



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: August 22, 2021
	REFERENCE: RFP-BD-2021-029

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Hiring Firm/Academic Organization for A study on scoping of Public Private Partnership (PPP) model for low carbon climate resilient infrastructural development investment and institutional strengthening road map for PPPA and Private Sector to unfold the opportunities.**

Proposals shall be submitted on or before 4.30 p.m. (local time) on Sunday, September 05, 2021

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

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

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

Username: event.guest

Password: why2change

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Krishna Raj Adhikari
Senior Operations Manager
22 August 2021



Description of Requirements

Context of the Requirement	<p>In 2010, the Government of Bangladesh issued the Policy and Strategy for Public Private Partnership (PPP) to facilitate the development of core sector public infrastructure and services vital for the people of Bangladesh. This initiative is part of the Government's Vision 2021 to ensure a more rapid, inclusive growth trajectory, and to better meet the need for enhanced, high quality public services in a fiscally sustainable manner. The PPP Authority was established as a separate, autonomous office under the Prime Minister's Office to support sector ministries to facilitate identification, development and tendering of PPP projects to international standards.</p> <p>The government is interested to involve private sector in all sectors barring a few for national security reasons and welcomes PPP investment in the following areas: power and energy, transportation infrastructure (roads, rail, ports, airport and water transport), pure drinking water and sewerage; information technology; air transportation and tourism, industry; education (secondary, technical and research); health and family welfare and housing.</p> <p>Given the stark realities emerging from the climate change, Bangladesh's investment ecosystem should be supportive of increased private sector investments in nature based, low carbon and climate resilient infrastructural solutions. It is expected that PPPA should explicitly endorse the scope for integration of nature and climate change related private infrastructural investment in PPP model. Not only that, PPPA should also explore, examine, and communicate the scope of climate change investment within the core business of the authority. Against this backdrop, UNDP and PPPA have signed a Letter of Agreement (LoA) to re-engage with the relevant institutions and strengthen the space for dialogue, inclusive participation and accountability towards a greener, more resilient, and tolerant society and economy.</p> <p>To enhance the capacity of the PPPA, UNDP has extended its support for the design of an innovative investment model on nature based, low carbon, and climate resilient solutions. Existence of an innovation lab within PPPA to support and promote climate change investment through PPP model are expected to deliver relevant solutions. UNDP is also prepared to support an institutional capacity assessment of PPPA and preparation of a roadmap for climate change related infrastructural investments under PPP model. As per the Green Climate Fund (GCF) standard, a number of PPPA staff and relevant line ministries and private sector stakeholders are expected to have basic knowledge and</p>
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	<p>understanding of climate change related investment criteria through this partnership arrangement.</p> <p>To support that effort, a guideline for climate responsive investment to supplement PPP Law 2015 will be developed. A pipeline of feasible climate change related (adaptation, mitigation, finance) business cases under PPP model will also be developed following the guideline. This partnership is expected to deliver results in the following areas:</p> <ul style="list-style-type: none"> • Climate change is mainstreamed within Public Private Partnership Authority (PPPA) so that the scalable nature based, low carbon and climate resilient infrastructural solutions are implemented through PPP models with private and public sector entities. • PPPA has enhanced capacity to design and innovate investment model on nature, climate and low carbon solutions. • Real time opportunity for private sector investment in feasible climate actions enhanced under PPP model.
Implementing Partner of UNDP	Bangladesh Public Private Partnership Authority
Brief Description of the Required Services	<p>Conduct a scoping study on low carbon climate resilient infrastructural development within the scope of PPPA</p> <ul style="list-style-type: none"> • Review existing climate plans and policies and conduct dialogues with relevant Governments departments and private sector entities to identify and address challenges in introducing climate change in the projects under PPP initiative. • Review policy, legal and regulatory framework that are relevant to ensure an enabling environment for Public-Private Partnership (PPP) system in Bangladesh and identify the entry points for embedding climate dimension in the existing framework. • Review national development plans and climate change related plans and better understand the niche for PPP model for financing the Bangladesh's climate ambitions. • Review existing literatures identified climate investment opportunities in private sectors in Bangladesh including PPP investments. • Screening of IFC's estimation of a total climate-smart investment opportunity of \$172 billion in Bangladesh from 2018 to explore the opportunity for PPP investment. • Identify priorities for Bangladesh to Attract More Climate-Smart Investment from domestic and international investors under PPP model (G2G, G2P, P2G, P2P). • Identify scope for Bangladesh's private sector to engage with the Green Climate Fund and other international climate finance Exploring the opportunities for PPPA for better engagement with GCF's Private Sector

	<p>Facility (PSF).</p> <ul style="list-style-type: none"> • Develop a plan of action that identifies opportunities and entry points for mainstreaming gender into the climate investment projects under PPP. • Integrate relevant gender components from the plan of action for gender mainstreaming in the project document, including cost estimates for its implementation. • Review the existing policies and strategies of the government to mainstream gender in different projects and programmes. • Explore the interest of private sectors and key government agencies on climate change related PPP and develop a tentative pipeline for next 5 years. • Carry out an initial (tentative) Viability Gap Analysis (VGA), Cost Benefit Analysis (CBA) and Internal Rate of Return (IRR) calculation of the potential PPP project pipeline on low carbon climate resilient development. • Scoping of adaptation PPP: The study shall identify fields of opportunity for private sector engagement that result from the need to adapt to climate change. This scoping should include: <ul style="list-style-type: none"> ○ An outline of the conceptional framework for the role of businesses in climate change adaptation; and ○ An analysis of fields of opportunity including the identification of branches and concrete business examples related to climate change adaptation. ○ The criteria for the selection of the fields of opportunity should also be developed and consider the following criteria as minimum: <ul style="list-style-type: none"> - strong demand for services and products - perceived business dynamics and activities and/or opportunities for public-private collaboration. • Scoping of mitigation PPP: The study shall identify fields of opportunity for private sector engagement that result from the need to reduce/mitigate carbon emission and contributing to Bangladesh's NDCs. This scoping should include: <ul style="list-style-type: none"> ○ An outline of the conceptional framework for the role of businesses in climate change mitigation; and ○ An analysis of fields of opportunity including the identification of branches and concrete business examples related to climate change mitigation. ○ The criteria for the selection of the fields of opportunity should also be developed and consider the following criteria as minimum: <ul style="list-style-type: none"> - Strong demand for services and products - Perceived business dynamics and activities and/or
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	<ul style="list-style-type: none"> - Opportunities for public-private collaboration. • Scoping of climate finance PPP: The study shall identify fields of opportunity for private sector engagement that necessitates from financing instruments (Bond, Trust Fund, Impact Fund, etc.) for climate actions. This scoping should include: <ul style="list-style-type: none"> ○ An outline of the conceptional framework for the role of businesses in climate finance; and ○ An analysis of fields of opportunity including the identification of concrete business examples (including instruments and financing models) related to climate finance. ○ The criteria for the selection of the fields of opportunity should also be developed and consider the following criteria as minimum: <ul style="list-style-type: none"> - strong demand for services and products - perceived business dynamics and activities and/or opportunities for public-private collaboration. <p>Conduct an institutional capacity assessment of PPPA and support developing a roadmap for climate change investments under the PPP model.</p> <ul style="list-style-type: none"> • Assess the existing arrangements established by some ministries for the development and implementation of PPP Projects and design a framework for the identification, review, selection, development, and implementation of projects that addresses climate concerns. • Exploring on how PPPA as institution can also function as a mechanism for public-private dialogue and shall examine in detail how this mechanism could be used in the design of the proposed Trust Fund for Green and Climate Resilient PPP. • The study shall also examine how the dialogue can be strengthened and enhanced in the future for maximum benefit, and some projected benefits and possible risks anticipatory constraints of the dialogue mechanism it may appear in next 5 years. • Identify capacity strengths and improvement opportunities for PPPA to better engage with GCF and other international climate finance entities. • Carry out an assessment of the capacity of PPPA and relevant government officials and determine the capacity gaps. • Work out appropriate plans to meet the capacity gaps that exist in relation to developing projects for climate investment under PPP initiative. • Prioritize training needs and suggest a capacity development plan. • Design and conduct stakeholder consultations with PPPA, relevant ministries, financial and private sector parties to reach consensus on the proposed climate inclusive PPP framework
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	<p>Develop an easy-to-use handbook for stakeholders in developing PPP projects on low carbon climate resilient infrastructures.</p> <ul style="list-style-type: none"> • Develop a step-by-step guideline for all stakeholder for developing green and climate resilient PPP proposal based on existing Guidebook of PPPA, including Viability Gap Analysis Format, Project Proposal Format, Feasibility Study Format. It will also be very important to review the GCF's Private Sector Facility Guidebook in developing the guidebook so that Bangladesh can also enhance its access to Green Climate Fund's PSF. • Develop relevant guidelines and other materials to provide training on the procedures of embedding climate change dimension in the investment projects under PPP • Field test the guidelines by piloting it in selected sites and develop roll-out strategy of the tested guidelines. • Finalize the guidelines after receiving the feedback from the stakeholders
List and Description of Expected Outputs to be Delivered	<p>1. Inception Report within 2 weeks after signing of the contract (detail description of methodology, overall work plan of whole assignment, GANTT chart of whole work, work plan of each consultants including GANTT chart, stakeholder engagement plan, detail description of approach, validation methodology, and risk and mitigation strategy).</p> <p>2. Scoping Study Report covering all scopes identified in section C1 within 10 weeks after signing of the contract</p> <p>3. Report on Institutional Capacity Assessment and Capacity Development Road Map of PPPA for low carbon climate resilient PPP following scopes outlined in section C2 within 12 weeks after signing of the contract.</p> <p>4. Guideline/ Handbook on Low Carbon Climate Resilient PPP Proposal Development following scope outlined in section C3 within 14 weeks after the signing of the contract</p>
Person to Supervise the Work/Performance of the Service Provider	The vendor will be working closely and report to the Climate Change Specialist of UNDP Bangladesh.
Frequency of Reporting	As indicated in the TOR
Progress Reporting Requirements	As indicated in the TOR
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> As indicated in the TOR.

Expected duration of work	3.5 Months
Target start date	September 2021 (mid)
Latest completion date	December 2021
Travels Expected	As indicated in the TOR.
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i> <input checked="" type="checkbox"/> N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others as per TOR.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (BDT) (Conversion rate UNORE August 2021, UNORE 84.64)
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes (please mention the VAT amount and rate in separate Column)
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.

Partial Quotes	<input checked="" type="checkbox"/> Not permitted											
Payment Terms	<table border="1"> <thead> <tr> <th>Key Deliverables</th><th>Percentage of payment</th></tr> </thead> <tbody> <tr> <td>Inception Report with detail description of methodology, overall work plan of whole assignment, GANTT chart of whole work, work plan of each consultants including GANTT chart, stakeholder engagement plan, detail description of approach, validation methodology, and risk and mitigation strategy.</td><td>20% of the contract value</td></tr> <tr> <td>Scoping Study Report covering all scopes identified in C1.</td><td>30% of the contract value</td></tr> <tr> <td>Report on Institutional Capacity Assessment and Capacity Development Road Map of PPPA for low carbon climate resilient PPP following scopes outlined in C2.</td><td>25% of the contract value</td></tr> <tr> <td>Guideline/ Handbook on Low Carbon Climate Resilient PPP Proposal Development following scope outlined in C3.</td><td>25% of the contract value</td></tr> </tbody> </table>	Key Deliverables	Percentage of payment	Inception Report with detail description of methodology, overall work plan of whole assignment, GANTT chart of whole work, work plan of each consultants including GANTT chart, stakeholder engagement plan, detail description of approach, validation methodology, and risk and mitigation strategy.	20% of the contract value	Scoping Study Report covering all scopes identified in C1.	30% of the contract value	Report on Institutional Capacity Assessment and Capacity Development Road Map of PPPA for low carbon climate resilient PPP following scopes outlined in C2.	25% of the contract value	Guideline/ Handbook on Low Carbon Climate Resilient PPP Proposal Development following scope outlined in C3.	25% of the contract value	
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Climate Change Specialist of UNDP Bangladesh											
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services											
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.											
Criteria for the Assessment of Proposal	Bidder must have adequate technical ability, resources, human resources and processes. As such, following are defined as minimum eligibility criteria: <u>Minimum Eligibility Criteria for the Firm:</u> <ul style="list-style-type: none"> • Business Licenses – valid trade license, TIN Certificate, VAT Registration Certificate, Certificate of Registration of the business, including Articles of Association (if applicable); • Updated Tax Registration/Payment Certificate issued by the National Board Revenue 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. 											

	<ul style="list-style-type: none"> • Company Profile, which should not exceed fifteen (15) pages including any printed brochure relevant to the services being procured; • Minimum 5 years' overall research/consultancy experience in Environmental management/climate change/public private partnership (PPP)/ private sector engagement in Bangladesh or in Asia. • Successful completion of at least one (1) similar assignment (climate investment/PPP) in the last 5 years with the evidence of Job completion/work order/contract from competent authority. • Statement of Satisfactory Performance/work completion certificate from the top 2 Clients in the past 3 years. • Experience of working with UN/Government/ Corporate sector/ INGOs in the relevant fields. <p><u>Minimum Eligibility Criteria for the Key personnel:</u></p> <p>CVs of the Team leader and key team members containing their experiences on relevant issues must be submitted with detailed proposal. Beside that the evaluation team is expected to fulfil the following qualifications:</p> <p>International Team Leader and PPP Expert- (minimum 20 days)</p> <p>International Team Leader and PPP Expert:</p> <ul style="list-style-type: none"> • Master's Degree in Finance/ Accounting/ Marketing/ Management, Business Administration, Economics, Development Studies, Law, Engineering, Environmental Science or related field. • Minimum 10 years' experience in research/academia/development sector • Minimum 5 years' experience in PPP. • Experience in designing private sector investments in low carbon and climate resilient infrastructural solutions or institutional assessment for organization development for PPP or developing guidelines for preparing climate change inclusive proposals under public private partnership (PPP) initiative. <p>International Climate Investment Expert:</p> <ul style="list-style-type: none"> • Master's Degree in, Engineering, Economics, Environmental Science, or related field • Minimum 10 years' overall experience in the development sector having at least one assignment completed on designing private sector investments in low carbon/climate resilient infrastructural solutions public private partnership (PPP) initiative. <p>National Public Private Partnership expert:</p> <ul style="list-style-type: none"> • Master's Degree in, Engineering, Economics, Environmental Science, or related field • Minimum 5 years' overall experience in the development sector having at least one assignment completed on designing private
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	<p>sector investments in infrastructural solutions and/or formulating framework/guidelines for preparing proposals under public private partnership (PPP) initiative.</p> <p>National climate resilient infrastructure expert:</p> <ul style="list-style-type: none"> • Master's Degree in Engineering, Economics, Environmental Science, or related field • Minimum 5 years' overall experience in the development sector having at least one assignment completed on designing private sector investments in low carbon and climate resilient infrastructural solutions and/or formulating framework/guidelines for preparing climate change inclusive proposals. <p>International Financial Expert:</p> <ul style="list-style-type: none"> • Master's Degree in Finance/Accounting, Business Administration, Economics, Actuarial Science, or related field • Minimum 5 years' overall experience in carrying out financial analyses having at least one assignment completed on climate finance/investment in any developing country. <p>National Financial Expert:</p> <ul style="list-style-type: none"> • Master's Degree in Finance/Accounting, Business Administration, Economics, or related field • Minimum 5 years' overall experience in carrying out financial analyses having at least one assignment completed on investment finance or PPP financing. <p>National Gender Expert (Gender Screening of Climate Investments in PPP):</p> <ul style="list-style-type: none"> • Master's Degree in Social Science preferably in Gender Studies/ Anthropology/ Sociology/ or any relevant subject • Minimum 5 years' experience in carrying out gender analysis investment projects <p>International Organization Development Expert:</p> <ul style="list-style-type: none"> • Master's Degree in Public Administration/ Management/ Human Resources Development/ Business Administration/ Psychology/ or a related field • Minimum 5 years' experience in carrying out Organizational Development exercises /institutional capacity assessment and capacity development plans for any public sector institution in any developing country. <p>National Organization Development Expert:</p> <ul style="list-style-type: none"> • Master's Degree in Public Administration/ Management/ Human Resources Development/ Business Administration/ Psychology/ or a related field • Minimum experience in carrying out one Organizational Development exercises/institutional capacity assessment and
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	<p>capacity development plans for any public sector institution in Bangladesh.</p> <p>National Material Development Expert:</p> <ul style="list-style-type: none"> • Master's Degree in Education Programme/ Pedagogy/ Social-Sciences or any other related field • Minimum 5 years' experience in developing guidelines and modules for adult-learners <p>National Graphics Designer:</p> <ul style="list-style-type: none"> • Minimum diploma degree in graphic design, web design, art, animation, or a related field. • At least 2 years' working knowledge of desktop design software, such as Illustrator, InDesign or QuarkXPress, and image-editing packages such as Photoshop. <p>Note: Necessary document must be submitted to substantiate the above eligibility criteria. Consultancy firm that do not meet the above eligibility criteria shall not be considerate for further evaluation. The firm must provide CV's of all proposed personnel for the assignment, stating name, highest academic qualification, professional certification, length of experience, role/function or other related information.</p> <p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan</p> <p><input checked="" type="checkbox"/> Qualification of Key Personnel</p> <p><i>Basis of Technical evaluation:</i></p> <table border="1"> <thead> <tr> <th colspan="2">Summary of Technical Proposal Evaluation</th> <th>Points obtainable</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Overall experience and expertise of the organization/Firm</td> <td>100</td> </tr> <tr> <td>2</td> <td>Proposed Methodology, Approach and Work Plan</td> <td>200</td> </tr> <tr> <td>3</td> <td>Organizational Structure and Capacity of Key Personnel</td> <td>400</td> </tr> <tr> <td></td> <td>Total</td> <td>700</td> </tr> <tr> <td colspan="2">Section 1. Overall experience and Expertise of the organization/Firm</td> <td>Points</td> </tr> <tr> <td>1.1</td> <td>Overall experience of work in development field</td> <td>30</td> </tr> <tr> <td>1.2</td> <td>Relevant experience in the area of PPP</td> <td>25</td> </tr> <tr> <td>1.3</td> <td>Working experience with UN agency, bilateral donor, local government in the similar field</td> <td>20</td> </tr> </tbody> </table>	Summary of Technical Proposal Evaluation		Points obtainable	1	Overall experience and expertise of the organization/Firm	100	2	Proposed Methodology, Approach and Work Plan	200	3	Organizational Structure and Capacity of Key Personnel	400		Total	700	Section 1. Overall experience and Expertise of the organization/Firm		Points	1.1	Overall experience of work in development field	30	1.2	Relevant experience in the area of PPP	25	1.3	Working experience with UN agency, bilateral donor, local government in the similar field	20
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	1.4	i) Organization is compliant with ISO 14001 or ISO 14064 or above or equivalent – (16.6 points) ii) Organization is a member of the UN Global Compact – (4.2 points) iii) 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 – (4.2 points)	25	
	Total Section 1		100	
	Section 2. Proposed Methodology, Approach and Implementation Plan		Points	
	2.1	Extent of understanding of the assignment	50	
	2.2	Quality assurance, possible risks & mitigation plan and Reporting system	50	
	2.3	Appropriateness of the Methodology	50	
	2.4	Detailed Work Plan	50	
	Total Section 2		200	
	Section 3. Organisational Structure and Capacity of Key Personnel (as required by the ToR)		Points	
	3.1	Team Leader- International	75	
	3.2	Public Private Partnership (PPP) Expert- National	40	
	3.3	Climate Investment Expert- International	50	
	3.4	Climate Investment Expert- National	25	
	3.5	Investment Finance Expert- National	50	
	3.6	Investment Finance Expert- National	25	
	3.7	Organization Development Expert- International	50	
	2.8	Organization Development Expert- National	25	
	3.9	Gender Expert- National	25	
	3.10	Guideline Development Expert- National	25	
	3.11	Graphics Designer- National	10	
	Total Section 3		400	
	<u>Financial Proposal (30%)</u>			
	To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.			
	UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider		
	Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html		

Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex-3) <input checked="" type="checkbox"/> Written Self Declaration (Annex-4)
Contact Person for Inquiries (Written inquiries only)	bd.procurement@undp.org <i>Please mention the following in the subject while sending any query to UNDP regarding this RFP on or before 25 August 2021.</i> <i><u>"Queries on RFP-BD-2021-029"</u></i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	A pre-bid meeting will be held Online for the clarification on the bidding document and ToR <u>on 25 August 2021 at 02:30 pm using the following link:</u> https://undp.zoom.us/j/83091686215?from=addon ; Join Zoom Meeting

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹

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

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

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

B. Proposed Methodology for the Completion of Services

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

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

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

C. Qualifications of Key Personnel

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

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

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

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

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

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

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

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

[Designation]

[Date]

Terms of Reference
For
A study on scoping of PPP model for low carbon climate resilient infrastructural development investment and institutional strengthening road map for PPPA and Private Sector to unfold the opportunities

A. Background and Project Description

In 2010, the Government of Bangladesh issued the Policy and Strategy for Public Private Partnership (PPP) to facilitate the development of core sector public infrastructure and services vital for the people of Bangladesh. This initiative is part of the Government's Vision 2021 to ensure a more rapid, inclusive growth trajectory, and to better meet the need for enhanced, high quality public services in a fiscally sustainable manner. The PPP Authority was established as a separate, autonomous office under the Prime Minister's Office to support sector ministries to facilitate identification, development and tendering of PPP projects to international standards.

The government is interested to involve private sector in all sectors barring a few for national security reasons and welcomes PPP investment in the following areas: power and energy, transportation infrastructure (roads, rail, ports, airport and water transport), pure drinking water and sewerage; information technology; air transportation and tourism, industry; education (secondary, technical and research); health and family welfare and housing.

Given the stark realities emerging from the climate change, Bangladesh's investment ecosystem should be supportive of increased private sector investments in nature based, low carbon and climate resilient infrastructural solutions. It is expected that PPPA should explicitly endorse the scope for integration of nature and climate change related private infrastructural investment in PPP model. Not only that, PPPA should also explore, examine, and communicate the scope of climate change investment within the core business of the authority. Against this backdrop, UNDP and PPPA have signed a Letter of Agreement (LoA) to re-engage with the relevant institutions and strengthen the space for dialogue, inclusive participation and accountability towards a greener, more resilient, and tolerant society and economy.

To enhance the capacity of the PPPA, UNDP has extended its support for the design of an innovative investment model on nature based, low carbon, and climate resilient solutions. Existence of an innovation lab within PPPA to support and promote climate change investment through PPP model are expected to deliver relevant solutions. UNDP is also prepared to support an institutional capacity assessment of PPPA and preparation of a roadmap for climate change related infrastructural investments under PPP model. As per the Green Climate Fund (GCF) standard, a number of PPPA staff and relevant line ministries and private sector stakeholders are expected to have basic knowledge and understanding of climate change related investment criteria through this partnership arrangement.

To support that effort, a guideline for climate responsive investment to supplement PPP Law 2015 will be developed. A pipeline of feasible climate change related (adaptation, mitigation, finance) business cases under PPP model will also be developed following the guideline. This partnership is expected to deliver results in the following areas:

1. Climate change is mainstreamed within Public Private Partnership Authority (PPPA) so that the scalable nature based, low carbon and climate resilient infrastructural solutions are implemented through PPP models with private and public sector entities.
2. PPPA has enhanced capacity to design and innovate investment model on nature, climate and low carbon solutions.
3. Real time opportunity for private sector investment in feasible climate actions enhanced under PPP model.

B. Objective of the Assignment:

The overall objective of the project is to enhance Bangladesh's investment ecosystem supportive of increased private sector investments in nature based, low carbon and climate resilient infrastructural solutions.

The high-level objective of this exercise (study) will be to identify PPPA's climate change strategic priorities (geographical and sectoral and clearly outline a transformative programmatic and institutional approach leveraging key partnerships to facilitate private sector led sustainable infrastructure development in Bangladesh. This study will also explore the scope for the 8th FYP business cycle (FY2020-FY2025), PPPA's dedicated role to launch a Climate Change Non-Core Trust Fund or Climate Change Trust Fund (CCTF) for Green and Resilient Infrastructure to combat climate change in Bangladesh.

C. Scope of Work

Duties and responsibilities of the contractor (consultancy firm/ academic institution/ research organization):

C 1. Conduct a scoping study on low carbon climate resilient infrastructural development within the scope of PPPA

- Review existing climate plans and policies and conduct dialogues with relevant Governments departments and private sector entities to identify and address challenges in introducing climate change in the projects under PPP initiative.
- Review policy, legal and regulatory framework that are relevant to ensure an enabling environment for Public-Private Partnership (PPP) system in Bangladesh and identify the entry points for embedding climate dimension in the existing framework.
- Review national development plans and climate change related plans and better understand the niche for PPP model for financing the Bangladesh's climate ambitions.
- Review existing literatures identified climate investment opportunities in private sectors in Bangladesh including PPP investments.
- Screening of IFC's estimation of a total climate-smart investment opportunity of \$172 billion in Bangladesh from 2018 to explore the opportunity for PPP investment.
- Identify priorities for Bangladesh to Attract More Climate-Smart Investment from domestic and international investors under PPP model (G2G, G2P, P2G, P2P).
- Identify scope for Bangladesh's private sector to engage with the Green Climate Fund and other international climate finance Exploring the opportunities for PPPA for better engagement with

GCF's Private Sector Facility (PSF).

- Develop a plan of action that identifies opportunities and entry points for mainstreaming gender into the climate investment projects under PPP.
- Integrate relevant gender components from the plan of action for gender mainstreaming in the project document, including cost estimates for its implementation.
- Review the existing policies and strategies of the government to mainstream gender in different projects and programmes.
- Explore the interest of private sectors and key government agencies on climate change related PPP and develop a tentative pipeline for next 5 years.
- Carry out an initial (tentative) Viability Gap Analysis (VGA), Cost Benefit Analysis (CBA) and Internal Rate of Return (IRR) calculation of the potential PPP project pipeline on low carbon climate resilient development.
- Scoping of adaptation PPP: The study shall identify fields of opportunity for private sector engagement that result from the need to adapt to climate change. This scoping should include:
 - a. An outline of the conceptional framework for the role of businesses in climate change adaptation; and
 - b. An analysis of fields of opportunity including the identification of branches and concrete business examples related to climate change adaptation.
 - c. The criteria for the selection of the fields of opportunity should also be developed and consider the following criteria as minimum:
 - strong demand for services and products
 - perceived business dynamics and activities and/or
 - opportunities for public-private collaboration.
- Scoping of mitigation PPP: The study shall identify fields of opportunity for private sector engagement that result from the need to reduce/ mitigate carbon emission and contributing to Bangladesh's NDCs. This scoping should include:
 - a. An outline of the conceptional framework for the role of businesses in climate change mitigation; and
 - b. An analysis of fields of opportunity including the identification of branches and concrete business examples related to climate change mitigation.
 - c. The criteria for the selection of the fields of opportunity should also be developed and consider the following criteria as minimum:
 - Strong demand for services and products
 - Perceived business dynamics and activities and/or
 - Opportunities for public-private collaboration.
- Scoping of climate finance PPP: The study shall identify fields of opportunity for private sector engagement that necessitates from financing instruments (Bond, Trust Fund, Impact Fund, etc.) for climate actions. This scoping should include:
 - a. An outline of the conceptional framework for the role of businesses in climate finance; and
 - b. An analysis of fields of opportunity including the identification of concrete business examples (including instruments and financing models) related to climate finance.
 - c. The criteria for the selection of the fields of opportunity should also be developed and consider the following criteria as minimum:
 - strong demand for services and products
 - perceived business dynamics and activities and/or
 - opportunities for public-private collaboration.

C2. Conduct an institutional capacity assessment of PPPA and support developing a roadmap for climate change investments under the PPP model.

- Assess the existing arrangements established by some ministries for the development and implementation of PPP Projects and design a framework for the identification, review, selection, development, and implementation of projects that addresses climate concerns.
- Exploring on how PPPA as institution can also function as a mechanism for public-private dialogue and shall examine in detail how this mechanism could be used in the design of the proposed Trust Fund for Green and Climate Resilient PPP.
- The study shall also examine how the dialogue can be strengthened and enhanced in the future for maximum benefit, and some projected benefits and possible risks anticipatory constraints of the dialogue mechanism it may appear in next 5 years.
- Identify capacity strengths and improvement opportunities for PPPA to better engage with GCF and other international climate finance entities.
- Carry out an assessment of the capacity of PPPA and relevant government officials and determine the capacity gaps.
- Work out appropriate plans to meet the capacity gaps that exist in relation to developing projects for climate investment under PPP initiative.
- Prioritize training needs and suggest a capacity development plan.
- Design and conduct stakeholder consultations with PPPA, relevant ministries, financial and private sector parties to reach consensus on the proposed climate inclusive PPP framework

C3. Develop an easy-to-use handbook for stakeholders in developing PPP projects on low carbon climate resilient infrastructures.

- Develop a step-by-step guideline for all stakeholder for developing green and climate resilient PPP proposal based on existing Guidebook of PPPA, including Viability Gap Analysis Format, Project Proposal Format, Feasibility Study Format. It will also be very important to review the GCF's Private Sector Facility Guidebook in developing the guidebook so that Bangladesh can also enhance its access to Green Climate Fund's PSF.
- Develop relevant guidelines and other materials to provide training on the procedures of embedding climate change dimension in the investment projects under PPP
- Field test the guidelines by piloting it in selected sites and develop roll-out strategy of the tested guidelines.
- Finalize the guidelines after receiving the feedback from the stakeholders

D. Deliverables:

As per RFP documents

E. Minimum Eligibility Criteria of the Consultancy Firm/ Academic Institution/ Research Organization:

As per RFP documents

F. Qualification and Roles and Responsibilities of the Key Consultants:

Qualification as per RFP documents

The contractor should specify the human resource requirements in the research team and delineate their key responsibilities. Key expertise should include, but not limited to, understanding of Bangladesh's climate investment ecosystem which is supportive of increased private sector investments, PPP legal and regulatory framework, existing institutional capacity and gaps, and international best practice in PPP. The key experts should include:

****Note: All the International Key personnel will be Homebase.**

F 1. International Team Leader and PPP Expert- (minimum 20 days)

Roles and Responsibilities

Her/his roles and responsibilities shall include but not limited to the following:

- Provide leadership to the overall project team
- Design stakeholder engagement strategy to the whole study
- Present an initial work plan and continue the consultation at various stages of the implementation of the assignment.
- Quality Assurance of all deliverables and whole work.
- Guide the whole team to-
 - Write a detailed inception report of the work.
 - Conduct a scoping study on low carbon climate resilient infrastructural development within the scope of PPPA
 - Conduct an institutional capacity assessment of PPPA and support developing a roadmap for climate change investments under the PPP model.
 - Develop an easy-to-use handbook for stakeholders in developing PPP projects on low carbon climate resilient infrastructures.
 - Perform complementary analysis, assessment, or development as deemed necessary as required by the team
 - Document all findings to enhance the project's knowledge base
 - Submit the final set of inputs/report to the PPPA unit to ensure climate change issue has been embedded properly.

F 2. International Climate Investment Expert (minimum 10 days)

Skills and competencies

- Strong planning skills.
- Strong understanding about climate resilient investment.
- Strong analytical skills.
- Excellent interpersonal communication skill
- Skill in design climate investment projects

Roles and Responsibilities

Her/his roles and responsibilities shall include but not limited to the following:

- Provide technical expertise (climate investment design-mitigation, adaptation) to the team in conducting scoping study, carrying out capacity assessment and developing relevant guideline.
- Explore climate investment opportunities in the country under PPP initiative and provide support to PPPA in designing appropriate climate investment projects bearing in mind the existing legal and regulatory framework of PPP and the country's investment climate
- Backstop the Team Leader in conducting policy dialogues with relevant Governments departments to identify and address challenges in introducing climate change in the projects

under PPP initiative.

- Support the Team Leader in designing and conducting stakeholder consultations with PPPA, relevant ministries, financial and private sector parties to reach consensus on the proposed climate inclusive PPP framework.

F 3. National Public Private Partnership expert (minimum 10 days)

Skills and competencies

- Strong planning skills.
- Strong understanding about the country's legal and regulatory framework on PPP and the country's experience in implementing PPP projects since 2009.
- Strong analytical skills.
- Excellent interpersonal communication skill
- Knowledge management skill
- Stakeholder engagement skill

Roles and Responsibilities

Her/his roles and responsibilities shall include but not limited to the following:

- Support the International PPP Expert (Team Leader) in conducting scoping study, carrying out capacity assessment and developing relevant modules. She/ he will contribute to conduct scoping study, carrying out capacity assessment and developing relevant modules for training
- Support the International PPP expert in review policy, legal and regulatory framework that are relevant to ensure an enabling environment for Public-Private Partnership (PPP) system in Bangladesh and identify the entry points for embedding climate dimension in the existing framework
- Support the International PPP Expert in assessing the existing arrangements established by some ministries for the development and implementation of PPP Projects and design a framework for the identification, review, selection, development, and implementation of projects that addresses climate concerns
- Provide support to the International PPP Expert in conduct policy dialogues with relevant Governments departments to identify and address challenges in introducing climate change in the projects under PPP initiative
- Present an initial work plan and continue the consultation at various stages of the implementation of the assignment
- Provide support to International PPP Expert in designing and conducting stakeholder consultations with PPPA, relevant ministries, financial and private sector parties to reach consensus on the proposed climate inclusive PPP framework

F 4. National climate resilient infrastructure expert (minimum 10 days)

Skills and competencies

Strong planning skills.

- Strong understanding about climate resilient investment.
- Strong analytical skills.
- Excellent interpersonal communication skill
- Skill in design climate investment projects

Roles and Responsibilities

Her/his roles and responsibilities shall include but not limited to the following:

- Provide support to International Climate Investment Expert in conducting scoping study, carrying out capacity assessment and developing relevant modules. She/ he will contribute to conducting scoping, carrying out capacity assessment and developing relevant modules for training
- Provide support to International Climate Investment Expert in exploring climate investment opportunities in the country under PPP initiative and provide support to PPPA in designing appropriate climate investment projects bearing in existing the existing legal and regulatory framework of PPP and the country's investment climate
- Provide support to International Climate Investment Expert in conducting policy dialogues with relevant Governments departments to identify and address challenges in introducing climate change in the projects under PPP initiative. Provide support to International Climate Investment Expert in designing and conducting stakeholder consultations with PPPA, relevant ministries, financial and private sector parties to reach consensus on the proposed climate inclusive PPP framework.

F 5. International Financial Expert (Minimum 10 days)

Skills and competencies

- Strong knowledge and skill on investment finance.
- Basic skills in accounting, including knowledge of accounting principles, standards and techniques, cost analysis and reduction, cash flow management.
- Basic knowledge of accounting programs
- Strong financial planning skills
- Conversant with financial planning software programs, such as Excel, SQL, QuickBooks
- Strong ability to prepare financial statements and create financial models for budgeting and risk analysis

Roles and Responsibilities

Her/his roles and responsibilities shall include but not limited to the following:

- Provide support to the Team Leader in conducting scoping study, carrying out capacity assessment and developing relevant guidelines.
- She/ he will contribute to module development, conducting scoping study and carrying out capacity assessment.
- She/he will conduct cost-benefit analysis (CBA) and calculate internal rate of return (IRR) of climate investment projects

F 6. National Financial Expert (Minimum 10 days)

Skills and competencies

Investment finance skills, including knowledge of capital market instrument design

- Knowledge and skills in basic accounting principles, standards and techniques, cost analysis and reduction, cash flow management
- Basic knowledge of accounting programs
- Financial planning skills
- Conversant with financial planning software programs, such as Excel, SQL, QuickBooks
- Ability to prepare financial statements and create financial models for budgeting and risk analysis

Roles and Responsibilities

Her/his roles and responsibilities shall include but not limited to the following:

- Provide support to the International Financial Expert and Team Leader in conducting scoping study and developing relevant modules. She/ he will contribute to conducting scoping study and developing relevant modules
- Provide support to International Financial Expert in carrying out cost-benefit analysis (CBA) and calculating internal rate of return (IRR) of climate investment projects
- Provide support to International Financial Analyst in delivering training to the PPPA officials on preparation of fund flow statements and financial models to analyze trends, make financial projections and assess financial risks.
- Provide support to International Financial Analyst in delivering training to PPPA officials on production of financial reports including income statements, cash flow statements, and balance sheets.

F 7. National Gender Expert (Gender Screening of Climate Investments in PPP) Minimum 15 days

Skills and competencies

- Strong skills for gender mainstreaming
- Ability to develop Gender Action Plan
- Ability to carry out gender screening
- Excellent interpersonal communication skill
- Stakeholder engagement skill

Roles and Responsibilities

Her/his roles and responsibilities shall include but not limited to the following:

- Review the existing policies and strategies of the government to mainstream gender in different projects and programmes
- Support the team in carrying out a detailed gender analysis using the established guidelines for gender mainstreaming, particularly emphasizing gender issues (e.g. gender division of labour, access to and control of resources and technologies, women's and men's needs and preferences, and opportunities for and constraints on women's participation)
- Based on gender analysis, develop a plan of action that identifies opportunities and entry points for mainstreaming gender into the climate investment projects under PPP.
- Integrate relevant gender components from the plan of action for gender mainstreaming in the project document, including cost estimates for its implementation.

F 8. International Organization Development Expert (Minimum 10 days)

Skills and competencies

- Ability to manage and measure work
- Strong organizational acumen
- Ability to plan and prioritize
- Institutional Function, Structure and Organogram analysis
- Work-load analysis
- Strong problem solving and decision-making skills
- Excellent interpersonal communication skill
- Knowledge management skill
- Stakeholder engagement skill

Roles and Responsibilities

Her/his roles and responsibilities shall include but not limited to the following:

- Carrying out an assessment of the capacity of PPPA and relevant government officials and determine the capacity gaps
- Working out appropriate plans to meet the capacity gaps that exist in relation to developing projects for climate investment under PPP initiative
- Develop a Road Map for Capacity Building of PPPA for Climate Smart PPP in Bangladesh.

F 9. National Organization Development Expert (Minimum 10 days)

Skills and competencies

- Ability to manage and measure work
- Strong organizational acumen
- Ability to plan and prioritize
- Institutional Function, Structure and Organogram analysis
- Work-load analysis
- Strong problem solving and decision-making skills
- Excellent interpersonal communication skill
- Knowledge management skill
- Stakeholder engagement skill

Roles and Responsibilities

Her/his roles and responsibilities shall include but not limited to the following:

Provide support to International Organisational Development Expert in

- Carrying out an assessment of the capacity of PPPA and relevant government officials and determine the capacity gaps
- Working out appropriate plans to meet the capacity gaps that exist in relation to developing projects for climate investment under PPP initiative
- Developing a Road Map for Capacity Building of PPPA for Climate Smart PPP in Bangladesh.

F 10. Material Development Expert (Guideline Development) Minimum 15 days

Skills and competencies

- Excellent skills in understanding the learning needs and challenges of citizen above 18 years old.
- Writing and Visual communication skills
- Good interpersonal skills
- Capacity to build knowledge using various sources
- Excellent presentation and facilitation skills

Roles and Responsibilities

Her/his roles and responsibilities shall include but not limited to the following:

- Explore various sources of knowledge and build a knowledge hub based on the experience of implementation of climate investment projects under PPP
- Collect inputs from different experts and from other materials to develop relevant guidelines for climate smart PPP
- Field test the guidelines by piloting it in selected sites and develop roll-out strategy of the tested guidelines
- Assist in finalizing the guidelines after receiving the feedback from the stakeholders

- Work closely with the Team Leader to provide operational, editorial, strategic, and creative support to manage overall publication works and provide any other task required by the team

F 11. Graphics Designer (Minimum 15 days)

Skills and competencies

- A strong portfolio of illustrations or other graphics
- Familiarity with design software and technologies (such as InDesign, Illustrator, Dreamweaver, Photoshop)
- An aesthetic sense
- Excellent communication skills

Roles and Responsibilities

Her/his roles and responsibilities shall include but not limited to the following:

- Desktop publishing of 4 deliverables
- Page making and design of reports
- Conceptualize visuals based on requirements
- Develop illustrations, logos and other designs
- Test graphics across various media
- Amend designs after feedback
- Ensure final graphics and layouts are visually appealing

Key Deliverables

As per RFP documents

Impact of Results

Climate change will be mainstreamed within Public Private Partnership Authority (PPPA) so that the scalable nature based, low carbon and climate resilient infrastructural solutions are implemented through PPP models with private and public sector entities.

G. Duration of the Work and Duty Station

The duration of the assignment will be 3.5 months from 15 September 2021 – 31 December 2021.

The work location (duty station) is Dhaka

H. Institutional Arrangement

The contracted firm will report to the Climate Change Specialist of UNDP Bangladesh who will also carry out a performance evaluation at the end of the assignment.

I. Final Products/Services

- Scoping study report outlining entry points for mainstreaming climate change in the PPP policy and legal framework
- Institutional capacity assessment report of PPPA and support developing a roadmap for climate change investments under the PPP model
- Guidelines for climate-responsive investment to implement the PPP Law 2015

J. Evaluation A cumulative analysis weighted-scoring method will be applied to evaluate the service provider. Award of the contract will be made to the tenderer whose offer has been evaluated and determined as

- a) Responsive/ compliant/ acceptable with reference to this ToR
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation, with the ratio set at 70:30 respectively (this is to reflect the high-level skills mix required)

Only bidders obtaining a minimum of 70% of maximum obtainable score (490 points) in the technical analysis would be considered for financial appraisal, and ultimately therefore, for contracting.

Technical Proposal (70%)

As per RFP documents

Annex-4

Declaration

Date:

United Nations Development Programme

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

Assignment _____

Reference: RFP-BD-2021-029

Dear Sir,

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

Yours Sincerely,