

United Nations Development Programme



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Resilient nations.*

REQUEST FOR PROPOSAL

Company to develop Climate Change Adaptation/Resilience Plans for six districts towns (two plans per development region)

RFP No.: **RfP-21/02254**

Project: NAP-2: Advancing Moldova's National Climate Change Adaptation Planning

Country: The Republic of Moldova

Issued on: 30 April 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
 - o Form A: Technical Proposal Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture/Consortium/Association Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Proposal
 - o Form F: Financial Proposal Submission Form
 - o Form G: Financial Proposal Form

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 sc.md@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in e-Tendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

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

Issued by:

Maria Nicolaev

Name: Nicolaev Maria
Title: Project Associate
Date: **April 30, 2021**

Approved by:

Corina Oprea

Name: Corina OPREA
Title: Operations Manager
Date: **April 30, 2021**

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>
4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest,</p>

	<p>Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. Cost of Preparation of Proposal	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. Language	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
8. Documents Comprising the Proposal	<p>8.1 The Proposal shall comprise of the following documents:</p> <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
10. Technical Proposal Format and Content	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>

11. Financial Proposals	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. Proposal Security	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ol style="list-style-type: none"> If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; In the event that the successful Bidder fails: <ol style="list-style-type: none"> to sign the Contract after UNDP has issued an award; or <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ol style="list-style-type: none"> 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 In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association</p>

	<p>Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
15. Only One Proposal	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Proposal Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18. Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner,</p>

	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.
19. Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
20. Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as “Main Proposal” and “Alternative Proposal”</p>
21. Pre-Bid Conference	<p>21.1 When appropriate, a Bidder’s conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder’s conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder’s Conference or issued/posted as an amendment to RFP.</p>
C. SUBMISSION AND OPENING OF PROPOSALS	
22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ol style="list-style-type: none"> 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. 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: <ol style="list-style-type: none"> Bear the name and address of the bidder; Be addressed to UNDP as specified in the BDS

	<p>or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. Proposal Opening	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
28. Preliminary Examination	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; They are able to comply fully with UNDP General Terms and Conditions of Contract; They do not have a consistent history of court/arbitral award decisions against the Bidder; and They have a record of timely and satisfactory performance with their clients.

30. Evaluation of Technical and Financial Proposals	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;">TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g., 60%) + (FP Rating) x (Weight of FP, e.g., 40%)</p> </div>
31. Due Diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is</p>

	not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.
33.Responsiveness of Proposal	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34.Nonconformities, Repairable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check, and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line-item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line-item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line-item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35.Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36.Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37.Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38.Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39.Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second

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

Section 3. Bid Data Sheet

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will not be conducted
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: Percentage of contract price per day of delay: 0,5% Max. number of days of delay 30, after which UNDP may terminate the contract.
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	3 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Pavel Gavrilita Address: 131, 31 August 1989 Street, Chisinau, Republic of Moldova E-mail address: pavel.gavrilita@undp.org

13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering
14	23	Deadline for Submission	<p>For e-Tendering submission - as indicated in e-Tendering system. Note that system time zone is in EST/EDT (New York) time zone.</p> <p>PLEASE NOTE:</p> <p>1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere in case they are different. The correct proposal closing time is as indicated in the e-tendering portal and system will not accept any proposal after that time. It is the responsibility of the proposers to make sure proposals are submitted within this deadline. UNDP will not accept any proposal that is not submitted directly in the system.</p> <p>2. Try to submit your proposal a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your proposal at the last minute, UNDP may not be able to assist.</p>
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	<p>https://etendering.partneragencies.org</p> <p><u>Insert BU Code MDA10 and Event ID number 0000009160</u></p>
16	22	Electronic submission (email or e-Tendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Your offer, comprising of Technical and Financial Proposals, shall be submitted in separate files, while the financial proposal shall be password protected. Please, ensure that no other documents are disclosing your financial proposal apart from Forms F and G which are password protected. ▪ Password for financial proposal must not be disclosed unless required in written by UNDP. ▪ DO NOT DISCLOSE YOUR PRICE IN THE E-TENDERING LINE ITEM. YOU MUST PUT PRICE AS 1\$ IN THE SYSTEM AND PROVIDE THE FINANCIAL PROPOSAL AS ENCRYPTED FILE AS EXPLAINED IN INSTRUCTIONS.
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 60%-40% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70%.</p>
18		Expected date for commencement of Contract	May 25, 2021
19		Maximum expected duration of contract	May 25 2021 – June 30, 2022

20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	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 Mixed Goods and Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Other Information Related to the RFP	

Section 4. Evaluation Criteria

Preliminary Examination Criteria

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

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

Minimum Eligibility and Qualification Criteria

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

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

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
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 Contracts¹	Non-performance of a contract did not occur as a result of contractor 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 five (5) progressive years of experience in conducting assessments, research, strategies, studies in the field of climate change and/or local development and environment	Form D: Qualification Form
	At least three (3) contracts/assignments in support for policy making at the district and/or local levels	Form D: Qualification Form
	Minimum two (2) contracts in conducting Climate Change Adaptation/Resilience Plans or related assignments implemented over the last five (5) years.	Form D: Qualification Form

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was 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.

	<i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	
Minimum key personnel	<p>The contractor must provide at least 4 key experts, with professional experience as required in the Section 4, form 3. Failure to do so will be considered ground for disqualification:</p> <ul style="list-style-type: none"> • 1 (one) Team Leader • 1 (one) Climate change and Disaster Risk Management expert • 1 (one) Economist • 1 (one) Social inclusion expert 	Attach required documents to Form E of Section 6
Financial Standing	<p>Minimum average annual turnover of USD 50,000.00 for the last 3 years.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form

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	300
3.	Management Structure and Key Personnel	450
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	<p>Reputation of Organization and Staff Credibility / Reliability / Industry Standing</p> <ul style="list-style-type: none"> - <i>A company is a well-known market player, based on submitted positive reference letters – minimum 3 reference letters (with limited standing in the area of assignment – up to 5 pts, with a good standing in the area of assignment – up to 10 pts);</i> - <i>Financial statement: (At least \$50 000 of average annual turnover for last three years – 5 pts; between \$50 000 and \$150 000 – 15 pts; more than \$150 000 – 25 pts)</i> 	35
1.2	<p>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.</p> <ul style="list-style-type: none"> - <i>Age/size of the firm (<5 years – 0 pts, 5 years – 10 pts, > 5 years – 3 pts for each additional year up to max. 30 pts);</i> - <i>Subcontracting of experts having full time job in the other institutions (such subcontracting can bring additional risks for the project implementation) (at least 1 expert – 0 pts. no subcontracting of full-time experts – 15 pts);</i> - <i>Project management controls (organigram) - up to 15 pts;</i> 	60
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country.	110

	<ul style="list-style-type: none"> - <i>Minimum five (5) progressive years of experience in conducting assessments, research, strategies, studies in the field of climate change and/or local development and environment (<5 years – 0 pts, 5 years – 15 pts, > 5 years – 5 pts for each additional year up to max. of 30 pts);</i> - <i>Minimum three (3) contracts/assignments in support for policy making at the national/local levels (<3 contracts – 0 pts, 3 contracts – 5 pts, > 3 contracts – 5 pts for each additional contract up to max. of 40 pts);</i> - <i>Minimum two (2) contracts/assignments in conducting Climate Change Adaptation/Resilience Plans or related assignments implemented over the last five (5) years (<2 contracts – 0 pts, each contract – 2,5 pts up to max. of 20 pts);</i> - <i>At least 3 (three) assignments of working with development partners (<3 assignments – 0 pts, each assignment – 2,5 pts up to max. of 20 pts)</i> 	
1.4	<p>Quality assurance procedures and risk mitigation measures</p> <ul style="list-style-type: none"> - <i>Quality assurance procedures and risk mitigation measures (no mitigation measures – 0 pts, only some mitigation measures identified – up to 10 pts, well-defined and adjusted to the assignment, including those related to the COVID-19 pandemic – up to 25 pts)</i> 	25
1.5	<p>Organizational Commitment to Sustainability (mandatory weight)</p> <ul style="list-style-type: none"> - <i>Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 10 pts.</i> - <i>Organization demonstrates significant commitment to sustainability through some other means (for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues, overall gender balance in the team, diversity within the team: people from minority, vulnerable or marginalized groups are part of the team, demonstrated experience in applying the Human Rights Based Approach and Gender Mainstreaming in the area (if relevant))- 10 pts.</i> 	20
Total Section 1		250

Section 2. Proposed Methodology, Approach, and Implementation Plan		Points obtainable
2.1	<p>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?</p> <ul style="list-style-type: none"> - <i>The Company has full understanding of the assignment. The proposed approach and methodology fully demonstrate responsiveness to the ToR – up to 50 pts.</i> - <i>The Company has satisfactory understanding of the assignment. The proposed approach and methodology correspond to the TOR but require some adjustments to properly address all the tasks – up to 30 pts.</i> - <i>The Company has limited understanding of the assignment. The proposed approach and methodology do not correspond to the TOR and require major adjustments to properly address the tasks – 0 pts.</i> 	50
2.2	<p>Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference</p> <ul style="list-style-type: none"> - <i>The proposed methodology explains clearly and in sufficient detail the relevance of the approach for choosing the research tools to be applied and suggests sufficient alternative research tools to achieve the objective of the assignment – up to 80 pts.</i> - <i>The proposed methodology requires improvements to explain clearly and in sufficient detail the relevance of the approach for choosing the research tools to be applied and to ensure sufficient alternative research tools to achieve the objective of the assignment – up to 50 pts.</i> - <i>The proposed methodology does not explain the relevance of the approach for choosing the research tools to be applied and does not ensure alternative research tools to achieve the objective of the assignment – 0 pts.</i> 	80
2.3	Details on how the different service stages shall be organized, controlled, and delivered	50

	<ul style="list-style-type: none"> - Important aspects of the tasks are addressed in sufficient detail and different components of the assignment are adequately weighted relative to one another – up to 50 pts. - Important aspects of the tasks are not addressed in sufficient detail and different components of the assignment are not adequately weighted – up to 20 pts. - Important aspects of the tasks are not addressed in detail and different components of the assignment are not adequately weighted – 0 pts. 	
2.4	<p>Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement</p> <ul style="list-style-type: none"> - The proposed M&E methodology fully responds to the engagement – up to 40 pts. - The proposed M&E methodology is well-structured and defined but requires some clarifications from bidder – up to 25 pts. - The proposed M&E methodology requires major adjustments to address the tasks – up to 10 pts. - No M&E methodology was provided – 0 pts. 	40
2.5	<p>Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic</p> <ul style="list-style-type: none"> - The Implementation Plan is well structured with well-defined sequence of activities in a manner which does not require further clarification on methodology – up to 60 pts. - The Implementation Plan is well structured with well-defined sequence of activities but some clarification on methodology is needed – up to 40 pts. - The description is not well structured and requires major clarifications from bidder – up to 10 pts. 	60
2.6.	<p>Does the proposal demonstrate good and logical distribution of roles in the team, including distribution per person-days' involvement?</p> <ul style="list-style-type: none"> - Limited or lack of any such details - 0 pts, to some extent - up to 12 pts, extensive and logical distribution – up to 20 pts. 	20
Total Section 2		300

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Qualifications of key personnel proposed		
3.1 a	Team Leader		150
	- University degree in Public Administration/Law/Regional Development/Environment/Economy or the other relevant field (under master's degree -5 pts, master's degree – 10 pts., Ph.D. degree - 15 pts)	15	
	- Professional certification in project management (None – 0 pts., PRINCE2 or PMI – 10 pts)	10	
	- Experience in climate change/climate change adaptation or related fields (< 5 years – 0 pts, 5 years - 10 pts, > 5 years – 2,5 points for each additional year up to max. 30 pts)	30	
	- Experience in leading teams (< 5 years – 0 pts, 5 years - 10 pts, > 5 years – 2,5 points for each additional year up to max 30 pts)	30	
	- Experience in developments of at least 3 (three) local/national policies and plans (< 3 assignments – 0 pts, 3 assignments – 5 points, > 3 assignments – 1 point for each additional assignment up to max. 15 pts)	15	

	- Experience in conducting at least 2 (two) assignments (assessments/research/studies) in environment, climate change and/or disaster risk management (<i>< 2 assignments – 0 pts, 2 assignments – 5 points, > 2 assignments – 2,5 points for each additional assignment up to max. 20 pts</i>)	20	
	- Proved work experience with development partners and international organizations (<i>No – 0 pts., yes – 10 pts</i>)	10	
	- Language Qualifications <i>English – up to 10 pts., Romanian and Russian – up to 5 pts each.</i>	20	
3.1 b	Climate change and Disaster Risk Management Expert		100
	- Advance degree in degree in Environment/Climate Change/Geography/Civil Protection or the other relevant field (<i>under master's degree -0 pts, master's degree – 5 pts., Ph.D. degree – 10 pts</i>)	10	
	- Experience in climate change, preferably in climate change adaptation (<i>< 5 years – 0 pts, 5 years - 10 pts, > 5 years – 2,5 pts. for each additional year up to max. 40 pts</i>)	40	
	- Experience in conducting at least 5 (five) assignments (assessments/research/studies) in environment, climate change and/or disaster risk management (<i>< 5 assignments – 0 pts, 5 assignments – 10 pts, > 5 assignments – 2,5 points for each additional assignment up to max. 30 pts</i>)	30	
	- Proved work experience with development partners and international organizations (<i>No – 0 pts., yes – 10 pts.</i>)	10	
	- Language Qualifications <i>English – up to 5 pts., Romanian up to 5 pts.</i>	10	
3.1 c	Economist		100
	- Advance degree in Economy/Finances/Management/Environment or the other relevant field (<i>under master's degree -0 pts, master's degree – 5 pts., Ph.D. degree – 10 pts</i>)	10	
	- Experience in conducting at least 2 (two) economic assessments (assignments/research/ studies) in environment and/or climate change and/or disaster risk management (<i>< 2 assignments – 0 pts, 2 assignments – 5 points, > 2 assignments – 5 pts. for each additional assignment up to max. 30 maximum</i>)	30	
	- Experience in conducting at least 3 (three) economic assignments of national/local policies and plans (<i>< 3 assignments – 0 pts, 3 assignments – 5 points, > 3 assignments – 2,5 points. for each additional assignment up to max. 30 pts.</i>)	30	
	- Experience in climate change, preferably in climate change adaptation <i>No – 0 pts., yes – 10 pts.</i>	10	
	Proved experience of work with development partners and international organizations. <i>No – 0 pts., yes – 10 pts.</i>	10	
	- Language Qualifications <i>English – up 5 pts., Romanian 5 pts.</i>	10	
3.1 d	Social inclusion expert		100
	- Advance degree or equivalent in social sciences (economics, psychology, sociology etc.) or natural sciences, environmental management, or related fields (<i>under master's degree -0 pts, master's degree – 5 pts., Ph.D. degree – 10 pts</i>)	10	

- Experience in integration of social-gender-related aspects in at least 2 (two) assignments (assessment/research/studies) in environment, climate change and/or disaster risk management <i>(< 2 assignments – 0 pts, 2 assignments – 5 points, > 2 assignments – 5 pts. for each additional assignment up to max. 30 maximum)</i>	30	
- Experience in integration of gender and/or social issues at least into 4 (four) development policies and plans <i>(< 4 assignments – 0 pts, 4 assignments – 5 points, > 4 assignments – 2,5 points. for each additional assignment up to max. 30 pts.)</i>	30	
- Experience in climate change, preferably in climate change adaptation <i>No – 0 pts., yes – 10 pts.</i>	10	
- Proved experience of work with development partners and international organizations. <i>No – 0 pts., yes – 10 pts.</i>	10	
- Language Qualifications <i>English – up 5 pts., Romanian 5 pts.</i>	10	
Total Section 3		450

Section 5. Terms of Reference

Company to either develop Climate Change Adaptation/Resilience Plans (CCAP) or mainstream climate change adaptation measures into the local development plans in six district towns in inclusive and participatory manner.

Duty Station: Chisinau, Republic of Moldova

Project title: NAP-2: Advancing Moldova's National Climate Change Adaptation Planning

Type of contract: Contract for Goods and Services for UNDP

Duration of assignment: May 2021 – June 30, 2022

I. BACKGROUND

Climate change is already profoundly impacting the conditions for resource availability and agricultural activities. Over the last decade, the country has experienced a number of extreme events, such as droughts and major floods, along with the cumulative effects caused by increased mean temperature and the uneven distribution of precipitation throughout the year, which have had negative consequences on the country's economy, and its population wellbeing and health. Severe droughts are recurring more frequently, causing significant economic losses. The increasing scope and intensity of extreme events have also resulted in increased frequencies of high-risk situations. By 2050, an increase of 2–3°C in the average temperature, an additional 32 days that exceed the current maximum temperature by 10%, and an additional 12 days with zero precipitation are projected.

The Government sees the National Adaptation Planning (NAP) process as key to achieving the adaptation objectives outlined in its 2014 Climate Change Adaptation Strategy of the Republic of Moldova and its 2020 Nationally Determined Contributions (NDC), as well as the continued mainstreaming of climate change considerations into its policies and budgeting processes. The proposed project supports the Government of the Republic of Moldova in advancing the second cycle of its National Adaptation Planning process (known as NAP-2). The outcomes of the NAP-2 national adaptation planning processes are:

- Outcome 1: To strengthen and operationalize the national steering mechanism for climate change adaptation (CCA);
- Outcome 2: To improve the long-term capacity on planning and implementation of adaptation actions through CCA technologies;
- Outcome 3: To improve the mainstreaming of climate change adaptation through the increased alignment of national development priorities in the priority sectors (forestry, health, energy, and transport).

The project will contribute to UNDAF, 2018-2022 outcome #3 (The people of Moldova, especially the most vulnerable, benefit from enhanced environmental governance, energy security, sustainable management of natural resources, and climate disaster-resilient development). Additionally, the project will contribute to the UNDP Country Programme Output 3.3 (National and sub-national governments have improved capacities to integrate resilience to climate change and disasters into development plans and practices to reduce population's vulnerability). Other than that, the project will contribute to the National Development Strategy "Moldova 2030" through a) reduction of energy consumption by increasing energy efficiency and using renewable energy sources, and b) agriculture and rural development: competitiveness of agri-food products and sustainable rural development.

The preliminary work under the first cycle of the NAP (known as NAP-1) supported developing a NAP as a process, conceptualizing, and developing its elements, including the national steering mechanism, and laid down the groundwork towards long-term adaptation planning. Despite the progress, significant gaps remain in integrating climate change considerations into many of the development policies of the national priority sectors and their associated budget priorities. National appropriations for CCA remain limited.

The NAP-2 goals will be achieved within two parallel implementation tracks. The first track implemented by UNDP expands and deepens the national approach developed under the NAP-1 and strengthens synergies both vertically, at different levels of the governance, and horizontally, between the sectors affected by climate change to reduce duplication of efforts, pool scarce resources for practical use, and ensure a coherent and comprehensive approach to the integration of CCA responses into development planning, while the second track will focus on adaptation in the agriculture sector and will be concurrently implemented under the auspices of FAO.

The National Designated Authority has coordinated with the UNDP and the FAO country offices to ensure the complementarity and congruency of the activities and exchange, as appropriate. By its very nature, the NAP-2 will facilitate the integration of CCA into existing strategies, policies, and programs and establish a strong foundation for the integration of methods, tools, and information systems in day-to-day planning activities to effectively inform decision-makers on the climate risks and to enable the informed formulation of resilient projects and financing strategies.

The third project outcome is focused on the integration of the climate change adaptation consideration into the processes on the national and local levels. The project aims to strengthen resilience on the local level, and adaptation considerations will be mainstreamed into policy documents at the local level. The project will work with two towns (district centers) per each Development Region (six towns in total). These plans will be developed in line with the national level priorities stipulated in the National Adaptation Strategy, Nationally Determined Contribution, and other relevant documents and will reflect the priorities of key sectors: health, energy, transportation, forestry, and agriculture for the locality. Urban localities/towns face significant impacts from the climate change that will be more pressing in future. They can influence livelihoods, human health, assets, increasing inequalities. Climate change projections for the Republic of Moldova show the increase of the frequency of the extreme events, that why timely planning and integration into the local policies will help to adapt to the occurring changes.

II. SCOPE

The objective of the assignment is to ensure reduced vulnerability and improved resilience at the sub-national level by integration of climate change adaptation measures into the local development planning. As a result, 6 (six) district towns (Soroca, Ocnita, Telenesti, Ialoveni, Cimislia, and Causani) will benefit from enhanced plans with integrated climate change adaptation response that best meet local needs for building climate resilience.

III. KEY TASKS AND ACTIVITIES

The assignment will be carried out in three major phases:

1. Methodology for either developing CC Adaptation Plans or mainstream climate change adaptation measures into the local development planning documents of 6 (six) selected district towns (Soroca, Ocnita, Telenesti, Ialoveni, Cimislia, and Causani).

- **Decide** together with Local Public Authorities (LPA) for either developing CC Adaptation Plans or mainstreaming climate change adaptation measures into the local development planning documents;
- **Assess** relevant national climate change adaptation strategic frameworks and propose integration of relevant findings at the local level;
- **Conduct stakeholder analysis** to identify the main actors and groups to be engaged into the local CC adaptation process. Stakeholder engagement should be based on the Human Rights Based Approach (HRBA), and the Gender Equality Principle;
- **Identify all sources of information**, required for effective development of Adaptation Plans;
- **Perform the risk analysis** for this assignment;
- **Formulate tailored methodology** for 6 (six) district towns that includes main aspects of the integration of the adaptation measures into the local development process. The methodology should include, but not be limited to, the following components:
 - i. Methodology for identification of climate change risks and vulnerabilities for the selected district towns;
 - ii. Methodology for identification of the adaptation options;
 - iii. Recommendation for either developing CC Adaptation Plans or mainstreaming climate change adaptation measures into the local development planning;
 - iv. Legal and normative framework relevant for CC Adaptation Plans or mainstreaming of climate change adaptation into the local development planning;
 - v. Timeline of implementation;
 - vi. Methodology for local stakeholders' engagement;
 - vii. Awareness raising and knowledge management plan;
 - viii. Risks and mitigation measures;
 - ix. Content of the Adaptation Profile (Specific Objective 2).

2. Climate Change Adaption Profiles for 6 (six) selected district towns (two per Development Region) developed.

- **Establish the vision and main principles** that will guide the adaptation process in each selected district town. The vision should be developed with the involvement of various stakeholders at different local level and should be based on the HRBA and Gender Equality approach;
- **Support local authorities** in establishing the working groups that will be involved into the adaptation process;
- **Define baseline** that will serve as a starting point for setting priorities and targets;

- **Identify climate change risks, trends, and possible impacts** along with overall **vulnerabilities** for each selected district town;
- **Identify gaps, uncertainties and needs** in the climate change adaptation process;
- **Assess adaptation measures from a livelihood and poverty reduction perspective.** Adaptation measures should be tailored to the local condition and sectors involved. A wide range of adaptation measures should be consulted with relevant stakeholders and prioritized;
- **Link** proposed measures with the relevant national, regional, international strategies and commitments;
- **Raise the awareness of the working groups** on the impacts of climate change and potential actions to improve institutional and individual resilience;
- **Conduct two one-day seminars for each town** on the adaptation process, impacts of climate change, town-specific adaptation concept and other relevant aspects;
- **Identify financial resources** (public budget, donor support, investments, etc.) for implementation of the adaptation measures. Develop a fund mobilization plan for adaptation measures;
- **Develop Adaptation Profile** for each selected district town.

3. Climate Change Adaptation Plans for selected district towns developed in a participatory and inclusive manner.

- **Ensure** participatory consultation on the development of the policy document by **involving main stakeholders and community** members including vulnerable ones;
- **Support the development and formulation** of the Adaptation Plans for district towns in line with the national requirements for the development of policy documents;
- **Assist the LPA in preparing the request** and the set of supporting documents for initiation if requested of the Strategic Environmental Assessment for each policy document.

IV. APPROACH AND METHODOLOGY

Adaptation to climate change is a complex and iterative process that should include all stakeholders at the community level. Adaptation to climate change can be:

- Anticipatory: takes place before impacts of climate change is observed;
- Planned: result of a deliberate policy decision, based on awareness that conditions have changed or are about to change and that action is required to return to, maintain or achieve a desired state;
- Autonomous: also referred to as a spontaneous adaptation. It is triggered by ecological changes in natural systems and by market or welfare changes in human systems.

Adaptation should take place at all levels while cities should be central in the process of adaptation to climate change. Adaptation is a cross cutting issue as it is aiming at enhancing resilience to climate change impacts that affects various economic sectors: water, energy, transport, health, as well as natural resources and ecosystem services. Raising the town resilience means preparing and adjusting to the long-term impacts of climate change, that can hold to limit the magnitude and severity of the expected extreme events and climate change trends. Adaptation to the climate change is the process preparing for and acting proactively to the expected consequences of climate change.

Urban settlements are dynamic systems, that additionally to the economic pressure face climate impacts. Vulnerabilities to the climate change impacts should be addressed by mainstreaming of the relevant measures into the development policies. Rapid urbanization, environmental problems (contamination, drinking water, sewage, etc.) even not being directly linked with the climate change do magnify the vulnerabilities to the climate change especially the poorest.

An increasing number of cities and towns globally have begun to plan for the climate change by integration of the relevant measures into the local plans, policies, or development of the stand-alone climate plans. It is important to bring to the attention of the local decision makers new philosophy of taking the development decisions that incorporates the adaptation opportunities and address the major threats. This assignment will support the town administration to take a major step towards sustainable development, improving climate resilience by integration into the local development processes. The Company should consult with each town administration and agree in the modality on the integration of the identified measures: being a part of existing strategic documents or a stand-alone document.

Adaptation is a new issue for many cities of Moldova, and the success of adaptation process depends on skilled and motivated individuals involved in the process. The Company is expected to bring the team of experts motivated for driving for a change on the local level with sufficient knowledge in the topic and the process of integration/mainstreaming into the local development policies.

For involvement of relevant players into the process, stakeholder analysis should be done on the inception phase. Identification of needs, vulnerabilities and measures should be consulted during the implementation process with various actors that should be involved into the adaptation efforts. Existing methodologies can be tailored to the local needs for

performing the assessment and further involvement of stakeholders. The company should support the local authorities in establishing and facilitation of the working group/s formed on the town level by bringing in the relevant experience and expertise, conducting awareness raising, fostering communication, and ensuring the transparency and inclusiveness of the process. Various actors should be a part of this process: governmental organizations, business, academia, civil society, and development partners where appropriate.

The Company is expected to have a team of qualified experts which can bring in the expertise that will help to identify the town-specific climate change impacts, that can be analyzed based on the existing data, research as well as collected as a part of assessments. Based on the assessment of impacts and vulnerabilities adaptation and resilience options should be formulated and widely discussed with stakeholders, including the vulnerable groups. These measures should be prioritized, have the economic assessment, and be formulated in the form of Action plan. To monitor the adaptation, process the adaptation directions should also have monitoring and evaluation indicators that will allow to measure the process.

This assignment also foresees the support to town administration in the approval process of integration of identified options regardless the selected approach (mainstreaming in the existing document or producing a standalone document). Especially compliance with the HG (on the approval) and HG on SEA.

V. KEY DELIVERABLES AND INDICATIVE TIMEFRAME

The selected Contractor is expected to provide the following deliverables according to the schedule below:

Deliverable	Target Date
1. Detailed methodology and approach for mainstreaming of climate change adaptation/resilience into the selected towns	June 2021
2. Draft Participatory and Gender inclusive Climate Change Adaptation Profiles for 6 (six) selected district towns	October 2021
3. Participatory and Gender inclusive Climate Change Adaptation Profiles for 6 (six) selected district towns	December 2021
4. Participatory and Gender Inclusive Climate Change Adaptation Plans or Recommendations Reports on mainstreaming of gender inclusive Climate Change Adaptation measures into the local development planning documents of 6 (six) district towns	May 2022
5. Final report on the implementation of assignment	June 2022

VI. INSTITUTIONAL ARRANGEMENTS

Expected duration of the contract/assignment: The duration of current assignment is May 2021 – June 2022. The deliverables and timeframe are presented in the section above. It is expected the company will allocate the number of experts/days that will be required for the implementation of this contract. In case if the experts will be changed during the implementation process the company should ensure that they meet the criteria for each position indicated in this ToR and timely notification should be sent to the project. The company should submit all deliverables due time and allocating the time for review and feedback from the project implementation team.

UNDP will require maximum of 14 (fourteen) days (depending on the implementation stage) to review the deliverables, provide comments, approve/deny, or certify acceptance of deliverables.

Key Performance Indicators and Service Level: All deliverables presented by the Company should be in accordance with the requirements stated in ToR, be written in a clear and concise language. References for the data sources should be provided, and no plagiarism is acceptable in the text. The employer reserves the right to return the documents and give the deadline for addressing identified irregularities.

Governance and Accountability: The contractor will work under the direct supervision of the NAP-2 Project Manager, and NAP-2 Team Leader. The contractor shall take overall responsibility on the quality and timeliness of project implementation process within its competency. All deliverables shall be coordinated with the beneficiaries from each selected district town. The working language for the Methodology, Roadmap and the Adaptation Plan as well as supporting documentation is Romanian. The final report on the implementation of assignment shall be submitted in both, Romanian and English languages.

The Company shall submit quarterly reports on the implementation progress of the assignment in Eng.

Facilities and costs of the assignment: All services that are a part of the current ToR and proposed methodology by the contractor are a solely responsibility of the subcontractor. All costs, including travels to the selected district towns, logistics, translation, bank fees, taxes etc. should be included into the financial offer. UNDP shall not accept any additional expenses which were not included in the company's financial offer unless UNDP revises the scope work during the contract implementation within allowable margins.

COVID-19 implications: The selected contractor shall abide by the latest recommendations of WHO and National Commission for Emergency Situations of the Republic of Moldova pertaining to safety measures in the COVID-19 context. The Offeror's proposal shall be clear on the activities, costs entailed, and approach proposed to ensure the delivery of the assignment in the current pandemic context whereby objectives of the assignment are met, while enforced safety standards are adhered to.

Shall it be feasible to conduct any meetings, or any other activities under the assignment with physical presence of participants, the contractor will abide by the safety rules and regulations set by the Moldovan authorities in regard to gatherings/meetings at that particular time.

VII. PAYMENT

The payment for services will be made in tranches upon submission of deliverables stated in deliverable table. All deliverables shall be endorsed by the Project Manager within 14 calendar days from their submission.

Deliverable	Target Date	Payment
1. Detailed methodology and approach for mainstreaming of climate change adaptation/resilience into the selected towns.	June 2021	10%
2. Six (6) Draft Participatory and Gender inclusive Climate Change Adaptation/Resilience Roadmaps for selected towns	October 2021	30%
3. Six (6) Participatory and Gender inclusive Climate Change Adaptation/Resilience Roadmaps for selected towns	December 2021	30%
4. Participatory and Gender Inclusive Climate Change Adaptation Plans or Recommendations Reports on mainstreaming of gender inclusive Climate Change Adaptation measures into the local development planning documents of 6 (six) district towns	May 2022	20%
5. Final report on the implementation of assignment	June 2022	10%

VIII. QUALIFICATIONS AND SKILLS REQUIRED

The selected Company/Organization should:

- Be legally registered entity or consortium of companies/organizations where each member of legally registered;
- Have at least five (5) progressive years of experience in conducting assessments, research, strategies, studies in the field of climate change and/or local development and environment;
- Have experience in policy making at the district/local levels (at least three (3) contracts/assignments);
- Demonstration of technical capacities by presenting similar experience in implementation of minimum two (2) contracts related to conducting Climate Change Adaptation/Resilience Plans or related assignments over the last five (5) years.
- Minimum average annual turnover of USD 50,000.00 for the last 3 years.
- Allocate technical and human resources (team of experts) required for the implementation of assignment.

Composition and requirements for the Team of experts

The bidder should propose the team of key experts which will be involved into the implementation of the current assignment as per the positions indicated above.

1. Team leader

- Advance degree in Public Administration/Law/Regional Development/Environment/Economy or the other relevant field;
- Professional certification in Project Management, is an advantage;
- At least for 5 years' experience in climate change (preferably in climate change adaptation) or related fields;
- At least 5 years of progressive experience in leading teams;

- Experience in development of at least 3 (three) local/national policies and plans;
- Experience in conducting at least 2 (two) assignments (assessments/research/studies) in environment, climate change and/or disaster risk management;
- Proved work experience with development partners and international organizations;
- Fluency in Romanian and English is required for this assignment, knowledge of Russian language will be an asset.

2. *Climate change and Disaster Risk Management Expert*

- Advance degree in Environment/Climate Change/Geography/Civil Protection or the other relevant field;
- At least for 5 years' experience in climate change, preferably in climate change adaptation;
- Experience in conducting at least 5 (five) assignments (assessment/research/studies) in environment, climate change and/or disaster risk management;
- Proved work experience with development partners and international organizations;
- Fluency in Romanian and English is required for this assignment.

3. *Economist*

- Advance degree in Economy/Finances/Management/Environment or the other relevant field;
- Experience in conducting at least 2 (two) economical assignments (assessment/research/studies) in environment, climate change and/or disaster risk management;
- Experience in conducting at least 3 (three) economic assignments of national/local policies and plans;
- Experience in climate change, preferably in climate change adaptation;
- Proved experience of work with development partners and international organizations;
- Fluency in Romanian and English is required for this assignment.

4. *Social inclusion expert*

- Advanced university degree or equivalent in social sciences (economics, psychology, sociology etc.) or natural sciences, environmental management, or related fields;
- Experience in integration of social-gender-related aspects in at least 2 (two) assignments (assessment/research/studies) in environment, climate change and/or disaster risk management;
- Experience in integration of gender and/or social issues at least into 4 (four) development policies and plans;
- Experience in climate change, preferably in climate change adaptation;
- Proved experience of work with development partners and international organizations;
- Fluency in Romanian and English is required for this assignment.

The applicant should present the CVs of each team member, individually signed, that allow to identify the roles and responsibilities for the process. Each CV should clearly state:

- Contact information and main data about the person;
- Role in the project and level of involvement;
- Information on education (formal and courses/trainings);
- Previous experience relevant to the assignment;
- Contact information (name, title, organization, mailing address, phone, and email) for a minimum
- of three business references;
- Linguistic and other skills.

The competencies and skills of the above-listed key-personnel will be evaluated as per Section 4. Technical Evaluation Criteria Form. The Company could consider other non-key personnel that is required for the successful implementation of the present assignment; however, their competencies will not be evaluated. The Company should demonstrate substantial human resource capacity, proportionate to the workload to mitigate negative effects on the pace of implementation.

The Company shall take all reasonable measures necessary to ensure that the personnel deployed under this assignment shall respect local customs and conform to the highest standards of moral and ethical conduct and adherence to UNDP values (human rights, gender equality, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status). UNDP may at any time request the withdrawal or replacement of any of the key-personnel if these standards are not adhered to. Replacement will be made at the Company expense.

The company shall ensure no substitution of the team of experts during the implementation of this assignment prior to the written approval from the NAP-2 Project Manager. In case substitution occurs, the company shall ensure that all required qualifications for this assignment remain available within the expert's team.

Section 6: Returnable Bidding Forms / Checklist

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

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

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Envelope

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

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

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RfP21/02254		

We, the undersigned, offer to provide the services for **Development of Climate Change Adaptation/Resilience Plans for six districts towns (two plans per development region)** in accordance with your Request for Proposal No. **RfP21/02254** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

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

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

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

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

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

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any ▪ Dully filled in Forms A-G with annexes. Forms F and G password protected. Please, ensure that no other documents are disclosing your financial proposal apart from Forms F and G. Your price proposal indicated in e-Tendering system line item must equal with 1 US\$. <ul style="list-style-type: none"> ○ A copy of preliminary Agreement in case of Consortium or sub-contracting ○ Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value in the past three (3) years ○ Financial Statement (Income Statement and Balance Sheet) for the past 3 years ○ Detailed description of the Methodology, Approach and Implementation Plan (sequence of actions) for the services required in the ToR, with clear distribution of roles and responsibilities of the proposed key personnel;

	<ul style="list-style-type: none">○ CVs (signed by the envisaged personnel), together with attestation certificates (if applicable) and training attendance certificates (if applicable/ e.g. diplomas, certifications) (valid at the date of presentation) clearly stipulating the relevant experience which meets the listed requirements, of the Key personnel (mentioned in Section 5: Terms of Reference)○ Other as specified.▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country▪ Power of Attorney
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Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
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RFP reference:	RfP21/02254
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To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

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

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

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

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

Name of partner: _____	Name of partner: _____
Signature: _____	Signature: _____
Date: _____	Date: _____
Name of partner: _____	Name of partner: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RfP21/02254		

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 3 years.

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

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

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

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

Financial Standing

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

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

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

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

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RfP21/02254		

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

SECTION 1: Bidder's qualification, capacity, and expertise

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

SECTION 2: Proposed Methodology, Approach and Implementation Plan

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

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

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

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

SECTION 3: Management Structure and Key Personnel

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

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i> <ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, level of involvement, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert] Reference 2: [Insert]

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

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RfP21/02254		

We, the undersigned, offer to provide the services for Development of Climate Change Adaptation/Resilience Plans for six districts towns (two plans per development region) in accordance with your Request for Proposal No. RfP21/02254 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

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

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

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

Name: _____
Title: _____
Date: _____
Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RfP21/02254		

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

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

Currency of the proposal: USD

Table 1: Summary of Overall Prices

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

Table 2: Breakdown of Professional Fees

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

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			

Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Detailed methodology and approach for mainstreaming of climate change adaptation/resilience into the selected towns.				
Six (6) Draft Participatory and Gender inclusive Climate Change Adaptation/Resilience Roadmaps for selected towns				
Six (6) Participatory and Gender inclusive Climate Change Adaptation/Resilience Roadmaps for selected towns				
Participatory and Gender Inclusive Climate Change Adaptation Plans or Recommendations Reports on mainstreaming of gender inclusive Climate Change Adaptation measures into the local development planning documents of 6 (six) district towns				
Final report on the implementation of assignment				
Total				