

United Nations Development Programme



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Resilient nations.*

REQUEST FOR PROPOSAL

Design the establishment of a new Marine Protected Areas (MPA) in Betano-Klakuk in the Municipality of Manufahi and improve management effectiveness plan for Nino Konis Santana Marine Protected Area (NKS MPA) in the Municipality of Lautem Timor Leste

RFP No.: UNDP/TLS/RFP/2021/ 0000009339

Project: rafura and Timor Seas Ecosystem Action Phase 2 (ATSEA-2)

Country: Timor Leste

Issued on: 9 June 2021

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Dear Sir/Madam,

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

Detailed Technical Specification as well as other requirements are listed in the RFP available on UNDP ATLAS e-Tendering system (<https://etendering.partneragencies.org>) Event ID: 0000009339

Pre-bid Conference will be held on:

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

Date/Time: 15 June 2021 at 02:00 PM Timor Leste Time

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

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

Email: procurement.staff.tp@undp.org

Phone or WhatsApp: +67078367023

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

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

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

Username: event.guest

Password: why2change

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

Please note that ATLAS has following minimum requirements for password:

1. Minimum length of 8 characters;

2. At least one capital letter; and
3. At least one number.

The user guide and video are available to you in the UNDP public website in this link:
<https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders>.

You can also access the instruction from youtube with link:
<https://www.youtube.com/watch?v=Trv1FX6reu8&feature=youtu.be> .

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

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

SECTION 1. LETTER OF INVITATION

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

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

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

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

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

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

Issued by:



Name: Ahmad Zubair
Title: Procurement Manager
Date: **June 9, 2021**

Approved by:



Name: Sonia Mehzaheen
Title: Operations Manager
Date: **June 9, 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/about-us/un-supplier-code-conduct</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</p>

	meet the eligibility requirements as established by UNDP.
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	<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</p>

<i>Proposal</i>	conduct or outcome of the procurement process.
<i>7. Language</i>	7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
<i>8. Documents Comprising the Proposal</i>	8.1 The Proposal shall comprise of the following documents: a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
<i>9. Documents Establishing the Eligibility and Qualifications of the Bidder</i>	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
<i>10. Technical Proposal Format and Content</i>	10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP. 10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive. 10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP 10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.
<i>11. Financial Proposals</i>	11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs. 11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price. 11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.
<i>12. Proposal Security</i>	12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal. 12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.

	<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> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after UNDP has issued an award; or <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
13. <i>Currencies</i>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <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. <i>Joint Venture, Consortium or Association</i>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p>

	<p>14.5 A JV, Consortium or Association in presenting its track record and experience 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"> f) they have at least one controlling partner, director or shareholder in common; or g) any one of them receive or have received any direct or indirect subsidy from the other/s; or h) they have the same legal representative for purposes of this RFP; or i) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; j) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or k) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
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</p>

	<p>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 marked as "Main Proposal" and "Alternative Proposal"</p>
21. Pre-Bid Conference	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>
C. SUBMISSION AND OPENING OF PROPOSALS	

<p>eTendering submission</p>	<p>whose Technical Proposal has been found to be technically responsive. 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-notice/resources/
<p>23. Deadline for Submission of Proposals and Late Proposals</p>	<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>
<p>24. Withdrawal, Substitution, and Modification of Proposals</p>	<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</p>

	(only for manual submissions), except if the bid is withdrawn after the bid has been opened
25. <i>Proposal Opening</i>	25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.
D. EVALUATION OF PROPOSALS	
26. <i>Confidentiality</i>	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. <i>Evaluation of Proposals</i>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <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. <i>Preliminary Examination</i>	28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.
29. <i>Evaluation of Eligibility and Qualification</i>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <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;

	<ul style="list-style-type: none"> h) They are able to comply fully with UNDP General Terms and Conditions of Contract; i) They do not have a consistent history of court/arbitral award decisions against the Bidder; and j) They have a record of timely and satisfactory performance with their clients.
<p>30. Evaluation of Technical and Financial Proposals</p>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>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>
<p>31. Due Diligence</p>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the</p>

	<p>following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
<p>32. <i>Clarification of Proposals</i></p>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
<p>33. <i>Responsiveness of Proposal</i></p>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<p>34. <i>Nonconformities, Reparable Errors and Omissions</i></p>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <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

	<p>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;</p> <p>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35. <i>Right to Accept, Reject, Any or All Proposals</i>	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. <i>Award Criteria</i>	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. <i>Debriefing</i>	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. <i>Right to Vary Requirements at the Time of Award</i>	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. <i>Contract Signature</i>	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. <i>Contract Type and General Terms and Conditions</i>	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. <i>Performance Security</i>	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

	<p>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.</p>
<p>42. <i>Bank Guarantee for Advanced Payment</i></p>	<p>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</p>
<p>43. <i>Liquidated Damages</i></p>	<p>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.</p>
<p>44. <i>Payment Provisions</i></p>	<p>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.</p>
<p>45. <i>Vendor Protest</i></p>	<p>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</p>
<p>46. <i>Other Provisions</i></p>	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

SECTION 3. BID DATA SHEET

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p>Will be Conducted</p> <p>Time: 02 PM TLS Time</p> <p>Date: 15 June 2021</p> <p>Venue: Zoom Meeting</p> <p>(Link to Zoom Meeting will be provided to interested bidders)</p> <p>Please send your interest email to below email address so the procurement unit could share the zoom link with you prior to meeting.</p> <p>The UNDP focal point for the arrangement is:</p> <p>Focal Point: UNDP TLS Procurement Unit</p> <p>Telephone: +67078367023</p> <p>E-mail: procurement.staff.tp@undp.org</p>
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required

7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	8 calendar days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: TLS Procurement Unit Phone: +67078367023 E-mail address: procurement.staff.tp@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering
14	23	Deadline for Submission	29 June 2021 – for exact closing time please refer to E-Tendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	e-Tendering
15	22	Proposal Submission Address	https://etendering.partneragencies.org <u>Event ID# TLS10- 0000009339</u>
16	22	Electronic submission (email or e-Tendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted.

			<ul style="list-style-type: none"> ▪ Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP ▪ Max. File Size per transmission: 20 MB ▪ Mandatory subject of email: <u>TLS10- 0000009339</u> <p>IMPORTANT NOTICE: DO NOT DISCLOSE your price anywhere in your submission or the e-tendering other than the encrypted financial proposal. Please insert “1” as your bid price in the e-tendering line item.</p>
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70%. Contract will be awarded to the combined highest scorer.</p>
18		Expected date for commencement of Contract	<i>August 1, 2021</i>
19		Maximum expected duration of contract	14 months
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	<p>Purchase Order and Contract for Goods and Services for UNDP</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
23		Other Information Related to the RFP	

SECTION 4. EVALUATION CRITERIA

Preliminary Examination Criteria

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

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

Minimum Eligibility and Qualification Criteria

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

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

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Valid business license in relevant field of work from country of operation	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

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.

Previous Experience	At least three (3) years experiences in relevant works of marine protected area (MPA) identification, development of MPA management plans, financing and sustainability plans preferably in the Asia Pacific. (Certification of work completion/project evaluation report should be submitted as evidence).	Form D: Qualification Form
	Minimum 2 contracts of similar nature and value of more than \$250,000 successfully implemented over the last 10 years., with preferably one completed in the Asia Pacific region.	Form D: Qualification Form
Financial Standing	Minimum average annual turnover of USD 500,000 for any three out of the last four years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Additional Corporate Experience	The Consulting Firm must demonstrate that they have successfully assisted countries, preferably in the Asia Pacific region, in strengthening institutional and human resource capacity in the management of existing MPA and establishment of new MPA. References must be included in the proposal. - Experience working with UNDP/ major multilateral/ or bilateral programmes.	
Key positions (required to provide CVs) For detailed qualification requirements please refer to Technical Evaluation Criteria Section-3	<ul style="list-style-type: none"> - Team Leader- International (Submission of 1 CV is required) - MPA sustainable finance specialist - International (1 CV is required) - Coastal and Marine Biodiversity Expert - International (Submission of 1 CV is required) - GIS Specialist - National (Submission of 1 CV is required) - Socio economic Specialist- National (Submission of 1 CV is required) - Technical Assistants- National (Submission of 1 CV is required) 	

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	350
2.	Proposed Methodology, Approach and Implementation Plan	300
3.	Management Structure and Key Personnel	350
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	<p>Reputation of Organization and Staff Credibility / Reliability / Industry Standing:</p> <ul style="list-style-type: none"> - Minimum 3 years working experience of the firm in relevant field of work (certifications of work completion and contract must be submitted as evidence) (maximum of 30 points, 3 years = 24 points, 2 points for each 1 additional year of experience) - Diverse team with international experience (10 marks) 	40
1.2	<p>General Organizational Capability which is likely to affect implementation:</p> <ul style="list-style-type: none"> - Management structure: well defined organization working structure with hierarchy of management and office structure (20 marks), - Financial stability and project financing capacity: strong financial statement with quick ratio of 1 and average financial turn over of at-least US\$ 500,000.00 (50 marks) to \$ 700,000 (60 marks) - Project management controls: The controlling mechanism is well defined in organization structure and quality control is ensured by having built-in mechanisms in place (20 marks), - Quality assurance procedures and risk mitigation measures (20 marks) 	120
1.3	<p>Relevance experience</p> <ul style="list-style-type: none"> - Minimum 3 years of knowledge and experience in at least three of the following areas: marine protected area planning, financing and management, fishery sectors, coastal/marine biodiversity surveys, mapping, capacity and need assessment, and trainings. <ul style="list-style-type: none"> • 3 to 5 years of experience (30 marks) • Above 6 years (40 marks) - Minimum 2 contracts of similar nature and value of more than \$250,000 successfully implemented over the last 10 years., with preferably one completed in the Asia Pacific region.. <ul style="list-style-type: none"> • 2 contracts (15 marks) 	110

	<ul style="list-style-type: none"> • 2 contracts with 1 completed in the region (25 marks) • 2 contracts with 1 completed in Timor-Leste (30 marks) <p>- Have 1 contract experience in working with UNDP/ major multilateral/ or bilateral programmes;</p> <ul style="list-style-type: none"> • 1 contract (15 marks) • More than 1 contract (20 marks) <p>- Proven established and stable partnerships with governmental institutions in Timor-Leste and/or in the region including international organizations, private sectors, academia and local communities in protected area management bodies and implementing multi stakeholder engagement process leading to consensus, support, and ownership of outputs/results (20 marks)</p>	
1.4	<p>- Extent to which any work would be subcontracted: The bidder should explain how the work will be done locally and to what extend sub-contract or partnership with local company will be done.</p> <p>Availability of local representative/partner from the contractor in Timor Leste would be an added advantage as it facilitates smooth coordination and field work.</p>	50
1.5	<p>Organizational Commitment to Sustainability (mandatory weight)</p> <p>-Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points</p> <p>-Organization is a member of the UN Global Compact -5 points</p> <p>-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</p>	30
Total Section 1		350

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	<p>Understanding of the requirement:</p> <p>- Have the important aspects of the task been addressed in sufficient detail? (20 marks)</p> <p>- Are the different components of the project adequately weighted relative to one another? (20 marks)</p> <p>- Risk mitigation approach, especially those towards COVID-19 situation (10 marks)</p>	50
2.2	<p>Scope of Work 1: Design and establish a new MPA in Betano-Klakuk located in Município Manufahi</p> <p>- Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference; (40 marks)</p> <p>- Details on how the different service elements shall be organized, controlled</p>	90

	and delivered (20 marks) Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of work (30 marks)	
2.3	Scope of Works 2: Update management effectiveness plan and develop financial sustainability of the existing NKS MPA in município Lautem - Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference; (40 marks) Details on how the different service elements shall be organized, controlled and delivered (30 marks)	70
2.4	Scope of Works 3: Capacity Development related to implementation of financial sustainability and management plans - Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference; (40 marks) - Details on how the trainings shall be organized, controlled and delivered (30 marks) Demonstration of ability to plan, integrate and effectively implement sustainable/continuity measures in the execution of the contract (20 marks)	90
Total Section 2		300

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		50
3.2	Qualifications of key personnel proposed		
3.2 a	Team Leader - MPA Planning and Management specialist-International (Submission of 1 CV is required)		100
	- Academic qualification in field of marine conservation, marine science, natural resource management and other relevant fields PHD Degree: (30 marks) or Minimum master's degree: (20 Marks)	30	
	- Experience and Suitability for the Project · 10-15 years' relevant professional experience (15-20 marks) · 5-7 years of relevant work experience specifically in designing and implementing MPA including drafting MPA management documents and developing training manuals/modules for MPA as well as training deliveries (15-20 marks) · 5-7 years of experience in the field including experience in conducting identification, analysis and reporting of critical coastal and marine habitats and marine species. (15-20 marks)	60	

	- Language Qualifications Proficiency in both spoken and written English (7 marks). In addition to excellent command of English, ability to communicate in Tetum, Bahasa Indonesia or Portuguese will be an advantage (1-3 marks)	10	
3.2 b	Coastal and Marine Biodiversity Expert - Fish, Coral reef, and Sea grass- International (1 CV is required)		40
	- Academic Qualifications in field of: coastal/marine resources management, marine science, biodiversity conservation, or related fields. Advance Master Degree: (10 marks) or Minimum bachelor's degree: (7 marks)	10	
	- Years of experience and Suitability for the Project · 4-6 years of experience in the field including experience in conducting identification, analysis and reporting of critical coastal and marine habitats and marine species (10-15 marks). · 2-3 years of relevant experience in implementing coastal and marine biodiversity programs in the Asia Pacific Region (8-10 marks).	25	
	- Language Qualifications · Proficiency in both spoken and written English (3 marks). In addition to excellent command of English, ability to communicate in Tetum, Bahasa Indonesia or Portuguese will be an advantage (2 marks)	5	
3.2 c	MPA financing specialist- International (Submission of 1 CV is required)		40
	- Academic Qualifications in field of: environmental economic, natural resource management, or related fields Advance Master Degree: (10 marks) or Minimum bachelor's degree: (7 marks)	10	
	- Years of experience and Suitability for the Project · 4-6 years of relevant experience in developing financing mechanism at community/grassroots level (10-15 marks). · 2-3 years' experience of conducting similar assignments in Asia Pacific region (8-10 marks) .	25	
	- Language Qualifications · Proficiency in both spoken and written English (3 marks). In addition to excellent command of English, ability to communicate in Tetum, Bahasa Indonesia or Portuguese will be an advantage (2 marks)	5	
3.2d	GIS Specialist- national (Submission of 1 CV is required)		35
	- Academic Qualifications in field of: Geography, Geodesy, Natural Resources Management, Data Management, Information Technology or in a related field Advance Master Degree: (8 marks) or Minimum bachelor's degree: (6 marks)	10	

	<ul style="list-style-type: none"> - Years of experience and Suitability for the Project <ul style="list-style-type: none"> · 4-6 years of relevant experience in spatial data collection and analysis (10-13marks). · A combination of professional training, certification and experience in GIS mapping/remote sensing is an asset (7 marks). 	20	
	<ul style="list-style-type: none"> - Language Qualifications <ul style="list-style-type: none"> · Proficiency in both spoken and written English (3 marks). In addition to excellent command of English, ability to communicate in Tetum, Bahasa Indonesia or Portuguese will be an advantage (2 marks) 	5	
3.2e	Socio economic Expert- National (Submission of 1 CV is required)		55
	<ul style="list-style-type: none"> - Academic Qualifications in field of: natural resources management or economics Advance Master Degree: (10 marks) or Minimum bachelor's degree: (8 marks) 	10	
	<ul style="list-style-type: none"> - Years of experience and Suitability for the Project <ul style="list-style-type: none"> · 4-6 years of relevant professional experience (15-20 marks). · 2-4 years relevant experience in undertaking socio economics related to marine related management (7-10 marks). · 2-4 years experience in training delivery (7-10 marks). 	40	
	<ul style="list-style-type: none"> - Language Qualifications <ul style="list-style-type: none"> · Proficiency in both spoken and written English (3 marks). In addition to excellent command of English, ability to communicate in Tetum, Bahasa Indonesia or Portuguese will be an advantage (2 marks) 	5	
3.2f	Technical Assistants for Fish, Coral reef, and Sea grass Expert – National (Submission of 2 CV is required)		30
	<ul style="list-style-type: none"> - Academic Qualifications in field of: marine science, marine biology, natural resources management, or closely related area Minimum bachelor's degree: (10 marks) 	10	
	<ul style="list-style-type: none"> - Years of experience and Suitability for the Project <ul style="list-style-type: none"> · 2-4 years of relevant professional experience (6-8 marks). · 2-4 years relevant experience in undertaking under water dive and manta tow exercise and identify underwater habitat (5-7 marks). 	15	
	<ul style="list-style-type: none"> - Language Qualifications <ul style="list-style-type: none"> · Proficiency in both spoken and written English (3 marks). In addition to excellent command of English, ability to communicate in Tetum, Bahasa Indonesia or Portuguese will be an advantage (2 marks) 	5	
Total Section 3			350

SECTION 5. TERMS OF REFERENCE

TERMS OF REFERENCE

A. POST DETAILS

Title: Design the establishment of a new Marine Protected Areas (MPA) in Betano-Klakuk in the Municipality of Manufahi and Improving management effectiveness plan for Nino Konis Santana Marine Protected Area (NKS MPA) in the Municipality of Lautem

Project Title: Arafura and Timor Seas Ecosystem Action Phase 2 (ATSEA-2)

Contract type: Consulting Company/Firm

Report to: National Project Coordinator of ATSEA-2
Director General for Fishery, Aquaculture and Marine Resources, MAF
Head of Climate Change and Sustainable Ecosystem Unit, UNDP TL

Duty Station: Dili and Municipalities of Manufahi and Lautem (combined with home-based as may be required)

Duration: 14 months

B. BACKGROUND/PROJECT DESCRIPTION

The Arafura and Timor Seas (ATS) is part of the North Australian Shelf large marine ecosystem (LME), which is a tropical sea lying between the Pacific and Indian Oceans and extending from the Timor Sea to the Torres Strait and including the Arafura Sea and Gulf of Carpentaria. The region is adjacent to the Coral Triangle, which hosts the world's highest marine biodiversity and contains some of the most pristine and highly threatened coastal and marine ecosystems. At the regional scale, the ecosystems of the ATS play an important economic and ecological role in the littoral nations bordering the Arafura and Timor Sea: Indonesia, Timor-Leste, Australia, and Papua New Guinea.

The marine environment in the ATS region is in serious decline, primarily as a result of overharvesting and other direct and indirect impacts of anthropogenic stresses and global climatic changes. Fisheries in the ATS region represent an extremely complex productive,

socioeconomic sector, with multiple actors, target species sought, and technology used. In addition to climate change, unsustainable harvesting, illegal unreported unregulated (IUU) fishing, and bycatch are having significant impacts on the populations of key marine species in the ATS region, particularly globally threatened coastal marine megafauna including migratory, rare, and threatened species of turtles, dugongs, seabirds/shorebirds, sea snakes, cetaceans, sharks and rays. Lastly, potential sources of marine pollution in the ATS region include marine debris, marine based pollution from oil and gas activities, as well as waste from fishing and shipping vessels.

ATSEA-2 is the 2nd phase of the GEF-financed, UNDP-supported ATSEA program, building upon the foundational results realized in the first phase of the ATSEA program, covering Indonesia, Timor-Leste, Papua New Guinea, and Australia. This 5-year project will support implementation of the following governance and environmental objectives of the ATS regional Strategic Action Program: (i) Strengthening of ATS regional governance; (ii) Recovering and sustaining fisheries; (iii) Restoring degraded habitats for sustainable provision of ecosystem services; (iv) Reducing land-based and marine sources of pollution; (v) Protecting key marine species; and (vi) Adaptation to the impacts of climate change.

The ATSEA-2 project will support protection of priority coastal and marine habitats and conservation of protected species. The first step will be a regional stock-taking of key biodiversity habitats, including coral reef, seagrass, and mangrove ecosystems, and identifying priority conservation areas. This will be used to support the designing of a resilient network of marine protected areas (MPAs), covering an estimated 1.5 million hectares and extending from the Lesser Sunda region to the south coast of Timor-Leste, southeast Aru Islands in Indonesia, and over to Kolepon Island located at the far eastern reaches of the Arafura Sea, near Merauke.

The project is also providing resources to support efforts at strengthening regional biodiversity information management systems. Furthermore, the potential impacts of climate change on the biodiversity of the coastal and marine ATS ecosystems will be addressed, and adaptive strategies integrated into the protected area management plans and

regional action plans for enhanced protection of key species.

C. OBJECTIVES

The overall objective of this assignment is to design and establish a new MPA in Betano-Klakuk within the Municipality (Município) of Manufahi and to improve the effectiveness of management plan for the existing NKS MPA in Município Lautem. The establishment and effective management of these MPAs will significantly contribute to marine biodiversity conservation through the protection of marine species and their habitats within ATS portion of Timor-Leste.

D. SCOPE OF WORKS

The UNDP Timor-Leste and the Directorate General of Fisheries, Aquaculture and Marine Resources (DG Fishery) of the Ministry of Agriculture and Fishery (MAF) is seeking to engage a qualified consulting company/organization in order to design and establish a new MPA in Betano-Klakuk of Município Manufahi and improve management effectiveness plan for the existing NKS MPA in Município Lautem both of which are located on the southern coast of Timor-Leste, with the following scope of works:

Scope of Work 1: Design and establish a new MPA in Betano-Klakuk located in Município Manufahi

- 1.1 In consultation with local government and community leaders and relevant stakeholders, carry out a scoping study for the proposed new MPA establishment. The scoping study should include detailed ecosystem and biodiversity surveys on:
 - 1.1.1 Biophysical survey (*e.g.* under and above water using standard method such as manta tow and scuba diving including using underwater camera etc.)
 - 1.1.2 Socio-economic and cultural assessment.
- 1.2 Identify recommended boundaries (mapping) and provide conservation objectives/targets and include gap analysis of baseline biophysical data as well as socio-economic and cultural assessment data.
- 1.3 Based on the results of biophysical and socio economic and cultural assessments, initiate establishment of the proposed MPA through an extensive consultation with

local government and community including:

- 1.3.1 Develop a zoning plan for the new MPA.
- 1.3.2 Develop a detailed MPA management plan through a series of stakeholder workshops as public consultation to gather inputs from stakeholders (*e.g.* workshops are to be held with community leader, local community groups (youth, men and women) of the community in the proposed MPA areas including local authority such as Administrator/Head of Posto and Administrator/Head of Município as well as Chief/Head of *Sucos* and *Aldeias*). The management plan document should include, but not limited to, potency, conservation targets, threats, vision and mission, strategy and action plan, and management arrangement.
- 1.3.3 Facilitate validation and endorsement of the draft management plan through a stakeholder workshop at Municipality and National levels with community leaders, local community groups in the proposed MPA areas including local authority (such as Administrator/Head of posto and Administrator/Head of Município, head relevant villages), DG Fishery and its relevant staff/representatives, and other relevant institutions at national level such as academia.
- 1.4 As part of the MPA management plan, undertake a review of alternative financing options by exploring use of Payments for Ecosystem Services (PES), community tourism models, and other mechanisms such as willingness to pay (WTP) or willingness to accept (WTA) and make concrete recommendations that could help the financial sustainability of the MPA and develop a financial sustainability plan for the proposed MPA that reflect its local potency.
- 1.5 Assist the Government (DG Fishery – MAF and other relevant line ministries) for the inauguration/declaration of the Betano-Klakuk MPA and, subsequently, prepare a draft Ministerial Diploma to be submitted to MAF-DG Fishery for approval by the relevant government authority.

Scope of Works 2: Update management effectiveness plan and develop financial sustainability of the existing NKS MPA in município Lautem

- 2.1 Improve management effectiveness of NKS MPA by updating and strengthening its management plan.
- 2.2 Develop an updated financial sustainability plan for the NKS MPA, based upon in-depth stakeholder consultations and a review of alternative financing options by exploring use of Payments for Ecosystem Services (PES), community tourism models, and other mechanisms (*e.g.* WTP or WTA).
- 2.3 Present the draft of updated management plan document in a series of stakeholder workshop with government (DG-Fishery and other relevant line ministry), NGOs, university, and local community representative for additional inputs and endorsement of final management plan.
- 2.4 Updated NKS MPA management plan to be submitted to DG-Fishery for approval by the Minister of MAF.

Scope of Works 3: Capacity Development related to implementation of financial sustainability and management plans

- 3.1 The Consulting firm is to review relevant training manuals/modules from other existing MPAs and modify a tailored version to suit local MPA needs. The tailored manual/module will be utilized for capacity building of the existing NKS MPA management committees as well as for the management and community leaders from the new Betano-Klakuk MPA. The training manual/module should be in both English and Tetum versions.
- 3.2 Deliver the training as part of capacity building for the members of management from both MPAs, relevant staff of the Ministry of Agriculture and Fishery, local community leaders (including officials from the adjoining municipalities), selected relevant NGOs, and universities/academia. The content of the training module should be designed with focus on MPA basic principle and design as well as management plan and its implementation. The Training will be conducted for 4 days each in Manufahi and Lautem, respectively. Number of participants for each training is envisaged to be 30 people. *(The consulting firm is responsible for resource person to deliver the training, including the produce of training materials as necessary, while the budget for the training will be covered by UNDP/ATSEA-2 Project and the project*

site mobiliser is responsible to organize the training).

- 3.3 Provide training to a group of individuals (approximately 20 people) from the relevant government institutions, academia, and relevant selected NGOs to become trainers in MPA planning and management.

E. APPROACH AND METHODOLOGY

The Consultant is expected to propose a detailed methodological approach and workplan based on, but not limited to, the following outlines:

- 1) A detailed methodological approach for scoping the proposed new MPA in Betano-Klakuk, Manufahi, including required tools and equipment needed to develop plans for the its management and financial sustainability.
- 2) A detailed approach and methodological tools used to update the plans for the management effectiveness and financial sustainability of the existing NKS MPA in Lautem.
- 3) A detailed approach to developing the training manual and delivering the training events mentioned under Scope 3 above.

F. EXPECTED OUTPUTS & DELIVERABLES

The key deliverables under this assignment are as follows:

1) Designation and establishment of new MPA in Betano-Klakuk, Município Manufahi

- 1.1. Scoping study report that includes detailed marine ecosystem and biodiversity condition from biophysical survey report (*e.g.* habitat of fish, coral reef, seagrass, mangrove) and socio-economic and cultural assessment and recommended boundaries, conservation objectives and analysis of baseline biophysical and socio-economic data. The scoping report shall also identify the presence of Endangered, Threatened, and Protected (ETP) marine species (*e.g.* marine turtles, marine mammals, sharks and rays) and map the threats faced by habitats and ETP species (*e.g.* bombing, poaching, etc.).
- 1.2. A detailed management plan including management structure for the new MPA in Betano-Klakuk, Município Manufahi. It shall include a draft zonation plan for this new MPA.

- 1.3. A report based on a review of the alternative financing options either using PES, community tourism models, or other mechanisms such as WTP or WTA, including rationale for concrete recommendations that could help the financial sustainability plan of the new MPA.
- 1.4. A report for the consultative workshops with MAF DG Fishery, Municipal Administration and local community leaders, and other stakeholders, in the process of identifying the new MPA and developing its management and financial sustainability plans. It is expected that 1 national workshop will be held in Dili² and 1 workshop will be held in Municipality. Field-based consultations with community stakeholders including men, women, youth, local leaders, CBOs, NGOs working there on project site, key-informants, etc. are required. *(Please note that the budget for these workshops will be under UNDP/ATSEA-2 project, while resource persons and the content of the workshop/consultations will be provided by the contracted consulting firm. The site mobilizer of the ATSEA-2 project will assist in organizing these workshops and consultations).*
- 1.5. Betano-Klakuk MPA officially declared and inaugurated by the relevant government officials and, subsequently, a draft Ministerial Diploma submitted to MAF-DG Fishery for approval by relevant government authority.

2. NKS MPA's improved management plan and financial sustainability is developed

- 2.1 An improved management plan for NKS MPA.
- 2.2 An updated sustainable financial plan based on a review of the alternative financing options through use of either PES, community tourism models, or other mechanisms such as WTP or WTA.
- 2.3 Stakeholders consultation report, both at national and municipal level, presenting the draft of updated management plan document in a series of stakeholder workshop with government, NGOs, university, and local community representatives for additional inputs and endorsement of final management plan. [*Note: one*

² This national workshop will be combined to also present and discuss the updated management plan for NKS mentioned under Scope 2.

workshop will be organized at the municipal level while the national level sharing and discussion on this updated plan will be combined with the management plan for the new MPA (see footnote 1)].

2.4 Updated NKS MPA management plan submitted to DG-Fishery for approval by the Minister of MAF.

3. Capacity Development related to implementation of financial sustainability and management plans

- 3.1 A tailored training manual/module developed for capacity building of the existing Management committees from the NKS MPA as well as for the management committees and community leaders from the new Betano-Klakuk MPA. The training manual/module should be in both English and Tetum versions.
- 3.2 Delivery of the training as part of capacity building for the members of management from both MPAs, relevant staff of the Ministry of Agriculture and Fishery (MAF), local community leaders (including officials from the adjoining municipalities), selected relevant NGOs, and universities/academia. The content of the training module should be designed with focus on MPA basic principle and design as well as management plan and its implementation. The Training will be conducted for 4 days each in Manufahi and Lautem, respectively. *(The consulting firm is responsible for resource person to deliver the training, while the budget for the training will be covered by UNDP/ATSEA-2 Project and the project site mobiliser is responsible to organize the training).*
- 3.3 Provision of training, including training materials, to a group of individuals from the relevant government institutions, the academia and selected relevant NGOs to become trainers in MPA planning and management to create a pool of national trainers.

G. SCHEDULE OF DELIVERABLES

Table 1 - Indicative schedule of deliverables

Main Scopes ³	Deliverables	Target Due Date	Payment Milestone	Review and Feedback	Review and Approval Required
N/a	Inception Report	31 July 2021	5%	UNDP, DG Fishery (MAF) and other relevant ministries	UNDP
#1	1.1 Scoping study report (biophysical and socio-economic & cultural assessment)	31 October 2021	25%		
	1.2 Detailed management plan	30 Nov 2021	20%		
	1.3 Financial management report				
	1.4 Consultative workshop report	31 Dec 2021			
	1.5 Report on the official declaration/inauguration of the new Betano-Klakuk MPA and draft Ministerial diploma submitted to DG Fishery	31 July 2022	10%		
#2	2.1 Improved management plan	28 Feb 2022	20%		
	2.2 Updated sustainable financial plan	31 Mar 2022			
	2.3 Stakeholder consultation report	31 May 2022			
	2.4 Updated NKS MPA management plan submitted to DG-Fishery for approval by MAF Minister	31 May 2022			
#3	3.1 Tailored training materials in English and Tetum version	30 June 2022	20%		
	3.2 Delivery of training for stakeholders as part of capacity	31 July 2022			

³ Refer to Section D above

	building				
	3.3 Delivery of training for trainers (TOTs)	31 August 2022			
	3.4 Final Report				

All the deliverables under this Consulting assignment must be presented satisfactorily. Deliverables will only be accepted after having been validated and deemed to have met the standards expected. All training events and workshops must be well-prepared and executed professionally with experienced facilitators by the Consulting firm.

H. INSTITUTIONAL ARRANGEMENT

UNDP Timor-Leste will support the Consulting firm in terms of meetings and consultation with key partners and coordination with local authorities. The Consulting firm will ensure close and regular coordination with ATSEA-2 National Coordination Unit, UNDP Country Office, DG Fishery and other respective project partners during the project implementation.

- The consultant is required to deliver the work as per the demand of the TOR through close coordination with the project team and report to the National Project Director/DG Fishery of MAF as well as relevant staff of DG Fishery both at National and Municipality level, National Project Coordinator of ATSEA-2, and Programme Manager of UNDP. The consultant team present at site will need to closely coordinate and collaborate with ATSEA-2 project site mobilizers.
- The Consulting firm will deliver as per the demand of the TOR in collaboration with the key government staff, partners and community including relevant organization and facilitation of the workshops, consultations and trainings envisaged.
- Frequent communication and collaboration with project team and relevant national counterpart staff is required and will be maintained through e-mail, telephone and Zoom / Microsoft Team correspondence with all relevant parties mentioned above for smooth accomplishment of the assignment.
- The assignment requires the presence of the key team members of the Consulting firm in the duty station (except those who are home based) to be able to effectively

conduct the required field visits, consultations and validation of content and products to be delivered in collaboration with UNDP Timor-Leste Country Office (CO), ATSEA-2 NCU, DG Fishery and other respective counterparts.

- Arrangements for transportation, living accommodation and logistics required to deliver the tasks under this TOR will be the responsibility of the Consulting Firm as the Service Provider.
- The Consulting firm shall ensure its experts are adequately supported and equipped to carry out their tasks. In particular, it shall ensure the provision of sufficient administrative and logistical support to enable experts to concentrate on their primary responsibilities.
- All deliverables must be submitted to UNDP for review and approval prior to payment.
- UNDP will facilitate coordination/technical support together with the government – DG Fishery.
- UNDP will fund the consultative workshops and costs for consultative meetings that will be held at national, municipal and community levels.

I. DURATION OF ASSIGNMENT

The assignment will be for a period of 14-months which is expected to start from 01 July 2021 – 31 August 2022. The Consulting firm will propose a detailed time schedule for carrying out the scope of the services listed and for accomplishing the expected deliverables.

J. DUTY STATION

The duty station of the work is in Timor-Leste (Dili, Manufahi & Lautem). However, noting the ongoing Covid-19 pandemic which may require Government to continue imposing international travel restrictions, and if necessary, a combination of home-based/remote service delivery may be accepted.

For duty travels and all living allowances required to perform the demands of the TOR, these must be incorporated in the financial proposal, except the costs for workshops, trainings and

meetings with community which will be paid directly by UNDP.

K. QUALIFICATIONS OF THE SUCCESSFUL FIRM AND EXPERIENCE

1) Institutional Profile of Bidding Institution/Firm

Consulting firm/organization specialized in design and management of MPAs are invited to submit technical and financial proposals for consideration. Foreign institutions may form partnership with a national firm/institution or include sufficient number of local individuals as part of the team to ensure successful delivery of the scope of works in this TOR. The profile of the selected entity should meet the following requirements:

- Valid business license in relevant field of work from country of operation.
- At least three (3) years experiences in relevant works of marine protected area (MPA) identification, development of MPA management plans, financing and sustainability plans preferably in the Asia Pacific. (Certification of work completion/project evaluation report should be submitted as evidence).
- Minimum 2 contracts of similar nature and value of more than \$250,000 successfully implemented over the last 10 years., with preferably one completed in the Asia Pacific region.
- Proven experience in capacity development of national and sub-national government entities, communities, NGOs and members of the academia related to MPA; developing training manuals and training delivery. Please list these experiences specifically.
- Logistic capability – office space, transport, IT, study equipment, etc. as applicable
- Preference is given to the Consulting Firm that have proven establishment and stable partnerships with governmental institutions in Timor-Leste and/or in the region including with international organizations, private sectors, and academia and local communities in protected area and implementing multi stakeholder engagement process leading to consensus, support, and ownership of outputs/results.
- The Consulting Firm must demonstrate that they have successfully assisted countries, preferably in the Asia Pacific region, in strengthening institutional and human resource capacity in the management of existing MPA and establishment of new MPA.

References must be included in the proposal.

- Outline of the extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but if properly done it offers a chance to access specialized skills).
- Work experience with UNDP/major multilateral and/or bilateral programmes.

2) Management Structure and Key Personnel

The Consulting firm/institution is expected to propose a team of experts consisting of a team leader and other experts/specialist listed in Table 2 below. The CVs have to pinpoint relevant past experience, highlight comparative advantages, and provided the details in English Language.

Proposed number of working days for all experts need to be explicitly mentioned in the technical/financial proposals. The team should be composed of both national and international experts. An anticipated team combination is explained in the technical evaluation table.

Table 2 - Experts, proposed working days, roles, qualification, and required experience

Expert	General responsibilities in relation to the assignment	Qualifications & Work Experiences
Team Leader – MPA Planning and Management specialist (International – 1 CV required)	<p>Responsible for drafting/developing the Management Plans for both new MPA and NKS MPA;</p> <p>Drafting/developing training manuals/modules for the training;</p> <p>Provide guidance and assistant to national staff (Socio-economic expert and/or technical assistants) for the training delivery;</p> <p>Oversee overall coordination and management of this assignment;</p> <p>Lead planning for all scopes of work, guide and supervise all team members;</p> <p>Ensure deliverables are submitted timely and in good qualities (QA), and lead communication and coordination with governments at national and municipal levels as well as UNDP and ATSEA-2 project team; lead national and sub-national consultations with relevant stakeholders</p>	<p>- Academic qualification in field of marine conservation, marine science, natural resource management and other relevant fields</p> <p>PHD Degree: (30 marks) or</p> <p>Minimum master's degree: (20 Marks)</p> <p>- Experience and Suitability for the Project</p> <ul style="list-style-type: none"> • 10-15 years' relevant professional experience (15-20 marks) • 5-7 years of relevant work experience specifically in designing and implementing MPA including drafting MPA management documents and developing training manuals/modules for MPA as well as training deliveries (15-20 marks) • 5-7 years of experience in the field including experience in conducting identification, analysis and reporting of critical coastal and marine habitats and marine species. (15-20 marks) <p>- Language Qualifications</p> <ul style="list-style-type: none"> • Proficiency in both spoken and written English (7 marks). In addition to excellent command of English, ability to communicate in Tetum, Bahasa Indonesia or Portuguese will be an advantage (1-3 marks)

MPA sustainable finance specialist (International – 1 CV required)	<p>Lead the development of sustainable financing mechanism for supporting the management of NKS MPA and the new MPA in Manufahi; Provide inputs related to sustainable financing aspect to training manual.</p>	<p>- Academic Qualifications in field of: environmental economic, natural resource management, or related fields</p> <p>Advance Master Degree: (10 marks) or</p> <p>Minimum bachelor's degree: (7 marks)</p> <p>- Years of experience and Suitability for the Project</p> <ul style="list-style-type: none"> • 4-6 years of relevant experience in developing financing mechanism at community/grassroots level (10-15 marks). • 2-3 years' experience of conducting similar assignments in Asia Pacific region (8-10 marks) . <p>- Language Qualifications</p> <ul style="list-style-type: none"> • Proficiency in both spoken and written English (3 marks). In addition to excellent command of English, ability to communicate in Tetum, Bahasa Indonesia or Portuguese will be an advantage (2 marks)
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<p>Coastal and Marine Biodiversity Expert <i>[i.e. for Fish, Coral Reef, Seagrass, and mangroves]</i></p> <p>(International – 1 CV required)</p>	<p>Lead and plan for biophysical survey; develop biophysical assessment report with recommendation to develop MPA management plan and zoning; support the development of MPA profiling; support the development of the training manual on MPA management</p>	<p>- Academic Qualifications in field of: coastal/marine resources management, marine science, biodiversity conservation, or related fields.</p> <p>Advance Master Degree: (10 marks) or Minimum bachelor's degree: (7 marks)</p> <p>- Years of experience and Suitability for the Project</p> <ul style="list-style-type: none"> · 4-6 years of experience in the field including experience in conducting identification, analysis and reporting of critical coastal and marine habitats and marine species (10-15 marks). · 2-3 years of relevant experience in implementing coastal and marine biodiversity programs in the Asia Pacific Region (8-10 marks). <p>Language Qualifications</p> <ul style="list-style-type: none"> · Proficiency in both spoken and written English (3 marks). In addition to excellent command of English, ability to communicate in Tetum, Bahasa Indonesia or Portuguese will be an advantage (2 marks)
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GIS Specialist (National – 1 CV required)	<p>Undertake spatial data collection; undertake spatial analysis to support MPA profiling and MPA management plan and zoning; support the development of training manual</p>	<p>- Academic Qualifications in field of: Geography, Geodesy, Natural Resources Management, Data Management, Information Technology or in a related field</p> <p>Advance Master Degree: (8 marks) or Minimum bachelor's degree: (6 marks)</p> <p>- Years of experience and Suitability for the Project</p> <ul style="list-style-type: none"> · 4-6 years of relevant experience in spatial data collection and analysis (10-13marks). · A combination of professional training, certification and experience in GIS mapping/remote sensing is an asset (7 marks). <p>- Language Qualifications</p> <ul style="list-style-type: none"> · Proficiency in both spoken and written English (3 marks). In addition to excellent command of English, ability to communicate in Tetum, Bahasa Indonesia or Portuguese will be an advantage (2 marks)
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Socio economic Specialist (National – 1 CV required)	<p>Lead and plan for socio economic and cultural assessments; develop socio-economic and cultural assessment report; support the development of sustainable financing mechanism for supporting the management of NKS MPA and the new MPA in Betano-Klakuk; provide inputs to training manual and MPA profiling, MPA management plan and zoning; and delivery of MPA training</p>	<p>- Academic Qualifications in field of: natural resources management or economics</p> <p>Advance Master Degree: (10 marks) or</p> <p>Minimum bachelor's degree: (8 marks)</p> <p>- Years of experience and Suitability for the Project</p> <ul style="list-style-type: none"> · 4-6 years of relevant professional experience (15-20 marks). · 2-4 years relevant experience in undertaking socio economics related to marine related management (7-10 marks). · 2-4 years experience in training delivery (7-10 marks). <p>- Language Qualifications</p> <ul style="list-style-type: none"> · Proficiency in both spoken and written English (3 marks). In addition to excellent command of English, ability to communicate in Tetum, Bahasa Indonesia or Portuguese will be an advantage (2 marks)
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Technical Assistants [<i>i.e.</i> surveyors for Fish, Coral Reef, Seagrass, Mangroves, marine species] (National – 2 CVs required)	Undertake biodiversity survey and field documentation; carry out biodiversity data collection and provide recommendations for the basis of MPA profiling; support the development of MPA training manual; support the development of MPA management plan and zoning; and assist with training delivery if required.	<p>- Academic Qualifications in field of: marine science, marine biology, natural resources management, or closely related area</p> <p>Minimum bachelor's degree: (10 marks)</p> <p>- Years of experience and Suitability for the Project</p> <ul style="list-style-type: none"> · 2-4 years of relevant professional experience (6-8 marks). · 2-4 years relevant experience in undertaking under water dive and manta tow exercise and identify underwater habitat (5-7 marks). <p>- Language Qualifications</p> <ul style="list-style-type: none"> · Proficiency in both spoken and written English (3 marks). In addition to excellent command of English, ability to communicate in Tetum, Bahasa Indonesia or Portuguese will be an advantage (2 marks)
General Support (admin, finance, procurement)	Provide general support to team leader and members in executing all the activities; prepare and file financial reports; complete administrative documents. Bidders are expected to take care of their administrative needs and include these costs in the expert rates.	

SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

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

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

Technical Proposal Envelope:

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

Financial Proposal Envelope

(Must be uploaded in e-tendering system in a separate password protected file)

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

FORM A: TECHNICAL PROPOSAL SUBMISSION FORM

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

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

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

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

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

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

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

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

FORM B: BIDDER INFORMATION FORM

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

▪ Power of Attorney

FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

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

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

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

Name of leading partner

(with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)

[Complete]

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

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

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

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

FORM D: QUALIFICATION FORM

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

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

Historical Contract Non-Performance

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

Litigation History (including pending litigation)

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

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.
List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

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

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

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

Financial Standing

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

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

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

- 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;
- Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

FORM E: FORMAT OF TECHNICAL PROPOSAL

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

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

SECTION 1: Bidder's qualification, capacity and expertise

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

SECTION 2: Proposed Methodology, Approach and Implementation Plan

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

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Explain how you plan to ensure full "buy-in" with the assignment's objectives and tasks from the relevant counterparts.

- 2.8 Detail how you will switch your approach to delivering the assignment if it cannot be implemented as initially planned due to COVID-19 restrictions. Recent announcement from the Government of Timor-Leste (<http://timor-leste.gov.tl/?p=28258>) established that individuals with certification of complete vaccination against Covid-19, can move freely throughout the territory, including in the municipalities covered by the imposition of a sanitary fence and/or home confinement.
- 2.9 Any other comments or information regarding the project approach and methodology that will be adopted.

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

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

SECTION 3: Management Structure and Key Personnel

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

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/Qualifications	<p><i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i></p> <p>[Insert]</p>
Professional certifications	<p><i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i></p> <ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/Experience	<p><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></p> <p>[Insert]</p>
	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>

References	Reference 1: [Insert] Reference 2: [Insert]
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I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

FORM F: FINANCIAL PROPOSAL SUBMISSION FORM

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

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

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

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

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

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

[Stamp with official stamp of the Bidder]

FORM G: FINANCIAL PROPOSAL FORM

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

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

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices

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

Table 2: Breakdown of Professional Fees

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

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			

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

Table 4: Breakdown of Price per Deliverable/Activity

SN	Deliverables	Target Due Date	Payment Milestone	Cost
N/a	Inception Report	31 July 2021	5%	
#1	Scoping study report (biophysical and socio-economic & cultural assessment)	31 October 2021	25%	
	Detailed management plan	30 Nov 2021	20%	
	Financial management report	30 Nov 2021		
	Consultative workshop report	31 Dec 2021		
	Report on the official declaration/inauguration of the new Betano-Klakuk MPA and draft Ministerial diploma submitted to DG Fishery	31 July 2022	10%	
#2	Improved management plan	28 Feb 2022		
	Updated sustainable financial plan	31 Mar 2022	20%	
	Stakeholder consultation report	31 May 2022		
	Updated NKS MPA management plan submitted to DG-Fishery for approval by MAF Minister	31 May 2022		
#3	Tailored training materials in English and Tetum version	30 June 2022	20%	
	Delivery of training for stakeholders as part of capacity building	31 July 2022		
	Delivery of training for trainers (TOTs)	31 August 2022		
	Final Report	31 August 2022		

Grand Total	14 months	100%	
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FORM H: FORM OF PROPOSAL SECURITY (NOT APPLICABLE)

**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]