

United Nations Development Programme



REQUEST FOR PROPOSAL

Consultant Services: Implementation of Pacific Climate Security Risk Assessment & Three Atoll Nations Risk Profiles

RFP No.: RFP/FJI10-015-21

Project: Climate Security Project

Country: Kiribati / Tuvalu / Republic of Marshall Islands

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Section 1. Letter of Invitation

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

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

Section 1: This Letter of Invitation

Section 2: Instruction to Bidders

Section 3: Bid Data Sheet (BDS)

Section 4: Evaluation Criteria

Section 5: Terms of Reference

Section 6: Returnable Bidding Forms

- Form A: Technical Proposal Submission Form
- Form B: Bidder Information Form
- Form C: Joint Venture/Consortium/Association Information Form
- Form D: Qualification Form
- Form E: Format of Technical Proposal
- Form F: Financial Proposal Submission Form
- Form G: Financial Proposal Form

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

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

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

Issued by:



Name: Elena Wakolo

Title: Procurement Associate

Date: **August 11, 2021**

Approved by:



Name: Ronald Kumar

Title: Procurement Analyst

Date: **August 11, 2021**

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS

1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>
4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p>

	<ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.
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.
4.3	<p>Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p>
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.

B. PREPARATION OF PROPOSALS

5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. Cost of Preparation of Proposal	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.
7. Language	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. Documents Comprising the Proposal	<p>8.1 The Proposal shall comprise of the following documents:</p> <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of	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

the Bidder	UNDP's satisfaction.
10. Technical Proposal Format and Content	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
11. Financial Proposals	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. Proposal Security (not applicable to proposal)	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ol style="list-style-type: none"> If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; In the event that the successful Bidder fails: <ol style="list-style-type: none"> to sign the Contract after UNDP has issued an award; or <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
13. Currencies	<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> <ol style="list-style-type: none"> UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency (USD), in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall

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

	<p>f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.</p>
16. Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Proposal Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18. Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
20. Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal" – not applicable to this proposal</p>
21. Pre-Bid Conference	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement</p>

(not applicable for this proposal)	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.
C. SUBMISSION AND OPENING OF PROPOSALS	
22.Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission (not applicable for this proposal)	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ol style="list-style-type: none"> The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ol style="list-style-type: none"> Bear the name and address of the bidder; Be addressed to UNDP as specified in the BDS Bear a warning that states "<i>Not to be opened before the time and date for proposal opening</i>" as specified in the BDS. <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ol style="list-style-type: none"> Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. 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 correct password may result in the proposal being rejected. <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ol style="list-style-type: none"> Electronic files that form part of the proposal must be in accordance with
Email Submission (not applicable for this proposal)	

eTendering submission	<p>the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</p> <p>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.</p> <p>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.</p> <p>d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</p>
23. Deadline for Submission of Proposals and Late Proposals	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
24. Withdrawal, Substitution, and Modification of Proposals	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION" (not applicable for this proposal)</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. Proposal Opening	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award</p>

	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.
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
28. Preliminary Examination	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; They are able to comply fully with UNDP General Terms and Conditions of Contract; They do not have a consistent history of court/arbitral award decisions against the Bidder; and They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical and Financial Proposals	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced</p>

	<p>method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
31. Due Diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. Responsiveness of Proposal	<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>

	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.
34. Nonconformities, Repairable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the

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

Section 3. Bid Data Sheet

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will not be conducted
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	3 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Elena Wakolo Address: Level 8, Kadavu House, Suva E-mail address: procurement.fj@undp.org

13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted on etendering and Direct communication to prospective Proposers by email
14	23	Deadline for Submission	<p>As indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p> <p><u>Note:</u></p> <p>Date and time visible on the main screen of the event (on eTendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. 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 proposals are submitted before the deadline. UNDP will not accept any proposal that is not submitted directly in the system.</p> <p>Bidders must avoid submitting bid at the last minute or on the day of the deadline as UNDP may not be able to assist in a timely manner should there be any technical issues as it may take some time to resolve. Therefore UNDP wont be responsible for non-submission of bid by the bidders as sufficient time was provided to all bidders to submit before the deadline.</p>
14	22	Allowable Manner of Submitting Proposals	e-Tendering Only
15	22	Proposal Submission Address	<p>https://etendering.partneragencies.org</p> <p>BU Code: FJI10</p> <p>Event ID number: 0000010100</p>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ All files must be free of viruses and not corrupted. ▪ The technical and financial proposal must be uploaded as separate files. ▪ The financial proposal should be password protected. ▪ Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP. <p><u>While entering the financial proposal in the e-Tendering system, always mention your bid price as 1. Please do not mention the value of your financial proposal in the e-Tendering system. It should only be mentioned in the Password-protected forms on Financial Proposal Submission Form (Form F) and Financial Proposal Form (Form G).</u></p>

			<u>The proposals of the Bidders who will reveal the value of their financial proposal in the eTendering system will automatically be disqualified.</u>
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	<i>October 01, 2021</i>
19		Maximum expected duration of contract	8 months
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Purchase Order http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Other Information Related to the RFP	<i>n/a</i>

Section 4. Evaluation Criteria

Preliminary Examination Criteria

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

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity
-

Minimum Eligibility and Qualification Criteria

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

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Minimum 6 years of relevant experience.	Form D: Qualification Form
	Minimum 2 contracts of similar value, nature and complexity implemented over the last 5years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form

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

Financial Standing	Minimum average annual turnover of USD300 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Any additional criteria if required	

Technical Evaluation Criteria

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

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	100
1.2	Relevance of specialized knowledge and experience on similar engagements done in the region/country	100
1.3	Organization experience in climate security risk assessments and climate risk profiles	50
1.4	Organizational Commitment to Sustainability (mandatory weight) -Organization is a member of the UN Global Compact -Organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	50
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	100
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100
2.3	Details on how the different service elements shall be organized, controlled and delivered	50
2.4		
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	80
2.6	Demonstration of ability to plan, integrate and effectively propose sustainability measures in the execution of the contract	70
Total Section 2		400

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		60
3.2	Qualifications of key personnel proposed		
3.2 a	Team Leader/Project Manager		150
	- General Experience- Disaster Risk Resilience,/Climate Change /Climate Change Assessments, human security, and sustainable development and its close interface with fragility and security.	30	
	- Specific Experience relevant to the assignment - minimum 5 years	50	
	- Experience in designing frameworks, tools, and events in virtual formats and working with geographically diverse teams.	30	
	- Regional/International experience	30	
	- Fluency in English	10	
3.2 b	Climate Security Expert		90
	- General Experience Disaster Risk Resilience / Climate Change /Climate Change Assessments, human security, and sustainable development and its close interface with fragility and security.	10	
	- Specific Experience relevant to the assignment – minimum 3 years	40	
	- Regional/International experience	20	
	- Regional/International experience	10	
	- Fluency in English	10	
Total Section 3			300

Section 5. Terms of Reference

Consulting Services for the United Nations Development Programme (UNDP) Climate Security in the Pacific Project, UNDP Pacific Office, Suva, Fiji Implementation of Pacific Climate Security Risk Assessment & Three Atoll Nations Risk Profiles

a. Background and Rational of climate Security Project in the Pacific:

i) Climate-Security in the Pacific:

There is a range of critical climate fragility risks emerging in the Pacific Region that will require more significant examination, monitoring and coordinated action by many stakeholders at the national, regional and international level to prevent potential irreversible economic, social, cultural and environmental damage with a range of potential security implications and a direct impact on social cohesion.

The most critical issues amongst these include:

- Displacement and forced migration due to irreversible degradation of livelihoods, food security and coastal erosion.
- Increased social tensions linked to access to land and fisheries resources.
- A decrease in national revenues could affect these states' ability to mitigate climate change's social impacts.
- Challenges to the Blue Economy, particularly losses in fisheries and tourism revenue at the same time as the costs of disasters and climate change to national budgets, are increasing.
- The decline in health and productivity of Pacific People as local food source degradation exacerbates dependency on unhealthy cheap imports coupled with an existing and growing NCD crisis.
- It reduced the coping capacity and vulnerability of at-risk populations with more frequent and more impactful natural disasters.
- Impacts of sea-level rise on the jurisdictions of Pacific SIDS with uncertainty on maritime zones and boundaries

In particular, the Pacific SIDS are at risk of losing land and thus resources from their shrinking exclusive economic zones. At the same time, the lowest-lying atolls in countries like Kiribati, Tuvalu and RMI are at risk of complete inundation. Ocean resources such as coral reefs and fish stocks, which are the backbone of national economies and vital for sustaining traditional livelihoods, are under threat, driving up food insecurity and geopolitical tensions. Moreover, the Pacific is one of the most exposed regions globally to natural disasters and the least insurable. Undoubtedly, scaled-up ambition and adequate commitments under the Paris Agreement are paramount to addressing the root causes of these climate-related security risks.

In the foreword of the Boe Declaration, The Pacific Island Forum Secretary-General highlights the call made in the declaration for the strengthening of national security approaches and the need for greater cooperation by all parties to ensure that regional security recognizes that secure domestic environments are the building blocks for collective security. This call by the PIFS and the Boe declaration and especially the support on the Strategic Focus Area 2 on Climate Security is reflected in the UN Pacific Climate Security Project and the proposed collaboration on climate-security risk assessment efforts to address the cascading effects of climate change on security.

ii) Climate Security Mechanism (CSM)

The Climate Security Mechanism (CSM) was established as a joint initiative by UNDP, DPPA and UNEP in October 2018. The Phase II project (2020-2022) will build on the progress, leveraging existing expertise and knowledge and the results achieved in "Phase I" of its work, including guidance in the shape of a Climate Security Toolbox with a conceptual approach to climate-related security risk assessments; enhanced partnerships with UN and other entities; an internal stocktaking of UN activities; and targeted advocacy at the senior and working levels across and beyond the UN system to raise greater awareness of the interlinkages between climate change, prevention and sustaining

² Strategic Focus Area 1: Climate Security - The Boe Declaration on Regional Security elevates climate change as a stand-alone regional security priority as the single, greatest threat to the livelihoods, security, and well-being of the peoples of the Pacific. Forum Leaders also re-emphasised their commitment to the implementation of the Paris Agreement. Across the Pacific, Forum Leaders and various subgroups have also made several commitments with respect to climate change (Annex 2).

peace. The CSM Project, supported by Sweden, Germany, Norway and the UK, will further mainstream the analysis and management of climate-related security risks into the work of the UN system at the field level. In addition, the CSM will support regional and country-specific climate-related security risk assessments and the development of response strategies to test and validate the CSM's conceptual approach and inform policy, planning, and programming work, including in the Pacific Region.

iii) The Climate-Security in the Pacific Project and the Risk Assessments

With the climate-related risks in the Pacific region mentioned above, a practical and tailored response is needed to the region's unique political, economic, cultural, environmental and development circumstances to avoid reaching critical thresholds for social conflict and exhausting coping capacities.

The Climate Security in the Pacific project (hereafter called the Project) responds to the mentioned challenges by providing capacity to Pacific Countries, focusing on low lying Atoll nations, to assess, understand and address their critical climate security challenges. This will be achieved by applying tailored climate security assessment approaches, inclusive youth and gender-sensitive dialogues, partnerships with the range of stakeholders operating across the aspects of climate security and supporting the uptake of critical findings in relevant national, regional and international policy and resourcing strategies. These activities will add value through key regional frameworks and initiatives such as the Boe Declaration and Action Plan. The Project is designed as a catalytic intervention to strengthen capacity for global advocacy and ability to plan and respond to challenges at the community, national and regional level in Pacific SIDS.

The assessment under the UN PBF funded joint project "Climate Security in the Pacific", will be implemented by the UNDP Pacific Office in Fiji under the guidance and supervision the UNDP Project Manager and under the direction of the UNDP Team leader of the Pacific Resilience and Sustainable Development Team, in close collaboration with the IOM, the Pacific Island Forum Secretariat and relevant regional CROP agencies.

Under the UNDP direct implementation Modality (DIM), the risk assessment initiative will support the following project outputs:

- A facility established to provide high-level catalytic policy advice on climate security to atoll nations on an on-demand basis. The Project will support capacity building initiatives on climate-related security risk assessment and coordinates specific assessments and foresight, providing policy and programming guidance to the selected countries (Output 1.2)
- Support capacity strengthened in the Pacific Islands Forum to support developing a locally informed and gender-inclusive regional understanding of climate security contributing to and informing the Boe Declaration Action Plan. The Project will support specific capacity building initiatives as well as interactive engagements with the Pacific Island Forum on climate-security risk assessment methodology and the implementation of Risk Assessment at the country and regional/ sub-regional level (Output 1.3)
- Apply tailored climate security assessment approaches to develop three country-specific climate security profiles and a Pacific climate security assessment (output 2.1 and output 2.5).

The work on the risk assessments and its methodology will feed into relevant reporting and decision-making processes linked to the Boe Declaration and relevant regional and international fora ensuring that relevant findings and outputs of the assessment and Project are institutionalized in regional and international resolutions/declarations. The conceptual approach as promoted by the UN Climate Security Mechanism (CSM) and the Weathering Risk Initiative complements and connects existing analytical frameworks employed by development, humanitarian and peace and security actors. Its purpose is to help analysts better understand how climate change impacts peace and security in the broader context of their work. This initiative wants to focus on assessing the interaction between climate change and socio-political, economic and demographic factors that can result in major livelihood and economic disruption, political instability, and insecurity at different scales (e.g. local, national, transnational). The global conceptual approaches used for climate-security assessments have been designed broadly and flexibly, supporting additional requirements and encouraging users to adapt it to their needs.

b. Specific Objectives of The Climate Security Project and Risk Assessments in the Countries

The outputs of this risk assessment initiative will be vital for implementing the Boe Declaration and other regional policy frameworks. This work will be done in close coordination with the Pacific Island Forum Secretariat (PIFS) and

other CROP agencies (the University of the South Pacific, SPC, SPREP) and other relevant regional, global and local civil society actors.

In addition to planning for the long term effects of climate change on peace and security, urgent risk management and adaption actions are required to avoid reaching tipping points of irreversible fragility and threats for Pacific people and to an unforeseeable level to the very existence of many small and low-lying atoll nations in the Pacific. All response and risk management strategies need to be tailored to each country and Island's unique circumstances, their development status, culture, geography, economy, environment, etc.

For development partners and governments to be able to deliver tailored and adequate response strategies, specific climate-related security risk and foresight assessments are crucial; these assessments need to focus on (a) adequate climate-security research and analysis and integrate; (b) tailor existing risk assessment methodology/ies and approaches to the Pacific context(s) and (c) coordination with relevant actors (including peer-reviewing).

For this specific initiative/output under PBF³ funded Climate-Security project; the assessment methodology will be rollout specifically at the country level in Tuvalu, Kiribati and RMI (climate-security profiles) and as an overarching regional assessment for the entire Pacific Region, to support the PIFS and other regional development partners to design and implement response strategies for climate-security.

The overarching objectives of this work on the risk assessment are to support policymakers, development and relief/humanitarian actors to understand how climate change interacts with potential conflict, reduced social cohesion and security dynamics. The assessment will explore how they affect differentially different actors and address some of the emerging risks in the Pacific Region. This work will thus cover a dual need to (a) better understand how these risks play out in various national Island contexts in the Pacific region and (b) what actors such as the Government, UN, PIFS, and other development/humanitarian partners can do to respond to the existential threat of climate change in the region.

The risk assessment initiative will primarily focus on promoting a coherent engagement process with regional and country stakeholders to consider the climate-fragility risks and opportunities within the Pacific region. This work will capitalize on the numerous existing and ongoing risk management and risk and vulnerability assessments initiatives in the region and aim to feed into ongoing regional policy initiatives, like the Boe Declaration Action Plan. The work will also influence global risk assessment initiatives when possible (e.g. Weather Risk Initiative...). The findings of this proposed risk assessment initiative aim also to support or inform international policy process and discussions at the highest level (e.g. influence UNSG's reports, SC debates, Munich Security Conference, UNGA, COP 26/27...) and development and climate financing mechanisms in the region.

The Project also aims to build a constituency of risk-informed and decisive regional and global policymakers who are ready and able to use available knowledge and resources to address the compounded climate-related security risks faced by the Pacific region

The **4-key objectives** of this initiative are:

- Adapt and tailor the global climate-related security risk assessment methodology to the Pacific region and country context (e.g. Atoll Nations context...), in coordination with the UN and PIFS (e.g. technical working group on climate security)
- Strengthen the capacity of country stakeholders on climate-related security risk assessments and the coordination of a risk assessment at the country level (e.g. workshop, online training, in-person training).
- Strengthen the capacity of PIFS and other regional actors (e.g. SPC, SPREP, USP...) to support the development of a regional understanding of the climate-security risk environment and provide guidance for the implementation of the Boe Declaration Action Plan Strategic Focus Area 1 on Climate Security (e.g. climate-security contextualization...)
- Together with UNDP and IOM, coordinate and implement three specific climate security assessments/develop three detailed climate security country profiles in Tuvalu, RMI and Kiribati.

³ UN Secretary General's Peacebuilding Fund.

For this assignment, through process-oriented, consultative and locally grounded analysis, the assessment will provide the following recommendations:

- i. Recommendations on climate-security sensitivity for national specific policies and programmes;
- ii. High-quality policy and implementation support guidance, such as briefings and context-specific guidance.
- iii. Substantive policy recommendations for policymakers and implementing partners on entry points for intervention in the region and effective modes of engagement.

c. Scope

Day-to-day consultation and engagement with the UNDP Pacific regional climate security policy specialist and in close collaboration with the Pacific Island Forum Secretariat, and under the overall oversight of the Pacific Climate Security Project Manager, the Consultant(s)/consultant company will perform the following work packages :

A) Work package 1: High-level catalytic policy advice on climate security (Output 1.2.)

- Co-organize with UNDP National stakeholder dialogues & consultations on risk assessment methodology to ensure that process is inclusive and adapted to the region's needs.
- Support together with UNDP the organization and participation in regional technical meetings/workshops to promote the exchange of experience, know-how and best-practice on climate security risk management strategies.
- As part of the regional and country climate security risk assessment, together with UNDP, develop guidance – including where relevant, guidance on monitoring and evaluation -, entry points and recommendations for action to prevent the emergence and escalation of security risk linked to climate change impacts (climate security risk management recommendation).
- Together with UNDP, PIFS and regional development partners, identify and recommend policy and risk management frameworks (e.g. National Security Policies, climate change adaptation policies...) that may need to be developed, adjusted/updated at national and regional levels to take into account the priorities identified in the profiles/risk assessment(s).
- Together with UNDP, identify opportunities to strengthen regional understanding of climate security and promote the integration of Pacific experience into UN reporting, Global and regional risk reports, and analysis.

B) Work package 2: Support the development of regional understanding of climate security (Output 1.3.)

- Support stakeholder dialogues, meetings and consultations on risk assessment methodology⁴ with regional actors, together with UNDP and PIFS
- Adapt and tailor the global climate-related security risk assessment methodology to the Pacific region, and where possible, country context (e.g. Atoll Nations context...), coordinating with the UN and Pacific Island Forum secretariat.
- Together with UNDP, strengthen the capacity of country stakeholders on climate-related security risk assessments and the coordination of a risk assessment at the country level.
- Together with UNDP, strengthen the capacity of the Pacific Islands Forum and regional actors to apply the regional climate security risk assessment methodology and develop a regional understanding of climate security (cf. Boe Declaration Action Plan).

C) Work package 3: Apply tailored climate security assessment approaches at the country and regional level (output 2.1 and output 2.5).

⁴ This work package includes the design and agreement on a methodology/approach to develop National and/or Sub-national Climate Security Profiles drawing on the UN Conceptual Approach for Climate Related Security Risk Assessments & the climate and security risk and foresight assessment methodology and ensuring the methodology is gender-sensitive. Consider scenario-focused methodologies to identify security and conflict risks over different timeframes in the country contexts. Where this has not already been done, the methodology should also draw on existing assessment approaches e.g. online and face-to-face consultation with marginalized segments of society as well as traditional and church groups.

- Coordinate, together with UNDP, IOM and national government focal point, the development of three climate security assessments/climate security profiles in Tuvalu, RMI and Kiribati, taking into account any existing assessment. Based on in-country dialogues, consultations, and existing national assessments (e.g. Kiribati Island Vulnerability Assessments).
- Coordinate, together with the UN, PIFS and other regional actors, the development of a Pacific regional climate security assessment, focusing on providing analysis of the entire Pacific region's climate and human security dynamics drawing from the assessment of the targeted countries. This assessment will focus on the needs of policymakers and implementing partners and provide tailored policy/implementation recommendations to the donor or implementing agency.
- As part of the risk assessment, undertake rapid analysis of existing relevant information at the regional/country level (focusing on identifying specific women and youth groups) and sources that should inform the CSP and regional risk assessment and identify gaps. Draw on existing climate projection profiles (SPREP 2014) and relevant assessment work; include local knowledge suited explicitly to this Project, including local climatological system dynamics (tides and seasons), disaster risk reduction strategies (food preparation and preservation) and coping capacities (family clans and social networks) to expand concepts of human security as relevant.

d. Approach and Methodology

Due to Covid 19 and restricted travels in the Pacific, the consultant is expected to use available online resources with assistance from UNDP, relevant government departments and any resources they have on the field.

The Consultant is also expected to give a detailed approach and methodology plan in their technical proposal and include any such all costs associated in their financial proposal.

e. Deliverables and Schedules/Expected Outputs

- Work plan detailing methodology and approach to the above scope of works
- Adapted/Tailored climate security assessment methodology to the Pacific Regional and country contexts (i.e. Athol Nations context) in consultations with the Pacific Island Forum Secretariat working group on climate security.
- First draft report on the Pacific Regional Climate Security Assessment
- Final report on the Pacific Regional Climate Security Assessment.
- First draft reports of three National Climate Security Profiles in Tuvalu, Marshall Islands and Kiribati.
- Final draft report of the three National Climate Security Profiles in Tuvalu, Marshall Islands and Kiribati.
- Brief Summary (power-point presentation/Slide Deck) of crucial findings and recommendation from the assessment & support presentation of Pacific Climate Security Risk Assessment Findings at critical regional and global Event(s)
- Organized at least one regional and one country workshop on climate security risk assessments (in Kiribati, Tuvalu and the Marshall Islands) to build the capacity of regional organizations and national governments

f. Key Performance Indicators and Service Level

Deliverable	Potential Activity(ies)	Proposed timeline 2021-2022									
		Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Work Plan	Work Plan detailing approach and methodology to complete the tasks and assignment deliverables										

Pacific Risk Assessment Methodology	Stakeholder dialogues, meetings and consultations on risk assessment methodology with regional actors									
	Adapt and tailor the global climate-related security risk assessment methodology to the Pacific region, and where possible, country context.									
	Country Workshop(s) to build the capacity of country Stakeholders on climate-related security risk assessments and the coordination of a risk assessment at the country level.									
	Regional Workshop to strengthen the capacity of the Pacific Islands Forum and regional actors to apply the regional climate security risk assessment methodology and develop a regional understanding of climate security									
Reports on three countries specific Climate Security Profiles/Risk Assessments	Coordinate the development of three climate security assessments/climate security profiles in Tuvalu, RMI and Kiribati, considering any existing risk and vulnerability assessment.									
	In-country dialogues, consultations, and review of existing national assessments (e.g. Kiribati Island Vulnerability Assessments).									
	First draft reports of three National Climate Security Profiles in Tuvalu, Marshall Islands and Kiribati.									
	Final draft report of the three National Climate Security Profiles in Tuvalu, Marshall Islands and Kiribati.									
Presentation of Report on the Pacific Regional Climate Security Assessment	Coordinate the development of a Pacific regional climate security assessment, focusing on providing analysis of climate and human security dynamics of the entire Pacific region drawing from the evaluation of the targeted countries.									

	Regional dialogues, consultations, and review existing regional climate risk, security and vulnerability assessments										
	First draft report on the Pacific Regional Climate Security Assessment										
	Final report on the Pacific Regional Climate Security Assessment.										
	Co-organize the report launch and the support presentation of Pacific Climate Security Risk Assessment Findings and recommendations at least one critical regional and global Event(s) (in person or remotely)										
Organization of regional and country workshops on climate-security assessments	Develop Brief Summary Presentation (power-point presentation/Slide Deck) of key findings and recommendations from the assessment										

g. Governance and Accountability

The consultancy firm will work under the direct supervision of the Climate Security Project Manager based in UNDP office in Fiji and will work closely with the deputy project manager based in the respective country for the assessment.

h. Facilities to be provided by UNDP

The Climate Security Project has a deputy project manager present in Kiribati, Tuvalu and Marshall Islands who will provide collection of data support as needed.

Additional human resource might be engaged by UNDP for support to the consultant upon the discretion of the project manager.

i. Expected duration of the contract/assignment

The consultancy is expected to start work on 01st October, 2021 and completion date for the assessments is 15th June 2022. The overall contract duration is planned for 8 months.

The contract is based on a deliverable basis and payment will only be issued upon the acceptance of the deliverable by the Climate Security Project Manager. The consultant may be requested to submit draft documents before final submissions to Climate Security Project Manager review and comments. Such draft reports deadlines will be communicated accordingly.

If any of the deliverables is delayed up to 3 months from delivery date, UNDP reserves the right to cancel the Contractors contract/ PO.

j. Duty Station

The consultant is expected to work from home country due to the covid 19 restrictions and due the desk research approach to conduct the assessment. However, the consultant needs to account for any travel expected after the restrictions are lifted that is needed to complete their assessment.

k. Professional Qualifications of the Successful Contractor and its key personnel

- a) Organization proposing a team of minimum 3 members including a project manager/team leader and 2 climate-security experts. The Team leader/project manager and one of the climate security experts have experience in implementing climate-related security risk assessment at the national and sub-national level.
- b) Organization with at least 6 years of high-level research and analytical experience in developing policy, strategic and programmatic approaches on climate security, CC, and development related subjects and strong demonstration of understanding of climate risk management, resilience building, development planning, and development processes at country and regional/sub-regional level.
- c) The Team Leader proposed by the company must have more than 5 years of experience in developing policy, strategic and programmatic approaches on climate security, climate risk management, and development related subjects and strong demonstration of understanding of climate risk management, resilience building, and risk assessments at country and regional/sub-regional level.
- d) The 2 climate-security experts must have a minimum of 3 years' experience in climate related security risk assessment and programmatic approaches on climate security, climate risk management and good understanding of global processes and international frameworks (SDGs, the Paris Climate Agreement, specific Security Council Resolutions...)
- e) The propose overall team should have a sound understanding of the relationship of DRR, CC/CCA, human security, and sustainable development and its close interface with fragility and security.
- f) At least one of the proposed team members (e.g. team leader or climate security expert) have experience in designing and adapting climate change and/or climate-security risk assessment methodologies and tools, including the design of implementation and training.
- g) The proposed Team should have a good understanding of national and regional set-ups, especially from climate risk and security perspectives.
- h) At least 2 of the proposed team members have experience in applying climate-related security risk assessment at the national, sub-national and/or regional level and developing actionable risk assessment reports for government and development partners.
- i) At least one of the proposed team members (e.g. team leader or climate security expert) has knowledge of UNDP's role within broader sustainable development and resilience-building context and UNDP's work on climate risk management, climate security, and organizational policies and procedures

The proposed team has experience in designing frameworks, tools, and events in virtual formats and working with geographically diverse teams.

I. Price and Schedule of Payments

- a) The below table lists the distribution of the payment schedule and is subject to completion of the deliverable and submission and acceptance of the report by the Climate Security Project Manager.

Deliverables	Due Date	% of Payment
Pacific Risk Assessment Methodology	November 2021	25%
Reports on three countries specific Climate Security Profiles/Risk Assessments	February 2022	25%
Presentation of Report on the Pacific Regional Climate Security Assessment	April 2022	25%
Organization of regional and country workshops on climate-security assessments	April- June 2022 (TBC)	25%

The Consultant/company will be responsible for providing their computer equipment and necessary software and tools.

The payments will be linked and follow the above deliverables, and the contract price will be fixed regardless of changes in the cost of components

Management Arrangements:

The assignment will be implemented under a short term consultancy arrangement with a clearly identified work plan, tasks, responsibilities, and deliverables to be finalized by the end of June 2022 (cf. deliverable table). The work will be

carried out in regular consultation with the regional climate security specialist and overall supervision of the Pacific climate security project manager, in close collaboration with the Pacific Island Forum Secretariat and relevant national governments.

The UNDP Pacific Office in Fiji will implement the overall Project "climate-security in the Pacific" under the UNDP Direct Implementation Modality (DIM). The Project Management Unit is part of the Resilient and Sustainable Development (RSD) team and collaborates with the IOM office in RMI.

VI. Travel:

The assignment would entail or envisage travel but this will depend on the Covid-19 situation in the Pacific region at the consultancy time. Cost for travel planned outside of the regular place of stay (office/home) for the implementation of this Project will be covered by the consultant/company and need to be included in the Consultant's fees. Unforeseen travel outside of the planned activities, if required, would be paid for separately by UNDP.

Section 6: Returnable Bidding Forms / Checklist

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

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

Technical Proposal Envelope:

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

Financial Proposal Envelope

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

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

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/FJI10-015-21		

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

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

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

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

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

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

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

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

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/FJI10-015-21		

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

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

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

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/FJI10-015-21		

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

Historical Contract Non-Performance

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

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

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

Litigation History (including pending litigation)

☐ No litigation history for the last 3 years

☐ Litigation History as indicated below

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

Previous Relevant Experience

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

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

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

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

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

Financial Standing

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

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

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

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

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/FJI10-015-21		

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

SECTION 1: Bidder's qualification, capacity and expertise

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

SECTION 2: Proposed Methodology, Approach and Implementation Plan

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

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

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

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

SECTION 3: Management Structure and Key Personnel

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

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i> ■ Name of institution: [Insert] ■ Date of certification: [Insert]
Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert] Reference 2: [Insert]

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

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/FJI10-015-21		

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

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

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

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

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

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/FJI10-015-21		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder’s disqualification.

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

Currency of the proposal: USD

Table 1: Breakdown of Professional Fees

Name	Unit Fee Rate	Qty (No of days)	Total Amount
	A	B	C=AxB
Team Leader			
Climate Security Expert-1			
Climate Security Expert-2			
Others Personnel (Specify)			
Any other Cost (Specify)			
Total Cost (USD)			

Table 2: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Percentage	Total
Pacific Risk Assessment Methodology	25%	
Reports on three countries specific Climate Security Profiles/Risk Assessments	25%	
Presentation of Report on the Pacific Regional Climate Security Assessment	25%	
Organization of regional and country workshops on climate-security assessments	25%	
Total	100%	

Note: Do not enter travel cost as travel is not expected currently. Any other cost apart from personnel cost please specify. The total cost in Table 1 must equal to total cost in Table 2.