* United Nations Development Programme*

**REQUEST FOR PROPOSAL**

**Consulting services for Development of Gender Sensitive Local Municipal Solid Waste Management Plans**

**RFP No.:** 2021/06

**Project: Consulting services for Development of Gender Sensitive Local Municipal Solid Waste Management Plans**

**Country: Jordan**

**Issued on:** 15 March 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

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 [offers.jo@undp.org](mailto:offers.jo@undp.org) , 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: Approved by:

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| --- | --- |
| Name: Botros Hijazeen  Title: Construction Manager  Date: March 15, 2021 | Name: Nahla Soussou  Title: Procurement and ICT Associate  Date: March 15, 2021 |

# Section 2. Instruction to Bidders

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| GENERAL PROVISIONS | |
| Introduction | * 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>   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.   3. As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website ([www.ungm.org](http://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. |
| Fraud & Corruption,  Gifts and Hospitality | * 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>   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.   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.   4. All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <http://www.un.org/depts/ptd/pdf/conduct_english.pdf> |
| Eligibility | * 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.   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. |
| Conflict of Interests | * 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:   2. 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;   3. Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or   4. Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.   5. 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.   6. Similarly, the Bidders must disclose in their proposal their knowledge of the following:   7. 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   8. All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.   Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.   * 1. 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. |
| PREPARATION OF PROPOSALS | |
| General Considerations | * 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.   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 |
| Cost of Preparation of Proposal | * 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. |
| Language | * 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. |
| Documents Comprising the Proposal | * 1. The Proposal shall comprise of the following documents:   2. Documents Establishing the Eligibility and Qualifications of the Bidder.   3. Technical Proposal.   4. Financial Proposal.   5. Proposal Security, if required by BDS.   6. Any attachments and/or appendices to the Proposal. |
| Documents Establishing the Eligibility and Qualifications of the Bidder | * 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. |
| Technical Proposal Format and Content | * 1. The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.   2. The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.   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   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. |
| Financial Proposals | * 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.   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.   3. Prices and other financial information must not be disclosed in any other place except in the financial proposal. |
| Proposal Security | * 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.   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.   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.   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.   5. The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:      1. If the Bidder withdraws itsoffer during the period of the Proposal Validity specified in the BDS, or;      2. In the event that the successful Bidder fails:      3. to sign the Contract after UNDP has issued an award; or   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. |
| Currencies | * 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:  1. 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 2. 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. |
| Joint Venture, Consortium or Association | * 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.   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.   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.   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.   5. A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:  1. Those that were undertaken together by the JV, Consortium or Association; and 2. Those that were undertaken by the individual entities of the JV, Consortium or Association.    1. Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.    2. 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. |
| Only One Proposal | * 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.   2. Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:   3. they have at least one controlling partner, director or shareholder in common; or   4. any one of them receive or have received any direct or indirect subsidy from the other/s; or   5. they have the same legal representative for purposes of this RFP; or   6. 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.   7. 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   8. 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. |
| Proposal Validity Period | * 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.   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. |
| Extension of Proposal Validity Period | * 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.   2. If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.   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. |
| Clarification of Proposal | * 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.   2. UNDP will provide the responses to clarifications through the method specified in the BDS.   3. UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary. |
| Amendment of Proposals | * 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.   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. |
| Alternative Proposals | * 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.   2. If multiple/alternative proposals are being submitted, they must be clearly marked as “Main Proposal” and “Alternative Proposal” |
| Pre-Bid Conference | * 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. |
| SUBMISSION AND OPENING OF PROPOSALS | |
| Submission | * 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.   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.   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. |
| **Hard copy (manual) submission**  **Email Submission**  **eTendering submission** | * 1. Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:   2. 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.   3. The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed 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:   i. Bear the name and address of the bidder.  ii. Be addressed to UNDP as specified in the BDS   1. Bear a warning that states “*Not to be opened before the time and date for proposal opening*” as specified in the BDS.   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.   * 1. Email submission, if allowed or specified in the BDS, shall be governed as follows:  1. Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; 2. 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. 3. 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.    1. Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows: 4. Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; 5. The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. 6. 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. 7. 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. 8. 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/> |
| Deadline for Submission of Proposals and Late Proposals | * 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   2. UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals. |
| Withdrawal, Substitution, and Modification of Proposals | * 1. A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.   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”   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.   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 |
| Proposal Opening | * 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. |
| EVALUATION OF PROPOSALS | |
| Confidentiality | * 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.   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. |
| Evaluation of Proposals | * 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.   2. Evaluation of proposals is made of the following steps:   3. Preliminary Examination   4. Minimum Eligibility and Qualification (if pre-qualification is not done)   5. Evaluation of Technical Proposals   6. Evaluation of Financial Proposals |
| Preliminary Examination | * 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. |
| Evaluation of Eligibility and Qualification | * 1. Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).   2. In general terms, vendors that meet the following criteria may be considered qualified:   3. 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;   4. They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,   5. 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;   6. They are able to comply fully with UNDP General Terms and Conditions of Contract;   7. They do not have a consistent history of court/arbitral award decisions against the Bidder; and   8. They have a record of timely and satisfactory performance with their clients. |
| Evaluation of Technical and Financial Proposals | * 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.   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.   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.   4. When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:   Rating the Technical Proposal (TP):  **TP Rating** = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100  Rating the Financial Proposal (FP):  **FP Rating** = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100  Total Combined Score:  **Combined Score =** (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%) |
| Due Diligence | * 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:      1. Verification of accuracy, correctness and authenticity of information provided by the Bidder.      2. Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team.      3. 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.      4. Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary.      5. Physical inspection of the Bidder’s offices, branches or other places where business transpires, with or without notice to the Bidder.      6. Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract. |
| Clarification of Proposals | * 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.   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.   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. |
| Responsiveness of Proposal | * 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.   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. |
| Nonconformities, Reparable Errors and Omissions | * 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.   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.   3. For Financial Proposal that has been opened, UNDP shall check, and correct arithmetical errors as follows:  1. 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; 2. 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 3. 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.    1. If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected. |
| AWARD OF CONTRACT | |
| Right to Accept, Reject, Any or All Proposals | * 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. |
| Award Criteria | * 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. |
| Debriefing | * 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. |
| Right to Vary Requirements at the Time of Award | * 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. |
| Contract Signature | * 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. |
| Contract Type and General Terms and Conditions | * 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> |
| Performance Security | * 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. |
| Bank Guarantee for Advanced Payment | * 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> |
| Liquidated Damages | * 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. |
| Payment Provisions | * 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 affected by bank transfer in the currency of contract. |
| Vendor Protest | * 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> |
| Other Provisions | * 1. In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.   2. UNDP is entitled to receive the same pricing offered by the same Consultant in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.   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> |

# 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  online pre bid meeting will be done on Wednesday 22nd March 2021 @ 12pm Amman time. Please confirm your attendance by sending a valid email account to [nahla.soussou@undp.org](mailto:nahla.soussou@undp.org) that we can send the invitation to.  We will send meeting invitation before one hour (11 am) from the meeting  The UNDP focal point for the arrangement is: Nahla Soussou  Procurement Unit  Telephone/Fax: +962 6 5100 430  E-mail: [nahla.soussou@undp.org](mailto:nahla.soussou@undp.org) |
| 5 | 10 | Proposal Validity Period | 90 days |
| 6 | 14 | Bid Security | Not Required |
| 7 | 41 | Advanced Payment upon signing of contract | Not Allowed |
| 8 | 42 | Liquidated Damages | Will be imposed as follows:  For each municipality: Percentage of contract price per day of delay: 0.1%  Max. number of days delay 30 for each municipality (after all time extension approved by UNDP), after which UNDP may terminate the contract. |
| 9 | 40 | Performance Security | Required in the amount of 10% Till the completion of all municipalities’ plans under this contract |
| 10 | 18 | Currency of Proposal | United States Dollar Operational Exchange Rate: 0.708 JOD per 1 USD as of 1st April 2021 |
|  |  |  |  |
| 11 | 31 | Deadline for submitting requests for clarifications/ questions | 7 days before the submission deadline |
| 12 | 31 | Contact Details for submitting clarifications/questions | Focal Person in UNDP: Procurement Unit    E-mail address: [nahla.soussou@undp.org](mailto:nahla.soussou@undp.org) |
| 13 | 18, 19 and 21 | Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries | Direct communication to prospective Proposers by email and Posting on the website jo.undp.org\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 14 | 23 | Deadline for Submission | April 4th , 2021 at 12:00 PM (Amman City Time Zone) (GMT +3)  . |
| 14 | 22 | Allowable Manner of Submitting Proposals | ☐Courier/Hand Delivery  ☒Submission by email  ☐ e-Tendering |
| 15 | 22 | Proposal Submission Address | [For submission by email  ***Offers.jo@undp.org***  **Financial offer should be in a separate file password protected.** |
| 16 | 22 | Electronic submission (email or eTendering) requirements | * 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*.* * Password for technical proposal must not be provided to UNDP until the date as indicated in No. 14 *(for email submission only)* * Password for financial proposal must not be provided to UNDP until requested by UNDP * Max. File Size per transmission:5 MB * Mandatory subject of email:RFP/2021/06: Consulting services for Development of Gender Sensitive Local Municipal Solid Waste Management Plans * 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:   [Insert Address] |
| 17 | 27  36 | Evaluation Method for the Award of Contract | Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively    The minimum technical score required to pass is 70%. |
| 18 |  | Expected date for commencement of Contract | *May 3, 2021* |
| 19 |  | Maximum expected duration of contract | 10 months (each municipality shall be completed within 120 calendar days from its Notice To Proceed – NTP) |
| 20 | 35 | UNDP will award the contract to: | One or more Proposers, depending on the following factors:  The UNDP evaluation committee will make a risk analysis based on the technical and financial offers received, in case of not having high risks related to hiring sole proposer based on their offer, the bidder with the highest overall score (technical & financial) will be awarded the contract, however, in case of determining that the bidder with the highest overall offer might not have the adequate resources to finalize the tasks within the given time frame; The top two highest overall scoring bidders will be awarded municipal plans development for two municipalities each. Each bidder will be awarded two municipalities based on UNDP selection and official assignment within the award letter, with a price equal to half of the bidder financial offer for the four municipalities in that case. |
| 21 | 39 | Type of Contract | Purchase Order and Contract for Goods and Services for UNDP  <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |
| 22 | 39 | UNDP Contract Terms and Conditions that will apply | UNDP General Terms and Conditions for Professional Services  <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |
| 23 |  | Other Information Related to the RFP | *[All other instructions and information not yet mentioned so far in this Data Sheet but are relevant to the RFP must be cited here, and any further entries that may be added below this table row]* |

# 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 ITB clause 3. | Form A: Technical Proposal Submission Form |
| **Conflict of Interest** | No conflicts of interest in accordance with ITB 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 |
| **QUALIFICATION** |  |  |
| **History of Non-Performing Contracts[[1]](#footnote-1)** | Non-performance of a contract did not occur as a result of Consultant default for the last 3 years. | Form D: Qualification Form |
| **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 1 successful contract of similar size (4 municipalities) nature and complexity implemented over the last 7 years, or at least development of or 2 Local SWM plans within the past 3 years.  *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Form D: Qualification Form |
| **Financial Standing** | Minimum average annual turnover of USD 80,000 for the last 3 years.  *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Form D: Qualification Form |
| Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.  *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Form D: Qualification Form |
|  | Any additional criteria if required |  |

**Technical Evaluation Criteria**

|  |  |  |
| --- | --- | --- |
| Summary of Technical Proposal Evaluation Forms | | Points Obtainable |
| 1. | Bidder’s qualification, capacity and experience | 250 |
| 2. | Proposed Methodology, Approach and Implementation Plan | 350 |
| 3. | Management Structure and Key Personnel | 400 |
|  | **Total** | **1000** |

|  |  |  |
| --- | --- | --- |
| Section 1. Bidder’s qualification, capacity and experience | | Points obtainable |
| 1.1 | Reputation of Organization and Staff Credibility / Reliability / Industry Standing | 50 |
| 1.2 | General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted | 60 |
| 1.3 | Relevance of specialized knowledge and experience on similar engagements done in the region/country | 60 |
| 1.4 | Quality assurance procedures and risk mitigation measures | 50 |
| 1.5 | Organizational Commitment to Sustainability (mandatory weight)  -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 | | **250** |

|  |  |  |
| --- | --- | --- |
| Section 2. Proposed Methodology, Approach and Implementation Plan | | Points obtainable |
| 2.1 | Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another? | 90 |
| 2.2 | Description of the Offeror’s approach and methodology for meeting or exceeding the requirements of the Terms of Reference | 60 |
| 2.3 | Details on how the different service elements shall be organized, controlled and delivered | 50 |
| 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 | | **350** |

|  |  |  |  |
| --- | --- | --- | --- |
| Section 3. Management Structure and Key Personnel | | | Points obtainable |
| 3.1 | **Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services, And Local Backstopping team?** |  | 50 |
| 3.2 | **Qualifications of key personnel proposed** |  |  |
| 3.2 a | **Team Leader** |  | 120 |
|  | -At least a bachelor’s degree or higher in environmental field. | 30 |  |
| -At least 12 years of proven experience in waste management consulting. | 50 |
| - Knowledge of SWM schemes, excellent documentation, presentation and communication skills. | 30 |
| - Language Qualifications: Fluent in written and spoken English | 10 |
|  |  |
| 3.2 b | **Recycling and Reuse Expert** |  | 60 |
|  | - Bachelor’s degree or higher in environmental field. Preferable a master’s degree. | 20 |  |
| - 10 years’ experience in recycling consulting work or management and operations of recycling facilities/projects. | 20 |
| - Extensive knowledge in materials recycling and reuse schemes, and experience in conceptual design of MRF & sorting centers with Excellent documentation, presentation and communication skills. | 15 |
| - Language Qualifications: Fluent in written and spoken English. | 5 |
|  |  |
| 3.2 c | **Municipal Planning Expert** |  | 50 |
|  | - Bachelor’s degree in business administration, or strategic planning. | 15 |  |
| - At least 7 years of experience in municipal work. | 20 |
| - Previous experience and good knowledge of solid waste management projects. | 10 |
| - Language Qualifications: Fluency in Arabic and English | 5 |
|  |  |
| 3.2 d | **Environmental Assessment Expert** |  | 50 |
|  | - Bachelor’s degree or higher in relevant environmental field. | 15 |  |
| - 10 years of experience in SWM, with focus on environmental planning. | 20 |
| - Extensive knowledge in compost plants and operations as well as experience in conceptual design of compost plants | 10  5 |
| - Language Qualifications: Fluency in Arabic and English |
| 3.2 e | **Gender and socio-economics Expert** |  | 70 |
|  | - Bachelor’s degree or higher in socio-economic and women studies. Preferable a master’s degree | 25 |  |
| - At least 7 years of experience in relevant field. | 25 |
| - Previous experience and good knowledge of women’s empowerment, and gender mainstreaming in decision making, preferably in solid waste management projects. | 15 |
| - Language Qualifications: Fluency in Arabic and English | 5 |
| Total Section 3 | | | **400** |

# Section 5. Terms of Reference

**Terms of Reference for Consulting services for Development of Gender Sensitive Local Municipal Solid Waste Management Plans**

1.0 Background

The proposed project will contribute to improving women’s quality of life in North of Jordan through enhancing their livelihoods and wellbeing. The entry point of this project is women economic empowerment and gender equality as means to addressing barriers that are hindering women from active participation in their communities as workers, entrepreneurs and change makers, with the understanding that real women’s economic empowerment exists when women and girls have the same opportunities as men and boys to knowledge, economic opportunities, gender-sensitive policies and decision-making power as well as have access to and control over assets and resources.

The Project focuses on empowering women through improving effectiveness of women’s organizations to actively represent and support women voices in decision-making processes, increasing participation by women in the local economy, enhancing gender informed and responsive policy making at community and national levels, with particular focus on the solid waste management sector.

The project targets women in three municipalities which comprise Northern Shouneh District plus an additional municipality (within Kourah District) all in Irbid Governorate. According to the census of population and housing results 2015, the demographic and socio-economic data of the Northern Shouneh district shows that women are 46.4% of the total population while men are 53.5% with a gender gap of 7.1% in favor of men. Moreover, number of households in the Northern Shouneh is 24,659 households, and average family size is 5.8 which is considered high in comparison to the national family size average of households which is 5.5 (according to Ministry of Planning and International Cooperation’s poverty pocket Socioeconomic profile for Northern Shouneh). Social indicators show that male-headed households comprise 87.8% while female-headed households comprise 12.2%. Jordan ranks 86th out of 129 countries, and 9th in the Arab world in the Global Innovation Index of 2019. Innovation is a critical aspect of gender equality and women’s empowerment work. The project will contribute to advancing gender equality by using innovative approaches targeting behavioral change that would challenge the discriminatory social norms and practices that are hindering women from becoming economically active.

This project is designed to use the solid waste management (SWM) sector to provide interventions aiming at empowering women economically, strengthening their voice and representation at the local level, and enhancing the institutional capacities to accompany this process. The Project will secure as an end result 600 job opportunities for women through group projects in the SWM sector, in addition to further capacitating 60 women from the existing project for community-based recycling at Northern Shouneh (Rowad Al Aghwar Cooperative Association). It will also target women in the communities and within the CSOs for other support. Furthermore, men advocate for women empowerment and Human rights.

The design of the project is therefore built around three tracks that aim to improve the economic well-being and social stability of rural women in Northern Jordan, especially in the SWM sector:

* + - 1. First, working towards enhancing and strengthening the role of women CSOs to enable such organizations to work effectively and efficiently with women within the targeted communities to become a vehicle for women and women’s voices in the decision-making processes.
      2. Second, Once CSOs/NGOs/CBOs and cooperatives structures, procedures, capacities and skills (operationally and technically) are in place, and once they start reaching out to women and local communities in the targeted areas, UNDP will provide financial support to the CSOs and Cooperatives to start working on increasing participation of women in the local economy, particularly in the solid waste sector, through designing and managing group projects. Accordingly, the women CSOs will gain the skills and knowledge to better service women needs, identify strategic issues and accordingly design evidence-based programs for change
      3. Third, throughout the duration of the project (3 years), UNDP will be working with national and local government and women organizations to enhance gender informed and responsive policy making in Solid Waste Management at the community and national levels.

Jordan is divided into 12 governorates; each of which is divided into districts and municipalities. The Irbid governorate consists of 9 districts and 18 municipalities. The project will target two districts; North Shouneh District, which includes Moa’th Bin Jabal, Tabqet Fahel, and Sharhabeel Bin Hassnah municipalities and Al Kourah district, which includes Dair Abi Said municipality (target of this project), and other municipalities. Due to having two of the project’s area municipalities that have finalized recently their MSWMLPs, another two municipalities adjacent to the project location were also identified for the development of Municipal Solid Waste Management Local Plans (MSWMLP), within Al Koura district amd Bani Kenanh district. The disaggregated data per targeted municipality are (could be verified by bidders through dos.gov.jo and other resources):

* + - 1. In Moa’th Bin Jabal, the total population is 43,575 where women are (20,099) and men are (23,476).
      2. In Tabqet Fahel, the total population is 44,812 where women are (21, 312) and men are (23,500).
      3. For Sharhabeel Bin Hassnah, the total population is 43,713. where women are (19,969), and men are (23,744).
      4. In Dair Abi Said the total population is 85,283, where women are 34,689, and men are 41,594.
      5. In Rabeiet Al Koura the total population is 25,881, where women are 12,652, and men are 13,229.
      6. In Khaled Bin Al Waleed, the total population is 33,699, where women are 16,627, and men are 17,072.

The targeted four municipalities for the scope of work in this document are Moa’th Bin Jabal, Tabqet Fahel, Rabeiet Al Koura and Khaled Bin Al Waleed.

This project will develop relevant SWM plans for the above mentioned four municipalities[[2]](#footnote-2) to ensure better framework for the three mentioned tracks, and to enhance the municipalities capacities to manage this sector efficiently, and in harmony with the National Municipal Solid Waste Management Strategy (NMSWMS) and the Northern Region Master Plan developed by the Ministry of Local Administration (MoLA).

In the framework of the current call, UNDP intends to hire a Consultant to support the Project Team in the implementation of the above-mentioned project component through Development of Gender Sensitive Local Municipal Solid Waste Management Plans. The specific tasks and responsibilities of the Consultant are presented in the paragraph ‎2.1

2.0 Project Team

* 1. Composition and Leadership

The Consultant will be reporting to UNDP Solid Waste Management Project Manager and the assigned supervision team, who will be reviewing and technically assessing the deliverables required from the Consultant. Moreover, field assistants in every municipality and a driver will be needed by the Consultant to carry out the tasks, the team will be deployed by the Consultant. In addition to this team, the Consultant is expected to work with other stakeholders, including the Joint Service Councils, Municipalities, various CBOs and NGOs, as well as the Ministry of Environment, the Ministry of Local Administration (MoLA), and various community leaders and stakeholders, in order to obtain necessary information and data for the implementation of the consulting tasks.

2.2. Special considerations for team operations during COVID-19 Emergency

In the year 2020, a new global pandemic has emerged which is caused by virus of the Corona type, which infects the respiratory system. The World Health Organization (WHO) was first informed of cases of pneumonia unknown etiology on December 2019, reported in Wuhan City, Hubei Province of China. On 30 January 2020, this was announced as Public Health Emergency of International Concern, and by 11 February 2020, the WHO announced a name for the new coronavirus disease: COVID-19. On 12 March 2020, this was declared a global pandemic by the WHO, with countries and territories around the world reporting a total of 3,855,788 cases of the COVID-19 and 265,862 deaths by 9 May 2020. According to the WHO; “The most common symptoms of COVID-19 are fever, dry cough, and tiredness. Other symptoms that are less common and may affect some patients include aches and pains, nasal congestion, headache, conjunctivitis, sore throat, diarrhea, loss of taste or smell or a rash on skin or discoloration of fingers or toes”, where the symptoms could be mild, but in many cases they become severe especially for people with underlying medical problems.

By 29 January 2021, there were a total of 325,033 confirmed COVID-19 cases and 4281 deaths in Jordan. COVID-19 is a complex health crisis compounded with a development crisis that brings with it the challenge of supporting response and recovery on multiple fronts. Beyond the adverse health risks and effects, the pandemic is already showing major implications for socio-economic stability and threatens to significantly backtrack progress on the Sustainable Development Goals.

The Consultant shall be aware of travel restrictions (national and international) relating to COVID 19 and include them within their tasks planning and outcomes submitted. Also, necessary health and safety instructions policies developed by the Government of Jordan must be applied by the Consultant in for each activity under this contract.

3.1 Duties and Responsibilities

**General Responsibilities:**

* It will be the responsibility of the Consultant to facilitate the required team/logistics/communication channels described in point “2.0 Project Team - 2.1 Composition and Leadership”. The Consultant shall take into consideration the COVID-19 related limitations that would affect their tasks and provide suitable technologies to fulfill their commitments.
* The Consultant should underline all major limitations, weaknesses and uncertainties of the study. The Consultant is required to state any assumptions made in the prediction and assessment of the potential results and risks, to highlight areas where information is deficient and to make clear how the assessment of significance has been determined, for example the use of established standards, quality objectives, stakeholder views and professional judgement.
* Attend meetings and organize consultation meetings with various stakeholders.
* Cover their travel requirements and costs
* Provide innovative and IT solutions to perform any office or non-office works, including any public consultations, surveys and analysis within the context of movement restrictions and the enforcement of the Defense Law.
* Establish communication channels with relevant municipalities, local communities’ representatives and relevant environmental institute, and ensure coordination and cooperation with them.
* Act in a manner that is in line with UNDP Code of Conduct (COC), and indemnify UNDP against all claims, whether of financial, reputational or other nature.
* Maintain active communication with UNDP and MoLA.
* The Consultant shall attend relevant meetings and prepare minutes of meetings to be submitted to the UNDP and MoLA within 3 days of each meeting, and later sign final edited version from all parties.
* The Consultant might be instructed to use an online signature service (i.e. DocuSign) for deliverable, meetings and reports, and shall include their official email used for this purpose within their offer.
* Time is of an essence, any delay in deliverables could cause great harm to UNDP and MoLA operations and will be deemed as a breach of contract and to be damaging to UNDP. All deliverables shall be shared for UNDP/MoLA review, drafts shall cover completed scope of deliverable and of high quality and within the assigned timeframe in the deliverables table.
* The contract document complete and interpret each other, with the following priority of standards used for the technical scope of the development of the local plans in case of contradictions; where precedence will be as following; UNDP social and environmental principles and standards, this ToR, SWM Plan Development Instructions 2019 and SWM Instructions 2019 issued by MoEnv. (or any later update or substitute law, regulation or instruction during this contract, in additional to other laws, regulations and instructions relevant), the “Guidebook for Local Solid Waste Management Plans”, the UNDP “GUIDANCE NOTE: municipal solid waste management in crisis and post-crisis settings”, the regional master plans and the National Municipal Solid Waste Management Strategy- NMSWMS, the “Guidebook for Local Solid Waste Management Plans” by the World Bank, the guidelines of the International Solid Waste Association ISWA, and the other relevant nationally acceptable best practices.

**Each of the four municipalities will have a separate Notice To Proceed (NTP), all of the following three phases shall be completed for each municipality within 120 days from its NTP. The UNDP could issue the NTP for all municipalities simultaneously, or at different dates, where all NTPs shall be issued within 6 months of contract issuance, and all works under this contract shall be completed hence within 10 months maximum. Each municipality would have its own liquidated damages.**

**Phase I**

Prepare and submit an inception report and work plan methodology. This phase will include also; identifying relevant staff, officials and local stakeholders in each municipality, inform them on the intended work (together with UNDP Project team members), and prepare a documentation of the agreed workplans and submit to and discuss with the UNDP team the (draft) documentation, and prepare final documentation considering UNDP´s comments and agreed workplan for Task, and include them in the work plan.

**Phase II – Develop Baseline and Situation Analysis Report:**

* 1. Conduct detailed surveys and collect data about SWM sector in each of the four municipalities, starting from generation, to storage, handling, collection, transport and transfer, material and energy recovery and final disposal, and the relevant adopted policies at each municipality with identification of the role of women in solid waste management at the municipality level as employees, representatives of local and municipal councils and as community members. This should include; collecting data in each municipality regarding the organizational setting for waste management in the municipality, including repair workshops, the operation of waste collection and street cleaning (route planning, bin locations, street cleaning, transport to landfill, general management), the maintenance and repair workshops in each municipality, financial aspects: expenditures for waste services (street cleaning, collection with waste, trucks, transport to landfill/transfer station, treatment, disposal, maintenance/repair workshops), income from waste fees, government and donor funds, prepare a documentation of the collected data for each municipality, submit to UNDP for comments and agree on a workplan for Task. The aforementioned is collected with a gender lens where data is gender-disaggregated, and inequalities, and/or differences in roles carried by women and men are highlighted and identified.
  2. Provide a detailed analysis of demographics, financial audit, waste generation and composition, legal and institutional setup of the SWM sector, and existing activities in each municipality and the interface with JSCs, MoLA, MoEnv and other relevant stakeholders. The aforementioned is collected with a gender lens where data is gender-disaggregated, and inequalities, and/or differences in roles carried by women and men are highlighted and identified.
  3. Conduct consultation meetings at inception and plan development and finalization stages with each municipality mayor and assigned SWM staff and relevant community representatives. Consultation meetings shall have at least 30 % representation of women.
  4. Review the NMSWMS and the SWM Master Plan, and provide a summary report of each, highlighting the MoLA planned road map for each of the four municipalities, how to integrate their policies, and reflect on the extent to which gender considerations were taken.
  5. Identify all NGO’s, CBOs and Private Sector stakeholders working in SWM sector in each municipality,
  6. Collect lessons learned from previous national or regional SWM municipal plans and identify best applied methods for gender mainstreaming.
  7. Highlight current practices at each of the targeted municipalities, include them in a separate section, with emphasis on gender, if it has been tackled and/or integrated at the planning and the implementation level
  8. Conduct a SWOT analysis for SWM sector and relevant policy in each municipality.
  9. Provide a financial analysis of SWM sector operation costs and cost-recovery at each municipality, and a full inventory of available assets.
  10. Provide insight on the environmental and social considerations applied by the municipalities for SWM sector. A summary Strategic Environmental Assessment is to be applied to each municipality existing policies, activities and structures.
  11. Review the management structure for SWM and public health in each municipality, identify the personnel and relevant skills to SWM sector, and compare to management structure and skills set of a successful SWM municipal plan. The analysis should focus on women’s empowerment and involvement in operations and decision making at the targeted municipalities.
  12. The Baseline report should include the outcomes of all the aforementioned steps in phase-II and provide a proposed framework and goals of the plans to be proposed. The report should be in both English and Arabic languages, and should be reviewed with UNDP, MoLA and MoEnv, and community representatives, getting their endorsement before the initiation of phase-III.

**Phase III – Develop Four Municipal SWM Gender Sensitive Local Plans:**

1. Develop municipal SWM gender sensitive local plans, that is approved by relevant authorities as per the national laws and regulations. Each municipality plan should include the following as a minimum:
2. Situation assessment of SWM system including operational efficiency, financial management, institutional setup, responsibilities and obstacles, and a SWOT analysis of the system.
3. Define the framework of the SWM gender sensitive local plans, with specific, goals, objectives, timeframe. This to be supported by an analysis of waste generation, type and composition.
4. Define the geographical boundaries of the SWM plan implementation and Sub-Municipal Area Divisions (SMAD) and define the requirements and planned development of SWM system for each SMAD and their time frame.
5. The adoption of detailed defined specifications for SWM services to be provided by the private sector.
6. Suggest means to improve the capacity of local authorities to apply gender analysis in waste disposal.
7. Propose achievable programs for streets cleaning, MSW collection and transport within the municipality, which include location of bins, collection routes, type and number of used machineries, waste generation and attributes, and plans for using any of the waste composition streams.
8. Suggest achievable programs for waste generation reduction in general, and especially the reduction of organic decomposable waste and packaging waste and increasing the number and efficiency of awareness and learning programs through application of the 5Rs and define the capacity building programs necessary to support future SWM plans;
9. Define and assign the locations for SWM activities and facilities, and the feasibility of establishing and operating local facilities (and potential community / private sector cooperation) such as MRF, or composting plants or energy recovery plants, and define the proper technologies and facilities in general;
10. Specify measures required to ensure that women can secure employment, income generating opportunities and/or benefit within the defined SWM activities and facilities.
11. Define the best locations for the establishment of MSW Transfer Stations and other MSW management facilities at local levels, and adoption of operational, environmental, social and financially sound practices to run these facilities and abide by environmental laws, especially those related to ground and surface water protection, air quality and soil contamination; Keeping in mind ensuring enabling environments for women where they can participate in different SWM related activities;
12. The Consultant shall promote through the plan, a support scheme (financial and technical) for solid waste management 5R projects (i.e. sorting and compost facilities established in each municipality), especially those owned by local communities and those that are led by women.
13. Define area of potential cooperation with other municipalities and JSCs to achieve the planed goals of the gender sensitive local plans, and the feasibility of waste transport at some locations at borders of adjacent municipalities.
14. Review the recommendations and complaints submitted by the local community with regards to SWM local systems.
15. Develop a financial analysis to the proposed local plan in accordance to national law, by-laws, regulations and instructions.
16. Compliance of the gender sensitive local plans with the regional master plans and NMSWMS.
17. The plan shall include key performance indicators, including relevant gender indicators, Monitoring and Evaluation processes and an action plan for the first five years, with a timeline for plan revision/updating.
18. Review the institutional setup of SWM system and provide suggested setup in the plan.

Assessment of the investment options from the private sector for waste management related activities, and the best practical technologies.

1. Analyze options to improve solid waste management in each municipality, according to the possible needs of each municipality: - Options to improve waste transport to landfill, including the potential for co-transfer with other municipalities, feasibility of local-scale waste treatment facilities (MRFs, composting plants, etc., possible locations, operational, environmental, social and financial criteria) - Feasibility of waste transfer stations (operational, environmental, social and financial criteria possible locations), prepare a documentation of the analysis and the recommendations, submit to and discuss with the UNDP team the (draft) documentation, prepare final documentation considering UNDP´s comments and agree workplan for Task.

b. Annexes to each local SWM plans

* + 1. Conduct and use Gender analysis[[3]](#footnote-3) for the SWM institutional setup and municipalities and integrate women’s empowerment in local plans, budgets and implementation at municipal, governmental and community levels, and support municipalities in developing lists of gender-sensitive and socially inclusive priorities based on understanding of the current situation. Also, to identify and recommend the opportunities that would encourage and increase women’s participation in the SWM sector at all levels. Gender analysis should be used by the Consultant in addition to UN strategies for women empowerment to develop a comprehensive toolkit to support the integration of gender consideration in local action plans for SWM in the targeted municipalities and then conduct a specialized 5-day training/ municipality on the use of the toolkit for 15 members of staff from municipalities and 20 MoLA HQ in Amman (total 80), with all training material, catering and venue, attendance reports and feedback records from participants. This is to be done in coordination with the gender expert who is working on developing the WEE Units.
    2. Develop an HS&E plan for SWM in each local plan, including relevant internal audits.
    3. The Consultant shall provide a section in the plan for SWM during crisis and post-crisis setup that are most relevant to Jordan, based on a risk analysis and matrix. The Consultant shall use international best practice and abide by the UNDP “GUIDANCE NOTE: municipal solid waste management in crisis and post-crisis settings” and introducing Disaster Risk Reduction aspects in this section.
    4. Based on the regional master plan, the JSC (Joint Service Council) role in the local plans shall be identified, integrated and coordinated. A section should be added for JSC role in local plans in agreement with JSC and municipalities and in accordance to the law and MoLA strategies.

c. General guidelines for the plans

1. The plan should be available for the public, in agreement with MoLA and the Municipality.
2. Conduct consultative review sessions for plans developed to ensure participatory development process (3 in each municipality and two in MoLA). Costs are covered by the Consultant for venue, equipment and catering.
3. Organize an event to disseminate the prepared local plans and announcing the methodology and results in public meetings (at least one meeting per municipality and JSC, and one in Amman for MoLA). Costs are covered by the Consultant for venue, equipment and catering.
4. Based on the collected data, the analysis results, the interviews with staff and officials, prepare together with each Municipality a “Local Solid Waste Management Plan” which is in line with the “Guidebook for Local Solid Waste Management Plans” and ready for submission to the Municipal Council. The Plan should include a Local Action Plan with a time schedule. Final Product: “Local Solid Waste Management Plan” for each Municipality, discussed with and pre-approved by officials of the Municipality, to be approved by UNDP and MoLA and if required aby MoEnv. Final SWM plan should be both in English and Arabic language.

**Additional General Responsibilities**

1. Facilities to be provided by UNDP
2. No Facility will be provided by UNDP. All facilities and logistics for the completion of all tasks must be provided by the Consultant.
3. Expected duration of the contract/assignment
   1. Each Municipality will be issued a separate notice to proceed; for each municipality

* 50 calendar days from the contract signature to finalize phase II.
* 120 calendar days from the contract signature to finalize phase III.
  1. All municipalities’ plans should be completed within maximum 10 months from contract signature.

3. Duty Station

* 1. Duty Station will be in Jordan, specifically in Irbid, north region and Amman
  2. Consultant will be required to report regularly on each site visit.

1. Reporting and Photography

Given the remote management nature of the project and the fact that UNDP may not maintain prolonged and/or frequent on-the-ground presence, one of UNDP’s management tools is through comprehensive progress reports supported by photographs and similar materials from its counterparts and consulting company. The same also applies for illustrating project impacts.

4.1 Contents of Report

The Consultant shall provide UNDP with bi-weekly progress reports including yet not limited to:

4.1.1 Meetings held with counterparts, community and market stakeholders, etc. and site visits.

4.1.2 Progress reporting, delays, etc.

4.1.3 Staff employed by contractor, sub-contractors, counterparts.

4.1.4 Deliverables progress and activities carried towards completion of each deliverable.

4.1.5 Financial status, predicted cash flow, expected variations.

4.1.6 Technical Issues, site meetings, any worth mentioning incident that could affect the outcomes of project.

4.1.7 Challenges and means to resolve these.

4.1.8 Completed, in-progress, delayed, envisaged, etc. activities compared to original plan, and future predication of performance.

4.1.9 Report on expected activates and deliverables for the next reporting period.

4.1.10 Update risk register and mitigation plan update and actions planned to maintain project integrity as planned and required in the TOR.

4.1.11 Photography

The Consultant shall provide adequate photographs as an integral part of any submitted reports with the purpose of illustrating progress, impact, elements requiring particular attention and so forth. Photographs shall also be captured and submitted as frequent as requested by UNDP. The photographs are rather required for general illustrative purposes and should convey a general inclusive overview for project purposes. It should be noted that these should have an artistic essence to them.

5. Translation of Documents

The Consultant shall not convey any Arabic language correspondences to UNDP, all official correspondences with the counterparts and other relevant material shall be translated to the English language by a certified translator. The Consultant shall always submit the Arabic version together with the translated version including due stamping and sealing of the translated version with sufficient proof that the utilized translator is certified by the Government. The contractor’s cost shall be deemed included and/or surcharged in/to the contractor’s fee rates under each phase.

6. FACILITIES TO BE PROVIDED BY THE CONSULTANT

All required facilities for proper development of all phases of the assignment shall be its own responsibility. Unless otherwise explicitly called upon, any facilities shall be deemed included and/or surcharged in/to the contractor’s fee rates. All facilities, logistics, equipment, resources, and other expenses necessary for the proper performance of the services and to be provided by the Consultant shall be deemed included and/or surcharged in/to the contractor’s Price offer.

7. LIAISON

The Consultant shall liaise with counterparts on all matters related to the execution of the contract. All activities are to be conducted according to UNDP rules and regulations. The Consultant shall also obtain the counterparts’ endorsement of all its submittals. All works shall be reported to and approved by UNDP. The Consultant could submit interim deliverables within each phase (before final draft) to UNDP for consultation, where UNDP shall reply within 5 calendar days providing feedback. If UNDP does not reply, this will be revised with the full deliverable revision as per the deliverables table.

* 1. Outputs, Deliverables, and Schedule of Payments

**Contract Payments**

|  |  |  |
| --- | --- | --- |
| **Location** | **Duration** | **Municipality Contract Value** |
| **Municipality #1** | 120 days from NTP, and before end of contract period (10 months from signing the contract), whichever comes earlier. | **25% of contract value** |
| **Municipality #2** | **25% of contract value** |
| **Municipality #3** | **25% of contract value** |
| **Municipality #4** | **25% of contract value** |

**For Each Municipality**

|  |  |  |  |
| --- | --- | --- | --- |
| **Phase** | **Output** | **Due Date** | **Payments** |
| Phase I | Submission of Inception report & final work plan methodology | 10 days from the NTP | 10% of Municipality Contract Value |
| Phase II | Develop Baseline and Situation Analysis Report and all the requirements stipulated in phase II (Completion of Phase II - 3.1 Duties and Responsibilities) | 50 days from the NTP (final draft submission should be after 40 days of NTP for UNDP/MoLA revision) | 20%  Municipality Contract Value |
| Phase III | Develop Four Municipal SWM Local Plans with all required annexes toolkit, trainings, and consultations reports (Completion of Phase III - 3.1 Duties and Responsibilities) | 90 days from the NTP (final draft submission should be after 80 days of NTP for UNDP/MoLA revision). | 50%  Municipality Contract Value |
| Final Closure | Submission of final progress report and timely fulfillment of all general responsibilities under this contract. (the final report should include a section about all fulfilled general responsibilities as mentioned in section 3.1 of the ToR) | 120 days from the NTP | 20%  Municipality Contract Value |

* 1. Required Skills and Experience:

The bidders must have a solid experience on solid waste management aspects and on materials recycling and reuse systems. The team that shall be assigned should be composed of the following experts:

| **Title** | **#** | **Qualifications** | **Duration** |
| --- | --- | --- | --- |
| Team Leader (Waste Management Expert)/ International | 1 | **Key Function**: to manage the overall project’s activities and to significantly contribute on developing the requested deliverables.   * Bachelor’s degree or higher in environmental field. Preferable master’s degree. * At least 10 years of proven experience in waste management consulting. * Knowledge of materials recycling and reuse schemes * Excellent documentation, presentation and communication skills. * Fluent in written and spoken English. | 4  Months |
| Recycling and reuse Expert/ International | 1 | **Key Function**: to provide his/her expert knowledge in recycling issues and to conduct the relevant reports.   * Bachelor’s degree or higher in environmental field. Preferable master’s degree. * Extensive knowledge in materials reuse and recycling schemes within a minimum 10 years of experience in recycling business or proven the previous engagement in similar consultancy work. * Experience in conceptual design of recycling and reuse centers * Excellent documentation, presentation and communication skills. * Fluent in written and spoken English. | 1  Months |
| Municipal Planning Expert | 1 | **Key Function**: to develop a general plans and indicators development   * Bachelor’s degree in business administration, or strategic planning. * At least 7 years of experience in Municipal work. * Previous experience and good knowledge of solid waste management projects. | 3 Months |
| Environmental Assessment Expert |  | **Key Function**: to provide his/her expert knowledge in environmental and HS&E issues.   * Bachelor’s degree or higher on relevant environmental field. Preferable master’s degree. * A minimum 10 years of experience in SWM, with focus on environmental planning. * Excellent documentation, presentation and communication skills. * Fluent in written and spoken English. | 1  Months |
| Gender and socio-economics Expert |  | **Key Function**: to provide his/her expert knowledge in SWM innovative and business generic options and to conduct the relevant reports.   * Bachelor’s degree or higher on socio-economic and women studies. Preferable master’s degree. * Extensive knowledge in women empowerment plans schemes with a minimum 7 years of experience in and proven experience in SWM field, with focus on community sustainable livelihood projects. * Excellent documentation, presentation and communication skills. * Fluent in written and spoken English. | 2 Months |

3.0 Qualifications of the Successful Bidder

**The bidders should meet the below requirements:**

* Prior experience in design of SWM projects relevant to the scope of this contract.
* Prior experience in composting and recycling and reuse schemes – experience in green points networks design of and reuse centers conceptual design is necessary.
* Proven track record in producing high-quality reporting from primary and secondary research, including through the fielding of questionnaires, surveys, conducting of focus groups and interviews. (Submission of Samples of previous reports prepared by the Consultant in relevant tasks - two samples at least – is preferred for more elaboration of bidder’s qualifications).
* Prior experience in the country or similar context, specifically on solid waste management and in the areas affected by the refugee influx in the region, preferably in Jordan.
* Prior experience of working with the UN system, in particular the UNDP.

3.1 Selection Criteria

The Evaluation of the bidders will be carried out as follows:

1. 70% will be the weight of the technical proposal.
2. 30% will be the weight of the financial proposal.
3. A combined score for the above evaluation will be the driver of the final selection of winning bidder.

# 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 |  |
| * Form B: Bidder Information Form |  |
| * Form C: Joint Venture/Consortium/ Association Information Form |  |
| * Form D: Qualification Form |  |
| * Form E: Format of Technical Proposal |  |
| * Form H: Proposal Security Form |  |
| * [Add other forms as necessary] |  |
| **Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?** |  |

**Financial Proposal Envelope**

**(Must be submitted in a separate file with password protected**

|  |  |
| --- | --- |
| * Form F: Financial Proposal Submission Form |  |
| * Form G: Financial Proposal Form |  |

## **Form A:** Technical Proposal Submission Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | 2021/00 | | |

We, the undersigned, offer to provide the services for **Consulting services for Development of Gender Sensitive Local Municipal Solid Waste Management Plans** in accordance with your Request for Proposal No. 2021/--- 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:

1. 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;
2. 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;
3. have no conflict of interest in accordance with Instruction to Bidders Clause 4;
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);
5. 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;
6. 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:** BidderInformation 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?** | Yes  No If yes, [insert UGNM vendor number] |
| **Are you a UNDP vendor?** | Yes  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:** | * Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured * Certificate of Incorporation/ Business 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: | 2021/--- | | |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Name of Partner and contact information** *(address, telephone numbers, fax numbers, e-mail address)* | | **Proposed proportion of responsibilities (in %) and type of services to be performed** |
| 1 | [Complete] | | [Complete] |
| 2 | [Complete] | | [Complete] |
| 3 | [Complete] | | [Complete] |
| **Name of leading partner**  (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution) | | [Complete] | |

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

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

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

|  |  |
| --- | --- |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## **Form D:** QualificationForm

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | 2021/--- | | |

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

**Historical Contract Non-Performance**

|  |  |  |  |
| --- | --- | --- | --- |
| Contract non-performance did not occur for the last 3 years | | | |
| 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)

|  |  |  |  |
| --- | --- | --- | --- |
| No litigation history for the last 3 years | | | |
| 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 **7** 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-contractors, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so, requested by UNDP.

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

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

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

**Financial Standing**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial information**  (in US$ equivalent) | **Historic information for the last 3 years** | | |
|  | Year 1 | Year 2 | Year 3 |
|  | *Information from Balance Sheet* | | |
| Total Assets (TA) |  |  |  |
| Total Liabilities (TL) |  |  |  |
| Current Assets (CA) |  |  |  |
| Current Liabilities (CL) |  |  |  |
|  | *Information from Income Statement* | | |
| 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:

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

## **Form E:** Format ofTechnical Proposal

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | 2021/--- | | |

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

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

**SECTION 2A: Bidder’s Comments and Suggestions on the 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. (not allowed)

**SECTION 3: Management Structure and Key Personnel**

* 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.
  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 | *[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]* |
| [Insert] |
| Professional certifications | *[Provide details of professional certifications relevant to the scope of services]* |
| * Name of institution: [Insert] * Date of certification: [Insert] |
| Employment Record/ Experience | *[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.]* |
| [Insert] |
| References | *[Provide names, addresses, phone and email contact information for two (2) references]* |
| Reference 1:  [Insert]  Reference 2:  [Insert] |

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Personnel Date (Day/Month/Year)

## **Form F:** Financial Proposal Submission Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | 2021/--- | | |

We, the undersigned, offer to provide the services for **Consulting services for Development of Gender Sensitive Local Municipal Solid Waste Management Plans** in accordance with your Request for Proposal No. 2021/--- 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 ProposalForm

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | 2021/---- | | |

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope (or separate pdf file) 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)** |
| **Total All-inclusive Amount of Financial Proposal -** (from Table 4) in numbers and words |  |

**Table 2: Breakdown of Professional Fees (N.A.)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 (N.A.)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **UOM** | **Quantity** | **Unit Price** | **Total Amount** |
| International flights | Trip |  |  |  |
| Subsistence allowance | Day |  |  |  |
| Miscellaneous travel expenses | Trip |  |  |  |
| Local transportation costs | Lump Sum |  |  |  |
| Out-of-Pocket Expenses |  |  |  |  |
| Other Costs: (please specify) |  |  |  |  |
| **Subtotal Other Costs:** | | | |  |

**Table 4: Breakdown of Price per Deliverable/Activity**

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | **Duration** | **Municipality Contract Value** | **Price (USD)** |
| **Municipality #1** | 120 days from NTP, and before end of contract period (10 months from signing the contract), whichever comes earlier. | **25% of contract value** |  |
| **Municipality #2** | **25% of contract value** |  |
| **Municipality #3** | **25% of contract value** |  |
| **Municipality #4** | **25% of contract value** |  |

|  |  |
| --- | --- |
| Total All-inclusive Price (USD) |  |

1. Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted. [↑](#footnote-ref-1)
2. Where the required local SWM plan could have been already developed (to be confirmed). Generally; at the time of the award, any municipality could be replaced before the start of work, where UNDP will assign a substitute municipality in the North of Jordan, keeping the number of targeted municipalities as mentioned in the ToR (four municipalities) without any change to the contract value. [↑](#footnote-ref-2)
3. There has been a recent gender analysis performed for 3 of the targeted municipalities by the UNDP, which will be provided to the winning bidder, where this should be integrated in the final report. [↑](#footnote-ref-3)