

United Nations Development Programme



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REQUEST FOR PROPOSAL

Inclusive Budgeting and Financing for Climate Change in Africa- Eswatini

RFP No.: RFP-SWZ-003-2021

Project: Inclusive Budgeting and Financing for Climate Change in Africa-Eswatini

Country: Eswatini

Issued on: 20 May 2021

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Section 1. Letter of Invitation

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

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - o Form A: Technical Proposal Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture/Consortium/Association Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Proposal
 - o Form F: Financial Proposal Submission Form
 - o Form G: Financial Proposal Form
 - o Form H: Form of Proposal Security

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to bids submission.sz@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: Bonkhe Maseko
Title: Procurement Associate
Date: **20 May 2021**

Approved by:



Name: Shaima Hussein
Title: Deputy Resident
Representative
Date: **20 May 2021**

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachme nt/page/pdf/unscc/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. Cost of Preparation of Proposal	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. Language	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
8. Documents Comprising the Proposal	<p>8.1 The Proposal shall comprise of the following documents:</p> <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS;

	e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	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. Technical Proposal Format and Content	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
11. Financial Proposals	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. Proposal Security	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <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>
13. Currencies	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

	<p>comparison of all Proposals:</p> <ul style="list-style-type: none"> a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
15. Only One Proposal	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or

	<ul style="list-style-type: none"> c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Proposal Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18. Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, 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</p>

	marked as "Main Proposal" and "Alternative Proposal"
21. Pre-Bid Conference	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>
C. SUBMISSION AND OPENING OF PROPOSALS	
22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS iii. Bear a warning that states "<i>Not to be opened before the time and date for proposal opening</i>" as specified in the BDS. <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p>
Email Submission	<p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive.

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. Deadline for Submission of Proposals and Late Proposals	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
24. Withdrawal, Substitution, and Modification of Proposals	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. Proposal Opening	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
D. EVALUATION OF PROPOSALS	

26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
28. Preliminary Examination	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; They are able to comply fully with UNDP General Terms and Conditions of Contract; They do not have a consistent history of court/arbitral award decisions against the Bidder; and They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical and Financial Proposals	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-</p>

	<p>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: 5px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
31. Due Diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ol style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. Responsiveness of	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the</p>

Proposal	<p>contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Reparable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	<p>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.</p>
36. Award Criteria	<p>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.</p>
37. Debriefing	<p>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.</p>
38. Right to Vary Requirements at the Time of Award	<p>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.</p>
39. Contract Signature	<p>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</p>

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

Section 3. Bid Data Sheet

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will not be conducted
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Required in the amount of USD 6,000.0 Acceptable Forms of Bid Security: <ul style="list-style-type: none"> ▪ Bank Guarantee (See Section 6, Form H for template) ▪ Any Bank-issued Check / Cashier's Check / Certified Check
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: Percentage of contract price per day of delay: 0.5% Max. number of days of delay: 10, after which UNDP may terminate the contract.
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	7 days before the submission deadline

12	31	Contact Details for submitting clarifications/questions	bidsubmission.sz@undp.org Subject: RFP-SWZ-003-2021
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	10th June, 2021 For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	e-Tendering only Bidders are requested to ensure that all documents related to their proposals are correctly uploaded before the deadline, free of viruses and not corrupted.
15	22	Proposal Submission Address	https://etendering.partneragencies.org Business Unit: SWZ10 Event ID: 0000009282
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Password for financial proposal <u>must not be provided</u> to UNDP until requested by UNDP ▪ Max. File Size per transmission: N/A ▪ Documents which are required in original (e.g. Proposal Security) should be sent to the below address with a PDF copy submitted as part of the electronic submission no later than the deadline for submissions: ▪ <ul style="list-style-type: none"> <i>United Nations Development Programme</i> <i>P.O. Box 261, Mbabane, H100</i> <i>UN HOUSE, 4th floor</i> <i>Somhlolo Road,</i> <i>Mbabane, Eswatin</i>
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	Upon award

19		Maximum expected duration of contract	Up to Four (4) months from contract start date
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

Section 4. Evaluation Criteria

Preliminary Examination Criteria

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

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity
- Bid Security submitted as per RFP requirements with compliant validity period

Minimum Eligibility and Qualification Criteria

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

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

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing 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 3 contracts of similar value, nature and complexity implemented over the last 3 years.	Form D: Qualification Form

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

	<i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	
Financial Standing	Minimum average annual turnover of USD 200,000 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form

Technical Evaluation Criteria

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

Section 1. Bidder's qualification, capacity and experience (Company)		Points obtainable
1.1	Proven understanding of Climate Budgeting, Coding and MRV systems	100
1.2	Organizations track record in conducting climate expenditure classification and coding system	100
1.3	Proven understanding of development of online MRV system	100
1.4	Relevant national and international experience	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)	50
Total Section 1		400

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Description of offeror's approach to development of the Climate Expenditure classification and coding system.	100
2.2	Description of offeror's approach to development of tagging system and Coordination Mechanism for Climate Expenditure Classification and Coding System	100

2.3	Description of offeror's approach to development of online measurement, reporting and verification system.	100
Total Section 2		300

Section 3. Management Structure and Key Personnel		Points obtainable
<p>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?</p> <p>The proposed team should at least be composed of the below list of experts. The required/preferred qualifications of key personnel proposed are listed below:</p>		
3.1	Team Leader	
	<p>General Experience</p> <p>The Team Leader will be responsible for the day-to-day technical delivery of the project, overseeing the design, implementation and execution of all work streams. He/She should have an MA/MSc or higher degree in Knowledge Management, Business Management, Social Science or related discipline preferred; or an equivalent combination of education, training & experience with 10 years' experience</p>	20
	<p>Specific Qualifications</p> <ul style="list-style-type: none"> • Experience in managing/co-managing a team, excellent abilities in managing execution of tasks and resolving obstacles • Experience with environment, climate change or natural resource management projects is a plus • Experience in providing capacity building training • Proven experience of providing management advice to external partners • Ability to exercise sound judgment and diplomacy in a multi-stakeholder environment • Understanding of Results-Based Management (RBM) and experience in implementation is an added advantage • Experience in international organizations, natural resource management projects at the international level is a plus • Professional knowledge of PowerPoint, ability to produce high-quality visual material • Strong organizational skills, ability to work under tight deadlines and 	70
	<p>Language qualifications:</p> <ul style="list-style-type: none"> • Excellent knowledge of English is required. 	(Pass/Fail)
3.2	Climate Finance Specialist	
	<p>General Experience</p> <p>The Climate Finance Specialist will undertake analysis, coding and tagging work and should have an MA/MSc or higher degree in Economics, Environmental Economics or related discipline with 7 years' work experience.</p>	20

	Specific qualifications: <ul style="list-style-type: none"> • Experience in managing/co-managing a team, excellent abilities in managing execution of tasks and resolving obstacles • Experience (at least 5 years) specifically in climate finance is required, while experience in climate budget coding, tagging processes and public financial management is desired 	50	
	Language qualifications: Good knowledge of English	(Pass/Fail)	
3.3	MRV Specialist		
	General Experience The data management scientist should have a degree in Information Technology or Computer Science with at least 5 years work experience.	20	
	Specific qualifications: <ul style="list-style-type: none"> • Experience in development of web portals and apps are desired. • Ability to exercise sound judgment and diplomacy in a multi-stakeholder environment • Understanding of Results-Based Management (RBM) and experience in implementation is an added advantage • Experience in international organizations, natural resource management projects at the international level is a plus • Strong organizational skills, ability to work under tight deadlines and • Excellent knowledge of English, ability to speak and write clearly and correctly. 	50	
	Language qualifications: Good knowledge of English	(Pass/Fail)	
3.4	MRV Specialist		
	General Experience The MRV Specialist should have expertise in MRV systems that comply with the Enhanced Transparency Framework, with a minimum of Bachelor's Degree in Management or closely related fields, with minimum of 5 years' experience in MRV work.	20	
	Specific qualifications: <ul style="list-style-type: none"> • The MRV specialist should have expertise in design, development and piloting an online MRV system • Prior experience designing MRV systems • Prior experience in southern Africa preferred • Excellent written and oral communication skills • Expertise in gap and barrier analysis, tracking and monitoring finance flows • Experience in stakeholder mapping and engagement 	50	
	Language qualifications: Good knowledge of English	(Pass/Fail)	
Total Section 3			300

Section 5. Terms of Reference

Eswatini Climate Promise Consultancy Project

Application Type:	External Vacancy
Job Title:	Consultant for Development of a Climate Expenditure classification and coding system
Category:	Environment and Climate Change
Brand:	UNDP
Application Deadline:	10 TH June, 2021
Duty Station:	Home based
Type of Contract:	Firm/Contractual services Company
Languages Required:	English
Starting Date:	To be Advised
Duration of Contract:	4 months

I. Background Information and Rationale, Project Description

The Kingdom of Eswatini is in the process of integrating climate change into her budgeting process through the ongoing process of the National Adaptation Planning (NAP) and Nationally Determined Contributions (NDC) revision. To effectively and efficiently do so, there is a need for establishment of a climate finance monitoring, reporting and verification system (MRV). This system will increase the effectiveness of climate finance through an information tool that improves the understanding of the mitigation and adaptation financial flows, from public, private, national, and international sources; helps manage climate finance; and identify investment gaps to climate action.

Eswatini has limited capacity for tracking and coordination of climate finance, budgeting for climate change, and critical capacity shortfalls for mobilizing climate finance, stemming from a lack of comprehensive climate finance monitoring reporting and verification (MRV). Currently, the country has a system to track international funding coming to the country through the Aid Coordination Management Section (ACMS) of the Ministry of Economic Planning and Development (MEPD). The External Assistance Report is published annually by the ACMS and the monitoring and reporting considers eleven sectors: agriculture, health, education and training, water and sanitation, infrastructure, governance, social protection, capacity building, information technologies, fuel and energy and environment. Climate change is considered a sub-sector within environment. The MRV system still has gaps that need to be addressed to effectively monitor climate finance flows in Eswatini. Climate relevant activities are not defined. The coverage of the system is limited, the report only covers finance mobilized by government ministries excluding parastatals and local governments. Support received by non-public entities such as Non-Governmental Organizations (NGOs), academia and the private sector is also not reported.

In terms of accounting and budgeting, the government of Eswatini is currently using a Treasury Accounting System (TAS), and the Invoice Tracking System (ITS), which is compliant with TAS. The ITS provides valuable information that enables the preparation of commitment plans that are better captured in the budget preparation process, the centralized approval of commitments, and more comprehensive and effective commitment controls. The Ministry of Finance is currently designing a comprehensive system for budget preparation, accounting and reporting the Integrated Financial Management Information System (IFMIS). Development of this system is expected to take several years to complete.

The government of Eswatini has received support from the Climate Action Enhancement Programme (CAEP) under the NDC Partnership funded by the Commonwealth Secretariat to undertake a Climate Public Expenditure and Institutional Review (CPEIR). It will facilitate the verification of how climate change policies and their programmes are implemented through national budget processes. The CPEIR will be

used to integrate climate change issues into expenditure decision-making and contribute to climate change responsive fiscal policy, expenditure planning and programming. This project will build on this the CPEIR results to facilitate tracking and reporting. CPEIR will identify climate relevant expenditures and activities across sectors which then inform budget and expenditure coding.

Given the growing macro-economic impacts of climate change and links to expenditure and revenue policy, there is a strong case for Ministries of Finance (MoF) to become involved in Climate Change (CC) policy and to mobilise the wider national and local budgetary process involving government, legislatures, development partners and civil society.

The Inclusive Budgeting and Financing for Climate Change in Africa (IBFCCA) programme will support stronger links between CC policy and the budget process, with MoF as the key interlocuter. The role of women in CC integration will be accommodated in the design of all activities. This work should build on the Climate Public Expenditure and Institutional Review (CPEIR) undertaken under the NDC revision process.

II. Scope

1. Objectives

- a) To develop a Climate Expenditure classification and coding system
- b) To develop a Climate Budget Tagging model for the implementation of the Climate expenditure, coding and Budget tagging system (CBT) developed
- c) To establish a Coordination Mechanism for the Climate Budget Tagging System
- d) To develop an online MRV system for support needed and received

Climate Expenditure classification and coding system

Building on the CPEIR work, this work includes defining and classifying climate expenditures. This includes developing guidance for identifying what is and what is not climate relevant, typically drawing on the national climate change policy. It also requires defining a typology for climate change expenditure – which may for example be simply into two categories, adaptation and mitigation, or may be a more elaborate structure of climate change interventions. Then, the consultant will assess and measure (“weighting”) the climate relevance of those expenditures so that a lower proportion of the expenditure on less relevant activities is captured as “climate relevant expenditures” than for expenditure on more highly relevant activities. Next, the step is in developing a Climate budget Tagging System to determine how those expenditures will be identified, or “tagged”, in the PFM system.

Coordination Mechanism for Climate Expenditure Classification and Coding System

The consultant will hold stakeholder consultations and develop detailed design of the institutional arrangements, responsibilities and procedures for climate budget tagging, and also for validating and reviewing the approach. This includes decisions about the allocation of roles and responsibilities; how centralised the tagging process will be; how automated within the budgeting and accounting systems; whether a phased approach should be used; and the scope, design and frequency of reports, format of reports and other data outputs. Training on the tagging system and the coordination mechanism will also be part of this work.

Online measurement, reporting and verification system.

Overall, the MRV system will provide data/information on climate support needed and received by the country and the key results obtained from the application of the funds to promote and improve accountability, transparency and integrity. This system will be linked and be part of the integrated MRV system for mitigation and adaptation that will be developed under the CBIT project all of which will have a functional link to the national monitoring and evaluation system.

2. Specific Tasks

a) Climate Expenditure classification, coding and climate budget tagging system

- i. Identify the scope, coverage, criteria and methodological approaches for developing a climate expenditure classification and coding system in Eswatini, based on the international best practices.
- ii. Conduct focus group discussion with the MoF, MEPD, NDMA and MTEA and other relevant stakeholders on the development of the model for classification of climate change-related expenditures, the calculation of Climate Change Budget Integration and work out the approach for weighing the climate change relevance of certain programs under public, private and Civil Society Organizations (CSO) expenditure
- iii. Develop a mechanism on how climate expenditures will be defined, classified, weighted, coded and tagged in the International Public Sector Accounting Standard (IPSAS) Cash Budgeting process and IFMIS
- iv. Develop a Climate relevance expenditure classification, coding and budget tagging system including purpose and setting of models, technical and implementation design automation within the budgeting and accounting systems or not; phased approach used or not; and the scope, design and frequency of reports, formats and other data outputs to be generated
- v. Review the IPSAS, IFMIS and identify integration entry points for the implementation of the classification, coding and tagging model developed
- vi. Present for validation the proposed Climate Expenditure classification, coding and budget tagging system during a workshop with participation of key stakeholders such as the MoF, MTEA, NDMA, MEPD, UNDP and other relevant institutions
- vii. Submit the Climate Expenditure classification, coding and budget tagging system for Eswatini and
- viii. Provide on-the-job support to the MoF, MEPD, NDMA and MTEA in application of the suggested Climate Budget Tagging (CBT) model, including the preparation of budget reports on climate change finance.

b) Coordination Mechanism for Climate Expenditure Classification Coding and Budget Tagging System

- i. Undertake desk study on international best practices for Institutional arrangements and coordination mechanism for implementation of climate expenditure classification, coding and Budget Tagging systems (CBT)
- ii. Review and assess the IPSAS, IFMIS and identify opportunities and potential challenges for implementing a CBT system
- iii. Conduct stakeholder consultations and assess existing climate finance tracking coordination mechanisms in Eswatini
- iv. Recommend elements of the CBT Model and propose roles and responsibilities for identified institutions for implementation of CBT including the hosting of the system, the tagging process and entry points for implementation of the model
- v. Recommend on effective coordination mechanisms for CBT taking into account international best practices and existing coordination mechanisms in the country
- vi. Undertake validation of the proposed institutional and coordination arrangements for the CBT and
- vii. Conduct training on the validated institutional and coordination mechanisms for the CBT.

c. Online Measurement, Reporting and Verification System

- i. With reference to ongoing MRV related efforts under Capacity Building Initiative for Transparency (CBIT), Initiative for Climate Action for Transparency (ICAT), National Communications (NC), Nationally Determined Contributions (NDC) and Biennial Update Report (BUR) projects and processes, the consultant should synergise work and undertake thorough review of regional and international best practices in developed and developing countries, to inform the design of an online climate finance MRV system
- ii. Undertake an analysis of MRV processes in Eswatini including ongoing related efforts under the NC, BUR, NDC and review the climate finance MRV roadmap developed under the GCF readiness project

- iii. Assess how an online climate finance MRV system can be integrated into the national MRV system that will be developed through the CBIT project
- iv. Conduct a gap and barrier analysis and recommend an enabling framework for effective online climate finance MRV system
- v. Elaborate and validate basic elements of the MRV system to track and monitor climate finance flows. These elements should be adjusted to the conditions and institutional settings of the country and should be in line with the requirements of the enhanced transparency framework on support needed and received
- vi. Design and develop an online MRV system for support needed and received in terms of financial, technical and capacity-building and develop a user's manual for the operation of the system
- vii. Undertake a pilot test-run on the system to assess its practical application
- viii. Conduct training for relevant officers at MEPD, MTEA and MoF and all other stakeholder staff on operation and maintenance of the online climate finance MRV system

3. Approach and Methodology

The consulting firm is expected to employ participatory and inclusive approaches, methods and tools in undertaking the assignment including use of:

- Relevant secondary information sources, such as studies, reports, strategic country development documents, policies and legislation
- Primary information sources including interviews, surveys, focused group discussions etc. to ensure participatory approach and appropriate consultation and engagement of stakeholders
- Triangulating of information to allow for validation and discern discrepancies

The consulting firm will work collaboratively a task team set up by Government of Eswatini that will oversee this work.

4. Deliverables/Expected Outputs and Timelines

Deliverables/ Outputs/Tasks	Completion deadline	Review and approvals required
1. Inception report providing methodology, design and plan	July 2021	MoF, MEPD, UNDP, NDMA & MTEA
2. Draft architecture of Climate Expenditure classification, coding and Budget tagging system	August 2021	MoF, MEPD, MTEA, NDMA & UNDP
3. Validated Climate Expenditure classification, coding and Budget Tagging system	August 2021	MoF, MEPD, MTEA, NDMA & UNDP
4. Draft assessment report of coordination mechanisms existing (or lack of) for Climate Expenditure Classification and Coding System	September 2021	MoF, MEPD, MTEA, NDMA & UNDP
5. Validated Institutional arrangement and Coordination Mechanism for implementation of the Climate Expenditure Classification, and Coding and Budget tagging Model / System	September 2021	MoF, MEPD, MTEA, NDMA & UNDP
6. Training on Climate Expenditure classification, coding and Budget Tagging system and implementation of a Institutional arrangement and Coordination Mechanism for implementation of the Climate Expenditure Classification, and Coding and Budget tagging Model.	September 2021	MoF, MEPD, MTEA, NDMA & UNDP
7. Functional online climate finance MRV system, with operational manual	September 2021	MoF, MEPD, MTEA, NDMA & UNDP
8. Technical report on design of MRV system including annexes and templates, approved as validated by stakeholders.	October 2021	MoF, MEPD, MTEA, NDMA & UNDP

9. Training for relevant MEPD, MTEA, MoF and selected all other stakeholder selected staff on operation and maintenance of the platform	October 2021	MoF, MEPD,MTEA,NDMA & UNDP
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III. Professional Qualifications of the Successful Contractor and its key personnel

The proposed team should at least be composed of the below list of experts. The required/preferred qualifications of key personnel proposed are listed below:

Required qualification, experience and functional competencies
Selected organization/company MUST have at least 5 years' experience on climate change issues, including data management, web development and training. A track record of developing similar product will be an added advantage.
Team Composition
The project team should include a minimum of the following key professionals: Team Leader, Climate Finance Specialist, Data Management Scientist and MRV Specialist. The team should have adequate understanding and expertise in climate financing, public finance management, budgeting, project management, database management, web development, MRV systems and training.
Team Leader
<ul style="list-style-type: none"> a) The team leader will be responsible for the day-to-day technical delivery of the project, overseeing the design, implementation and execution of all work streams. b) MA/MSc or higher degree in Knowledge Management, Business Management, Social Science or related discipline preferred; or an equivalent combination of education, training & experience with 10 years' experience c) Experience in managing/co-managing a team, excellent abilities in managing execution of tasks and resolving obstacles d) Experience with environment, climate change or natural resource management projects is a plus e) Experience in providing capacity building training f) Proven experience of providing management advice to external partners g) Ability to exercise sound judgment and diplomacy in a multi-stakeholder environment h) Understanding of Results-Based Management (RBM) and experience in implementation is an added advantage i) Experience in international organizations, natural resource management projects at the international level is a plus j) Professional knowledge of PowerPoint, ability to produce high-quality visual material k) Strong organizational skills, ability to work under tight deadlines and l) Excellent knowledge of English, ability to speak and write clearly and correctly.
Climate Finance Specialist
<ul style="list-style-type: none"> a) The Climate Finance Specialist will undertake analysis, coding and tagging work and will have the following qualifications: b) MA/MSc or higher degree in Economics, Environmental Economics or related discipline is required with 7 years' work experience c) Experience in managing/co-managing a team, excellent abilities in managing execution of tasks and resolving obstacles d) Experience (at least 5 years) specifically in climate finance is required, while experience in climate budget coding, tagging processes and public financial management is desired
Data Management Scientist
<ul style="list-style-type: none"> a) The data management scientist should have a degree in Information Technology with at least 5 years work experience. b) A minimum of Bachelor's degree in Information Technology or Computer Science c) Experience in development of web portals and apps are desired. d) Ability to exercise sound judgment and diplomacy in a multi-stakeholder environment

- e) Understanding of Results-Based Management (RBM) and experience in implementation is an added advantage
- f) Experience in international organizations, natural resource management projects at the international level is a plus
- g) Strong organizational skills, ability to work under tight deadlines and
- h) Excellent knowledge of English, ability to speak and write clearly and correctly.

MRV Specialist

- a) The MRV Specialist should have expertise in MRV systems that comply with the Enhanced Transparency Framework
- b) A minimum of Bachelor's Degree in Management or closely related fields, with minimum of 5 years' experience in MRV work
- c) The MRV specialist should has expertise in design, development and piloting an online MRV system
- d) Prior experience designing MRV systems
- e) Prior experience in southern Africa preferred
- f) Excellent written and oral communication skills
- g) Expertise in gap and barrier analysis, tracking and monitoring finance flows
- h) Experience in stakeholder mapping and engagement**

IV. Price and Schedule of Payments

Payments will be output-based, upon completion of the following deliverables, and in the corresponding percentage of the contract price per deliverable:

Deliverables/ Outputs/Tasks	Months from signature	Percentage payment
Deliverable	1	10%
1. Inception report providing methodology, design and plan		
Deliverables:	2	20
2. Draft architecture of Climate Expenditure classification, coding and Budget tagging system		
3. Validated Climate Expenditure classification, coding and Budget Tagging system		
Deliverables;	3	40
4. Draft assessment report of coordination mechanisms existing (or lack of) for Climate Expenditure Classification and Coding System		
5. Validated Institutional arrangement and Coordination Mechanism for implementation of the Climate Expenditure Classification, and Coding and Budget tagging Model / System		
6. Training on Climate Expenditure classification, coding and Budget Tagging system and implementation of a Institutional arrangement and Coordination Mechanism for implementation of the Climate Expenditure Classification, and Coding and Budget tagging Model.		
7. Functional online climate finance MRV system, with operational manual		
Deliverable 8 and 9:	4	30
8. Technical report on design of MRV system including annexes and templates, approved as validated by stakeholders.		
9. Training for relevant MEPD, MTEA, MoF and all other stakeholder staff on operation and maintenance of the platform		

V. Institutional Arrangement

The consulting team will be advised by the Task Team composed of officials from Ministry of Economic Planning and Development (MEPD), Ministry of Finance (MoF), National Disaster Management Agency, Ministry of Tourism and Environmental Affairs and UNDP. The Task Team is co-chaired by Ministry of Finance and MEPD and will provide oversight to the consulting team. The consultants will report to MoF on all technical aspects of the assignment and to UNDP contractual obligations.

a. Governance and Accountability. Reporting

The consulting team will provide technical reports to the Principal Secretary of MoF and contractual reporting to the Resident Representative of UNDP.

b. Facilities to be provided by UNDP: Office space while the International Experts are on mission in Eswatini

c. Duty Station: Home based with 2 missions to Eswatini for international experts.

VI. Expected duration of the contract/assignment: Up to four (4) months from commencement of the contract.

Section 6: Returnable Bidding Forms / Checklist

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

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

Technical Proposal Envelope:

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

Financial Proposal Envelope

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

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

Form A: Technical Proposal Submission Form

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

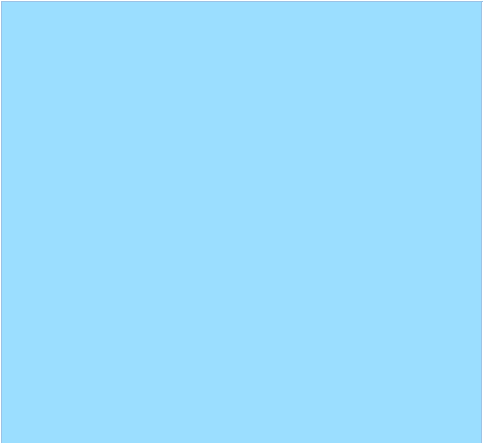
Date: _____

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 services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Latest Audited Financial Statements from the last 3 years – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references; ▪ Statements of satisfactory performance from three relevant clients in the last 3 years. ▪ Certificates and Accreditation:

- 
- Quality Certificates (e.g., ISO9001, etc.) and/or similar certificates, accreditations, awards and citations.
 - Environmental Compliance Certificates and other evidences of bidder's practices (i.e. ISO 14001 or equivalent).
 - Official Letter of Appointment/Power of Attorney as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country

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 (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

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

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

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

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

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

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

☐ Contract(s) not performed for the last 3 years

Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

☐ No litigation history for the last 3 years

☐ Litigation History as indicated below

Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

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

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

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

☐ Attached are the Statements of Satisfactory Performance from the Top three Clients or more, from the past 3 years.

Financial Standing

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

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

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

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;

- 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 Any other comments or information regarding the project approach and methodology that will be adopted.

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

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

SECTION 3: Management Structure and Key Personnel

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

Format for CV of Proposed Key Personnel

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

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

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[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 a **password-protected** file separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder’s disqualification.

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

Currency of the proposal: USD

Table 1: Cost breakdown per deliverable/activity

Deliverable/Activity description		% of payment	Time (person/days)	Professional Fees	Other Costs	Total
1	Inception report	10%				
2	Draft architecture of Climate Expenditure classification, coding and Budget tagging system	10%				
3	Validated Climate Expenditure classification, coding and Budget Tagging system	10%				
4	Draft assessment report of coordination mechanisms existing (or lack of) for Climate Expenditure Classification and Coding System	10%				
5	Validated Institutional arrangement and Coordination Mechanism for implementation of the Climate Expenditure Classification, and Coding and Budget tagging Model / System	10%				
6	Training on Climate Expenditure classification, coding and Budget Tagging system and implementation of a Institutional arrangement and Coordination Mechanism for implementation of the Climate Expenditure Classification, and Coding and Budget tagging Model.	10%				
7	Functional online climate finance MRV system, with operational manual	20%				
8	Technical report on design of MRV system including annexes and templates, approved as validated by stakeholders.	10%				
9	Training for relevant MEPD,MTEA,MoF and all other stakeholder staff on operation and maintenance of the platform	10%				

Total (USD)	
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Table 2: Cost Breakdown by Cost Component

Description of activity	Unit of Measure (UOM)	Fees per UOM	Other Costs	Total
1. Key Personnel	Person/Day			
2. Support Staff (if applicable):	Person/Day			
3. Travel	Round Trip			
4. Accommodation and other travel costs	Day			
5. Other Costs (please specify)	(Please specify)			
Total (USD)				

Name of Bidder [and designation]

Authorised signature:

Name of authorised signatory:

Date:

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]