



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: June 7, 2021
	REFERENCE: RFP-BD-2021-017

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Hiring firm for Development of Chandpur Municipal Waste to Energy Project Proposal For Local Government Division And Bangladesh Power Development Board-UNCDF.**

Proposals shall be submitted on or before 4.30 p.m. (local time) on Tuesday, June 22, 2021

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

Proposals may be submitted on or before the deadline indicated by UNDP in the e-Tendering system. Bids must be submitted in the online e-Tendering system in the following link:

<https://etendering.partneragencies.org>; using your username and password. If you have not registered in the system before, you can register now by logging in using

Username: event.guest

Password: why2change

and follow the registration steps as specified in the system user guide.

Your Proposal must be expressed in the English, and valid for a minimum period of 90 days.

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on "Accept Invitation" in the system.

In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. Kindly ensure attaching the required supporting documents (*with file name less than 60 characters*) in pdf format which must be free from any virus or corrupted files. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

The Financial Proposal and the Technical Proposal files **MUST BE COMPLETELY SEPARATE** and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address. **The file with the "FINANCIAL PROPOSAL" must be encrypted with a password so that it cannot be opened nor viewed until the Proposal has been found to pass the technical evaluation stage. Once a Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request via email the Proposer to submit the password to open the Financial Proposal.** The Proposer shall assume the responsibility for not encrypting the financial proposal.

PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE 'LINE ITEMS' IN THE SYSTEM. INSTEAD PUT 1 AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE.

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

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

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

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

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

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

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

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

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Krishna Raj Adhikari
Senior Operations Manager
07 June 2021



Description of Requirements

Context of the Requirement	<p>The consulting firm/organization/research institute/company is required to complete the full unsolicited project proposal as per the official guidelines and requirements of the Bangladesh Power Development Board (BPDB). The detailed instructions are available in the following websites: www.powerdivision.gov.bd, www.sreda.gov.bd, www.bpdb.gov.bd, www.powercell.gov.bd.</p> <p>This would entail the completion of Section I, II & III and the fulfillment of the attached checklist at the end of Section III. All information mentioned in the checklist should be available in the proposal accordingly and supported by supporting documents i.e. Certification, end user/off taker certificate, audited balance sheet, Mouza map of the project land, simulated/calculated data/result, design, layout etc. The final document should be properly organized, indexed and side tagged so that vital information containing pages are easily accessible.</p>
Implementing Partner of UNCDF	<ul style="list-style-type: none"> - Local Government Division, Ministry of Local Government Rural Development & Cooperatives, - Municipality
Brief Description of the Required Services	<p>The Scope of Works of the consultancy firm/organization/research institute/Company for each of the sections are as follows:</p> <ul style="list-style-type: none"> • Review of most up to date secondary data sources related with Chandpur municipality WTE project development and present status of waste management services in Chandpur. Review the existing regulatory framework and ministry engagement. Analysis of institutional, legal, financial, and environmental aspects. • Data collection from the Chandpur municipality directly such as sampling, surveys, focus groups, interviews, lab testing, etc. of relevant waste substrate (annual production, seasonal variety, composition and characteristics, sources, collection, transportation and disposal system, regional distribution and coverage, contamination, etc.) and data on energy sector (local demand for energy, grid development, regulatory issues, etc. • Testing and estimation of importance of waste streams such as annual amount of waste production, waste characteristics (e.g. organic, plastic, paper, glass etc.), calorific value, and moisture contain, regional variance, constant supply of waste and other aspects. • Assess and identify potential waste separation mechanism (include appropriate methodology if sorting is advised to be done at source) and waste routing options to transport waste to relevant station.

	<ul style="list-style-type: none"> • Develop WTE (Waste to Energy) project proposal with appropriate approach and most suitable technologies on WTE conversion from the municipal waste. • Engage specific references bodies for, technology providers, EPC contractors, available suppliers etc. • Identification of potential project risks, mitigation measures and proposed allocation or responsible entity of WTE project. • Identify risks related to the proposed recommendation and offer potential mitigating factors. • Preparation of WTE proposal entail the assessment of the detailed engineering process (design to installation, commissioning, and operation), garbage quality assessment (moisture contents, mixture composition, calorific value) and maintenance schedule, training technical staff etc.) Including garbage sorting and pretreatment specific to Chandpur site. • Preparation of detail profit/tariff sharing structure of Chandpur municipality. • The details of Chandpur Municipality's profit sharing, tariff sharing and specific roles/functions of the Municipality of the WTE plants project, especially Chandpur Municipality's monitoring role, their existing waste management capacity and further strengthening considering the WTE plant. • Design and BOQ of technical specification of proposed WTE power plant of the WTE project with list and specifications of all necessary technical equipment required. • Consultation session and workshop with the relevant stakeholder. • Organize stakeholder workshops in consultation session with Municipality, LGD (Local Government Division), BPDB (Bangladesh Power Development Board), BERC (Bangladesh Energy Regulatory Commission), and PGCB Ltd. (Power Grid Company of Bangladesh Ltd.), MOE (ministry of Environment) on WTE project proposal approach and methodologies. • Preparation of Chandpur municipality WTE project proposal including project cost estimation, financial structure preparation, and potential private and public funding source identification and engagement. • Collect and insert necessary information such as general information about the project and company, project background, company background, project scope of work in the section-I. • Collect and insert necessary information such as qualification of technical, financial, land ownership, composition of company, financial criteria, technical criteria, development experience, exclusion criteria and qualification statement form in the section-II. • Collect and insert necessary information technical and financial proposal, project description, tariff charges, PPA payments, proposal structure and content in the section-III. • Finalization the WTE project proposal along with completion of attached PDB template (section-I, section-II and section-III).
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	<p>Section I: General Information about the Project and Company (PDB template will be shared with awarded vendor)</p> <p>Section II: Qualification (Technical, Financial, Land Ownership, in PDB template will be shared with awarded vendor)</p> <p>Section III: Technical & Financial Proposal (In PDB template will be shared with awarded vendor)</p> <p>The most crucial deliverable of the proposal will be the completion of Section III (Technical and Financial Proposal) based on the waste to energy or renewable energy technology solution vetted by the feasibility study.</p> <p>A. Technical - the proposal would entail the assessment of the detailed engineering process (design to installation, commissioning, and operation), garbage quality assessment (moisture contents, mixture composition, calorific value) and maintenance schedule, training technical staff etc.) Including garbage sorting and pretreatment specific to Chandpur site. The proposal will also need to be developed with added information about technology, EPC contractors, available suppliers, Chandpur municipality existing waste management capacity and further development consider WTE project, roles function of the Chandpur municipality, profit/tariff sharing with Chandpur municipality etc.</p> <p>B. Financial - - the proposal would entail the analysis of all possible costs and revenues (direct and indirect), financial model matrix, financial risk assessment, list of interested financial institutes, investors, donor etc.</p> <p>The consultancy firm/organization/research institute/sponsor company will be responsible for delivering the outputs and will be accountable to UNCDF Country Focal Point and Chandpur Municipality.</p>										
List and Description of Expected Outputs to be Delivered	<table border="1"> <thead> <tr> <th data-bbox="449 1224 922 1262">Deliverables</th><th data-bbox="922 1224 1399 1262">Milestone</th></tr> </thead> <tbody> <tr> <td data-bbox="449 1262 922 1299">Commencement of work</td><td data-bbox="922 1262 1399 1299"></td></tr> <tr> <td data-bbox="449 1299 922 1337">Submission of Inception Report</td><td data-bbox="922 1299 1399 1337">One month after signing the contract</td></tr> <tr> <td data-bbox="449 1337 922 1375">Submission of Interim Proposal</td><td data-bbox="922 1337 1399 1375">Two month after inception report</td></tr> <tr> <td data-bbox="449 1375 922 1413">Submission of Final Proposal</td><td data-bbox="922 1375 1399 1413">One month after interim proposal</td></tr> </tbody> </table>	Deliverables	Milestone	Commencement of work		Submission of Inception Report	One month after signing the contract	Submission of Interim Proposal	Two month after inception report	Submission of Final Proposal	One month after interim proposal
Deliverables	Milestone										
Commencement of work											
Submission of Inception Report	One month after signing the contract										
Submission of Interim Proposal	Two month after inception report										
Submission of Final Proposal	One month after interim proposal										
Person to Supervise the Work/Performance of the Service Provider	The consultancy firm/organization/research institute/company will work under the overall guidance of UNCDF's Country Focal Point. The firm will be responsible for delivering the tasks mentioned.										
Frequency of Reporting	As indicated in the TOR										
Progress Reporting Requirements	As indicated in the TOR										
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> As indicated in the TOR.										

Expected duration of work	04 Months
Target start date	July 2021
Latest completion date	October 2021
Travels Expected	As indicated in the TOR.
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i> <input checked="" type="checkbox"/> N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others as per TOR.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (BDT) (Conversion rate UNORE June 2021, 84.73)
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted

Payment Terms	Deliverables	% of payment
	Upon submission and acceptance of Inception report, delivered after completion of the desk review phase.	10%
	Upon submission and acceptance of Interim 'Chandpur Municipality WTE (waste to energy) Project Proposal' along with the templates (section I, section II and section III)	40%
	Upon acceptance of the final 'Chandpur Municipality WTE (waste to energy) Project Proposal' along with the templates (section I, section II and section III)	50%
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	UNCDF's Country Focal Point and Programme Specialist	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services	
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.	
Criteria for the Assessment of Proposal	<p>Bidder must have adequate technical ability, resources, human resources and processes. As such, following are defined as minimum eligibility criteria:</p> <p><u>Minimum Eligibility Criteria for the Firm:</u></p> <ul style="list-style-type: none"> • Business Licenses – valid trade license, TIN Certificate, VAT Registration Certificate, Certificate of Incorporation (if applicable) and latest income tax return certificate; • Company Profile, which should not exceed fifteen (15) pages including any printed brochure relevant to the services being procured; • Audit report with Proven financial strength, income statement and balance sheet to indicate financial stability of the organization; • Minimum 03 (Three) years of operational experience to prepare proposal on waste to power or similar nature of projects related work; • Minimum 03 (Three) years of operational experience to prepare Project proposal projects; • Minimum 2 experience in last 3 years in preparing project proposal on waste to power or similar nature of projects related work • Proven experience of reviewing legal aspects, social, environmental and public health-related issues on similar project 	

	<ul style="list-style-type: none"> • Experience of working with BPDB (Bangladesh Power Development Board)/ IPP (Independent Power Producers)/ private companies <p><u>Minimum Eligibility Criteria for the Key personnel:</u></p> <p>CVs of the Team leader and key team members containing their experiences on relevant issues must be submitted with detailed proposal. Beside that the evaluation team is expected to fulfil the following qualifications:</p> <p>Team Leader (1)</p> <ul style="list-style-type: none"> • Must be a licensed engineer, with a degree in electrical, civil, chemical, mechanical, energy or environmental engineering; • Must be a waste to value expert with at least 5 years of professional experience in the design, implementation and monitoring of power plant projects; <p>Senior Solid Waste Management Specialist (1)</p> <ul style="list-style-type: none"> • Must have at least a bachelor's degree in engineering, sciences or any related discipline; • Must have at least five (5) years of professional experience in planning, designing, evaluating, implementing and upscaling of municipal waste management projects; <p>Senior WTE Specialist (1)</p> <ul style="list-style-type: none"> • Must have at least a bachelor's degree in engineering, sciences or any related discipline; • Must have at least five (5) years of professional experience in planning, designing, evaluating, implementing and monitoring power plant projects; <p>Finance Specialist (1)</p> <ul style="list-style-type: none"> • Must have at least a bachelor's degree in finance, accountancy or any related discipline; • Must have at least three (3) years of experience in the financial analysis of power plants projects; <p>Legal specialist (1)</p> <ul style="list-style-type: none"> • Must have at least bachelor's degree in law. • Must have at least three (3) years of experience on private sector investment laws/IPP/power and energy sector laws/land use law, municipal law etc. of Bangladesh. • Must have experience of drafting legal agreement. <p>Note: Necessary document must be submitted to substantiate the above eligibility criteria. Consultancy firm that do not meet the above eligibility criteria shall not be considerate for further evaluation. The firm must provide CV's of all proposed personnel for the assignment, stating name, highest academic qualification, professional certification, length of experience, role/function or other related information.</p>
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Technical Proposal (70%) <input checked="" type="checkbox"/> Expertise of the Firm <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan <input checked="" type="checkbox"/> Qualification of Key Personnel Basis of Technical evaluation:		
Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	300
	Total	1000
Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	General Organizational Capability to work and implementation of similar nature study/assignment - Number of study/ assignment successfully implemented - Similar nature of work	140
1.2	Relevance of: - Experience on Similar Programme / Projects - Experience on Projects in the Region work for UN agencies/ major multilateral/ or bilateral Programmes	130
1.3	Organizational Commitment to Sustainability -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points -Organization is a member of the UN Global Compact -5 points -Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	30
Total Section 1		300
Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable

	2.1	To what degree does the Proposer understand the task?		30
	2.2	Have the important aspects of the task been addressed in sufficient detail?		25
	2.3	Are the different components of the project adequately weighted relative to one another?		20
	2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?		55
	2.5	Is the conceptual framework adopted appropriate for the task?		65
	2.6	Is the scope of task well defined and does it correspond to the TOR?		120
	2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?		85
	Total Section 2			400

	To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex-3) <input checked="" type="checkbox"/> Written Self Declaration (Annex-4)
Contact Person for Inquiries (Written inquiries only)	bd.procurement@undp.org <i>Please mention the following in the subject while sending any query to UNDP regarding this RFP on or before 13 June 2021.</i> <i><u>"Queries on RFP-BD-2021-017"</u></i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	A pre-bid meeting will be held Online for the clarification on the bidding document and ToR <u>on 13 June 2021 at 11:00am using the following link:</u> https://undp.zoom.us/j/89594094064?from=addon; Join Zoom Meeting

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery²)

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

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

B. Proposed Methodology for the Completion of Services

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

¹ This serves as a guide to the Service Provider in preparing the Proposal.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

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

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

D. Cost Breakdown per Deliverable* (Financial proposal must be password protected)

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

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

E. Cost Breakdown by Cost Component [This is only an Example]: (Financial proposal must be password protected)

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

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

[Designation]

[Date]

Annex-3

TERMS OF REFERENCE

For

**Development of Chandpur Municipal Waste to Energy Project Proposal for Local Government
Division and Bangladesh Power Development Board**

A. Project Title:
Municipal Investment Finance (MIF) Bangladesh Project
B. Project Description:
<p>The UN Capital Development Fund (UNCDF) makes public and private finance work for the poor in the world's 47 least developed countries (LDCs). UNCDF offers "last mile" finance models that unlock public and private resources, especially at the domestic level, to reduce poverty and support local economic development. In Bangladesh, UNCDF has helped local governments with their financing needs since the 1960s, capacitated their development to finance climate resilient infrastructure and is helping municipalities graduate towards self-sufficiency by accessing non-grant financing and capital markets for their service delivery and catalytic role in local economic development.</p> <p>There are 330 municipalities and 12 city corporation in Bangladesh, which are categorized into A, B and C grades based on their size, population and revenue earning capacity. As governed by the Municipal Act 2009, all municipalities are responsible to manage the waste produced in their premises. According to the BBS, 4.86 million tons of municipal solid waste is generated annually and projected to increase by 17.2 million tons per year by 2025 in urban Bangladesh. Based on the daily production of waste, there is possibility to generate electricity or additional value by treating these wastes with appropriate technology. One of the first steps of setting up electricity generating or recycling unit from municipality waste requires detailed feasibility study and plant design and specifications.</p> <p>Dhaka North City Corporation and Narayanganj City Corporation have received approval for Waste to Electricity generation plant projects based on feasibility studies. Similarly, UNCDF is planning to support project feasibility, planning, design, financing and implementation for a sizable waste management portfolio as it critical to the improvement of lives of the growing urban population and aligned with Bangladesh's national agenda. Particularly, the Ministry of Local Government, Ministries of Power, Energy and Mineral Resources & Ministry of Industries are collectively seeking development and technical support from partners such as UNCDF to help them address waste management inefficiencies such as low collection coverage, unavailable logistic services, lack of low-cost technologies and suitable treatment, recycling and disposal methodologies that are increasing risks for the people and environment. Most importantly, the additional value and potential scope for energy generation from waste management is a timely opportunity to address Bangladesh's energy security and adoption of cleaner power agenda. As per Section 89 and 91 of the Municipal Act, municipalities can invest, without elaborating how and in which sectors. Currently, most of the municipalities have leased out their land under Section 46 to private sector and to receive rental income. However, Section 96 has also allowed municipalities to take PPP projects on various PPP modes. Various financing schemes for waste management and waste to value or energy projects are available to blend with concessional funds to bring these projects to closure. These management and financing opportunities need to be vetted through a comprehensive feasibility study as well.</p> <p>Other enabling aspects of WTE (waste to energy) power plants also need to be explored. For instance, according to the existing IPP policy, commercial power plant includes power from solar, water, air, organic</p>

substances, and municipal waste as alternative sources. However, there is no specific policy on waste to energy from municipal solid waste. The role, function and criteria of commercial private energy producers are included in the IPP (Independent Power Producer) policy, but role of municipal waste owner (Municipality/LGI) is not clear in the IPP policy. The Ministry of Power, Energy and Mineral Resources (MPEMR), LGD (Local Government Division) /BPDB (Bangladesh Power Development Board) /BERC (Bangladesh Energy Regulatory Commission) /PGCB Ltd. (Power Grid Company of Bangladesh Ltd.)/MOE (ministry of Environment)/Municipality, Private sector commercial power operators, financiers, national level research agencies are not familiar with the role of municipalities on waste management issues. Therefore, engagement with PGCB Ltd. (Power Grid Company of Bangladesh Ltd.) is essential for evacuation of power from waste to energy plant. However, due to the lengthy process, this results in loss of interest of municipality and relevant actors. Furthermore, absence of harmonized level of understanding among LGIs (Local Government Institutions), PDB (Power Development Board) and private operators and absence of institutional memory on WTE (Waste to Energy) sector are responsible for not developing this potential renewable energy source.

On the other hand, municipal waste department does not have capacity to partner and monitor private-sector power plant. Power Development Board does not have adequate understanding about municipalities' roles and function. There is the need to improve combined waste supply capacity. Inadequate manpower, lack of modern vehicle and instrument have caused weak monitoring capacity of municipal waste. Additional municipal budget is required for consistent waste collection and supply to commercial power plant. Technically, there is no entity at domestic level for WTV (Waste to Value) for trouble shooting of technical problem and proper maintenance of machineries and equipment. Community understanding of development at municipality level about WTV plant is important at the initial stage of WTV project. The above challenges need to be addressed through additional capacity building support.

UNCDF is building local and international partnerships to develop a holistic approach to tackle the policy, capacity and project development, implementation and financing challenges of Waste To Value (WTV) supply chain in municipalities in Bangladesh. Currently, UNCDF is seeking a consulting firm to develop the full project proposal of Chandpur Municipality's Waste to Energy Project. A feasibility study of the most suitable Waste to Energy solution has been completed and approved by Chandpur Municipality. The Local Government Division has also requested the detailed project proposal be developed and submitted by the Municipality. In this regard, UNCDF will assist Chandpur Municipality to develop the full proposal to be submitted to Local Government Division.

C. Objective of the Assignment:

The consulting firm/organization/research institute/company is required to complete the full unsolicited project proposal as per the official guidelines and requirements of the Bangladesh Power Development Board (BPDB). The detailed instructions are available in the following websites: www.powerdivision.gov.bd, www.sreda.gov.bd, www.bpdb.gov.bd, www.powercell.gov.bd.

This would entail the completion of Section I, II & III and the fulfillment of the attached checklist at the end of Section III. All information mentioned in the checklist should be available in the proposal accordingly and supported by supporting documents i.e. Certification, end user/off taker certificate, audited balance sheet, Mouza map of the project land, simulated/calculated data/result, design, layout etc. The final

document should be properly organized, indexed and side tagged so that vital information containing pages are easily accessible.

D. Scope of Works

The Scope of Works of the **consultancy firm/organization/research institute/Company** for each of the sections are as follows:

- Review of most up to date secondary data sources related with Chandpur municipality WTE project development and present status of waste management services in Chandpur. Review the existing regulatory framework and ministry engagement. Analysis of institutional, legal, financial, and environmental aspects.
- Data collection from the Chandpur municipality directly such as sampling, surveys, focus groups, interviews, lab testing, etc. of relevant waste substrate (annual production, seasonal variety, composition and characteristics, sources, collection, transportation and disposal system, regional distribution and coverage, contamination, etc.) and data on energy sector (local demand for energy, grid development, regulatory issues, etc).
- Testing and estimation of importance of waste streams such as annual amount of waste production, waste characteristics (e.g. organic, plastic, paper, glass etc.), calorific value, and moisture contain, regional variance, constant supply of waste and other aspects.
- Assess and identify potential waste separation mechanism (include appropriate methodology if sorting is advised to be done at source) and waste routing options to transport waste to relevant station.
- Develop WTE (Waste to Energy) project proposal with appropriate approach and most suitable technologies on WTE conversion from the municipal waste.
- Engage specific references bodies for, technology providers, EPC contractors, available suppliers etc.
- Identification of potential project risks, mitigation measures and proposed allocation or responsible entity of WTE project.
- Identify risks related to the proposed recommendation and offer potential mitigating factors.
- Preparation of WTE proposal entail the assessment of the detailed engineering process (design to installation, commissioning, and operation), garbage quality assessment (moisture contents, mixture composition, calorific value) and maintenance schedule, training technical staff etc.) Including garbage sorting and pretreatment specific to Chandpur site.
- Preparation of detail profit/tariff sharing structure of Chandpur municipality.
- The details of Chandpur Municipality's profit sharing, tariff sharing and specific roles/functions of the Municipality of the WTE plants project, especially Chandpur Municipality's monitoring role, their existing waste management capacity and further strengthening considering the WTE plant.
- Design and BOQ of technical specification of proposed WTE power plant of the WTE project with list and specifications of all necessary technical equipment required.
- Consultation session and workshop with the relevant stakeholder.
- Organize stakeholder workshops in consultation session with Municipality, LGD (Local Government Division), BPDB (Bangladesh Power Development Board), BERC (Bangladesh Energy Regulatory Commission), and PGCB Ltd. (Power Grid Company of Bangladesh Ltd.), MOE (ministry of Environment) on WTE project proposal approach and methodologies.
- Preparation of Chandpur municipality WTE project proposal including project cost estimation, financial structure preparation, and potential private and public funding source identification and engagement.

- Collect and insert necessary information such as general information about the project and company, project background, company background, project scope of work in the section-I.
- Collect and insert necessary information such as qualification of technical, financial, land ownership, composition of company, financial criteria, technical criteria, development experience, exclusion criteria and qualification statement form in the section-II.
- Collect and insert necessary information technical and financial proposal, project description, tariff charges, PPA payments, proposal structure and content in the section-III.
- Finalization the WTE project proposal along with completion of attached PDB template (section-I, section-II and section-III).

Section I:

General Information about the Project and Company (PDB template will be shared with the awarded vendor)

Section II:

Qualification (Technical, Financial, Land Ownership, in PDB template will be shared with the awarded vendor)

Section III:

Technical & Financial Proposal (In PDB template will be shared with the awarded vendor)

The most crucial deliverable of the proposal will be the completion of Section III (Technical and Financial Proposal) based on the waste to energy or renewable energy technology solution vetted by the feasibility study.

- C. **Technical** - the proposal would entail the assessment of the detailed engineering process (design to installation, commissioning, and operation), garbage quality assessment (moisture contents, mixture composition, calorific value) and maintenance schedule, training technical staff etc.) Including garbage sorting and pretreatment specific to Chandpur site. The proposal will also need to be developed with added information about technology, EPC contractors, available suppliers, Chandpur municipality existing waste management capacity and further development consider WTE project, roles function of the Chandpur municipality, profit/tariff sharing with Chandpur municipality etc.
- D. **Financial** - - the proposal would entail the analysis of all possible costs and revenues (direct and indirect), financial model matrix, financial risk assessment, list of interested financial institutes, investors, donor etc.

The **consultancy firm/organization/research institute/sponsor company** will be responsible for delivering the outputs and will be accountable to UNCDF Country Focal Point and Chandpur Municipality.

E. Expected outputs	No. of months required (estimated)
<p>The consultancy firm/organization/research institute/sponsor company will be responsible for delivering the following services:</p> <ul style="list-style-type: none"> • The consultancy firm/organization/research institute/sponsor company will submit inception report, • The consultancy firm/organization/research institute/sponsor company will submit the interim project proposal 'Chandpur Municipality WTE Project Proposal' as per TOR with specific conclusions and recommendations along with the templates (section I, section II and section III) 	4 months

<ul style="list-style-type: none"> • The consultancy firm/organization/research institute/sponsor company will also participate at stakeholder workshops in consultation with Municipality and supervision of LGD (Local Government Division) /BPDB (Bangladesh Power Development Board) /BERC (Bangladesh Energy Regulatory Commission) /PGCB Ltd. (Power Grid Company of Bangladesh Ltd.)/MOE (ministry of Environment)/Municipality level – firstly, for sharing approach and methodology mentioned in the Inception Proposal and initial findings and secondly, for evaluation of study findings before submission of final report. • The consultancy firm/organization/research institute/sponsor company will submit the Final Proposal ‘Chandpur Municipality WTE Project Proposal’ along with the templates (section I, section II and section III) • The consultancy firm/organization/research institute/sponsor company will submit details of Chandpur Municipality’s profit sharing, tariff sharing and specific roles/functions of the Municipality of the WTE plants project, especially Chandpur Municipality’s monitoring role, their existing waste management capacity and further strengthening considering the WTE plat. 	
F. Impact of Results	
The key results have an impact on GHG (Green House Gas) reduction by using waste to energy or value. Project financial structuring and fund arrangement, including formation of Project SPV (Special Purpose Vehicle) (if required) will be commenced from the approval of this proposal.	
G. Institutional Arrangement	
The consultancy firm/organization/research institute/sponsor company will work under the overall guidance of UNCDF’s Country Focal Point. The consultant (firm) will be responsible for delivering the tasks mentioned. UNCDF Bangladesh country staff will provide backstopping support and guidance to the consultant (firm) during the assignment. The consultancy firm need to maintain close collaboration with Mayor, Chandpur Municipality to develop the WTE project proposal.	
H. Duration of the Work and Duty Station	
Tentative Timeline for consultancy firm/organization/research institute’s Deliverables As per RFP document Reporting Station – UNCDF CO, IDB, Bhaban (7 th floor), Sher-e-Bangla Nagar, Agargaon, Dhaka-1207.	
I. Final Products/Services	
<ul style="list-style-type: none"> ▪ Described in the Expected Output section above. 	
J. Qualification of the Successful consultancy firm/organization/research institute/Company	
As per RFP document	
K. Scope of Bid Price and Schedule of Payments	
As per RFP document	
L. Recommended Presentation of Proposal	
Interested consultancy firm/organization/research institute/sponsor company must submit the following a detailed proposal made up of documentation to demonstrate the qualifications to enable appraisal of competing bids. This should include technical and financial proposals, details of which are listed below.	
1. Technical Proposal	
i) Name of consultancy firm/organization/research institute address and bank account; ..	

- (ii) Description of experience in projects of a comparable nature, with specific description of technical specialization of the Firm in the required area;
- (iii) List of current and past assignments of the **consultancy firm/organization/research institute**.
- (iv) Methods and approaches to be adopted in delivering this assignment, including implementation timelines;
- (v) CVs of the Consultants to be engaged.

2. Financial Proposal (including fee, travel cost, DSA, and other relevant expenses)

- (i) The financial proposal shall specify a total delivery amount (in USD or BDT) including consultancy fees and all associated costs) i.e. travel cost, subsistence per diems, printing costs, consultation workshop costs and overhead recharges.
- (ii) In order to assist UNCDF in the comparison of financial proposals, the financial proposal will include a breakdown of this amount, disclosing the key assumption employed in costing the working. This must at least specify: the daily rates and number of anticipated working days (for each professional team member), any travel costs and overhead recharges. Payments will be based upon output, i.e. upon delivery of the services specified in the ToR (as per schedule of the payments).

The cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.

BASIS FOR EVALUATION

As per RFP document

Annex-4

Declaration

Date:

United Nations Development Programme

UNDP Registry, IDB Bhaban, Agargaon
Sher-E-Bangla Nagar, Dhaka, Bangladesh

Assignment _____

Reference: RFP-BD-2021-017

Dear Sir,

I declare that is not in the UN Security Council 1267/1989
List, UN Procurement Division List or Other UN Ineligibility List.

Yours Sincerely,