organizations as appropriate, develop draft MOU for MOEFCC to enter longer term cooperation with relevant institutions.
- Develop well integrated and user-friendly interface.

E. Web-based Climate Finance Tracking Mechanism

One of the main priorities of the NAP process is to identify and plan for additional sources of funding for CCA in the medium and long-term. Outcome 3 of the project seeks to equip Bangladesh with additional understanding of the landscape of CCA financing – public, donor-based, private, and hybrid/blended – as well as a strategy for funding the CCA activities outlined in the NAP. In addition, this outcome will develop a tracking protocol for the country to better understand how CCA is, and can be, funded.

Develop standard protocol to manage finance activity of all climate change related project. Track down project investment for climate change related project.

The scope of the work directly contributes to the output of the project as follows:

Output 4.1 Establish standards and protocol to track CCA project financing and investments: In order to establish a tracking protocol, the Finance Division under the Ministry of Finance is engaged in developing a climate expenditure tracking mechanism using iBAS++3 and new BACS4. This can be linked with the CCIKM portal developed under Outcome 1. However, alternatively for Ex-ante tracking, all divisions of Planning Commission can be partnered with for tracking climate components of projects during the approval process. As a pilot, one specific division (Agriculture or Physical Infrastructure etc.) can be selected and some Project Evaluation process can be targeted for collecting ex-ante climate change related investment finance data to input into the tracking mechanism.

4.1.1 Establish participatory adaptation investment tracking mechanisms at national level for tracking CC finance and investments: In order to understand how effective, the climate adaptation funding is in addressing climate risk in Bangladesh, the country needs a way to track investment in climate change. Setting up a tracking mechanism will include tracking adaptation plans, actions, and policies as well as other CC efforts. This work will be built on the foundation set by the climate fiscal framework⁵ (CFF) and can be incorporated into the CCIKM portal set up in Outcome 1.

This will be accomplished by the following sub-activities with financing related technical guidance from Public Finance Management Expert hired by the project:

³Integrated Budget and Accounting System

⁴ Budget and Accounting Classification System

⁵https://info.undp.org/docs/pdc/Documents/BGD/1695%20ClimateChange_FullLayout%20290914.pdf

- a) Conduct Finance Division – based review of existing CCA financial tracking mechanisms initiated by IBFCR project⁶, including CFF, design tracking mechanism.
- b) Gather data on government and donor spending on CCA in CCIKM data portal set up under Outcome 1;

Other key requirements for the whole CCIKM System:

- c) Propose smooth, efficient and effective Post-Hosting Support plan that will include the following (but not limited to): regular database tuning and application configuration support to hosted environment, on-demand accountable consultancy support to Data Center in terms of Data Backup Scheduling, Back-end service execution.
- d) Develop technical and operational manual to operate and manage the platform along with a comprehensive risk matrix before launching new service in order to determine the impact. Also provide a plan for data collection, prepare guideline & standard practices, and facilitate training programs for relevant government officials, technical experts for system integration and further development of service delivery process through this Portal.
- e) Prepare extensive and long-term workshop and training plan incorporating both on-site and off-site (online) training for different types of users and maintenance staff. Impart hands on training to relevant IT/officials (at least 10) on operations and maintenance of the Digital repository of Relevant literatures on Climate Change and web-based Climate Finance Tracking Mechanism.
- f) During the contracted period, be responsible to maintain the source code developed for solution building purpose and that source code will not have any financial or technical dependency on any other 3rd party code until and unless this is arranged and managed by the procuring entity or its nominated agency formally. Also be responsible for any update, standardization, backup or even security of source codes. Once the source code is handed over to the procuring entity, vendor will have no responsibility for the source code and its update or security.
- g) During the contracted period, there will be a technical team at procuring entity side who will be engaged to gather knowledge on both the technology and operation of the platform. Once the contract is expired, the team will take over and maintain the platform until MoEF is taking over the responsibility.

E. Key Deliverables	Timeline (estimated)
1. Inception report with detail approach, methodology, system network design, workplan and budget	20 days from signing of the contract
2. Review of (a) existing portal and Preparation / drafting /creation of outline of CCIKM portal; (b) Review of existing CCA financing tracking mechanism (c) existing database at Planning Commission, DOE, BMD, MoWR, BAMIS and other institutions and prepare a report (with an inventory of all data) on how an integrated database can make best use of this information, with an action plan,	35 days from signing of the contract

⁶ Development of a climate change public expenditure tracking mechanism has already been taken up by the Finance Division with the assistance of IBFCR Project. A climate budget report for FY 2017-18 was prepared using the newly developed tracking mechanism on a pilot basis and present before the parliament. Updating of CFF is underway through IBFCR project where CCA financing is a part.

3. Development of (a) CCIKM portal and trial run/ beta testing / and training; (b) design CCA investment tracking tool and validate tool through meetings; Incorporate data on CCA spending in the tracking tool and (c) Develop database and populate with data / information / reports	250 days from signing of the contract
4. Grand opening (national workshop) of the (a) CCIKM portal; (b) CC investment tracking tool; and (c) Database and submission of technical report	300 days from signing of the contract
5. Develop manual for future data incorporation and provide training and all documentations	320 days from signing of the contract
F. Eligibility Criteria of the Firm	
<p>Minimum Eligibility Criteria of the Firm:</p> <ol style="list-style-type: none"> 1. At least 3 years' experience in spatial DBMS development, web map server and related tools 2. At least 5 years of experience in Bangladesh and comparable countries on climate change, water resources, environment, and disaster management related development projects and programmes. 3. Experience in using GIS tools and technologies, including ArcGIS desktop and ArcGIS Server with exposure to applications in water resources, agriculture, disaster, climate change or relevant sectors, spatial information systems, geodatabase, spatial database management, Object-Relational SQL, is desired. 4. Experience in database management systems, web mapping applications, multi-server area network and statistical software package, RDBM application (e.g. Oracle, MongoDB, MYSQL) will be an asset 5. Experience on PHP, Python, Java Script based products, other advanced programming language, integration of multiple media data, and development of public domain and interactive software is required. 6. Submission of latest 3 years Annual audit reports of the firm. Minimum Average annual turnover is BDT 20 Million (USD 236,798.00) in last 3 years is required. This can be exempted for academic institutions. 7. Successfully completion of at least two (2) similar assignments in the last 5 years with the evidence of Job completion certificate/ Work Order/ Purchase order/ Any Professional contract from competent authority. 8. Submission of VAT and Tax Registration Certificate and evidence of payment issued by competent 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 9. Must have valid and up to date Trade license/, TIN certificate, VAT Identification Number, Updated Income Tax Payment Certificate 10. Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List. 11. Signed CV of all proposed national consultants/experts with their contact details. 	
G. Institutional Arrangement	

The NGO/CSO/Firm is expected to undertake the activities (scope of work) mentioned in the TOR in order to achieve the stated objectives above. Reports (mentioned in key tasks) submission to UNDP are mandatory. The NGO/CSO/Firm will complete all activities and submit final report(s) in due time mentioned before the last date of the contract. UNDP shall be the owner of all existing 'Intellectual Property' and any Intellectual Property embodied in materials, printed matters, deliveries or reports performed or created in relation to and for the purpose of this Agreement. 'Intellectual Property' includes the items like patents, copyrights, design, models, trademarks, confidential information etc. whether or not registered.

The assignment will be overseen by the NAP Programme Coordinator and the Contractual oversight will be provided by the Programme Specialist - Environmental Sustainability and Energy, UNDP Country Office.

H. Duration of the Work

The duration of the assignment will be maximum 11 months from the date of signing of the contract.

I. Final Products/Services

1. Inception report, Software Requirement Specification, Software System Design Document, Database Design Document
2. CCIKM portal along with the guidelines for the operations and maintenance of the platform
3. The Geo-spatial Database handed over after publishing online and its Management plan with a complete report
4. Report on Review of existing CCA financing tracking mechanism and design CCA investment tracking tool
5. Workshop report on CCA investment tracking tool, CCCIKM and Geo-spatial Database opening
6. Updated database on CCA financing and investment
7. QA reports, Final acceptance test report and related documents
8. Server architecture and deployment documents
9. Manual / protocol for all systems
10. Maintenance plan/guideline documents with estimated costs

J. Scope of Bid Price and Schedule of Payments

Remuneration of the successful firm will be fixed, and bids should be submitted on this basis. No adjustment will be given for the period and determined by the specified outputs as per this ToR. The price should take into account all professional fees, travel costs, DSA, subsistence and ancillary expenses.

UNDP shall make payments, by bank transfer to the firm's bank account, upon acceptance by Project/UNDP of the deliverables specified in the ToR. Payments will be made after the approval of the assignment outputs by the Project Manager and Environment and Climate Change Specialist, UNDP.

Payment Schedule:

- **1st Tranche:** 20% of the total contract value will be paid after submission and acceptance of inception report with detail approach, methodology, system design info, workplan and budget and its approval.
- **2nd Tranche:** 30% of the total contract value will be paid after submission and acceptance of report on (a) existing portal and Preparation / drafting /creation of outline of CCIKM portal; (b) Review of existing CCA financing tracking mechanism (c) existing database at DOE, BMD, BAMIS and other

institutions and prepare a report (with an inventory of all data) on how an integrated database can make best use of this information, with an action plan. (d) SRS, SSD, DDD

- **3rd Tranche:** 30% of the total contract value will be paid after the satisfactory completion of Development of (a) CCIKM portal and trial run/ beta testing / and training; (b) design CCA investment tracking tool and validate tool through meetings; Incorporate data on CCA spending in the tracking tool and (c) Develop database and populate with data / information / reports and report on the same.
- **4th Tranche:** 20% of the total contract value will be paid after satisfactory completion of the opening (national workshop) of (a) CCIKM portal; (b) CC investment tracking tool; and (c) Database and submission of technical report (d) Manual / protocol for future data incorporation and training and (e) Maintenance and management plan of the portal for next 5 years ; (e) sustainability plan with revenue generating model so that MoEFCC/DoE can run these portal after completion/expiry of the project support.

K. Recommended Presentation of Proposal

Interested firms must submit the following: a detailed proposal made up of documentation to demonstrate the qualifications of the prospective firm, to enable appraisal of competing bids. This should include technical and financial proposals, details of which are listed below.

1. Technical Proposal

- (i) Name of Firm and details of registration, address and bank account; business registration certificate and corporate documents (Articles of Association or other founding authority); description of present activities and audited financial statements.
- (ii) Description of experience in projects of a comparable nature, with specific description of technical specialization of the Firm in the required area.
- (iii) List of current and past assignments of the Firm.
- (iv) Methods and approaches to be adopted in delivering this assignment, including implementation timelines.
- (v) Signed CVs of the proposed team leader and experts/resource persons to be included within the team. Please note that proposing firms will be expected to deploy but not limited to the consultants listed in the proposal; substitutions will only be accepted with the prior consent of UNDP.

2. Financial Proposal (including training cost, fees, travel cost, DSA, and other relevant expenses)

- (i) The financial proposal shall specify a total delivery amount in BDT (including training and workshop cost, fees and all associated costs) i.e. travel cost, subsistence per diems, printing costs and overhead recharges.
- (ii) To assist UNDP in the comparison of financial proposals, the financial proposal will include a breakdown of this amount, disclosing the key assumption employed in costing the working.
- (iii) Payments will be based upon output, i.e. upon delivery of the services specified in the ToR.

The cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable.

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: Proposal Security Form	<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:	RFP-BD-2021-006		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. RFP-BD-2021-006 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:

- 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;
- 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;
- have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- 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 <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business 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 ▪ Trade name registration papers, if applicable ▪ 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 in behalf of an entity located outside the country ▪ Power of Attorney

FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-BD-2021-006		

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]
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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:	RFP-BD-2021-006		

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 3 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 &	Client & Reference	Contract	Period of	Types of activities
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Country of Assignment	Contact Details	Value	activity and status	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:	RFP-BD-2021-006		

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: Bidder's qualification, capacity and expertise

- 1.1 Reputation of Organization and Staff Credibility / Reliability / Industry Standing, Years of Establishment, Years of experience in the relevant field in relation to the ToR
- 1.2 General Organizational Capability which is likely to affect implementation, Financial stability, Size of the firm (Sufficient resource pool (human and financial), ability to mobilize additional resources (Additional Pool of System Analysts, Geo-database experts, programmers, etc.), Strength of project management support and technical capability (Engagement of known top experts in the field), Project financing capacity, Project management controls
- 1.3 Relevance of Specialized Knowledge, Experience on Similar Programme / Projects, Infrastructure and logistical capabilities, Experience on public finance Management
- 1.4 Quality assurance procedures and risk mitigation measures
- 1.5 Organizational Commitment to Sustainability

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR 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 Demonstrated understanding of the assignment and proposed suitable design and architecture of the expected solutions
- 2.2 Technical proposal detail out an appropriate methodology and approaches for conducting the assignment
- 2.3 The scope of task well defined and corresponds to knowledge on spatial database development, GIS and mapping tools, multi-server area networking, and advanced programming languages.
- 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 Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic
- 2.6 Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and 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.

Format for CV of Proposed Key Personnel

NAME OF PERSONNEL	[INSERT]
POSITION FOR THIS ASSIGNMENT	[INSERT]
NATIONALITY	[INSERT]
LANGUAGE PROFICIENCY	[INSERT]
EDUCATION/ QUALIFICATIONS	<p><i>[SUMMARIZE COLLEGE/UNIVERSITY AND OTHER SPECIALIZED EDUCATION OF PERSONNEL MEMBER, GIVING NAMES OF SCHOOLS, DATES ATTENDED, AND DEGREES/QUALIFICATIONS OBTAINED.]</i></p> <p>[INSERT]</p>
PROFESSIONAL CERTIFICATIONS	<p><i>[PROVIDE DETAILS OF PROFESSIONAL CERTIFICATIONS RELEVANT TO THE SCOPE OF SERVICES]</i></p> <ul style="list-style-type: none"> ▪ NAME OF INSTITUTION: [INSERT] ▪ DATE OF CERTIFICATION: [INSERT]
EMPLOYMENT RECORD/ EXPERIENCE	<p><i>[LIST ALL POSITIONS HELD BY PERSONNEL (STARTING WITH PRESENT POSITION, LIST IN REVERSE ORDER), GIVING DATES, NAMES OF EMPLOYING ORGANIZATION, TITLE OF POSITION HELD AND LOCATION OF EMPLOYMENT. FOR EXPERIENCE IN LAST FIVE YEARS, DETAIL THE TYPE OF ACTIVITIES PERFORMED, DEGREE OF RESPONSIBILITIES, LOCATION OF ASSIGNMENTS AND ANY OTHER INFORMATION OR PROFESSIONAL EXPERIENCE CONSIDERED PERTINENT FOR THIS ASSIGNMENT.]</i></p> <p>[INSERT]</p>
REFERENCES	<p><i>[PROVIDE NAMES, ADDRESSES, PHONE AND EMAIL CONTACT INFORMATION FOR TWO (2) REFERENCES]</i></p> <p>REFERENCE 1: [INSERT]</p> <p>REFERENCE 2: [INSERT]</p>

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)

FORM F: FINANCIAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-21-006		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. RFP-21-006 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:	
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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: FORM OF PROPOSAL SECURITY

**Proposal Security must be issued using the official letterhead of the Issuing Bank.
Except for indicated fields, no changes may be made on this template.**

To: UNDP

[Insert contact information as provided in Data Sheet]

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Proposal to UNDP dated [Click here to enter a date](#) to execute Services [Insert Title of Services] (hereinafter called "the Proposal"):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Proposal after the date of the opening of the Proposals;
- c) Fails to comply with UNDP's variation of requirement, as per RFP instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____

Name: _____

Title: _____

Date: _____

Name of Bank _____

Address _____

[Stamp with official stamp of the Bank]