



REQUEST FOR PROPOSAL (RFP)
(For Low-Valued Services)

NAME & ADDRESS OF FIRM	DATE: June 14, 2021
	REFERENCE: Consultancy for Biogas Research Data Collection

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Data Collection for Sustainable Development Goal 7, Indicator 7.2.1 for Botswana.**

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

Proposals **Technical and Financial to be submitted in sealed and separate envelopes** clearly marked “ **Consultancy for Biogas Research Data Collection**” may be submitted on or before **Monday, June 28, 2021 at 12:00pm CAT** and via email, courier mail or fax to the address below:

Resident Representative
United Nations Development Programme
P.O. Box 54
Gaborone
[*procurement.bw@undp.org*](mailto:procurement.bw@undp.org)

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

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

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

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

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

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

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

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

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

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

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/duct_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

[name of authorized staff]

[designation]

6/14/2021

Description of Requirements

Context of the Requirement	Biogas Research Data Collection for Botswana
Implementing Partner of UNDP	Ministry of Mineral Resources, Green Technology and Energy Security (Department of Energy)
Brief Description of the Required Services ¹	<p>The Government of Botswana (GoB), through the Department of Energy (DOE), in collaboration with the United Nations Development Programme (UNDP) are implementing a project titled “Promoting production and utilization of Biogas from Agro-waste in South-Eastern Botswana (Biogas Project)”. The Biogas Project seeks to facilitate low-carbon investments in the production and utilization of biogas from agro-waste in South-Eastern Botswana. The project aims to assist the government through the following three components:</p> <ol style="list-style-type: none"> 1. Institutional strengthening and capacity development; 2. Facilitation and establishment of biogas plants; and 3. Setting up of utilization and knowledge platforms. <p>The Biogas Project aims to complete the construction and operationalisation of 200 small scale biogas digesters by end of 2021. Currently 30 digesters have been completed, fully funded by the project and 50 digesters have been completed part-financed by the project. At completion of the project, lessons learnt are to be documented to allow for upscaling of the technology throughout the country and for support of the use of renewables as a viable, affordable and sustainable source of energy. In order for this technology to be sufficiently upscaled and offer requisite benefits to the people of Botswana, research results need to be documented and disseminated as is required.</p>

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	<p>To that end, the Biogas Project requires the services of a team of consultants to collect data, analyse the data, document it and present the data to different platforms as a way of encouraging the use of biogas, upscaling the technology and sharing knowledge about biogas to different types of stakeholders.</p>
List and Description of Expected Outputs to be Delivered	<p>The team of consultants is expected to collect data from different biogas digesters, considering the different feedstocks used, the different requirements for and usage of biogas and slurry output and the social interaction of beneficiaries with the biogas digesters. Digital compilation of data collection in the form of video clips (of interviews, sampling, biogas usage, etc) is encouraged to support the consultancy. Sampling will be done at 40 sites; 10 from South-East District, 10 from Southern District, 10 from Kweneng District and 10 from Kgatleng District. Each of the sites will be within 100km of Gaborone. The expected scope of research is based on, the following activities:</p> <ol style="list-style-type: none"> 1. Assessment of Biogas and Energy Production From Utilisation of Different Types of Agricultural Wastes <ol style="list-style-type: none"> a) Determination of the composition of produced biogas; b) Determination of the heat capacity of the produced biogas; c) Determination of the relationship between biogas composition and the type of feedstock used; d) Determination of the amount of energy in kWh produced from the 40 selected sites and estimated energy to be produced from the 200 sites; e) Calculation of the avoided GHG emissions from the 40 sites and therefore estimated avoided GHG emissions from 200 digesters; f) Determination of expected retention times of different feedstocks – cow dung, chicken manure, grassy cowdung, stomach contents, grass, etc. in relation to actual retention times with an explanation of any noted variances; 2. Assessment of Bioslurry As an Alternative to Synthetic Fertilisers <ol style="list-style-type: none"> a) Determination of the chemical and biological composition of output slurry based on the different feedstocks;

	<p>b) Recommendation of best usage of output slurry based on its composition, for example which crops would best thrive when fertilized with this slurry;</p> <p>3. Assessment of Social and Economic Impacts of Biogas in South-Eastern Botswana</p> <p>a) Determination of the relevance, effectiveness, efficiency, impact and sustainability of the digesters in the lives of the beneficiaries. Specifically consider:</p> <ul style="list-style-type: none"> • Has the biogas digester made a difference in their lives? Present life before and life after biogas. • Have the beneficiaries made financial savings on energy costs following the use of biogas? • How often feeding of the digester is done, in reality vs the recommended, and what is the level of effort required to maintain gas production? • Determine fuel type used before biogas and the difference experienced • What would they recommend to improve efficiency, effectiveness and sustainability?
Person to Supervise the Work/Performance of the Service Provider	<i>[Biogas Project Manager]</i>
Frequency of Reporting	Reporting to be undertaken upon submission of reports as indicated in the deliverables section
Progress Reporting Requirements	Progress to be reported every 3 weeks to the TRG
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i>

	<input checked="" type="checkbox"/> At Contractor's Location																
Expected duration of work	To be proposed by bidder but not more than 3 months																
Target start date	1 st July 2021																
Latest completion date	30 th September 2021																
Travels Expected	<table border="1"> <thead> <tr> <th>Destination/s</th><th>Estimated Duration</th><th>Brief Description of Purpose of the Travel</th><th>Target Date/s</th></tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s												
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Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>																
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>																
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required																

Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required					
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency					
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes					
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days <p>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p>					
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>					
Payment Terms ³	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Inception Report inclusive of detailed workplan and detailed methodology indicating how scope of works will be undertaken within 3 months.</td> <td>0%</td> </tr> </tbody> </table>		Outputs	Percentage	Inception Report inclusive of detailed workplan and detailed methodology indicating how scope of works will be undertaken within 3 months.	0%
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² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	Submission and Presentation of Interim Report that includes, among other things <ul style="list-style-type: none"> • Baseline data of the 40 selected sites including feedstock used, biogas usage, bioslurry usage, etc. documented digitally • sampling procedure and tools to be used for feedstock, biogas and bioslurry at selected sites, including dates, times, frequency and pictures to document sampling process • generated tables to be used for data collection from the different sites • questionnaires to be used for compiling social data from beneficiaries 	20%	
	Submission and presentation of report detailing the Assessment of Biogas and Energy Production by Utilisation of Different Agricultural Wastes that clearly sets out the findings for item 1 in the scope of works	65%	
	Submission and presentation of Report detailing the Assessment of Bioslurry As an Alternative to Synthetic Fertilisers that clearly sets out the findings for item 2 in the scope of works		
	Submission and presentation of Report detailing the Assessment of Social and Economic Impacts of Biogas in South-Eastern Botswana that clearly sets out the findings for action item 3 in Scope of Works		
	Submission and Presentation of final reports by Consultants to be recorded for knowledge dissemination via UNDP website, BTV and social media	15%	
Person(s) to review/inspect/ approve	With the support of the Project Management Unit (PMU) and the Project Steering Committee (PSC), the Technical Reference Group (TRG) will oversee the work of the consultancy from start to finish. The consultant will be required to		

outputs/completed services and authorize the disbursement of payment	submit all submissions to the Project Manager – Biogas Project. The technical work of the consultancy submitted will be shared with the Technical Reference Group (TRG) for review and approval. The consultant will present all submissions of the assignment to the TRG. The Technical Reference Group will provide comments and approval on whether to proceed to the next stage on all reports within one (1) week of submission.		
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i> <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>		
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.		
Criteria for the Assessment of Proposal	Criteria		Weight
	<u>Technical Evaluation (70%)</u>		
	<u>Expertise of Firm</u>		
	Criteria A: Relevant qualifications - Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.; CVs demonstrating qualifications must be submitted; and written confirmation from		20

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$200,000.00.

	each personnel that they are available for the entire duration of the contract	
	Criteria B: Relevant Professional /Work Experience – Demonstrate extensive relevant work experience in data sampling, testing and analysis as well as renewable energy specifically biogas and clear responsiveness to the Terms of Reference (TORs)	30
	Methodology and Timeliness	
	Criteria C: Complete Consultancy package submitted (Technical and Financial Proposal)	5
	Criteria D: Technical Competence/ Methodology/Approach – The firm is expected to set out in the technical proposal the methodology that will be adopted for each item in the Scope of Works. It is also expected that the methodology will follow global best practices for such work.	25
	Criteria E: Propose the main activities of the assignment, their content and duration, phases and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports	20
	TOTAL	100
Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.		
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i>	

Contract General Terms and Conditions ⁵	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁶	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input type="checkbox"/> Detailed TOR <i>[optional if this form has been accomplished comprehensively]</i> <input type="checkbox"/> Others ⁷ <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) ⁸	<i>Procurement Officer</i> enquiries.bw@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁸ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Qualifications and Experience	<p>EDUCATION AND EXPERIENCE OF TEAM LEADER</p> <ul style="list-style-type: none"> a) Team Leader to have Master’s degree, or above, in Renewable Energy, Energy Economics, Social Sciences or a closely related field; b) Minimum of 5 years of relevant experience as a project lead in renewable energy sector; c) Demonstrate experience in conducting energy data collection and analysis; d) Technical knowledge of biogas projects; e) Experience in dealing with international and national experts and institutions; f) Sound understanding of key software packages (MS Office); and g) Fluency in written and spoken English. <p>EDUCATION AND EXPERIENCE OF CROP PRODUCTION SCIENTIST</p> <p>Scientist with Master’s degree or above in Crop Production or closely related field.</p> <ul style="list-style-type: none"> a) Minimum of 5 years of relevant experience in crop production related issues; b) Technical knowledge of composition of fertilisers and crops relevant for those fertilisers; c) Experience in dealing with international and national experts and institutions; d) Sound understanding of key software packages (MS Office); and Fluency in written and spoken English <p>EDUCATION AND EXPERIENCE OF SOCIAL SCIENTIST</p> <p>Scientist with Master’s degree or above in Environmental Social Science or closely related field:</p> <ul style="list-style-type: none"> a) Minimum of 5 years of relevant local experience in studying relationships between individuals and new technologies; b) Experience in developing, administering and analysing questionnaires
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	<p>as well as conducting interviews at grassroots level; and</p> <p>c) Local context (and language) as well as experience in dealing with different types stakeholders.</p> <p>COMPETENCIES</p> <p>a) Ability to train and work effectively with counterpart staff at all levels and with all groups involved in the project and,</p> <p>b) Ability to perform a variety of specialized tasks related to results management, including support to design, planning and implementation of program, managing data, reporting.</p> <p>c) Strong drafting, presentation and reporting skills, excellent written communication skills.</p> <p>d) Ability to administer budgets; and</p> <p>e) IT competencies in Word, Excel, Power Point and Internet</p> <p>f) Leadership and Self-Management</p> <p>g) Focuses on result for the client and respond positively to feedback; and</p> <p>h) A good personality with strong leadership skills</p>
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FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

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

C. Qualifications of Key Personnel

The Service Provider must provide :

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

D. **Cost Breakdown per Deliverable***

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

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

E. **Cost Breakdown by Cost Component [This is only an Example]:**

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

III. Other Related Costs				
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[Name and Signature of the Service Provider's

Authorized Person]

[Designation]

[Date]