



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

<b>TO WHOM IT MAY CONCERN</b>	<b>DATE: March 26, 2021</b>
	<b>REFERENCE: RFP/2021/001</b>

Dear Sir / Madam:

We kindly request you to submit your Proposal for **the development of the Costed Strategic Framework (2021-2026) for the Ministry of Natural Resources**.

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

Proposals may be submitted on or before **Monday, April 12, 2021 at 09:00 hrs (NY Time)** and via **email** to the address below:

**United Nations Development Programme**  
**107 – 108 Duke Street Kingston Georgetown**  
**Procurement Associate**  
[procurement.gy@undp.org](mailto:procurement.gy@undp.org)

Your Proposal must be expressed in the **English**, and valid for a minimum period of **60 days**

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

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

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,  
*Navindra Persaud*  
Navindra Persaud  
Operations Coordinator  
[date].

## Annex 1

## Description of Requirements

Context of the Requirement	<i>[Project: Technical and Institutional Strengthening for the Ministry of Natural Resources] Consultancy Services to develop the Costed Strategic Framework (2021-2026) for the Ministry of Natural Resources, Guyana</i>											
Implementing Partner of UNDP	Ministry of Natural Resources											
Brief Description of the Required Services <sup>1</sup>	Consultancy Services to develop the Costed Strategic Framework (2021-2026) for the Ministry of Natural Resources, Guyana											
List and Description of Expected Outputs to be Delivered	<ol style="list-style-type: none"> <li>1) A detailed methodology including a schedule of visits and interviews for the entire consultancy (phases 1, 2&amp;3). This should include timelines, draft travel itineraries if relevant, and persons to be interviewed.</li> <li>2) Draft Inception report which presents the findings of Phase I activities inclusive of a training report.</li> <li>3) A final inception report that presents the findings of Phase I activities.</li> <li>4) Phase 2 Analysis Report</li> <li>5) Draft new Costed Strategic Framework 2021 -2026 and consultation report.</li> <li>6) Final new Costed Strategic Framework 2021- 2026</li> </ol>											
Person to Supervise the Work/ Performance of the Service Provider	<i>[Programme Analyst, EEEI ]</i>											
Frequency of Reporting	<i>Every two weeks and as required]</i>											
Progress Reporting Requirements	One (1) week after commencement of assignment Two (2) weeks after commencement of assignment Four (4) weeks after commencement of assignment Nine (9) weeks after commencement of assignment Thirteen (13) weeks after commencement of assignment Sixteen (16) weeks after commencement of assignment											
Location of work	<input checked="" type="checkbox"/> At Contractor's Location											
Expected duration of work	4 months											
Target start date	19 April 2021											
Latest completion date	24 September 2021											
Travels Expected	<table border="1"> <thead> <tr> <th>Destination/s</th> <th>Estimated Duration</th> <th>Brief Description of Purpose of the Travel</th> <th>Target Date/s</th> </tr> </thead> <tbody> <tr> <td>Georgetown and Environs</td> <td>5 workings days</td> <td>To advance consultative process for the completion of deliverables.</td> <td>Dates are primarily based on proposal from Consulting firm</td> </tr> </tbody> </table>				Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s	Georgetown and Environs	5 workings days	To advance consultative process for the completion of deliverables.	Dates are primarily based on proposal from Consulting firm
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<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	Georgetown and Environs	5 workings days	To advance consultative process for the completion of deliverables.	Dates are primarily based on proposal from Consulting firm																						
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required																									
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required																									
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Local Currency – National firms																									
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes – National firms																									
Validity Period of Proposals ( <i>Counting for the last day of submission of quotes</i> )	<input checked="" type="checkbox"/> 60 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																									
Partial Quotes	<input checked="" type="checkbox"/> Not permitted																									
Payment Terms <sup>3</sup>	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Per centage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Report that presents the findings of all Phase 1 activities</td> <td>20%</td> <td>Four (4) weeks after commencement of assignment</td> <td rowspan="4"> Within thirty (30) days from the date of meeting the following conditions:  a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and  b) Receipt of invoice from the Service Provider. </td> </tr> <tr> <td>Phase 2 Analysis Report and final report</td> <td>20%</td> <td>Nine (9) weeks after commencement of assignment</td> </tr> <tr> <td>Phase 3 Draft Costed Strategic Framework and consultation report</td> <td>20%</td> <td>Thirteen (13) weeks after commencement of assignment</td> </tr> <tr> <td>Phase 3 Final Costed Strategic Framework</td> <td>40%</td> <td>Sixteen (16) weeks after commencement of assignment</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Outputs	Per centage	Timing	Condition for Payment Release	Report that presents the findings of all Phase 1 activities	20%	Four (4) weeks after commencement of assignment	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	Phase 2 Analysis Report and final report	20%	Nine (9) weeks after commencement of assignment	Phase 3 Draft Costed Strategic Framework and consultation report	20%	Thirteen (13) weeks after commencement of assignment	Phase 3 Final Costed Strategic Framework	40%	Sixteen (16) weeks after commencement of assignment				
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<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

<sup>3</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP CO. Programme Analyst, EEI and Permanent Secretary, Ministry of Natural Resources.
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<b>Technical Proposal (70%)</b> <input checked="" type="checkbox"/> Expertise of the Firm [15%] <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan [20%] <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel [65%]  <b>Financial Proposal (30%)</b> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions <sup>4</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)  Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP <sup>5</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR
Contact Person for Inquiries (Written inquiries only) <sup>6</sup>	<i>Procurement Associate</i> <a href="mailto:procurement.gy@undp.org">procurement.gy@undp.org</a>  Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	

<sup>4</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>5</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>6</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>7</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>8</sup>)*

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

### A. Qualifications of the Service Provider

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :*

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. (If applicable)*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

### B. Proposed Methodology for the Completion of Services

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

<sup>7</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>8</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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**C. Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide :*

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

**D. Cost Breakdown per Deliverable\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3	....		
	Total	100%	

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

**E. Cost Breakdown by Cost Component [This is only an Example]:**

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

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

*[Designation]*

*[Date]*

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### TERMS OF REFERENCE

Title:	Consultancy Services to develop the Costed Strategic Framework (2021-2026) for the Ministry of Natural Resources, Guyana
Type of contract:	Contract for Professional Service
Level	International Firm
Supervisor:	Resident Representative, UNDP
Duration of Assignment:	4 months
Expected Period:	19 April 2021 to 24 September 2021
Duty Station:	Virtual with possible travel to Guyana
Language required	English
Application deadline	12 April 2021

### Background

The Ministry of Natural Resources and the Environment (MNRE), now Ministry of Natural Resources (MNR), was established at the end of 2011 and represented a significant and far-reaching institutional change in Guyana's natural resource management sector which covers oil and gas/ petroleum, forest and mining. Since its establishment, the institutional structure along with the portfolios of the Ministry has undergone several changes. Currently the MNR is responsible for overseeing the coordination of activities among three (3) agencies; the Guyana Geology and Mines Commission (GGMC), Guyana Forestry Commission (GFC) and the Guyana Gold Board and will soon take on a fourth agency (the Petroleum Commission of Guyana-PCG) in preparation for Guyana's emerging oil and gas sector.

Many of the challenges facing natural resources and environmental management today stem from weak linkages between key sector agencies and a somewhat fragmented and evolving governance approach, especially in the emerging oil and gas sector. The Ministry's primary focus is therefore harmonizing policy and management in the natural resources-based sectors, and better mainstreaming of conservation, protection and environmental management.

The Ministry's mission is to develop, implement and oversee policies for the responsible exploration, development and utilization of natural resources whilst ensuring the protection and conservation of the environment and advancement of the green economy. To achieve this mission, MNR developed its first Strategic Plan with support from the United Nations Development Programme (UNDP) covering the period 2013-2018. The Plan identified the following three (3) strategic areas: (i) Effective Institutional Framework and Legislation (ii) Holistic and Integrated Planning and (iii) Sustainable Resource Use and Monitoring.

It is within the above framework that the MNR, with support from UNDP, is seeking to update the Strategic Plan to effectively address the changes in the natural resource sector. This assignment must be highly consultative and participatory in nature towards engaging the MNR and other key stakeholders.

### Purpose/Objective

The objective is to prepare a strategic plan for the MNR which promotes sustainable development and the integration of environmental and natural resources considerations in economic development planning. This would



include the harmonization of policy and management in the petroleum, forestry, mining and other natural resources-based sectors, and better mainstreaming of protection, conservation and environmental management.

The specific objectives are:

1. To review the Costed Strategic Plan for the Ministry of Natural Resources 2013-2018, identifying any gaps, areas of improvement etc.
2. To prepare a new costed Strategic Framework for the MNR for the period 2021-2026. The Framework should include a Monitoring and Evaluation Framework.
3. To conduct training on the strategic planning process and application of the new costed Strategic Framework 2021 -2026.

### **Proposed Methodology**

The process is intended to be fully consultative, and utilize interviews, meetings, desk reviews and workshops to facilitate inputs from sector agencies and other key stakeholders. The consultancy will be conducted in distinctive phases to achieve the desired objectives and facilitate monitoring and reporting.

#### **Phase I: Inception**

Phase I is expected to cover a period of four (4) weeks. Major activities will include:

- 1) Preparation of a detailed methodology for the Strategic Planning Process including identifying what areas should be covered, conducting national consultative meetings to define the national perceptions of and priorities for the new costed Strategic Framework 2021 -2026;
- 2) Training of key persons in strategic planning methodologies for the development of a new costed Strategic Framework 2021 -2026;
- 3) The consultants will prepare and submit a draft report that presents the findings of Phase I activities
- 4) The consultants will prepare and submit a final report that presents the findings of Phase I activities.

#### **Phase II: Analysis**

Phase II will be the analytical phase of the consultancy and shall cover approximately five (5) weeks. A strategic planning approach will be applied, inclusive of a thorough desk review and the analysis will focus on:

- 1) Review of the 2013-2018 Strategic Plan, highlighting the process and progress of implementation, strengths, weaknesses, opportunities, and threats that were identified. Emphasis is to be placed on lessons learned for possible reorientation or insertion of innovative actions and interventions for the new costed Strategic Framework 2021 -2026.
- 2) A thorough desk review focusing on, but not limited to, the:
  - a) Current institutional, policy and legal framework related to natural resources sectors and agencies. The analysis will include but not limited to the assessment of completeness and appropriateness in light of the particular conditions and problems, and gaps and weaknesses.
  - b) National development plans, sector-level plans, and other key national documents to ensure that the strategic plan is aligned with national plans.
- 3) Identification of the major national, regional, and international environmental trends and their interrelationships with socioeconomic trends. Trend projections for the most important development-environment linkages will be prepared and linkages between ongoing/proposed development projects and environmental protection will be integrated into the analysis.

- 4) Quantifying expected impacts (based on results from 4 above), both positive and negative, in economic terms.
- 5) A gap analysis to determine where further sector-level initiatives are required to enhance environmental protection, conservation, and natural resources management.
- 6) The consultants will prepare and submit a final report that presents the findings of Phase II activities.

The analysis will give particular attention to interrelationships and national, regional, and international trends in the development of natural resources sectors, changes in environmental and social conditions due to such development, and possible alternative development, protection and conservation scenarios. It will also make recommendations on international best practices that are applicable to the Guyana's scenario as it relates to development opportunities within natural resources sectors.

The Ministry of Natural Resources will review the analysis and provide inputs for the consultants to develop an annotated outline for new costed Strategic Framework 2021 -2026.

The results of the analysis will be presented at consultative meetings prior to preparation of a Phase II report.

### **Phase III: Preparation of a Costed Strategic Framework**

Phase III is expected to cover a period of seven (7) weeks:

In preparing the costed Strategic Framework, the consultancy firm will review and update the MNR's vision, mission, mandate, policy priorities and core functions. They will also make recommendations on how the Ministry can better achieve its mandate, including identifying and addressing its capacity needs. The consultancy firm would therefore undertake the following:

- 1) Preparation of the Costed Strategic Framework for the MNR, providing strategic directions on the full integration of environmental and natural resources considerations into economic development. The Framework must include the following sections:
  - a) Executive summary
  - b) Succinct review of the context
  - c) An overview of the mandate of the Ministry
  - d) A needs assessment and strategic analysis for the Ministry
  - e) A succinct Vision/Mission Statement
  - f) Key Strategic Priorities
  - g) A detailed implementation plan which will include all implementable strategic priority activities that balance the short-term quick results and long-term strategic work that deliver the most results within the capacities and resources and time frames for 2021-2026 and general activities for the following years
  - h) Summary analysis of principal partners for the successful implementation of the Ministry programme and detailed priorities
  - i) Logical Framework for the implementation of the Strategic Plan including objectives, baselines and targets, defined timelines and resource allocations, in both financial and human terms, as well as relevant indicators and regular evaluations of their results and impact
  - j) Detailed cost estimation for the implementation of the Strategic Plan, mapped to possible funding options including central Government and the country strategies and funding cycles of development partners
  - k) Time-frame for the delivery of each year's strategic objectives
  - l) Monitoring and Evaluation strategy

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- 2) Inclusion of information technology (IT) considerations within the Costed Strategic Framework, such as information sharing, storage, archiving among natural resources agencies and other Ministries. The Framework will discuss institutional, policy, and legislative issues.
- 3) Inclusion of a monitoring and evaluation framework to monitor the implementation of priority activities of the Strategic Framework.
- 4) Execution of consultations to support the review of the draft Strategic Framework documents.
- 5) To conduct training on the application of the new costed Strategic Framework 2021 -2026.

### **Expected Outputs and Deliverables**

- 1) A detailed methodology including a schedule of visits and interviews for the entire consultancy (phases 1, 2&3). This should include timelines, draft travel itineraries if relevant, and persons to be interviewed.
- 2) Draft Inception report which presents the findings of Phase I activities inclusive of a training report.
- 3) A final inception report that presents the findings of Phase I activities.
- 4) Phase 2 Analysis Report
- 5) Draft new Costed Strategic Framework 2021 -2026 and consultation report.
- 6) Final new Costed Strategic Framework 2021- 2026

### **Payment Schedule of Deliverables**

The Consultancy firm is expected to deliver the following:

<b>Deliverables</b>	<b>Scheduled delivery</b>
1. Phase 1 - A detailed methodology including schedule of visits and interviews for the entire consultancy (phases 1, 2&3). This should include timelines, draft travel itineraries if relevant, and persons to be interviewed.	One (1) week after commencement of assignment
2) Draft Inception report which presents the findings of Phase I activities inclusive of a training report.	Two (2) weeks after commencement of assignment
3) Phase 1- Final report which presents the findings of Phase I activities inclusive of a training report.	Four (4) weeks after commencement of assignment
4) Phase 2 - Analysis Report and final report	Nine (9) weeks after commencement of assignment
5) Phase 3- Draft Costed Strategic Framework and Consultation report	Thirteen (13) weeks after commencement of assignment
6) Phase 3- Final Costed Strategic Framework and final training report.	Sixteen (16) weeks after commencement of assignment

**Note:** The process towards finalizing all reports/ deliverables must include the review of related draft reports and incorporation of feedback from the Ministry of Natural Resources, UNDP, and national counterparts, as necessary.

**Approval:** Review of the deliverables regarding quality and timeliness will be undertaken by the Ministry of Natural Resources in consultation with the UNDP Country Office.

### **Payment Schedule of Deliverables**

**Payments will be made upon submission and approval of the following:**

20% Report that presents the findings of all Phase I activities, including detailed methodology, training report, stakeholder consultation report.

20% Phase 2 Analysis Report and final report  
20% Phase 3 Draft Costed Strategic Framework and consultation report  
40% Phase 3 Final Costed Strategic Framework

### **Implementation Arrangements**

The Consultancy Firm will perform the afore-mentioned tasks and produce the respective outputs and products over a period of 4 months. The Firm will work under the guidance of the Resident Representative and in close association with the Permanent Secretary of the Ministry of Natural Resources and Programme teams as well as Heads of Programme Units at the UNDP Country Office. The Consultants will also work closely with key stakeholders from line Ministries, the private sector, women, other vulnerable groups, and other interest groups.

### **Duration of the Assignment**

The work of this consultancy is expected to be conducted in over four (4) months, within the period April 2021 and August 2021.

### **Location:**

The consultants will work virtually from their home base including virtual engagements with the possible execution of 2 missions to Georgetown, Guyana (5 working days each). Mission costs would be paid only if travel is executed and would be based on prior approval from UNDP in keeping with UNDP's policy and national COVID-19 measures. The consultancy firm is to take every precaution and comply with the national Ministry of Health guidelines with respect to the COVID-19 pandemic once travel restrictions are lifted. All arrangements, including payments, for in country travel required for the successful execution of the consultancy will be the responsibility of the consultancy firm.

### **Required Qualifications, Skills and Experience**

#### **Firm:**

- At least 5 years' experience in formulating policies for natural resources and environment for middle income countries.
- Proven experience in translating the vision of natural resources and environmental coordination to support the formulation/update of Costed National Strategic Plans for government agencies. Related experience in the Caribbean region is preferred.
- Proficiency in natural resources data management tools and platforms.
- Proven experience with development of low-carbon and green economy concepts, strategies and references to substantiate works being undertaken by firm.
- Proven knowledge of harmonization of sectoral function for natural resources and environment.
- Working knowledge of multi-lateral environmental agreements in the context of national obligations.
- Proven ability to identify human resource capacity needs for natural resources and environment sectors.

A multi-disciplinary team of specialists is required that includes at minimum the following specific Key Experts:

**Team Leader:** A Master's degree in Natural Resources Management or other closely related fields; Minimum of 8 years' experience in Strategic environmental-economic planning or alternatively a PhD degree in the above-mentioned field with a minimum of 5 years' experience, in the area of strategic natural resource management planning.

A maximum of four additional team members.

**Natural Resources Economist** –A Master’s degree in environmental, natural resources or developmental economics; environmental management; economic analysis or related fields. Minimum 5 years of professional experience in economic analysis of natural resources issues along with advanced qualitative and quantitative research skills. Candidate must understand national and or regional issues related to natural resources management.

**Mining, forestry, and environmental management Specialist** – A Master’s degree in Natural Resource Management, environmental management, mining, or forestry. Minimum of 5 years working experience in the natural resources sector with technical knowledge in forestry, mining, environment, water, or agricultural infrastructure planning/development/management and excellent desktop research skills to fill knowledge gaps.

**Institutional/Policy development Specialist** – A Master’s degree in community development, sociology, anthropology, management or other related field. Candidate must be a national of Guyana. Minimum of 8 years working experience in Guyana, with knowledge of the public agencies and ministries as well as with private sector advocacy organizations, along with experience in development planning or policy development in the natural resources sector and track record in writing or supporting national strategies and national policies. Must have working knowledge of the laws and policies within the natural resources sector in Guyana.

**Capacity building for strategic planning/ Capacity Development Specialist** – A Master’s degree in Social Sciences, Community Development, Organizational Strengthening or relevant field. Minimum of 5 years working demonstrated experience providing capacity building assistance at individual and organizational levels in areas of strategic planning for the natural resources sector.

All team members: Team members must also possess excellent oral and written English communication skills and be able to articulate ideas and write reports in a clear and concise manner.

#### Criteria for selection

Selection criteria will be based on qualification, knowledge, and experience. The proposal will be weighted at a maximum of 100 points with a 70% pass rate. This will be broken down in the following manner:

Criteria for Selection		Points Allocated Per Criteria
1.	<b>Technical Proposal</b>	<b>20</b>
	Clearly articulated proposal and methodology to undertake the assignment in a rapidly changing and fluid environment	20
2.	<b>Experience of Firm</b>	<b>15</b>
	<ul style="list-style-type: none"> <li>• A minimum 5 years’ experience in formulating policy for natural resources and environment for middle income countries.</li> <li>• Proven experience in translating the vision of natural resources and environmental coordination to support the formulation/update of Costed National Strategic Plans for government agencies. Related experience in the Caribbean region is preferred.</li> <li>• Proficiency in natural resources data management tools and platforms.</li> <li>• Proven experience with development of low-carbon and green economy concept, strategies, and references to substantiate works being undertaken by firm.</li> </ul>	15

	<ul style="list-style-type: none"> <li>• Proven knowledge on harmonization of sectoral function for natural resources and environment.</li> <li>• Working knowledge of multi-lateral environmental agreements in the context of national obligations.</li> <li>• Proven ability to identify human resource capacity needs for natural resources and environment sectors.</li> </ul>	
3.	<b>Qualifications &amp; Experience</b>	<b>65</b>
	<p><b>Team Leader:</b> A Master's degree in Natural Resources Management or other closely related fields; Minimum of 8 years' experience in Strategic environmental-economic planning or alternatively a PhD degree in the above-mentioned field with a minimum of 5 years' experience, in Strategic environmental-economic planning. A maximum of four additional team members.:</p> <p><b>Natural Resources Economist</b> –A Master's degree in environmental, natural resources or developmental economics; environmental management; economic analysis or related fields. Minimum 5 years of professional experience in economic analysis of natural resources issues along with advanced qualitative and quantitative research skills. Candidate must understand national and or regional issues related to natural resources management.</p> <p><b>Mining, forestry, and environmental management specialist</b> – A Master's degree in Natural Resource Management, environmental management, mining, or forestry. Minimum of 5 years working experience in the natural resources sector with technical knowledge in forestry, mining, environment, water, or agricultural infrastructure planning/development/management and excellent desktop research skills to fill knowledge gaps.</p> <p><b>Institutional/Policy development Specialist</b> – A Master's degree in community development, sociology, anthropology, management or other related field. Candidate must be a national of Guyana. Minimum of 8 years working experience in Guyana, with knowledge of the public agencies and ministries as well as with private sector advocacy organizations, along with experience in development planning or policy development in the natural resources sector and track record in writing or supporting national strategies and national policies. Must have working knowledge of the laws and policies within the natural resources sector in Guyana.</p> <p><b>Capacity building for strategic planning/ Capacity Development Specialist</b> – A Master's degree in Social Science, Community Development, Organizational Strengthening or relevant field. Minimum of 5 years working demonstrated experience providing capacity building assistance at individual and organizational levels in areas of strategic planning for the natural resources sector.</p> <p>All team members: Team members must also possess excellent oral and written English communication skills and be able to articulate ideas and write reports in a clear and concise manner.</p>	<p>15</p> <p>10</p> <p>10</p> <p>10</p> <p>10</p> <p>10</p> <p>10</p>
<b>Total technical score (Passing Rate = 70%)</b>		<b>100 pts</b>
<b>Financial criteria = 30%</b>		

## Certificate Of Completion

Envelope Id: 20EAAA5859B74921A8ED9673102EB674	Status: Sent
Subject: RFP - Costed Strategic Plan Ministry of Natural Resources final	
Source Envelope:	
Document Pages: 14	Signatures: 1
Certificate Pages: 2	Initials: 12
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Nichelle Derouch
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	One United Nations Plaza
	New York, NY 10017
	nichelle.derouch@undp.org
	IP Address: 64.207.219.136

## Record Tracking

Status: Original 3/26/2021 10:34:32 AM	Holder: Nichelle Derouch nichelle.derouch@undp.org	Location: DocuSign
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## Signer Events

Signature	Timestamp
Navindra Persaud navindra.persaud@undp.org Officer-In-Charge UNDP Headquarters Security Level: Email, Account Authentication (None)	<i>Navindra Persaud</i>  Signature Adoption: Pre-selected Style Using IP Address: 181.41.81.92
	Sent: 3/26/2021 10:36:21 AM Viewed: 3/26/2021 11:54:51 AM Signed: 3/26/2021 11:57:25 AM Freeform Signing

**Electronic Record and Signature Disclosure:**  
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## In Person Signer Events

Signature

Timestamp

## Editor Delivery Events

Status

Timestamp

## Agent Delivery Events

Status

Timestamp

## Intermediary Delivery Events

Status

Timestamp

## Certified Delivery Events

Status

Timestamp

Winston Setal winston.setal@undp.org United Nations Development Program - Global Security Level: Email, Account Authentication (None)	Sent: 3/26/2021 11:57:27 AM
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

## Carbon Copy Events

Status

Timestamp

Astrid Lynch astrid.lynch@undp.org UNDP Headquarters Security Level: Email, Account Authentication (None)	<div style="border: 2px solid blue; padding: 5px; display: inline-block; font-weight: bold; color: blue;">COPIED</div>	Sent: 3/26/2021 11:57:26 AM Viewed: 3/26/2021 11:59:07 AM
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**Electronic Record and Signature Disclosure:**  
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## Witness Events

Signature

Timestamp

## Notary Events

Signature

Timestamp

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	3/26/2021 10:36:21 AM
Signing Complete	Security Checked	3/26/2021 11:57:25 AM

  

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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