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Resilient nations.*

# REQUEST FOR PROPOSAL

**Development of a Global Infrastructure Risk Model and Resilience Index (GIRI) for the Coalition for Disaster Resilient Infrastructure (CDRI) Flagship Report on Disaster and Climate Resilient Infrastructure project, supported by UNDP**

**RFP No.:** RFP/066/IND-2021

**Project:** Flagship Report on Disaster and Climate Resilient Infrastructure

**Country:** INDIA

**Issued on:** 9 July 2021

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## SECTION 1. LETTER OF INVITATION

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**Subject: Development of a Global Infrastructure Risk Model and Resilience Index (GIRI) for the Coalition for Disaster Resilient Infrastructure (CDRI) Flagship Report on Disaster and Climate Resilient Infrastructure project, supported by UNDP.**

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
- Section 7: Bank Guarantee Templates
  - o Form A: Proposal Security
  - o Form B: Performance Security

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

Please acknowledge receipt of this RFP by sending an email to [vijay.thapliyal@undp.org](mailto:vijay.thapliyal@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:

Approved by:

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Name: Vijay K. Thapliyal  
Title: Procurement Assistant  
Date: **July 9, 2021**

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Name: Arun Arumughan  
Title: Procurement Analyst  
Date: **July 9, 2021**

## SECTION 2. INSTRUCTION TO BIDDERS

<b>A. GENERAL PROVISIONS</b>	
<i>1. Introduction</i>	<p><b>1.1</b> 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 <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a></p> <p><b>1.2</b> 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><b>1.3</b> As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (<a href="http://www.ungm.org">www.ungm.org</a>). 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>
<i>2. Fraud &amp; Corruption, Gifts and Hospitality</i>	<p><b>2.1</b> 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 <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p> <p><b>2.2</b> 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><b>2.3</b> 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><b>2.4</b> All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p>
<i>3. Eligibility</i>	<p><b>3.1</b> 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><b>3.2</b> It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

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

7. <i>Language</i>	7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
8. <i>Documents Comprising the Proposal</i>	8.1 The Proposal shall comprise of the following documents: a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. <i>Documents Establishing the Eligibility and Qualifications of the Bidder</i>	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. <i>Technical Proposal Format and Content</i>	10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP. 10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive. 10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP 10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.
11. <i>Financial Proposals</i>	11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs. 11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price. 11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.
12. <i>Proposal Security</i>	12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal. 12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected. 12.3 If the Proposal Security amount or its validity period is found to be less than

	<p>what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <p>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</p> <p>b) In the event that the successful Bidder fails:</p> <p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
<p><i>13. Currencies</i></p>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
<p><i>14. Joint Venture, Consortium or Association</i></p>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience</p>

	<p>should clearly differentiate between:</p> <ul style="list-style-type: none"> <li>a) Those that were undertaken together by the JV, Consortium or Association; and</li> <li>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ul> <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>
<p><i>15. Only One Proposal</i></p>	<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"> <li>f) they have at least one controlling partner, director or shareholder in common; or</li> <li>g) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>h) they have the same legal representative for purposes of this RFP; or</li> <li>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;</li> <li>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</li> <li>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.</li> </ul>
<p><i>16. Proposal Validity Period</i></p>	<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>
<p><i>17. Extension of Proposal Validity Period</i></p>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>

<p><i>18. Clarification of Proposal</i></p>	<p><b>18.1</b> 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><b>18.2</b> 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>
<p><i>19. Amendment of Proposals</i></p>	<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>
<p><i>20. Alternative Proposals</i></p>	<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>
<p><i>21. Pre-Bid Conference</i></p>	<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**



	<ul style="list-style-type: none"> <li>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</li> <li>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</li> <li>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.</li> <li>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.</li> <li>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: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a></li> </ul>
<i>23. Deadline for Submission of Proposals and Late Proposals</i>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<i>24. Withdrawal, Substitution, and Modification of Proposals</i>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
<i>25. Proposal Opening</i>	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>

## **D. EVALUATION OF PROPOSALS**

<i>26. 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>
<i>27. Evaluation of Proposals</i>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ul style="list-style-type: none"><li>a) Preliminary Examination</li><li>b) Minimum Eligibility and Qualification (if pre-qualification is not done)</li><li>c) Evaluation of Technical Proposals</li><li>d) Evaluation of Financial Proposals</li></ul>
<i>28. Preliminary Examination</i>	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
<i>29. Evaluation of Eligibility and Qualification</i>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"><li>e) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;</li><li>f) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li><li>g) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;</li><li>h) They are able to comply fully with UNDP General Terms and Conditions of Contract;</li><li>i) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li><li>j) They have a record of timely and satisfactory performance with their clients.</li></ul>

*30. Evaluation of Technical and Financial Proposals*

- 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.
- 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.
- 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.
- 30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:

Rating the Technical Proposal (TP):

**TP Rating** = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100

Rating the Financial Proposal (FP):

**FP Rating** = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100

Total Combined Score:

**Combined Score** = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)

*31. Due Diligence*

- 31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:
  - 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;

	<ul style="list-style-type: none"> <li>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;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
<i>32. Clarification of Proposals</i>	<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>
<i>33. Responsiveness of Proposal</i>	<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>
<i>34. Nonconformities, Repairable Errors and Omissions</i>	<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"> <li>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;</li> <li>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</li> <li>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</li> </ul>

	<p>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>
<b>E. AWARD OF CONTRACT</b>	
<i>35. 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.
<i>36. 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.
<i>37. 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.
<i>38. 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.
<i>39. 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.
<i>40. 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 <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
<i>41. 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 <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a> 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.
<i>42. Bank Guarantee for Advanced Payment</i>	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP</a>

	<a href="#">DOCUMENT LIBRARY/Public/PSU Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default</a>
<i>43. Liquidated Damages</i>	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
<i>44. Payment Provisions</i>	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
<i>45. Vendor Protest</i>	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</a>
<i>46. Other Provisions</i>	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. 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. 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 <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a>

## 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  <b>Date and Time : July 16, 2021 11:30 AM</b>            Venue : ZOOM Meeting.</p> <p>The UNDP focal point for the arrangement is:            [Vijay K. Thapliyal] E-mail: [vijay.thapliyal@undp.org]</p> <p>NOTE: Interested bidders are advised to share the details of meeting participants to focal point <b>by July 14, 2021</b>, so that meeting link will be shared with them.</p>
5	10	Proposal Validity Period	<p><b>90 days</b></p> <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 Proposer shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p>
6	14	Bid Security	<p><input checked="" type="checkbox"/> Required (INR 22,00,000 or US\$ 30,000)</p> <p>Acceptable forms of Proposal Security: Bank Guarantee (See Section 7 – Form A for template).</p>

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Required 10% of the total value of the contract, valid for 20 months from the date of Contract. The performance security to be provided within one month upon signature of the Contract through a Bank Guarantee favoring the UNDP Resident Representative, India from the bidder's bank in the form attached as Section 7 - Form-B.
10	18	Currency of Proposal	Preferred Currency of Bid : Indian Rupees (INR)  <b>Bids in other currency also allowed.</b>  <i>Reference date for determining UN Operational Exchange Rate : <b>Date of bid submission</b></i>
11	31	Deadline for submitting requests for clarifications/ questions	05 (Five) days before the submission deadline
12	31	Contact Details for submitting clarifications/ questions	Focal Person in UNDP: [Vijay K. Thapliyal] Address: [55. Lodhi Estate, New Delhi-110003] E-mail address: [vijay.thapliyal@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.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<p>Posted directly to eTendering</p> <p>Once uploaded, Prospective Proposers (i.e. Proposers those have accepted the bid invitation in the system) will be notified via email that changes have occurred. It is the responsibility of the Proposers to view the respective changes and clarifications in the system.</p>
14	23	Deadline for Submission	<p><u>Date and Time:</u> As indicated in eTendering system. Note that system time zone indicated in the system is EST/EDT (New York) Time zone.</p> <p>PLEASE NOTE:</p> <p>1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the etendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system.</p> <p>2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.</p>
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	<a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a>
16	22	Electronic submission ( <b>eTendering ONLY</b> ) requirements	<ul style="list-style-type: none"> <li>▪ Format: PDF files only</li> </ul>

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
			<ul style="list-style-type: none"> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Password for financial proposal <u>must</u> not be provided until requested by UNDP</li> </ul>
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%.</p>
18		Expected date for commencement of Contract	<i>August 10, 2021</i>
19		Maximum expected duration of contract	18 months.
20	35	UNDP will award the contract to:	<p>One Proposer Only</p> <p>If the bidder is a group of legal entities that will form or have formed a consortium for the proposal, they shall confirm in their proposal that they have designated one party to act as a lead entity 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 consortium. For consortiums, leading partner of consortium and consortium partners shall cumulatively meet the competencies requirement.</p> <p>Contract will be awarded to highest ranked bidder according to the combined scores (Technical 70% + Financial 30%).</p>
21	39	Type of Contract	<p>Purchase Order and Contract for Goods and Services for UNDP</p> <p><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services  <a href="http://www.undp.org/content/dam/undp/library/corporate/Procurement/english/3.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf">http://www.undp.org/content/dam/undp/library/corporate/Procurement/english/3.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf</a>

## 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:

1. Technical proposal is submitted separate to financial proposal.
2. Financial proposal is password encrypted; **further do not disclose price on the technical proposal/ eTendering portal. Otherwise proposal will get disqualified..**
3. Submission of CVs of proposed key personnel to be engaged.
4. Submission of latest Business Registration Certificate.
5. Submission of latest Audited Financial Statements for 3 years, including profit & loss account

### 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
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Form B: Bidder Information Form
<b>Eligibility</b>	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
<b>Conflict of Interest</b>	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
<b>Bankruptcy</b>	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
<b>QUALIFICATION</b>		
<b>History of Non-Performing Contracts<sup>1</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form

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<sup>1</sup> 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.

<b>Previous Experience</b>	<p>The bidder should have minimum of 10 years of experience in developing multi-hazard probabilistic risk models and resilience indices at the regional or global level for at least two (2) international organisations (bilateral / multilateral agencies)</p> <ul style="list-style-type: none"> <li>• Company Profile which should not exceed ten (10) pages including copy of incorporation/ registration.</li> <li>• A Table demonstrating past contracts executed by the bidder indicating, client name, contract value, planned and actual delivery date.</li> </ul>	Form D: Qualification Form
	<ul style="list-style-type: none"> <li>• The Team Leader must have a doctorate in a field relevant to risk modelling &amp; disaster and climate resilience.</li> <li>• The Team Leader must have a strong track record in research and publication with minimum of fifteen (15) years of experience in developing frameworks and policy tools related to disaster and climate resilience.</li> </ul> <p>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</p>	Form D: Qualification Form
<b>Financial Standing</b>	<ul style="list-style-type: none"> <li>• Minimum average annual turnover for the last three completed financial years : INR 11,00,00,000 / USD 1,500,000</li> <li>• Bidder must demonstrate its financial capacity to execute the contract, if awarded.</li> <li>• Financial capacity to implement the contract as evidenced by independently audited financial accounts for the last three financial years in English, including balance sheet and profit and loss account.</li> <li>• UNDP shall verify financial capacity of the bidder and had the authority to seek references from concerned parties &amp; banks on the bidder's financial standing. UNDP has the right to reject any bid if submitted by a bidder where investigation leads to a result that this bidder had serious financial problems.</li> </ul> <p>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</p>	Form D: Qualification Form

**Note:** Bidders are required to submit evidences (details / documents) in support of compliance to above criteria – otherwise proposal may be disqualified.

## Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and relevant experience .	200
2.	Proposed Work Plan for each component including allocation of responsibilities. The Methodology, its responsiveness to the Terms of Reference shall be the primary evaluation criteria	270
3.	Qualification and experience of Proposed key personnel as specified in the Terms of Reference.	200
4.	Organizational commitment to Sustainability	30
<b>Total</b>		<b>700</b>

Section 1. Bidder's qualification, capacity and relevant experience		Points obtainable
1.1	<p>Expertise and experience of the Service Provider in developing multi-hazard probabilistic risk models and resilience indices at the regional or global level.</p> <p>Minimum of 10 years of experience: 30 marks, for every additional year of experience: 5 marks each up to a maximum of 20 marks</p> <p><u>Documents required:</u> Bidders are required to submit evidences (details / documents) in support of compliance to above criteria</p>	50
1.2	<p>Completed/ ongoing Contracts in Multi-hazard Risk Modelling including Exposure Modelling.</p> <p>A minimum of one (1) contract of at least USD 200,000 value, completed in the last 7 years = 40 points Additional contracts = 5 points up to a maximum of 20 points.</p> <p><u>Documents required:</u> Copy of relevant contracts/ work order and completion certificate as proof of experience in the required areas.</p>	60
1.3	<p>Completed/ ongoing Contracts in generating financial risk and resilience metrics.</p> <p>A minimum of one (1) contract of at least USD 50,000 value, completed in the last 7 years = 20 points Additional contracts = 5 points up to a maximum of 10 points.</p> <p><u>Documents required:</u> Copy of relevant contracts/ work order and completion certificate as proof of experience in the required areas.</p>	30

<b>Section 1. Bidder's qualification, capacity and relevant experience</b>		<b>Points obtainable</b>
1.4	<p>Completed/ ongoing Contracts involving Infrastructure systems.</p> <p>A minimum of one (1) contract of at least USD 50,000 value, completed in the last 7 years = 20 points Additional contracts = 5 points up to a maximum of 10 points.</p> <p><u>Documents required:</u> Copy of relevant contracts/ work order and completion certificate as proof of experience in the required areas.</p>	30
1.5	<p>Completed/ ongoing Contracts involving the development of indices.</p> <p>A minimum of one (1) contract of at least USD 50,000 value, completed in the last 7 years = 20 points Additional contracts = 5 points up to a maximum of 10 points.</p> <p><u>Documents required:</u> Copy of relevant contracts/ work order and completion certificate as proof of experience in the required areas.</p>	30
<b>Total Section 1</b>		<b>200</b>

<b>Section 2. Proposed Work Plan for each component including allocation of responsibilities. The Methodology, its responsiveness to the Terms of Reference shall be the primary evaluation criteria</b>		<b>Points obtainable</b>
2.1	<p>Work allocation between Proposed Team based on their respective experiences and capacities.</p> <p>(The bidder will provide a detailed allocation of man days among proposed team on the basis of individual expertise and the attributable responsibilities for each component.)</p> <p>SCORING - Excellent : 100; Good : 90; Satisfactory : 70; Poor :30; Very poor: 10; and no submission :0</p>	100
2.2	<p>Relevance and detailing of the Methodology and Work Plan</p> <p>SCORING - Excellent : 170; Good : 150; Satisfactory : 120; Poor :40; Very poor: 10; and no submission :0</p>	170
<b>Total Section 2</b>		<b>270</b>

<b>Section 3. Qualification and experience of Proposed key personnel*</b>			<b>Points obtainable</b>
3.1	<b>Risk Modelling Expert</b>		<b>40</b>
		Sub-Score	
	<u>Relevant Qualification:</u> PhD	20	
	<u>Experience:</u> Minimum of 15 years of experience in the domain of risk-modelling: 10 marks, for every additional year of experience: 2 marks each up to a maximum of 10 marks	20	
3.2	<b>GIS and Exposed Assets Expert</b>		<b>40</b>
		Sub-Score	
	<u>Relevant Qualification:</u> PhD	20	
	<u>Experience:</u> Minimum of 10 years of international experience in the domain of GIS modelling: 10 marks,  for every additional year of experience: 2 marks each up to a maximum of 10 marks	20	
3.3	<b>Flood and Hydrological Drought Expert</b>		<b>40</b>
		Sub-Score	
	<u>Relevant Qualification:</u> PhD	20	
	<u>Experience:</u> Minimum of 10 years of international experience in the domain of hydrology : 10 marks,  for every additional year of experience: 2 marks each up to a maximum of 10 marks	20	
3.4	<b>Landslide Hazard Expert</b>		<b>40</b>
		Sub-Score	
	<u>Relevant Qualification:</u> PhD	20	
	<u>Experience:</u> Minimum of 10 years of international experience in landslide risk management/risk mitigation : 10 marks,  for every additional year of experience: 2 marks each up to a maximum of 10 marks	20	

<b>Section 3. Qualification and experience of Proposed key personnel*</b>			<b>Points obtainable</b>
3.5	<b>Tropical Cyclone Hazard Expert</b>		<b>40</b>
		Sub-Score	
	<u>Relevant Qualification:</u> PhD	20	
	<u>Experience:</u>  Minimum of 10 years of international experience in risk mitigation : 10 marks,  for every additional year of experience: 2 marks each up to a maximum of 10 marks	20	
<b>Total Section 5</b>			<b>200</b>

\* The bidder is to confirm which of the above expert will be taking on the role of the Team Leader

<b>Section 4. Organizational commitment to Sustainability</b>		<b>Points obtainable</b>
4.1	Organizational Commitment to Sustainability -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 10 points - Organization is a member of the UN Global Compact – 10 points ( <i>if organization is applied for membership of the UN Global Compact – 5 points</i> ) -Organization demonstrates significant commitment to sustainability through some other means- 10 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	30
<b>Total Section 4</b>		<b>30</b>

## SECTION 5. TERMS OF REFERENCE

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### Global Infrastructure Resilience Index (GIRI)

#### Background

The Coalition for Disaster Resilient Infrastructure (CDRI) was launched by the Government of India in September 2019 at the UN Climate Action Summit. The CDRI is a partnership of national governments, UN agencies and programmes, multilateral development banks and financing mechanisms, the private sector, and knowledge institutions that aims to promote the resilience of new and existing infrastructure systems to climate and disaster risks, thereby ensuring sustainable development.

The CDRI intends to publish a biennial Flagship report on Disaster and Climate Resilient Infrastructure. The report will be CDRI's principal vehicle for engaging and focusing the attention of a global audience of political leaders, policy makers, practitioners and researchers. The Flagship report will contribute to the development of the Strategic Priorities of the CDRI around Research and Knowledge Management and Communication and Partnerships.

The Flagship report is expected to be launched in 2022 with intermediary outputs to be ready in late 2021 coinciding with COP26. The report is envisaged to be based on five key pillars. These are:

- **Pillar 1 Global Infrastructure Risk Model** This will entail the update and enhancement of the existing Global Risk Model (GRM) developed for the United Nations in 2017 along with a sophisticated analysis of the disaster and climate risk to infrastructure systems. It will include developing an infrastructure inventory or proxies, sourcing infrastructure exposure data and vulnerability functions, hazard risk assessment and multi-hazard probabilistic risk modelling.. It will contemplate risk to infrastructure in the following sectors (power and energy, transport and telecommunications) as well as local and social infrastructure and will produce a set of probabilistic financial risk metrics for each country or territory, such as Loss Exceedence Curves (LEC), Average Annual Loss (AAL) and Probable Maximum Loss (PML)
- **Pillar 2 Global Infrastructure Resilience Index:** To highlight progress across countries and regions in the achievement of disaster and climate resilient infrastructure an Index will be developed. It will combine metrics from the Global Infrastructure Risk Model with economic metrics of infrastructure investment and surveys of the quality of infrastructure governance.
- **Pillar 3 Nature Based Solutions:** Every edition of the Flagship report will include a thematic section that will examine policy challenges, global best practices, case studies and evidence to provide a state-of-the-art review. The proposed theme for the 2020 edition will be nature-based solutions for enhancing disaster and climate resilience.
- **Pillar 4 Progress Monitoring:** This will include reviewing the progress towards achieving the goals and targets of the Sendai Framework and other associated international commitments on disaster and climate risk reduction and assessing countries' progress in achieving them. The progress towards disaster and climate resilient infrastructure, by building on the evidence generated through CDRI initiatives across its Strategic Priorities will also be reviewed under this pillar.
- **Pillar 5 Financing Infrastructure Resilience:** Innovative financial tools and mechanisms to finance resilient infrastructure will be explored under this pillar. The component will comprise updating estimates of infrastructure investment for new and renewed infrastructure in different countries, infrastructure investments and their feasibility in the disaster and climate risk perspective, risk adjusted returns on infrastructure investment especially in the context of climate change uncertainties.

The Disaster and Climate Resilient Infrastructure report will be guided by a high-level International Advisory Board, the Members of which will be invited by the CDRI Secretariat. The Board will review and approve the draft 2022 Flagship Report before publication and will then advise the development of the concept and overall direction of future editions. The CDRI will be inviting its members including governments, multilateral development banks, bilateral agencies, technical and academic organizations to contribute material to the different sections of the report.

### **UNDP's Synergy with Infrastructure Resilience and CDRI**

UNDP has been a key partner to the CDRI right since its inception. UNDP supported the CDRI in its two International Conferences in 2018 and 2019 which paved the way for its formal launch. Globally, UNDP's role in infrastructure resilience has been in the following ways:

- UNDP works to promote resilience at the level of communities and governments through several interventions and considers these resilience measures essential to building infrastructure resilience. For example, UNDP has promoted building codes and regulations in several countries, which contribute to improving the standards and capacities for improving regulations and building resilience.
- UNDP helps countries conduct risk assessment which addresses infrastructure planning. UNDP also supports assessment of infrastructure damage and loss after major disasters. These assessments contribute to development planning as well as recovery and reconstruction of infrastructure.
- UNDP helps countries adopt policies and implement programmes to build more resilient community infrastructure to protect the lives and livelihoods of people who depend upon small-scale infrastructure, such as roads, draining, irrigation, and electricity and water conduits.

UNDP is supporting the CDRI in the coordination, drafting, editing and production of the 2022 Disaster and Climate Resilient Infrastructure Report. As part of this responsibility, UNDP intends to hire the services of an institution/organization [participating either individually or in a grouping (consortium) of institutions/organizations] to perform a Global Infrastructure Risk Model and Resilience Index (GIRI) for the "Disaster and Climate Resilient Infrastructure" Report of the Coalition for Disaster Resilient Infrastructure.

### **Objective of the assignment**

The primary objective of the assignment is to develop a fully probabilistic global multi-hazard risk model for infrastructure assets worldwide, associated with both geophysical and hydro-meteorological hazards.

The model will serve as a core input for the development of a Global Resilience Index, which will take into account the implications of risk for social and economic development and will also take into account qualitative measures of infrastructure quality.

A fully interoperable data-platform will also be designed that enables the risk and resilience metrics to be publicly accessible, shared and queried, in order to inform investment decisions and the allocation of capital to sustainable and resilient infrastructure in support of the SDG.

The work package comprises of nine components in all, discussed in detail below.

## **Scope of Work**

### **Pillar 1 Component 1: Global infrastructure exposure model**

The work for this component should include transportation (roads and railways), energy (generation, transmission), water (supply, wastewater), communication (towers, antennas), airports and ports. Any other type of relevant infrastructure may be included as well if required. Due to the global nature of the calculation, the infrastructure model should be constructed as a proxy in which general amounts of exposed values are defined at subnational level (second territorial division) and distributed geographically within the territory if the information allows it.

**The Output would be a geographically referenced exposure model that provides information on the value of exposed infrastructure assets in the power and energy, telecommunications and transport sector for each country and territory of the world**

**Pillar 1 Component 2: Vulnerability functions**

This component includes the definition of vulnerability functions for all hazards involved and for all types of infrastructure elements. These functions must be expressed as the variation of the probability moments (mean and variance) of the relative economic loss with increasing hazard intensity.

**The Output would be a set of vulnerability functions for each infrastructure class and where appropriate for each region that can be used to calculate the probable economic loss for different levels of hazard intensity**

**Pillar 1 Component 3: Update of the GAR buildings exposure model**

Exposure is the collection of the elements at risk to potential losses or that may suffer damage due to a hazard impact. The exposure database at global scale will include the essential elements regarding the distribution of the population together with the characteristics of the buildings including their type, use, replacement cost. Their characteristics will be tailored according with the type of hazard taken into consideration.

The global buildings exposure model will take into account new data and methodologies, that have come available in recent years for example: population distribution (HRSL High Resolution Settlement Layer) urban patterns and footprints (WSF-2015 - World Settlement Footprint 2015), Replacement costs estimation (METEOR - Modelling Exposure Through Earth Observation Routines) and height of buildings.

**The Output would be an updated buildings exposure model, that provides information on the economic value of the built environment, including social infrastructure in the health and education sectors and local infrastructure systems, for each country and territory of the world.**

**Pillar 1 Component 4: Landslide hazard model**

Due to the relevance of roads and railways in mountainous regions across the world, landslides are expected to play an important role in infrastructure extensive risk. An approximated landslides hazard model is required, covering the geographical location of main roads and railway systems on mountainous regions. Such a model must consider both earthquake and rainfall triggered landslides, following a probabilistic approach that can be incorporated into the risk evaluations for other hazards. The effect of climate change in landslide hazard must be included.

**The Output would be a fully probabilistic landslide hazard model, that enables the generation of a complete set of stochastic scenarios of landslide hazard events of different intensities, for each country and territory of the world, taking into account climate change.**

**Pillar 1 Component 5: Flood and hydrological drought hazard model**

This activity will consist of hydrologic modelling in climate change conditions as well as the development of hazard scenarios development for the probabilistic risk calculations. These scenarios must be calculated from approximated hydraulic transit methods of the flow hydrographs generated by each precipitation event at catchment level, seeking to cover at least catchments of main rivers or important streams. The possible existence of flood defense structures must be accounted for in an approximated way.

Given the nature of the hydrologic simulations it is suggested to perform also statistics on the low river flows to assess the hydrological drought conditions. Hydrological drought is maybe the most relevant aspect of the multifaceted drought problem when it comes to assess the impact on critical infrastructures: low flows affect energy plants in many ways (e.g., Nuclear and thermal plants refrigeration, Hydropower production).

**The Output would be a fully probabilistic flood and hydrological drought hazard model, that enables the generation of a complete set of stochastic scenarios of flood and hydrological drought hazard events of different intensities, for each country and territory of the world, taking into account climate change.**

### **Pillar 1 Component 6: Tropical cyclone hazard model**

A global tropical cyclones hazard model was created for the Global Risk Model in GAR 13 (UN Global Assessment Report on Disaster Risk Reduction 2013) and GAR 15. This component's work consists of the update of that model to incorporate the effect of Climate Change. Possible future changes in ocean surface temperature, sea level and other climatological variables associated with cyclogenesis must be accounted to approximate the future cyclone tracks worldwide and quantify strong winds, storm surge and rainfall.

**The Output would be a fully probabilistic tropical cyclone hazard model, that enables the generation of a complete set of stochastic scenarios of tropical cyclone hazard events of different intensities, for each country and territory of the world, taking into account climate change.**

### **Pillar 1 Component 7: Multi-hazard risk modelling**

This component's work consists of all the risk calculations derived from the hazard, exposure and vulnerability models constructed in all other Pillar 1 components. CAT risk modeling is required following fully probabilistic approaches to deliver actuarial metrics such as the Average Annual Loss and the Probable Maximum Loss. This component's work includes coordination activities across all Pillar 1 components to assure the data formats and requirements for a successful probabilistic risk evaluation. This component covers risk calculation for floods, landslides, drought, tropical cyclones, earthquake and tsunami. For earthquake and Tsunami risk assessments, the respective hazard models developed for the Global Risk Model in GAR 15 (2015 Global Assessment Report on Disaster Risk Reduction) will be directly used.

Although drought hardly affects physical infrastructure elements, the offer of water for energy generation or human consumption may be drastically depleted, seriously affecting the offer/demand balance of energy and water systems. This component is the only one dealing with an offer/demand model rather than a physical impact model. An approximated drought impact model is required, focused on quantifying the reduction of water volumes for energy generation and human consumption. The effect of Climate Change in drought hazard must be included.

**The Output of this component would be a complete set of hazard specific and multi-hazard risk metrics, including Loss Exceedence Curves, Average Annual Loss (AAL) and Probable Maximum Loss (PML), considering climate change, and for each county or territory in the world.**

## **II-B Components of Pillar 2 – Disaster and Climate Resilience Index**

The components of this pillar that the selected candidate should provide are:

### **Pillar 2 Component 1: Infrastructure risk index**

This index will be developed by analyzing the implications of disaster and climate risk in different infrastructure sectors on sustainable development, including through examining the impact on savings and reserves, capital investment, social expenditure and other macroeconomic variables. The index will also include qualitative information on infrastructure governance acquired through surveys and other means.

**The Output of this Component would be a set of indexes that combine probabilistic risk metrics with economic and social metrics, to provide information on the implications of disaster and climate risk in different infrastructure sectors on sustainable development**

### **Pillar 2 Component 2: Data platform development**

Developing an interactive and interoperable data platform that enables the risk and resilience metrics to be displayed consulted and shared.

**The Output of this Component would be a fully operative data platform that allows remote users to visualize, query, download and analyse the risk information produced for the GIRI**

The Global Infrastructure Risk Model and Resilience Index (GIRI) to be produced for the Coalition for Disaster Resilient Infrastructure (CDRI) will examine risk and resilience in critical infrastructure sectors, including power and energy, telecommunications, and transport with a global level of observation and a national or sub-national level of resolution.

In the past decade, multilateral organizations have commissioned similar assignments, to model risk at the regional or global scale. For example, the Disaster Risk Hotspots Report and Lifelines Report produced for the World Bank, the Disaster Risk Index developed for UNDP, the Global Risk Model developed for UNDRR and published in the Global Assessment Report on Disaster Risk Reduction (GAR) of the UNDRR all provide relevant antecedents.

The GIRI will build on the hazard and exposure models and risk modelling architecture developed for the GAR and applied in other similar indexes by organisations such as UN-ESCAP, the Asian Development Bank and the Islamic Development Bank. As such, there are a number of organisations and experts with in-depth knowledge of the approaches used in these previous modelling exercises that could potentially contribute to the development of GIRI.

## **Schedule of Deliverables**

A detailed plan of work detailing the activities and timing, methodology, key information sources to be used in undertaking the task should be provided upon signing of the contract. This will be discussed and approved prior to the start of the work.

The following deliverables should be submitted while conducting the study:

1. Submission and approval of Inception report within three (3) weeks after award of contract.
2. Submission of the Methodology as a Policy Product, for dissemination to a global audience within eight (8) weeks after award of contract.
3. Submission and approval of the First Progress Reports on each Component within three (3) months after award of contract.
4. Submission and approval of the Final reports for each Component within twelve (12) months after award of contract.
5. Submission and approval of the Final report on GIRI, incorporating all comments from the international advisory board. The final report will also summarize policy recommendations of all 9 components as defined in the section 'Scope of Work' of the Terms of Reference within eighteen (18) months after award of contract.

All the deliverables should be submitted by the selected institution in soft copy (in addition to hard copies).

## **Location**

At bidder's location with flexible working arrangement to travel to India or other locations as necessary.

## **Competencies**

Towards describing the expertise of the bidder, the proposal should clearly highlight the following:

- The year and state/country of incorporation and a brief description of the bidder's present activities.
- Experience in developing exposure models, hazard models and multi-hazard risk models and in developing and using financial risk metrics.
- National and international experience including working with international networks and organizations.

- Experience in similar and relevant projects and previous relevant UN projects / similar or equivalent organizations (evidenced by sharing experience of working on similar projects).
- Familiarity with internationally used concepts, tools and practices in conducting multi-hazard risk assessment.

## Payment Terms

Outputs	Percentage	Timelines
<p>Submission and approval of Inception report</p> <p>The key components of the inception report should include the methodology, approach, work allocation, quarterly work plans, and a Gantt chart for proposed timelines.</p>	5%	Within 3 weeks
<p>Submission of the Methodology as a Policy Product, for dissemination to a global audience</p>	5%	Within 8 weeks
<p>Submission and approval of the First Progress Reports on each Component</p> <p>Progress reports for each component should detail out</p> <ul style="list-style-type: none"> <li>• Achievements vis-a-vis the quarterly work plan(s)</li> <li>• Strategy adopted</li> <li>• Datasets procured</li> <li>• Key challenges</li> </ul> <p>Additionally, the following details are to be provided:</p> <ul style="list-style-type: none"> <li>• An update on the overall Gantt chart for proposed timeline</li> <li>• Summary of key takeaways to be disseminated amongst relevant stakeholders</li> </ul>	35%	Within 3 months
<p>Submission and approval of the Final reports for each Component</p> <p>Final Reports for each Component should clearly detail out the outputs as defined in the section ‘Scope of Work’ of the Terms of Reference. These are also given below :</p> <ul style="list-style-type: none"> <li>• a geographically referenced exposure model that provides information on the value of exposed infrastructure assets in the power and energy, telecommunications and transport sector for each country and territory of the world.</li> <li>• a set of vulnerability functions for each infrastructure class and where appropriate for each region that can be used to calculate the probable economic loss for different levels of hazard intensity.</li> <li>• an updated buildings exposure model, that provides information on the economic value of the built environment, including social infrastructure in the health and education sectors and local infrastructure systems, for each country and territory of the world.</li> <li>• a fully probabilistic tropical cyclone hazard model, that enables the generation of a complete set of stochastic scenarios of tropical cyclone hazard events of different intensities, for each country and territory of the world, taking into account climate change.</li> </ul>	35%	Within 12 months

Outputs	Percentage	Timelines
<ul style="list-style-type: none"> <li>• a fully probabilistic flood and hydrological drought hazard model, that enables the generation of a complete set of stochastic scenarios of flood and hydrological drought hazard events of different intensities, for each country and territory of the world, taking into account climate change.</li> <li>• a fully probabilistic tropical cyclone hazard model, that enables the generation of a complete set of stochastic scenarios of tropical cyclone hazard events of different intensities, for each country and territory of the world, taking into account climate change.</li> <li>• a complete set of hazard-specific and multi-hazard risk metrics, including Loss Exceedence Curves, Average Annual Loss (AAL) and Probable Maximum Loss (PML), considering climate change, and for each county or territory in the world.</li> <li>• a set of indexes that combine probabilistic risk metrics with economic and social metrics, to provide information on the implications of disaster and climate risk in different infrastructure sectors on sustainable development.</li> <li>• a fully operative data platform that allows remote users to visualize, query, download and analyse the risk information produced for the GIRI.</li> </ul>		
<p>Submission and approval of the Final report on GIRI, incorporating all comments from the international advisory board. The final report will also summarize policy recommendations of all 9 components as defined in the section ‘Scope of Work’ of the Terms of Reference.</p>	20%	Within 18 months

## SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

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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:

<b>Have you duly completed all the Returnable Bidding Forms?</b>	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>
<b>This should include</b>	
1. Copy of contracts/ relevant documents	
2. Proposal security	

### Financial Proposal Envelope

**(Must be submitted as 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:	RFP/066/IND-2021		

We, the undersigned, offer to provide the services for "Development of a Global Infrastructure Risk Model and Resilience Index (GIRI) for the Coalition for Disaster Resilient Infrastructure (CDRI) Flagship Report on Disaster and Climate Resilient Infrastructure project, supported by UNDP" in accordance with your Request for Proposal No. RFP/066/IND-2021 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

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

## FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/066/IND-2021		

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]

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

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

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

Name of partner: \_\_\_\_\_ Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Name of partner: \_\_\_\_\_ Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

## FORM D: QUALIFICATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/066/IND-2021		

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

### Historical Contract Non-Performance

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

### Litigation History (including pending litigation)

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

### Previous Relevant Experience

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

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

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

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

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

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:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

## FORM E: FORMAT OF TECHNICAL PROPOSAL

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/066/IND-2021		

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

### SECTION 1: Bidder's qualification, capacity and expertise

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

### SECTION 2: Proposed Methodology, Approach and Implementation Plan

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

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

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

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

## SECTION 3: Management Structure and Key Personnel proposed for LTA

- 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

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

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

Signature of Personnel

Date (Day/Month/Year)

## FORM F: FINANCIAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/066/IND-2021		

We, the undersigned, offer to provide the services for "Development of a Global Infrastructure Risk Model and Resilience Index (GIRI) for the Coalition for Disaster Resilient Infrastructure (CDRI) Flagship Report on Disaster and Climate Resilient Infrastructure project, supported by UNDP" in accordance with your Request for Proposal No. RFP/066/IND-2021 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal password protected as separate files.

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:	RFP/066/IND-2021		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an separate password protected file from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification. The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

**Currency of the proposal:** [Insert Currency]

**Table 1: Summary of Overall Prices**

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

**Table 2: Breakdown of Professional Fees\*\***

Name	Position with specialization***	Fee Rate	No. of Days	Total Amount
		A	B	C=A+B
	Risk Modelling Expert			
	GIS and Exposed Assets Expert			
	Flood and Hydrological Drought Expert			
	Landslide Hazard Expert			
	Tropical Cyclone Hazard Expert			
	Any other personnel...			
<b>Subtotal Professional Fees:</b>				

\*\* Structure of the team is to be proposed by the bidder in accordance to their understanding of the ToR.

\*\*\* The bidder is to confirm which of the above expert will be taking on the role of the Team Leader.

**Table 3: Breakdown of Other Costs**

Description	UOM	Quantity	Unit Price	Total Amount
Project Activity				
Communication				
Out of Pocket Expenses:				
• Documentation				
• Other related cost, if any.				
<b>Subtotal Other Costs:</b>				

**NOTE:** UNDP shall use the cost breakdown for the calculation of price in the event that both parties have agreed to add new deliverables to the scope of services.

**Table 4: Breakdown of Price per Deliverable/Activity\*\*\*\***

Sl. No.	Deliverable	Percentage of Total Price (Weight for payment)	Timelines	Price (Lump Sum, All Inclusive)
1.	<p>Submission and approval of Inception report</p> <p>The key components of the inception report should include the methodology, approach, work allocation, quarterly work plans, and a Gantt chart for proposed timelines.</p>	5%	Within 3 weeks	
2.	<p>Submission of the Methodology as a Policy Product, for dissemination to a global audience</p>	5%	Within 8 weeks	
3.	<p>Submission and approval of the First Progress Reports on each Component</p> <p>Progress reports for each component should detail out</p> <ul style="list-style-type: none"> <li>• Achievements vis-a-vis the quarterly work plan(s)</li> <li>• Strategy adopted</li> <li>• Datasets procured</li> <li>• Key challenges</li> </ul> <p>Additionally, the following details are to be provided:</p> <ul style="list-style-type: none"> <li>• An update on the overall Gantt chart for proposed timeline</li> <li>• Summary of key takeaways to be disseminated amongst relevant stakeholders</li> </ul>	35%	Within 3 months	
4.	<p>Submission and approval of the Final reports for each Component</p> <p>Final Reports for each Component should clearly detail out the outputs as defined in the section ‘Scope of Work’ of the Terms of Reference. These are also given below :</p> <ul style="list-style-type: none"> <li>• a geographically referenced exposure model that provides information on the value of exposed infrastructure assets in the power and energy, telecommunications and transport sector for each country and territory of the world.</li> <li>• a set of vulnerability functions for each infrastructure class and where appropriate for each region that can be used to calculate the probable economic loss for different levels of hazard intensity.</li> <li>• an updated buildings exposure model, that provides information on the economic value of the built environment, including social infrastructure in the health and education sectors and local infrastructure systems, for each country and territory of the world.</li> <li>• a fully probabilistic tropical cyclone hazard model, that enables the generation of a complete set of stochastic scenarios of tropical cyclone hazard events of different</li> </ul>	35%	Within 12 months	

**Table 4: Breakdown of Price per Deliverable/Activity\*\*\*\***

Sl. No.	Deliverable	Percentage of Total Price (Weight for payment)	Timelines	Price (Lump Sum, All Inclusive)
	<p>intensities, for each country and territory of the world, taking into account climate change.</p> <ul style="list-style-type: none"> <li>• a fully probabilistic flood and hydrological drought hazard model, that enables the generation of a complete set of stochastic scenarios of flood and hydrological drought hazard events of different intensities, for each country and territory of the world, taking into account climate change.</li> <li>• a fully probabilistic tropical cyclone hazard model, that enables the generation of a complete set of stochastic scenarios of tropical cyclone hazard events of different intensities, for each country and territory of the world, taking into account climate change.</li> <li>• a complete set of hazard-specific and multi-hazard risk metrics, including Loss Exceedence Curves, Average Annual Loss (AAL) and Probable Maximum Loss (PML), considering climate change, and for each county or territory in the world.</li> <li>• a set of indexes that combine probabilistic risk metrics with economic and social metrics, to provide information on the implications of disaster and climate risk in different infrastructure sectors on sustainable development.</li> <li>• a fully operative data platform that allows remote users to visualize, query, download and analyse the risk information produced for the GIRI.</li> </ul>			
5	Submission and approval of the Final report on GIRI, incorporating all comments from the international advisory board. The final report will also summarize policy recommendations of all 9 components as defined in the section ‘Scope of Work’ of the Terms of Reference.	20%	Within 18 months	
<b>TOTAL</b>		<b>100%</b>	<b>18 Months</b>	

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

## SECTION 7: BANK GUARANTEE TEMPLATES

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### FORM A: PROPOSAL SECURITY

***(This must be finalized using the official letterhead of the Issuing Bank. Except for indicated fields, no changes may be made on this template)***

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To: UNDP  
*[Insert contact information as provided in Data Sheet]*

WHEREAS *[name and address of Contractor]* (hereinafter called “the Proposer/Bidder”) has submitted a Proposal/Bid to UNDP dated [Click here to enter a date.](#), to execute Services/Supply ..... (hereinafter called “the Proposal/the Bid”):

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

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Proposal/Bid after the date of the opening of the Proposals/Bid;
- c) Fails to comply with UNDP’s variation of requirement, as per RFP/ITB 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 Proposer/Bidder such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Proposer/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 30 days from the date of the validity of the Proposal/Bid.

**SIGNATURE AND SEAL OF THE GUARANTOR BANK**

Date .....

Name of Bank .....

Address .....

***INSERT LETTERHEAD OF THE BANK***

**[date]**

To: Beneficiary  
United Nations Development Programme (UNDP)  
**[insert address]**

Contractor  
**[insert information on contractor]**

Reference: Guarantee No. **[insert number]**

Dear Sirs,

WHEREAS, the United Nations Development Programme (the “Beneficiary”) and **[Name of Contractor]** (the “Contractor”) have entered into Contract No. **[contract number]** for **[insert description of contract]**, which entered into force on **[date]** (the “Contract”);

WHEREAS, the Contract requires that the Contractor furnishes a bank guarantee for a sum specified in the Contract as security for the Contractor’s satisfactory compliance with its obligations under then Contract;

WHEREAS, we **[Name of the Bank]** (the “Guarantor”), have agreed to give the Contractor such Guarantee;

NOW THEREFORE, we, the Guarantor, hereby undertake to pay to the Beneficiary, upon the Beneficiary’s first written demand and without cavil or arguments any sum or sums not exceeding in the aggregate **[currency][amount in words and figures]** or such lesser sum of money as the Beneficiary may by such written demand require to be paid, accompanied by the Beneficiary’s written statement that the Contractor is in breach of its obligations under the Contract, without the need to specify, prove or show grounds or reasons for such demand. Such statement shall be conclusive evidence of the Beneficiary’s entitlement to payment in the amount demanded, up to the amount of this Guarantee.

The maximum guaranteed amount under this Guarantee is **[currency] [amount in words and figures]**.

We, the Guarantor, further agree that no change or addition to or other modification of the terms of the Contract or of the works, goods and services acquired thereunder, which may be made between the Beneficiary and the Contractor, shall in any way release us, the Guarantor, from any liability under this Guarantee, and we hereby waive the notice of any such change, addition or modification.

This Guarantee shall be valid until thirty (30) days after the date of issuance by the Beneficiary of a certificate of satisfactory performance and full completion by the Contractor of its obligations under the Contract.

Subject to the paragraph below, this Guarantee is governed by the Uniform Rules for Demand Guarantees, ICC Publication No. 758. The supporting statement under Article 15(a) thereof is excluded.

Nothing herein or related hereto shall be deemed a waiver express or implied of the privileges and immunities of the United Nations, including its subsidiary organs nor shall it be interpreted or applied in a manner inconsistent with such privileges and immunities.

#### SIGNATURE AND SEAL OF THE GUARANTOR BANK

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Date:

Name of Bank:

Address: