

United Nations Development Programme



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Resilient nations.*

REQUEST FOR PROPOSAL

Consulting firm to conduct comprehensive climate hazard mapping and risk assessment and development of risk model for Timor-Leste

RFP No.: UNDP/TLS/RFP/2021/ 0000009054

Project: Safeguarding rural communities and their physical assets from climate induced disasters

Country: Timor Leste

Issued on: 10 May 2021

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DEAR SIR/MADAM,

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

Detailed Technical Specification as well as other requirements are listed in the RFP available on UNDP ATLAS e-Tendering system (<https://etendering.partneragencies.org>) **Event ID: 0000009054**

Pre-bid Conference will be held on:

Virtual Pre-Bid Conference (Link will be shared with interested bidders)

Date/Time: 19th May 2021 at 02:00 PM Timor Leste Time

Place: **Link will be shared with interested bidders**

For Virtual Coaching for e-Tendering Assistance, please contact at:

Email: ahmad.zubair@undp.org

Phone or WhatsApp: +67078367023

Your bid, should be submitted in accordance with the RFP requirements, through the UNDP ATLAS e-Tendering system and by the deadline indicated in <https://etendering.partneragencies.org>.

You are kindly requested to indicate whether your company intends to submit a Bid by clicking **"Accept Invitation"**.

If you have not registered in the system before, you can register by logging in using:

Username: event.guest

Password: why2change

The step by step instructions for registration of bidders and quotation submission through the UNDP ATLAS e-Tendering system is available in the attached "Instructions Manual for the Bidders". Should you require any training on the UNDP ATLAS e-Tendering system or face any difficulties when registering your company or submitting your quotation, please send an email to ahmad.zubair@undp.org and/or cc. procurement.staff.tp@undp.org

Please note that ATLAS has following minimum requirements for password:

1. Minimum length of 8 characters;
2. At least one capital letter; and

3. At least one number.

The user guide and video are available to you in the UNDP public website in this link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement:notes/resources/>. You can also access the instruction from youtube with link: <https://www.youtube.com/watch?v=Trv1FX6reu8&feature=youtu.be>.

No hard copy or email submissions will be accepted by UNDP.

UNDP looks forward to receiving your Proposal and appreciate your interest to participate in UNDP procurement opportunities.

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

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

Issued by:



Name: Ahmad Zubair

Title: Procurement Manager

Date: **May 10, 2021**

Approved by:



Name: Sonia Mehzabeen

Title: Operations Manager

Date: **May 10, 2021**

SECTION 2. INSTRUCTION TO BIDDERS

A. GENERAL PROVISIONS

<p><i>1. Introduction</i></p>	<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>
<p><i>2. Fraud & Corruption, Gifts and Hospitality</i></p>	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p>
<p><i>3. Eligibility</i></p>	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

<p>4. <i>Conflict of Interests</i></p>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
<p>B. PREPARATION OF PROPOSALS</p>	
<p>5. <i>General Considerations</i></p>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
<p>6. <i>Cost of Preparation of Proposal</i></p>	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>

7. <i>Language</i>	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.
8. <i>Documents Comprising the Proposal</i>	8.1 The Proposal shall comprise of the following documents: 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. <i>Documents Establishing the Eligibility and Qualifications of the Bidder</i>	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.
10. <i>Technical Proposal Format and Content</i>	10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP. 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. 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 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.
11. <i>Financial Proposals</i>	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. 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. 11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.
12. <i>Proposal Security</i>	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. 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. 12.3 If the Proposal Security amount or its validity period is found to be less than

	<p>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> <p>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</p> <p>b) In the event that the successful Bidder fails:</p> <p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
<i>13. Currencies</i>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
<i>14. Joint Venture, Consortium or Association</i>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience</p>

	<p>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>
<i>15. Only One Proposal</i>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> f) they have at least one controlling partner, director or shareholder in common; or g) any one of them receive or have received any direct or indirect subsidy from the other/s; or h) they have the same legal representative for purposes of this RFP; or i) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; j) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or k) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
<i>16. Proposal Validity Period</i>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<i>17. Extension of Proposal Validity Period</i>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p>

	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.
18. Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
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

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

	been opened
25. <i>Proposal Opening</i>	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.
D. EVALUATION OF PROPOSALS	
26. <i>Confidentiality</i>	<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. <i>Evaluation of Proposals</i>	<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> <ul style="list-style-type: none"> a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals
28. <i>Preliminary Examination</i>	28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.
29. <i>Evaluation of Eligibility and Qualification</i>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> e) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; f) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, g) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; h) They are able to comply fully with UNDP General Terms and Conditions of Contract;

	<ul style="list-style-type: none"> i) They do not have a consistent history of court/arbitral award decisions against the Bidder; and j) They have a record of timely and satisfactory performance with their clients.
<p>30. Evaluation of Technical and Financial Proposals</p>	<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 style="text-align: center;">Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<p>31. Due Diligence</p>	<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

	<p>provided by the Bidder;</p> <p>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;</p> <p>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;</p> <p>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;</p> <p>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</p> <p>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p>
<p>32. Clarification of Proposals</p>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
<p>33. Responsiveness of Proposal</p>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<p>34. Nonconformities, Reparable Errors and Omissions</p>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <p>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</p>

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

SECTION 3. BID DATA SHEET

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p>Will be Conducted</p> <p>Time: 02.00 PM TLS Time</p> <p>Date: 19 May 2021</p> <p>Venue: Zoom Meeting</p> <p>(Link to Zoom Meeting will be provided to interested bidders)</p> <p>Please send your interest email to below email address so the procurement unit could share the zoom link with you prior to meeting.</p> <p>The UNDP focal point for the arrangement is:</p> <p>Focal Point: UNDP TLS Procurement Unit</p> <p>Telephone: +67078367023</p> <p>E-mail: procurement.staff.tp@undp.org</p>
5	10	Proposal Validity Period	90 days
6	14	Bid Security	<p>Required in the amount of USD 10,000</p> <p>In the form of Bank Guarantee letter (as per FORM-H template attached with this RFP).</p>

			<p>The validity of Bid Security should be 90 Days.</p> <p>Bidders are requested to submit a copy bid-security along with their proposal and original should be submitted to UNDP Dili Timor Leste Office after closing date of tender.</p>
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Required 5% from total amount of contract
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	8 calendar days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	<p>Focal Person in UNDP: TLS Procurement Unit</p> <p>Phone: +67078367023</p> <p>E-mail address: procurement.staff.tp@undp.org</p>
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>02 June 2021 – for exact closing time please refer to E-Tendering system.</p> <p>Note that system time zone is in EST/EDT (New York) time zone.</p>
14	22	Allowable Manner of Submitting Proposals	e-Tendering
15	22	Proposal Submission Address	<p>https://etendering.partneragencies.org</p> <p><u>Event ID# TLS10- 0000009054</u></p>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.

			<ul style="list-style-type: none"> ▪ All files must be free of viruses and not corrupted. ▪ Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP ▪ Max. File Size per transmission: 50 MB ▪ Mandatory subject of email: <u>TLS10- 0000009054</u> <p>IMPORTANT NOTICE: DO NOT DISCLOSE your price anywhere in your submission or the e-tendering other than the encrypted financial proposal. Please insert “1” as your bid price in the e-tendering line item.</p>
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70%. Contract will be awarded to the combined highest scorer.</p>
18		Expected date for commencement of Contract	<i>July 1, 2021</i>
19		Maximum expected duration of contract	12 months
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	<p>Purchase Order and Contract for Goods and Services for UNDP</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
23		Other Information Related to the RFP	

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:

- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity (90 days)

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 firm	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 5 years of relevant experience.	Form D: Qualification Form
	Minimum 2 contracts of similar nature, complexity and value of more than \$300,000 of one contract implemented over the last	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.

	5 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	
Financial Standing	Minimum average annual turnover of USD1 million for any three out of the last four years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Suggest that you add a row here to list the key personnel		
Additional Corporate Experience	<ul style="list-style-type: none"> - Corporate experience (similar projects/studies undertaken in the past) in undertaking similar projects/studies relating to hazard mapping and vulnerability assessment, capacity-building and training, use of recognized hazard, risk and vulnerability tools. - Experience working with UNDP/ major multilateral/ or bilateral programmes. on Projects of similar nature and complexity in the Asia/Pacific Region- 	
Key positions (required to provide CVs) For detailed qualification requirements please refer to Technical Evaluation Criteria Section-3	<ul style="list-style-type: none"> - Team Leader- International (Submission of 1 CV is required) - Multi Hazard Specialist- International (1 CV is required) - Hydrologist/Hydraulic Modeler- International (Submission of 1 CV is required) - Drought/Water Resources Specialist- International (Submission of 1 CV is required) 	

Technical Evaluation Criteria

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

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing: <ul style="list-style-type: none"> - Working experience at international level with UNDP/ major multilateral/ or bilateral programmes (20 Marks) - No past litigation issues on contract implementation failures (20 marks) - Diverse team with international experience (10 marks) 	50
1.2	General Organizational Capability which is likely to affect implementation: <ul style="list-style-type: none"> - Management structure: well defined organization working structure with hierarchy of management and office structure (20 marks), - Financial stability and project financing capacity: strong financial statement with quick ratio of 1 and average financial turn over of at-least US\$ 1,000,000.00 (50 marks) to \$ 1,300,000 (60 marks) - Project management controls: The controlling mechanism is well defined in organization structure and quality control is ensured by having built-in mechanisms in place (20 marks) , - 	100
1.3	Relevance experience <ul style="list-style-type: none"> - At least 5 years of cumulative relevant experience and specialized knowledge in undertaking activities and assessment of similar nature as stated in TOR <ul style="list-style-type: none"> • 5 to 6 years of experience (70marks) • Above 6 years (90 marks) - At least 1 previous with UNDP/ major multilateral/ or bilateral programmes on projects of similar nature and complexity in the Asia/Pacific Region. <ul style="list-style-type: none"> • 1 contract (20 marks) • More than 1 contract (30 marks) 	120

1.4	- Extent to which any work would be subcontracted: The bidder should explain how the work will be done locally and to what extend sub-contract or partnership with local company will be done.	50
1.5	Organizational Commitment to Sustainability (mandatory weight) -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points -Organization is a member of the UN Global Compact -5 points -Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	30
Total Section 1		350

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: - Have the important aspects of the task been addressed in sufficient detail? - Are the different components of the project adequately weighted relative to one another?	90
2.2	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	50
2.3	Is the scope of task well defined and does it correspond to the requirements of the TOR? (50 marks) Is the conceptual framework adopted appropriately for the task? (30 marks)	80
2.4	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	30
Total Section 2		250

Section 3. Management Structure and Key Personnel		Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?	40
3.2	Qualifications of key personnel proposed	
3.2 a	Team Leader- International (Submission of 1 CV is required)	80

	<p>- Academic qualification in field of: Climate Change, Climatology, Disaster Risk Reduction, Civil or Environmental Engineering, Environmental Management, or a related discipline PHD Degree: (25 marks) or Minimum Master Degree: (18 Marks)</p>	25	
	<p>- Experience and Suitability for the Project</p> <ul style="list-style-type: none"> 10-15 years' experience related to climate change adaptation, sustainable development, rural development, disaster risk reduction, and working with vulnerable population and groups (15-20 marks) 7-10 years of experience in leading a team for similar assignments and at the international level (7-10 marks) 3-5 years of progressive professional experience in climate change hazard mapping and vulnerability assessments (7-10 marks) Experience of at least 1-2 previous similar projects in last 10 years and in the capacity as a team leader (7-10 marks) 	50	
	<p>- Language Qualifications</p> <p>Proficiency in both spoken and written English (7 marks). In addition to excellent command of English, ability to communicate in Tetum, Bahasa Indonesia or Portuguese will be an advantage (1-3 marks)</p>	10	
3.2 b	Multi Hazard Specialist- International (1 CV is required)		70
	<p>- Academic Qualifications in field of: Climatology, hydrology, disaster risk reduction, natural resources management, Environmental Science, Climatology, Civil Engineering, Hydrometeorology or closely related Advance Master Degree: (20 marks) or Minimum bachelor's degree: (15 marks)</p>	20	
	<p>- Years of experience and Suitability for the Project</p> <ul style="list-style-type: none"> 8 to 10 years of international experience in flood and/or drought and/or landslide hazard mapping (10-15 marks) . 3-5 years' experience in multi-hazard mapping and experience on similar project/study conducted (5-8 marks) 1-2 completed assignments in developing national, systematized methodology for hazard mapping and vulnerability assessments in last 8 years (5-7 marks) Familiarity and/or experience on Multi -hazard Early Warning Systems (MHEWS) (5 marks) 1-2 similar assignment in Asia/Pacific Region and/or knowledge of the region's context is an asset (4-5 marks) 	40	
	<p>- Language Qualifications</p> <ul style="list-style-type: none"> Proficiency in both spoken and written English (7 marks). In addition to excellent command of English, ability to communicate in Tetum, Bahasa Indonesia or Portuguese will be an advantage (1-3 marks) 	10	
3.2 c	Hydrologist/Hydraulic Modeler- International (Submission of 1 CV is required)		70

	<ul style="list-style-type: none"> - Academic Qualifications in field of: Hydrology, water resources management, hydrometeorology, hydraulics, or closely related field Advance Master Degree: (20 marks) or Minimum Bachelor Degree: (15 marks) 	20	
	<ul style="list-style-type: none"> - Years of experience and Suitability for the Project <ul style="list-style-type: none"> · 7 to 10 years of international experience in river basin flood and/or drought hazard mapping (10-14 marks) · 3-5 years of progressive professional experience in hydrodynamic analysis, river hydraulics and hydraulic and hydrology modelling with experience in flood risk assessment and mapping (8-12 marks), · 1-2 completed assignments in implementing and/or developing national, systematized methodology for flood hazard mapping and working experience at Asia/Pacific Region and/or knowledge of the region's context is an asset in last 7 years (5-8 marks) · Experience in using different hydraulic modelling software (6 marks) 	40	
	<ul style="list-style-type: none"> - Language Qualifications <ul style="list-style-type: none"> · Proficiency in both spoken and written English (7 marks). In addition to excellent command of English, ability to communicate in Tetum, Bahasa Indonesia or Portuguese will be an advantage (1-3 marks) 	10	
3.2d	Drought/Water Resources Specialist- International (Submission of 1 CV is required)		70
	<ul style="list-style-type: none"> - Academic Qualifications in field of: in Hydrological Engineering, Water Resources Management, Hydraulics, Hydrology or in a related discipline. Advance Master Degree: (20 marks) or Minimum Bachelor Degree: (15 marks) 	20	
	<ul style="list-style-type: none"> - Years of experience and Suitability for the Project <ul style="list-style-type: none"> · 8 to 10 years of experience in water resource management (WRM) and water sector planning (12-15 marks) · 5 to 8 years of experience in climate change adaptation, hydrological modeling, drought hazard mapping, climate change vulnerability assessment and risk management (12-15 marks), · 1-2 completed assignments in implementing and/or developing national, systematized methodology for drought hazard mapping and vulnerability assessments and working experience at Asia/Pacific Region and/or knowledge of the region's context is an asset in last 8 years (8-10 marks) 	40	
	<ul style="list-style-type: none"> - Language Qualifications <ul style="list-style-type: none"> · Proficiency in both spoken and written English (7 marks). In addition to excellent command of English, ability to communicate in Tetum, Bahasa Indonesia or Portuguese will be an advantage (1-3 marks) 	10	
3.2e	GIS Specialist- International (Submission of 1 CV is required)		70

	<p>- Academic Qualifications in field of: Geography, Geodesy, Natural Resources Management, Data Management, Information Technology or in a related field relevant to climate change adaptation and/or disaster risk management coupled with a combination of professional training, certification and experience in GIS mapping/remote sensing.</p> <p>Advance Master Degree: (20 marks) or Minimum Bachelor Degree: (15 marks)</p>	20	
	<p>- Years of experience and Suitability for the Project</p> <ul style="list-style-type: none"> · 5- 7 years progressively responsible experience in the field of GIS which includes digitizing, mapping and data analysis, preferably in hazard mapping, watershed management, forestry or a related field (12-15 marks) · 1-2 completed assignment as a consultant with a government agency or development partner with specific experience on climate change adaptation, DRM (5-7 marks) · 1-2 completed assignments in climate hazard mapping, climate change adaptation, agroforestry, watershed and catchment management (5-7 marks). · 1-2 completed assignments in Timor-Leste and/or Asia/Pacific Region and/or knowledge of the country/region's context is an asset (4-6 marks) · Proficiency in using GIS, remote sensing and other relevant geospatial software packages (5 marks) 	40	
	<p>- Language Qualifications</p> <ul style="list-style-type: none"> · Proficiency in both spoken and written English (7 marks). In addition to excellent command of English, ability to communicate in Tetum, Bahasa Indonesia or Portuguese will be an advantage (1-3 marks) 	10	
Total Section 3			400

SECTION 5. TERMS OF REFERENCE

TERMS OF REFERENCE

Consulting firm to conduct comprehensive climate hazard mapping and risk assessment and development of risk model for Timor-Leste

Unit: Climate Change and Resilience

Project: “Safeguarding rural communities and their physical assets from climate induced disasters in Timor-Leste”

Duty Station: Dili, Timor-Leste (with extensive field to Municipalities)

Duration: 12 months

Expected starting date: 01 July 2021 or earlier if contract award is concluded

1. BACKGROUND/PROJECT DESCRIPTION

Timor-Leste is highly vulnerable to climate changes, particularly increasing variability of rainfall and extreme weather events. Lives and livelihoods in the remote interior of the country and coastal regions are both highly exposed. Impacts of intensified extreme events include damage and degradation of decentralized small-scale critical infrastructure, particularly water supply and drainage structures, embankments, and feeder roads and bridges. Damages leave rural populations isolated, lacking basic services. In response to this challenge, in 2019, the Government of Timor-Leste (GoTL) with the support of UNDP received funding from the Green Climate Fund (GCF) to implement the “Safeguarding rural communities and their physical assets from climate induced disasters in Timor-Leste” project from 2020 to 2026. The project is represented by the Secretariat of State of Environment (SSE), under the Coordinating Minister of Economic Affairs, as the Implementing Partner with the main responsible parties/ministries being the Ministry of State Administration (MSA), Ministry of Agriculture and Fisheries, Ministry of Public Works (MoPW) and the Secretary of State for Civil Protection (SSCP).

The objective of the project is to safeguard vulnerable communities and their physical assets from climate change-induced disasters. It aims to address existing institutional, financial and legislative barriers, increasing the climate resilience of vulnerable small-scale rural infrastructure. The project targets 175,840 direct beneficiaries, an estimated 15% of the total population. Benefits include increased climate resilience for small-scale infrastructure as well as 300 ha of reforested and rehabilitated land to buffer against climate-induced disasters.

This will be achieved by delivering the following results:

- Strengthening the capacity of mandated institutions to assess and manage climate risks in order to maintain local infrastructure services. GCF-funded activities will embed new skills, technologies, and innovative methods in climate risk identification and mitigation processes. Monitoring and recording of climate risk information will be enhanced, and these data will be integrated into policies, standards, guidelines, and long-term investment planning for small-scale rural infrastructure.
- Implementing climate resilient building measures to improve small-scale rural infrastructure in vulnerable areas. GCF funds will assist in the development and implementation of catchment management strategies, supporting long-term resilience and climate risk reduction via landscape restoration and enhanced land stability, particularly in vulnerable catchments where small-scale infrastructure is present.

The project is supporting the ongoing decentralized investment frameworks which is administered through the Municipality Development Investment Program (PDIM) and National Suco Development Plan (PNDS) processes, by embedding the knowledge of climate risks and skills of climate proofing design, construction, operation and maintenance of rural infrastructure. Through the project, local authorities' capacity for climate-risk informed development of long-term investment plans will be enhanced, thereby strengthening decentralized decision-making.

Several climate hazard mapping and risk assessment exercises were done in the past in Timor-Leste. However, definitive, accurate and up-to-date climate hazard and risk mapping for the whole country is lacking. Existing hazard maps lack the level of technical detail on which to base comprehensive climate risk adaptation solutions and disaster risk management. Therefore, through this consultancy the project will support SSCP and SSE to carry out the comprehensive hazard mapping and risk modelling for Timor-Leste. This activity will introduce a tailored GIS-based risk model as a tool for risk assessment (including potential physical damage and economic losses modelling), cost-benefit analysis and the identification and appraisal of climate resilient intervention measures for strategic planning in the future.

In collaboration with the Secretary of State for Civil Protection (SSCP), the GCF project will support the establishment of the spatial data infrastructure (SDI) under a separate consultancy. While some trainings are envisaged in the services expected by the consultancy firm, the project is currently recruiting a GIS Specialist under a separate assignment on the project to support the establishment of the SDI/GIS laboratory and to facilitate relevant trainings and capacity development activities for staff in the respective line ministries and municipalities in collaboration with the Secretary of State for Civil Protection (SSCP) and other project partners.

2. OBJECTIVE

The overall objective of the assignment is to undertake a comprehensive countrywide (all 12 municipalities and Oecusse's Special Economic Zone) mapping of the major climate hazards and to develop the

comprehensive risk profiles and a GIS based risk model for Timor-Leste.

This includes the identification of all the major climate hazards; review of the technical characteristics of hazards such as their location, intensity, frequency and probability; the analysis of exposure and vulnerability, including the physical, social, environmental and economic dimensions; and the evaluation of the effectiveness of prevailing and alternative adaptive coping capacities with respect to likely risk scenarios.

3. SCOPE OF SERVICES

The assignment will cover the following aspects:

Conducting a comprehensive countrywide climate hazard mapping and risk assessment which include establishing the methodology for analyzing hazards and risks, risk profiling and developing the risk model. The methodology will be used to identify the principal hazards that affect the country and the extent of exposure and vulnerability in the case of each hazard. This will include incorporating satellite imagery, aerial photographs, GIS and other digital IT methods to express the data. The assessment will produce a risk atlas with nation-wide coverage and provide the necessary information and recommendations for integrating data and maps into local development planning and disaster risk management policies and programmes. The assignment will be undertaken in consultation and collaboration with SSCP, SSE and other relevant counterparts, experts and stakeholders.

The methodology will require the collection and analysis of available secondary data, including official statistics, assessment reports, topographic maps, technical data sets and historical data. It will also entail the collection of primary data through site visits, key informant interviews (KII) and focus group discussions (FGD). More specifically, the risk analysis will require carrying out a detailed analysis of each of the key dimensions of risk, namely hazards, exposure, sensitivity, vulnerability and adaptive capacity.

1. Hazard mapping analysis

An analysis of hazards will be undertaken to develop a comprehensive climate hazard profile and produce detailed multi-hazard maps covering all municipalities and regions of Timor-Leste, focusing on the main climate related hazards. The hazard maps will include information about hazard intensity or magnitude, frequency and probability. The analysis will include identifying plausible event scenarios including possible situations of displacement. Where it is available and accessible, historical data will be used to model future events, cycles of recurrence interval and their expected frequency for various return periods up to and including 1/100 years.

The consultancy firm is expected to produce the multi-hazard mapping results into an appropriate, accessible, user-friendly and updatable database. The assignment will include the integration of hazard data, models and maps in proper GIS formats and the delivery of data sets, maps and reports in customized formats. All maps should be presented following the established cartography parameters in line with international best practice, for which accurate digital elevation models (DEM) in the form of LiDAR will be used for all hazard modelling. Topographic survey of rivers through high-risk areas will be undertaken. Historical hydrometeorological data

for all Timor-Leste for all hazard and risk assessments will be utilized.

The probability of the specific climate related hazards occurring in the respective sucos (villages)/aldeias (sub-villages) and their relative variation associated with the climate, geology, topography, landscape geometry and land-use patterns will be analyzed. Mapping will be done for the various types of hazards and to clearly define the specific characteristics and detailed location-based variables covering all municipalities and regions detailed to the suco (village) level.

The potential climate hazards that are to be assessed include the following:

- Large-scale hazards such as flooding, storm and tidal surges, tsunami, ENSO events (el Niño and la Niña events)
- Medium and localized small-scale hazards such as floods due to persistent heavy intensity rainfall, coastal and riverine floods, erosion, landslides, rock fall and strong winds.
- Slow-onset characteristics hazards, such as drought and flooding or inundation in coastal areas due to sea-level rise.

II. Exposure and sensitivity analysis

Climate change is likely to increase both the magnitudes and frequencies of climate hazards such as flooding, landslides, soil erosion, strong winds and droughts in Timor-Leste. Under this task the consultancy firm will analyze to what extent people, infrastructure and other physical assets and critical facilities are located in hazard-prone areas across the country, undertake physical inventory of geography, population, economy, agriculture, livelihoods, infrastructure in the respective municipalities, administrative posts and sucos/villages. Also, it involves the assessment of the likely exposure of critical infrastructure, assets and facilities to climate change variables – and the sensitivity of existing physical assets and current and planned infrastructure to the climate impacts including an evaluation of relevant adaptation responses to current and future risks.

III. Vulnerability and Risk analysis

The third element of the risk analysis will be addressed by the vulnerability and capacity assessment. The assessment will identify vulnerable elements in each geographical area – physical, ecological, social and economic.

IV. Risk profiles and risk model

GIS-based risk model developed which integrates various spatial socio-economic data with the hazard maps, assess vulnerability and calculates the risk that include damages and loss estimates. This component would include the methods and tools to undertake cost-benefit analysis using the risk model to identify options that maximize benefits for infrastructure planning.

V. Specific tasks and responsibilities:

To achieve the objective of the assignment, the international consultancy firm will provide the following services:

Phase I – Inception

- Conduct a desk review of previous vulnerability assessments undertaken and the methodology used. These include the hazard and risk assessment (UNDP, 2013), CVCA (UNDP, 2015 covering 3 municipalities), community vulnerability assessment (CVA - 2017), integrated vulnerability assessment (IVA) undertaken by SSE (ongoing), coastal vulnerability assessment (UNDP, 2018 for all the coastal areas) among others, that outline key vulnerabilities and identified opportunities for reducing vulnerability through national adaptation strategies and related interventions. The review of previous hazard mappings and vulnerability assessments conducted in Timor-Leste would also highlight complementarity and provides relevant secondary data and information. Where the methodology applied in those previous studies remains relevant and the outputs are deemed to be of appropriate quality and sufficient level of detail, without prejudice to any of the previously conducted studies, the data and products will be used as relevant and appropriate for this study.
- Develop a detailed methodology for assessing climate risks and developing the risk model based on an analysis of hazards, exposure, vulnerability and capacity which will be presented for validation during the inception stage.
- Conduct the Inception Workshop with key stakeholders (UNDP, SSE, SSCP, MSA, MoPW, MAF) to present and validate the scope of the assignment, methodology, expectations, geographical coverage and deliverables.
- Prepare and submit an inception report, within one month of commencement of the contract, by presenting a detailed work plan, methodology and timeframe for completion of the deliverables. The updated inception report will be submitted after the inception workshop incorporating the feedback from the workshop and addressing all other inputs and comments received from stakeholders.

Phase II – Hazard Mapping

- Detailed technical report on the process, calculations and models used for development of the hazard scenarios, as well as for the hazard prone areas identification, zoning and classification.
- Prepare a well-structured documentation of all the methodologies, technologies and tools used in the study for the multi-hazard modelling and mapping with detailed SoPs and guidelines and final templates for all identified hazard modelling and mapping. This includes a review of previous hazard mappings and vulnerability assessments conducted in Timor-Leste highlighting complementarity and considering their relevance and application to this study without duplicating the same outputs.
- Prepare a synthesis report on the comprehensive Multi-Hazard Assessment and Risk profiling in Timor-Leste.
- All data collected from this study will be compiled and a set of digital hazard datasets in GIS compatible formats will be developed.

- Produce various hazard zoning and hazard intensity maps (including individual hazards and composites) geo-referenced in accordance with official national and international patterns and norms.

Phase III – Vulnerability and Risk Analysis

- Assess the probability of the climate impacts by exploiting the identified vulnerabilities and conducting the risk analysis to develop the risk profiles by location.
- Develop and codify methods and tools for undertaking socio-economic surveys to collect necessary information to fully map the socio-economic conditions within watershed areas.
- Generate detailed risk profiles (ranking from high, medium, low) using appropriate sector impacts models/tools and propose risk reduction strategies and actions.
- Develop and deliver a GIS-based risk model as a tool for risk assessment that include potential physical damage and economic losses modelling that will support strategic planning in the future.
- Present the draft Vulnerability and Risk Assessment Report at the national validation workshops with all relevant stakeholders (including Government Ministries, UN Agencies, Development Partners, NGOs, academic institutions, civil society). This includes dissemination of key finding and also explanation of the methodologies for evaluating and ranking the risks identified.
- Final Vulnerability and Risk Assessment Report incorporating inputs and comments received from all stakeholders.

Phase IV – Workshop, Training and related Capacity Development

- Organize and facilitate at least eight (8) separate field/municipal level workshops with representatives of local authorities for consultation (which entail at least 4 municipal clusters, plus separate workshops for Oecusse and Atauro Island. Subsequent to the sub-national level events, national consultation and validation events (at least 2 events) are to be organized and facilitated.
- Training and capacity development will be provided through continuous skills transfer in the performance of this assignment and delivery of the tasks. In addition to this there will be several structured and formal training organized and facilitated.
- Organize and facilitate workshops and training events, at national and municipality levels for technical staff, to share the methodologies, technologies and tools use for the hazard mapping, vulnerability assessment findings and use of the risk model developed and its application to the local development planning and budgeting processes and related DRM/DRR interventions. The events/workshops could be organized in at least 4 municipal clusters (for the 12 municipalities on the mainland including Atauro Island), and a separate workshop conducted for Oecusse. Each event/session is expected to have approximately 25 participants.
- Organize and facilitate a tailored training for planners and DRM decision-makers in government to ensure knowledge and skills transfer about vulnerability assessments, risk profiling and the application of the risk model developed. This training will include approximately 30 participants from respective line Ministries.

- Develop relevant training materials (manuals, PowerPoint presentations and other information packages) to deliver the required trainings to technical staff at both national and sub-national levels.
- Prepare and submit Training Report summarizing the activities of the different trainings conducted, including the resources used, findings, pre-and post-assessment results, capacity lessons-learned and recommendations for follow-up.

The GCF project will provide logistical support for the trainings such as identifying the participants, arranging and paying for the venue, printing costs, catering and related support for participants. Facilitation and per diem for the training facilitators are to be included in the offer proposed by the bidder.

VI. EXPECTED OUTPUTS AND DELIVERABLES

The consultancy firm will be expected to undertake the required tasks and deliver the required outputs as specified.

Phase I – Inception Phase

- Inception report, within one month of commencement of the contract, presenting a detailed work plan, methodology and timeframe for completion of the deliverables.
- Inception Workshop with key stakeholders (UNDP, SSE, SSCP, MSA, MoPW, MAF) to present and validate the scope of the assignment, methodology, expectations, geographical coverage and deliverables.
- Updated inception report incorporating the feedback from the workshop and addressing all other inputs and comments received from stakeholders.
- Detailed methodology for assessing climate risks and risk model developed based on an analysis of hazards, exposure, vulnerability and capacity which will be presented for validation during the inception stage.

Phase II – Climate Hazard Mapping & Vulnerability and Risk Assessment

- Technical Report on the process, calculations and models used for development of the hazard scenarios, as well as for the hazard prone areas identification, zoning and classification.
- A well-structured documentation of all the methodologies used in the study for the multi-hazard modelling and mapping with detailed SoPs and guidelines and final templates for all identified hazard modelling and mapping.
- Synthesis report on the Comprehensive Multi-Hazard Assessment and Risk profiling for the whole Timor-Leste.
- A set of digital hazard datasets in GIS compatible formats.
- Hazard zoning and hazard intensity maps (including individual hazards and composites) geo-referenced in accordance with official national and international patterns and norms. Maps produced shall utilize LiDAR produced Digital Elevation Model (DEM) and various available high-resolution topographic maps. Maps produced for several different return periods and for a range of climate change scenarios.

Phase III – Vulnerability and Risk Analysis

- GIS-based socio-economic Risk Model that include potential physical damage and economic losses modelling including the methods tools for undertaking socio-economic surveys.
- Detailed risk profiles (ranking from high, medium, low) using appropriate sector impacts models/tools and propose risk reduction strategies and actions.
- Draft Vulnerability and Risk Assessment Report at the national validation workshop with all relevant stakeholders which includes dissemination of key finding and also explanation of the methodologies for evaluating and ranking the risks identified.
- Final Vulnerability and Risk Assessment Report and updated Risk Model incorporating inputs and comments received from all stakeholders.

Phase IV – Training and Capacity Development

- Trainings at national and municipality levels for technical staff, to share the methodologies, technologies and tools use for the hazard mapping and vulnerability assessment findings and use of the risk model developed and its application to the local development planning and budgeting processes and related DRM/DRR interventions.
- A tailored training for planners and DRM decision-makers in government to ensure knowledge and skills transfer about vulnerability assessments, risk profiling and the application of the risk model developed.
- Training materials (manuals, PowerPoint presentations and other information packages) for the respective trainings prepared, submitted and trainings delivered for the respective technical staff at both national and sub-national levels.
- Training Report summarizing the activities of the different trainings conducted, including the resources used, findings, pre-and post-assessment results, capacity lessons-learned and recommendations for follow-up.

VII. **SCHEDULE OF PAYMENT AND DELIVERABLES**

Deliverables/ Outputs	Target Due Dates	Payment Schedule	Review and Approvals
D-1: Inception Report – work plan, methodology and timeframe	Within 1 month after signing the contract (by 30 June 2021)	5%	UNDP

Deliverables/ Outputs	Target Due Dates	Payment Schedule	Review and Approvals
D-2: Synthesis report on the Comprehensive multi-hazard and risk assessment; digital hazard datasets in GIS compatible formats and hazard zoning/intensity maps.	6 months after signing the contract (by November 30, 2021)	20%	
D-3: Risk profiles using appropriate sector impacts models/tools, GIS-based risk model including the methods and tools for undertaking socio-economic surveys.	7.5 months after signing the contract (by January 15, 2022)	30%	
D-4: Draft Vulnerability and Risk Assessment Report	February 28, 2022	10%	
D-5: Training Report summarizing the activities of the trainings conducted. And submission of training materials to UNDP.	March 31, 2022	15%	
D-6: Final Vulnerability and Risk Assessment Report and updated Risk Model incorporating comments received from all stakeholders.	May 15, 2022	20%	
Duration	12 months	100%	

All the deliverables under this consultancy assignment must be presented to acceptable standards and relevant for decision- makers at all levels in planning, budgeting and formulating national and field level climate change adaptation, disaster risk management and environmentally sustainable development strategies and policies. All deliverables should be submitted in English. The deliverables will only be accepted after having been validated and deemed to have met the standards expected. All training events and workshops have to be well prepared and executed professionally with experienced facilitators by the consultancy firm.

VIII. INSTITUTIONAL ARRANGEMENT

The comprehensive climate hazard mapping, risk assessment and development of a risk model for Timor-Leste will be implemented by a Consultancy firm with a proven track record and experience in conducting comprehensive hazard mapping exercises and vulnerability assessments.

- UNDP would be responsible in the overall contract management of the project in close coordination with State Secretary for Civil Protection and State Secretary for Environment.

- The Consultancy firm will work under direct supervision of the CTA of the GCF project, and in close collaboration with UNDP Timor-Leste Country Office (CO), relevant national and municipal government counterparts and the project team.
- UNDP Timor-Leste will support the Consultancy firm in terms of arranging meetings and consultation with key partners, municipality coordination with local authorities and providing overall guidance through its Chief Technical Advisor and the UNDP Country Office.
- There will be close and regular coordination among UNDP, PMU and the respective project partners with the consultancy firm throughout the implementation of the contract.
- Frequent communication and collaboration with project team and relevant national counterpart staff will be maintained through e-mail, telephone and skype, (and/or Zoom, M-Team) correspondence with all relevant parties mentioned above for smooth accomplishment of the assignment.
- The assignment requires the presence of the team members of the Consultancy firm in the duty station to effectively conduct the required travel and field visits to the municipalities, consultations and validation of content and products to be delivered².
- It is expected that all experts mobilized by consultancy firm will be adequately supported and equipped to deliver their functions. In particular, it shall ensure that there is sufficient administrative and logistical support to enable experts to concentrate on their primary responsibilities.
- Continuous collaboration and ongoing monitoring and reporting of the activities of the consultancy firm will be done by UNDP deliverables in line with comments and feedback provided.
- UNDP will closely collaborate with the consultancy team throughout the implementation of the assignment such that there will be review of drafts of the expected deliverables and reports shared in advance (i.e before the end of the period of implementation of the tasks as per schedule), for review and feedback prior to final submission for approval and payment.
- UNDP will help arrange the events that will aid in the validation of the deliverables under this assignment which include but not limited to participation of and presentations by the consultancy team/key experts in technical working group/steering committee meetings as established by the project and which involves the key line ministries.
- All deliverables must be submitted to UNDP for approval prior to approval for payment. This will be in accordance with the agreed deliverable and payment schedule.

IX. DURATION OF ASSIGNMENT

The assignment will be for a period of 1 calendar year expected to start 01 June 2021 – 30 May 2022 in Timor-Leste. The consultancy firm will propose a detailed time schedule for carrying out the scope of the services listed and for accomplishing the expected deliverables.

² Flights to Dili are available to transport workers (including staff members, consultants) of UN agencies and humanitarian missions. UNDP can help arrange the flights for mission members/consultants.

X. DUTY STATION

The duty station of the work is Dili, Timor-Leste. The team leader and key experts are expected to perform the assignment both within the duty station in Dili - with field travel to the Municipalities - and home-based.

Key experts/team members of the Consultancy firm are expected to be present in the duty station (Dili, Timor-Leste) to conduct the required field visits, consultations and validation of content and products. For duty travels and all living allowances required to perform the demands of the TOR, these must be incorporated in the financial proposal.

Management Structure and Key Personnel

The consultancy firm/institution is expected to propose a team of experts consisting of a team leader and other experts/specialist listed below (for evaluation). The CVs have to pinpoint relevant past experience, highlight comparative advantages, and provided the details in English Language. More details about the required backgrounds and experience are stated as per the Evaluation Criteria under “Management Structure and Key Personnel.

Key Position 1 –	Team Leader (International)
Academic qualification in field of:	Climate Change, Climatology, Disaster Risk Reduction, Civil or Environmental Engineering, Environmental Management, or a related discipline. PHD Degree: (25 marks) or Minimum Master Degree: (18 Marks)
Experience and Suitability for the Project	<ul style="list-style-type: none"> 10-15 years’ experience related to climate change adaptation, sustainable development, rural development, disaster risk reduction, and working with vulnerable population and groups (15-20 marks) 7-10 years of experience in leading a team for similar assignments and at the international level (7-10 marks) 3-5 years of progressive professional experience in climate change hazard mapping and vulnerability assessments (7-10 marks) Experience of at least 1-2 previous similar projects in last 10 years and in the capacity as a team leader (7-10 marks)
- Language Qualifications	Proficiency in both spoken and written English (7 marks). In addition to excellent command of English, ability to communicate in Tetum, Bahasa Indonesia or Portuguese will be an advantage (1-3 marks)
Key Position 2 –	Multi Hazard Specialist- International (1 CV is required)
Academic Qualifications in field of:	Climatology, hydrology, disaster risk reduction, natural resources

	management, Environmental Science, Climatology, Civil Engineering, Hydrometeorology or closely related Advance Master Degree: (20 marks) or Minimum bachelor's degree: (15 marks)
Years of experience and Suitability for the Project	<ul style="list-style-type: none"> · 8 to 10 years of international experience in flood and/or drought and/or landslide hazard mapping (10-15 marks) . · 3-5 years' experience in multi-hazard mapping and experience on similar project/study conducted (5-8 marks) · 1-2 completed assignments in developing national, systematized methodology for hazard mapping and vulnerability assessments in last 8 years (5-7 marks) · Familiarity and/or experience on Multi -hazard Early Warning Systems (MHEWS) (5 marks) · 1-2 similar assignment in Asia/Pacific Region and/or knowledge of the region's context is an asset (4-5 marks)
Language Qualifications	<ul style="list-style-type: none"> · Proficiency in both spoken and written English (7 marks). In addition to excellent command of English, ability to communicate in Tetum, Bahasa Indonesia or Portuguese will be an advantage (1-3 marks)
Key Position 3 –	Hydrologist/Hydraulic Modeler- International (Submission of 1 CV is required)
Academic Qualifications in field of:	Hydrology, water resources management, hydrometeorology, hydraulics, or closely related field Advance Master Degree: (20 marks) or Minimum Bachelor Degree: (15 marks)
Years of experience and Suitability for the Project	<ul style="list-style-type: none"> · 7 to 10 years of international experience in river basin flood and/or drought hazard mapping (10-14 marks) · 3-5 years of progressive professional experience in hydrodynamic analysis, river hydraulics and hydraulic and hydrology modelling with experience in flood risk assessment and mapping (8-12 marks), · 1-2 completed assignments in implementing and/or developing national, systematized methodology for flood hazard mapping and working experience at Asia/Pacific Region and/or knowledge of the region's context is an asset in last 7 years (5-8 marks) · Experience in using different hydraulic modelling software (6 marks)
Language Qualifications	Proficiency in both spoken and written English (7 marks). In addition to excellent command of English, ability to communicate in Tetum, Bahasa Indonesia or Portuguese will be an advantage (1-3 marks)
Key Position- 4	Drought/Water Resources Specialist- International (Submission of 1 CV is required)
Academic Qualifications in field of:	in Hydrological Engineering, Water Resources Management, Hydraulics, Hydrology or in a related discipline. Advance Master Degree: (20 marks) or Minimum Bachelor Degree: (15 marks)

Years of experience and Suitability for the Project	<ul style="list-style-type: none"> 8 to 10 years of experience in water resource management (WRM) and water sector planning (12-15 marks) 5 to 8 years of experience in climate change adaptation, hydrological modeling, drought hazard mapping, climate change vulnerability assessment and risk management (12-15 marks), 1-2 completed assignments in implementing and/or developing national, systematized methodology for drought hazard mapping and vulnerability assessments and working experience at Asia/Pacific Region and/or knowledge of the region's context is an asset in last 8 years (8-10 marks)
Language Qualifications	<ul style="list-style-type: none"> Proficiency in both spoken and written English (7 marks). In addition to excellent command of English, ability to communicate in Tetum, Bahasa Indonesia or Portuguese will be an advantage (1-3 marks)
Key Position- 5	GIS Specialist- International (Submission of 1 CV is required)
Academic Qualifications in field of	<p>Geography, Geodesy, Natural Resources Management, Data Management, Information Technology or in a related field relevant to climate change adaptation and/or disaster risk management coupled with a combination of professional training, certification and experience in GIS mapping/remote sensing.</p> <p>Advance Master Degree: (20 marks) or Minimum Bachelor Degree: (15 marks)</p>
Years of experience and Suitability for the Project	<ul style="list-style-type: none"> 5- 7 years progressively responsible experience in the field of GIS which includes digitizing, mapping and data analysis, preferably in hazard mapping, watershed management, forestry or a related field (12-15 marks) 1-2 completed assignment as a consultant with a government agency or development partner with specific experience on climate change adaptation, DRM (5-7 marks) 1-2 completed assignments in climate hazard mapping, climate change adaptation, agroforestry, watershed and catchment management (5-7 marks). 1-2 completed assignments in Timor-Leste and/or Asia/Pacific Region and/or knowledge of the country/region's context is an asset (4-6 marks) Proficiency in using GIS, remote sensing and other relevant geospatial software packages (5 marks)
Language Qualifications	<p>Proficiency in both spoken and written English (7 marks). In addition to excellent command of English, ability to communicate in Tetum, Bahasa Indonesia or Portuguese will be an advantage (1-3 marks)</p>

- Other Experts

Other experts are as required according to the profiles identified in the Organisation and Methodology presented and/or as required for the delivery of the tasks as outlined in the Terms of Reference. The profiles must indicate whether they are to be regarded as key/non key experts so it is clear which CVs will be examined in the evaluation. All experts (including non-key) must be independent and free from conflicts of interest.

Geologist (International)

- Advance degree (Master) from a recognized university in Geophysics, Geology, Geoscience, Geography, engineering, environmental science, climate science and /or combination of relevant field of studies for the assignment
- At least 10 years of international experience in conducting geological assessment, landslide hazard mapping, disaster planning and preparedness related to landslide
- At least 5 years' experience in multi-hazard mapping and experience on similar project/study conducted.
- Experience in implementing and/or developing national, systematized methodology for hazard mapping and vulnerability assessments
- Experience of working in Asia/Pacific Region and/or knowledge of the region's context is an asset
- Language requirements – Proficiency in both spoken and written English. In addition to excellent command of English, ability to communicate in Tetum, Bahasa Indonesia or Portuguese will be an advantage.

Environmental Specialists (National and International)

- (1 international, 1 national): A master's degree in environmental management, environmental engineering, natural resources management or related field with preferably eight (8) years of experience for the international expert and four (4) years of experience for the national expert
- Experience in climate change adaptation, climate hazard mapping and vulnerability assessment, land use, watershed and nature-based solutions.
- Previous experience as a consultant with a government agency or development partner with specific experience on climate change adaptation, DRM, natural resources management.
- Experience of working in Asia/Pacific Region and/or knowledge of the region's context is an asset

GIS Specialist/Data Analyst (National)

- Advanced/ MSc. Degree in Geography, Geodesy, Natural Resources Management, Data Management, Information Technology or in a related field relevant to climate change adaptation and/or disaster risk management coupled with a combination of professional training, certification and experience in GIS mapping/remote sensing.
- Minimum three (3) years for national of progressively responsible experience in the field of GIS which includes digitizing, mapping and data analysis, preferably in hazard mapping, watershed management, forestry or a related field.
- Previous experience as a consultant with a government agency or development partner with specific experience on climate change adaptation, DRM.
- Experience in climate hazard mapping, climate change adaptation, agroforestry, watershed and catchment management,
- Proficient in using GIS, remote sensing and other relevant geospatial software packages

- National input – Field Data Collectors, Field Officers, Translator/Interpreter(s)
- Backstopping Support

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 (if applicable)	<input type="checkbox"/>
▪ Form D: Qualification Forms	<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 uploaded in e-tendering system in a separate password protected file)

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

FORM A: TECHNICAL PROPOSAL SUBMISSION FORM

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

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

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

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

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

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

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

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

FORM B: BIDDER INFORMATION FORM

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Power of Attorney

FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

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

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

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

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

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

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

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

FORM D: QUALIFICATION FORM

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

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

Historical Contract Non-Performance

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

Litigation History (including pending litigation)

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

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 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
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Bidders may also attach their own Project Data Sheets with more details for assignments above.

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

Financial Standing

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

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

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

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

SECTION 1: 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 Explain how you plan to ensure full "buy-in" with the assignment's objectives and tasks from the relevant counterparts.

- 2.8 Detail how you will switch your approach to delivering the assignment if it cannot be implemented as initially planned due to COVID-19 restrictions.
- 2.9 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 goods and/or 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, 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]
	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>

References	Reference 1: [Insert] Reference 2: [Insert]
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I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes 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:	[Insert RFP Reference Number]		

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

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

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

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

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

[Stamp with official stamp of the Bidder]

FORM G: FINANCIAL PROPOSAL FORM

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

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an PASSWORD PROTECTED FILE as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder’s disqualification.
The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder’s Technical Proposal.

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices

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

Table 2: Breakdown of Professional Fees

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

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			

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

Table 4: Breakdown of Price per Deliverable/Activity

Deliverables/ Outputs	Target Due Dates	Payment Schedule	Amount
D-1: Inception Report – work plan, methodology and timeframe	Within 1 month after signing the contract (by 30 June 2021)	5%	
D-2: Synthesis report on the Comprehensive multi-hazard and risk assessment; digital hazard datasets in GIS compatible formats and hazard zoning/intensity maps.	6 months after signing the contract (by November 30, 2021)	20%	
D-3: Risk profiles using appropriate sector impacts models/tools, GIS-based risk model including the methods and tools for undertaking socio-economic surveys.	7.5 months after signing the contract (by January 15, 2022)	30%	
D-4: Draft Vulnerability and Risk Assessment Report	February 28, 2022	10%	
D-5: Training Report summarizing the activities of the trainings conducted.	March 31, 2022	15%	
D-6: Final Vulnerability and Risk Assessment Report and updated Risk Model incorporating comments received from all stakeholders.	May 15, 2022	20%	
Duration	12 months	100%	

FORM H: FORM OF PROPOSAL SECURITY

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

To: UNDP

[Insert contact information as provided in Data Sheet]

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

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

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

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

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

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

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____

Name: _____

Title: _____

Date: _____

Name of Bank _____

Address _____

[Stamp with official stamp of the Bank]