

**REQUEST FOR PROPOSAL (RFP 87/2021)**

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| Requesting Project: “Strengthening institutional and technical Macedonian capacities to enhance transparency in the framework of the Paris Agreement” (CBIT Project) | DATE: September 7, 2021 |
| **REFERENCE: RFP 87/2021** for “Strengthening institutional and technical Macedonian capacities to enhance transparency in the framework of the Paris Agreement” (CBIT Project) |

Dear Sir / Madam:

We kindly invite you to submit your Proposal in MKD, VAT presented separately for the **“Climate Change Public Awareness Survey”** as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Proposals may be submitted on or before **22 September 2021, 10am** via dedicated email: [offers.mk@undp.org](mailto:offers.mk@undp.org)

**PLEASE NOTE THAT FINANCIAL OFFER MUST BE SEPARATLY ATTACHED, password protected.**

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Your Proposal must be expressed in the English Language, and valid for a minimum period of 120 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

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

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

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

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

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

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/protestandsanctions/>

**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 : <http://www.un.org/depts/ptd/pdf/conduct_english.pdf>

**Thank you and we look forward to receiving your Proposal.**

***Annex 1***

**Description of Requirements**

|  |  |
| --- | --- |
| Implementing Partner of UNDP | N/A |
| Brief Description of the Required Services | “Climate change public awareness survey**”** |
| List and Description of Expected Outputs to be Delivered | As per the Terms of References – Annex 3 |
| Person to Supervise the Work/Performance of the Service Provider | UNDP Project Manger |
| Frequency of Reporting | *In the period of implementation, no Reports are requested to be submitted by the vendor. The assignment will be completed after submission of the Final Report.* |
| Progress Reporting Requirements | As per the Terms of References – Annex 3 |
| Expected duration of work | 65 days from Contract signing (27th of September – 5th of December 2021) |
| Target start date | as of 27of September 2021 |
| Travels Expected | It is the Contractor’s responsibility to anticipate and plan for necessary travel at their own expense. |
| Special Security Requirements | N/A |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal) | N/A |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | Required |
| Qualifications of the Service Provider will be assessed based on the documents to be submitted: | **Required documents for submission:**   * Company registration document (Tekovna sostojba) * Profile of Company/Institute, with reference list of minimum 2 relevant projects and client contacts for reference check indicating the e-mail addresses or fax numbers for contact persons; * CVs of experts indicating relevant projects and relevant experience as per TOR requirements. **The team of experts must demonstrate the mandatory areas of expertise reflected in the CVs** of the proposed team members; and signed availability form for each team member; * **Summary Table (Annex 2 tables to fill in)** * Methodology for carrying out the assignment * Lump sum financial offer expressed in MKD; VAT expressed separately. The company shall provide detailed breakdown of costs. |
| Manner of submission of the proposal: Electronically | Documents to be submitted by e-mail to dedicated e-mail: [offers.mk@undp.org](mailto:offers.mk@undp.org)  **SUBJECT: MKDRfP 87-2021 for Climate change public awareness survey** - **CompanyName (Offeror)**  Format: PDF files  **All files must be in PDF and free of viruses and not corrupted.**  **Technical and Financial OFFER must be separately uploaded.**  **Max. size of uploaded files (per document) must not exceed: 30 MB**  **All submitted files should be in the following format:**  **Companyname\_nameofthefile.pdf (or .docx)**  **ONLY FINANCIAL offer will be submitted as PDF “password protected file”, DIGITALLY signed and** or signed and scanned in the .pdf format.  **Password for Financial OFFER SHALL be provided to UNDP ONLY if requested by UNDP**  **(Password protection of a PDF document can be done using Adobe Reader. Open the PDF and choose Tools > Protect > Encrypt > Encrypt with Password)** |
| Currency of Proposal | MKD |
| Value Added Tax on Price Proposal | VAT presented separately |
| Validity Period of Proposals *(Counting for the last day of submission of quotes)* | 120 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 | Not permitted |
| Payment Terms[[1]](#footnote-1) | The payment for the service will be executed in several installments after approval of the following milestones:   * + Climate Change survey updated (4 Oct Sep 2021)   + Climate change survey completed and min 1500 answers collected (30 Oct 2021)   + 2021 Climate Change Perception report developed (29 Nov 2021)   + [Existing tool](http://anketa2019.klimatskipromeni.mk/index-en.html) updated, using Microsoft PowerBi (5 Dec 2021)   **\*UNDP project will provide relevant documents for tax exempted invoice** |
| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | Programme Officer of UNDP |
| Criteria for Contract Award | Lowest Price Quote among technically responsive offers  Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)  Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterium 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 | **Combined Scoring**  **Technical Proposal (max. 700 points)**  Company profile  Methodology and approach  Proposed experts  **Financial Proposal (max.300 points)**  To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP. (300 points)  The aggregate score will determine the contract award. |
| UNDP will award the contract to: | One and only one Service Provider  One or more Service Providers, depending on the following factors |
| Type of Contract to be Signed | Purchase Order  Contract Face Sheet (Goods and-or Services)  Other Type/s of Contract |
| Contract General Terms and Conditions[[2]](#footnote-2) | General Terms and Conditions for contracts (goods and/or services)  General Terms and Conditions for de minimi contracts  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[[3]](#footnote-3) | Description of Requirements (Annex 1)  Form for Submission of Proposal (Annex 2 tables to fill in 2A, 2B, 2C, 2D)  Detailed TOR (Annex 3)  Evaluation criteria (Annex 4) |
| Contact Person for Inquiries  (Written inquiries only)[[4]](#footnote-4) | *procurement.mk@undp.org*    Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. |
| Other Information *[pls. specify]* |  |

***Annex 2***

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[5]](#footnote-5))***

Skopje, DATE

To: UNDP Procurement Unit

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the **RFP 87-2021** dated \_\_\_\_\_\_\_\_2021 and all its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

1. **Expertise of the Firm/Organization**

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP. The technical proposal must highlight the prior experience of the bidder in the area of polling. Bidders shall include a list of prior relevant projects/polls and information on the scope, clients and date of implementation/duration.*

1. **Methodology and approach**

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| --- |
| *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 concept will be appropriate to the local conditions and context of the work.* |

1. **Qualifications of Key Personnel as per TOR requirements**:

|  |
| --- |
| *If required by the RFP, the Service Provider must provide:*  *a) Names and qualifications of the experts that will perform the services under this TOR*  *b) CVs reflecting their relevant experience as per the TOR requirements.*  *c) Availability Confirmation* |

***Annex 2 A***

***Availability confirmation form*** (to be filled by all proposed experts)

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name, last name), agree that the entity \_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the applicant entity) will use my CV for the tender application under this RFP

I declare that the information provided in my CV is accurate, and I am able to provide relevant evidence (reference letters, job contracts, etc.) upon request.

If the entity \_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the applicant entity), is selected for contract, I agree to be available under the conditions given in the ToR.

Name and last name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(as in your ID document)

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

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

**Table 2 B- List of relevant projects: Provide the following information regarding corporate experience relevant to those required for this Contract.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of project** | **Client** | **Contract Value** | **Period of activity** | **List of relevant surveys undertaken** | **Status or Date Completed** | **References Contact Details (Name, Phone, Email)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |

**Table 2 C - Fill in the table for each expert assigned and reflect their relevant experience/ surveys**

**Team leader/** **Senior Researcher**

**Name of expert:\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **Client** | **Contract Value** | **Period of activity** | List of relevant projects as per the requirement in the TOR |
|  |  |  |  |
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**Expert 1/** **Data Processing Expert**

**Name of expert:\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- |
| **Client** | **Contract Value** | **Period of activity** | List of relevant projects as per the requirement in the TOR |
|  |  |  |  |
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**Expert 2/** **IT Developer**

**Name of expert:\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **Client** | **Contract Value** | **Period of activity** | List of relevant projects as per the requirement in the TOR |
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**The Financial offer must be presented per Deliverables in the TOR**

**TABLE 2 D : Detailed Financial Offer to Supply Services Compliant with TOR (to be submitted in a separated, password protected file)**

To: UNDP

Dear Sir/Madam:

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to deliver consultancy services in conformity with **RFP 87-2021 for “Climate change public awareness survey”** In the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_mkd, VAT excluded

**Table 1: Summary of Overall Prices**

|  |  |
| --- | --- |
|  | **Amount(s)** |
| **Professional Fees** |  |
| **Other Costs** ( …. ) |  |
| **Total Amount of Financial Proposal** |  |

**Table 2: Breakdown of Price per Deliverable/Activity**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Deliverable/**  **Activity description** | **Time**  (person, days, and dates of completion) | **Professional Fees** | **Other Costs** | **Total** | **Terms of delivery** |
| **Deliverable 1** |  |  |  |  |  |
| **Deliverable 2** |  |  |  |  |  |
| **Deliverable 3** |  |  |  |  |  |
| **Deliverable 4** |  |  |  |  |  |
| Grand Total, VAT excluded | | | |  | |

**Payment is deliverable-based. Time schedule for each deliverable must be included in the proposal.**

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

*[Designation]*

***Annex 3***

**Terms of Reference**

**for national company/organization for conducting climate change public awareness survey**

**Project number & title: 00104295 “Strengthening institutional and technical Macedonian**

**capacities to enhance transparency in the framework of the Paris**

**Agreement” (CBIT Project)**

**Expected duration:** Sep – Dec 2021

1. **BACKGROUND**

UNDP and the Ministry of Environment and Physical Planning (MoEPP) are implementing the project “Strengthening institutional and technical Macedonian capacities to enhance transparency in the framework of the Paris Agreement” (CBIT PROJECT). The project objective is to meet enhanced transparency requirements defined in the Paris Agreement by strengthening institutional and technical capacity for measuring and reporting on emissions, mitigation and adaptation activities, and support received. The project supports development of various tools for climate change relevant monitoring, reporting, verification, and transparent information and analysis for mitigation and adaptation to climate change.

In order to capture the perception of the public regarding the climate change issues in the country and modify public awareness activities as per the citizen’s needs, three dynamic online surveys have been conducted in 2015, 2017 and 2019. The surveys are in line with the similar EU public opinion research (Eurobarometer). It enabled gathering information on the perception of the general public and the public administration employees working on climate change. It also helped in identifying the key incentives for and challenges to environmental and climate conscious behaviour that were addressed in the public awareness activities that were implemented by the Ministry of Environment and Physical Planning and UNDP.

In order to provide continuity in the process and understand if the perception related to climate change in the country has changed, especially after the submission of its enhanced NDC, new survey shall be conducted. The results of the Survey shall be used by relevant national institutions to define future steps for enhancing the outreach, action-research and raising awareness agenda in the country on issues pertaining climate change.

For that purpose, UNDP is seeking to hire a specialized company to carry out a comprehensive climate change survey on a representative sample of respondents, and to analyze the results.

1. **PURPOSE OF THE CONSULTANCY**

**Scope of work:**

The main objective of the assignment is to carry out ONLINE public opinion survey on climate change, to incorporate the results in the [existing PowerBi tool](http://anketa2019.klimatskipromeni.mk/index-en.html), analyze the results and prepare visualization for up to 10 specific questions.

This assignment shall contribute to introducing transparency concepts as per the requirements of the Paris Agreement, enable the Ministry of Environment and Physical Planning to plan / implement its climate change communication activities and initiate behavioral change of Macedonian citizens in order to achieve national targets stipulated in the policy documents.

**Scope of Work**

Under the guidance of the Project Manager and in close cooperation with the UNFCCC focal point, the Public Relations Office in the Ministry of Environment and Physical Planning and UNDP Communication Officer, the selected company shall work on the set of tasks stipulated below.

* Familiarize with the previous climate change [surveys](http://anketa2019.klimatskipromeni.mk/index-en.html) and review the questions with an aim to identify possible gaps, problematic formulation of the questions, target groups, etc;
* Review structured questionnaire provided in Annex I of this TOR and propose slight modifications if needed in consultation with UNDP project team, particularly related to the Paris Agreement and latest policy documents (enhanced NDC, Long-term Strategy and Law on Climate Action, as well as any other questions as seems necessary to reflect the new developments in the country and globallyThe process should ensure that the poll questions address the awareness/perception indicators pertinent to issues of relevance to target groups and the project.;
* Identify the target groups and develop survey distribution plan – mailing lists, existing online bulletins, websites, social marketing
* Conduct the survey online to the targeted audience ensuring representative sample of min 1500 answers. The survey shall be anonymous, but evidence shall be provided that all methodological diligence has been applied to ensure representativeness of the sample (urban/rural areas, gender balance etc.);
* Compile the results and incorporate them in the [existing tool](http://anketa2019.klimatskipromeni.mk/index-en.html), using Microsoft PowerBi;
* Analyze the results of the survey per target groups;
* Prepare a consolidated 2021 Climate Change PerceptionReport that will include data aggregation, analysis and conclusion on the findings, based on the responses and analysis of relevant demographic data, as well as comparing the data from previous surveys and drawing conclusions. The findings should be also provided in a format that allows for disaggregation along developmentally relevant lines (e.g. gender, age, income, municipality, urban/rural area, energy sources, energy efficiency measures etc.).
* Prepare visualization for up to 10 specific questions and revise the [existing tool](http://anketa2019.klimatskipromeni.mk/index-en.html) accordingly;
* Present findings on a webinar.

1. **MAIN OUTPUTS AND DELIVERABLES**

* Climate Change survey updated (4 Oct 2021)
* Climate change survey completed and min 1500 answers collected (30 Oct 2021)
* 2021 Climate Change Perception Report developed (29 Nov 2021)
* [Existing tool](http://anketa2019.klimatskipromeni.mk/index-en.html) updated, using Microsoft PowerBi (5 Dec 2021)

1. **TERMS AND CONDITIONS FOR PROVISION OF SERVICES**

* *Products submission:*

The online survey shall be developed in English, Macedonian and Albanian language, and the Climate Change Perception Report 2021 and the PowerBi platform in English and Macedonian language.

* *Timeframe*

The assignment shall be completed, and deliverables submitted by 5th Dec 2021. The start of the work is expected in Sep 2021 after signing the contract.

* *Reporting*

The Contractor shall report to the UNDP through the Project Manager. The detailed work plan and timescale of activities will be agreed with the selected contractor, upon the finalization of the procurement process

* *Communication*

During the fulfillment of their works, the contractor shall ensure regular communication and exchange of findings with the Project Manager and the UNFCCC Focal Point prior to the delivery of expected results. The contractor shall ensure quality and timely delivery of the expected results and will regularly inform the UNDP Project Manager for the processes and the expected result, as well as any obstacles that might occur. The contractor shall undertake all technically justified corrective actions for finalization of the products based on the comments and suggestions provided by the UNDP

* *Logistical support*

The contractor shall be responsible for provision of all effective and efficient logistical support for all previously mentioned tasks/duties/responsibilities including the translation costs, field work and organization.

* *Travel:*

No travel is expected.

* *Payments schedule*

The payment for the service will be executed in several installments after approval of the following milestones:

* + Climate Change survey updated (30 Sep 2021)
  + Climate change survey completed and min 1500 answers collected (30 Oct 2021)
  + 2021 Climate Change Perception report developed (29 Nov 2021)
  + [Existing tool](http://anketa2019.klimatskipromeni.mk/index-en.html) updated, using Microsoft PowerBi (5 Dec 2021)

**V.QUALIFICATION REQUIREMENTS**

**Company**:  
The Company shall have:

* At least 3 years of experience in conducting surveys in the country.
* At least 2 relevant online surveys in the field of environment (energy efficiency, renewable energy, climate change, air quality and similar) based on representative statistical sample of the population (list of reference projects and contacts shall be included).

**Proposed team members:**

The Offeror shall provide a team of 3 key experts: Team Leader/Senior Researcher, Data Processing Expert and an IT Developer. CVs of the proposed team members shall be submitted, clearly stating their relevance and the areas that they will cover and their qualifications for the assignment. All expressed qualification needs to be supported by relevant documentations.

The team members should fulfill the following criteria:

|  |  |  |
| --- | --- | --- |
|  | **Key Team members**  and/or  **areas of expertise** | **Qualification requirements** |
| **1.** | Team Leader/  Senior Researcher | * University degree in social sciences, statistics, economics, engineering or another relevant field. Higher degree shall be an asset * At least 5 years of demonstrated experience in conducting quantitative and qualitative research/surveys including data collection, statistical analysis and reports writing. * Record of at least 3 relevant projects/assignments (environmental and/or climate change research/design/conducting online surveys, statistical data analysis and similar. |
| **2.** | Data Processing Expert | * University degree in social sciences, statistics, economics, engineering or another relevant field. Higher degree shall be an asset * At least 3 years of relevant experience in quantitative and qualitative research/surveys including data collection and analysis; * Record of at least 2 relevant projects/assignments that involve environmental and/or socio-economic research, implementation of public opinion surveys and processing and analysis of large-scale data. |
| **3.** | IT Developer | * University degree in ICT or related field. Higher degree shall be an asset * At least 3 years of relevant experience in development of software applications. * Experience in at least relevant 1 project using Microsoft PowerBi application. |

**Required documents for submission:**

1. Profile of Company/Institute, with reference list and client contacts for reference check indicating the e-mail addresses for contact persons;
2. CVs of experts indicating relevant projects and relevant experience as per the table above;, and Availability Statement signed by each team member
3. Methodology for carrying out the assignment
4. Lump sum financial offer expressed in MKD; VAT expressed separately. The company shall provide detailed breakdown of costs.

**VI. CRITERIA FOR SELECTION OF BEST OFFER (Annex 4)**

**EVALUATION METHOD:**

Companies will be evaluated using the cumulative analysis method. Contract will be awarded to the company whose offer will receive:

a) The highest score out of below defined technical and financial criteria.

Only applicants obtaining a minimum of 490 points in the Technical Evaluation would be considered for the Financial Evaluation.

The cumulative score will determine the contract award.

**Technical Evaluation**

|  |  |  |
| --- | --- | --- |
| ***Criteria***  ***Technical Evaluation (70%)*** | **Total points**  **Max 700** | **Score** |
| ***Company profile and relevant experience*** | ***140*** |  |
| Relevant experience of a minimum 3 years in conducting surveys in the country. | *3y – 49pts; 4-6y – 52pts;*  *7-9y – 56pts; 10y+ - 70 pts.* |  |
| At least 2 relevant online surveys in the field of environment (energy efficiency, renewable energy, climate change, air quality and similar) and/or climate change based on representative statistical sample of the population (list of reference projects and contacts shall be included). | *2pr – 49pts; 3-5 pr – 53 pts;*  *6-9 pr – 56 pts; 10+pr - 70 pts* |  |
| ***Proposed methodology and a work plan*** | ***200*** |  |
| Is the scope of task well defined and does it correspond to the TOR?  To what degree does the Proposer understand the task? | ***Up to 200 pts*** |  |
| ***Qualifications of proposed team members*** | ***360 pts*** |  |
| **Team Leader/ Senior Researcher** | ***150 pts*** |  |
| University degree in social sciences, statistics, economics, engineering or another relevant field. | *BSc. – 21 pts; MSc. – 27 pts; PhD – 30pts* |  |
| At least 5 years of demonstrated experience in conducting quantitative and qualitative research/surveys including data collection, statistical analysis and reports writing | *5y – 42 pts: 6-9y – 50 pts;*  *10-13y – 55 pts; 14+y – 60 pts* |  |
| Record of at least 3 relevant projects/assignments (environmental and/or climate change research/design/conducting online surveys, statistical data analysis and similar | *3pr – 42 pts; 4-6pr – 50 pts; 7pr – 60 pts* |  |
| **Data Processing Expert** | ***120 pts*** |  |
| University degree in social sciences, statistics, economics, engineering or another relevant field. | *BSc. – 14 pts; MSc. – 17 pts; PhD – 20 pts* |  |
| At least 3 years of relevant experience in quantitative and qualitative research/surveys including data collection and analysis; | *3y – 35 pts: 4-5y – 42 pts;*  *6-9y – 45 pts; 10+y – 50 pts* |  |
| Record of at least 2 relevant projects/assignments that involve environmental and/or socio-economic research, implementation of public opinion surveys and processing and analysis of large-scale data. | *2pr – 35 pts; 3-6pr – 42 pts; 7pr – 50 pts* |  |
| **IT Developer** | ***90 pts*** |  |
| University degree in ICT or related field. | *BSc. – 14 pts; MSc. – 17 pts; PhD – 20 pts* |  |
| At least 3 years of relevant experience in development of software applications. | *3y – 25 pts: 4-5y – 27 pts;*  *6-9y – 31 pts; 10+y – 35 pts* |  |
| Experience in at least relevant 1 project using Microsoft PowerBi application. | *3pr – 24 pts; 4-6pr – 30 pts; 7pr – 35 pts* |  |
| ***TOTAL*** | ***700*** |  |

The price proposal of the Proposals will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 700 points in the evaluation of the technical proposals, and the price has allocated 300 points.

The offer with the lowest price will receive the total 300 points. Other offers with higher prices will receive their respective scores according the following formula:

Lowest Bid

------------------- x 300

Proposed Bid

The company will be awarded with the highest aggregate score based on technical and financial proposal.

The financial proposals of Offeror’s whose technical proposals are deemed unacceptable or unqualified shall remain unopened and can be returned to the vendor.

### ToR Annex I

Анкета за климатски промени 2019

Краток вовед:

Ова истражување го спроведуваат Министерството за животна средина и просторно планирање (МЖСПП) и Програмата за развој на Обединетите Нации (УНДП) со цел да се согледа перцепцијата и ставовите на јавноста кон климатските промени, како и да се разбере колку јавноста е информирана за ова прашање. Спроведувањето на резултатите од ова истражување со претходната анализа на јавното мислење (2016г.) ќе покаже колку ефикасни биле преземените активности за климатски промени во изминативе три години. Тоа ќе ни помогне подобро да ги осмислиме и да ги комуницираме идните активности, со крајна цел да се подобрат политиките за климатските промени во државата. По завршувањето на истражувањето, интерактивните графикони ќе ви покажат како испитаниците одговориле на прашањата. Крајните резултати од ова истражување ќе бидат објавени на интернет страницата [www.klimatskipromeni.mk](http://www.klimatskipromeni.mk).

Потребно време за одговарање на прашањата: 5 -10 минути

***Општи прашања***

1. Возраст

<15 15-25 25-39 40-54 >55 >65

2. Пол

M  
Ж

3. Во која општина живеете

4. Степен на стекнато образование:

Основно образование

Средно образование

Додипломски студии

Постдипломски студии

Друго (наведете):

5. Дали сте вработени:

Да  
Не

**Прашања за вработени лица**

6. Во кој сектор работите

Државна администрација

Локална самоуправа

Јавна администрација  
Приватен сектор   
НВО  
Академска институција

Меѓународна институција   
Друго (нaведете):

**Прашања за вработени во институција**

7. Во која институција работите или членувате (дозволени се повеќе одговори):

Комитет за здравје и животна средина

Национален комитет за климатски промени

Национален комитет за одржлив развој

Комитет за управување со кризи

Дирекција за заштита и спасување

Центар за управување со кризи

Министерството за животна средина и просторно планирање

Министерството за земјоделство, шумарство и водостопанство

Министерство за економија

Агенција за енергетика

Министерство за транспорт и врски

Министерство за здравство

Министерство за финансии

Министерство за локална самоуправа

Министерство за надворешни работи

Единиците на локална самоуправа и Градот Скопје

Друго (наведете):

8. Во која мера активностите поврзани со климатските промени  се дел од Вашите професионални одговорности  и / или од вашата секојдневна работа?

Главна одговорност, секојдневно работам на ова прашање

Само една од многуте одговорности, повремено работам на ова прашање

Прилично неважно прашање, ретко работам на него

Не работам воопшто на ова прашање

***Перцепција за климатските промени***

9. Ве молиме оценете ги следните проблеми на скала од 1 до 5.

Oној кој сметате дека претставува најмала закана за нашето општество оценете го со 1, a оној кој претставува најсериозна закана со 5.

Сиромаштија

Економската состојба

Климатските промени

Екстремни временски настани (како што се суши, поплави)

Недостиг на чиста вода (за пиење)

Губење на биолошката разновидност (живеалишта)

Раст на населението

Корупција или криминал

Ширење на инфективни заболувања

Невработеност

Ниту еден

Друго (наведете):

1. Дали во регионот во кој живеете сте забележале конкретни промени во животна средина (климата) во последните 10 години во однос на:

(дозволени се повеќе одговори):

Врнежите   
Температурата (на пр. топлотни бранови, студени бранови)   
Промени во годишните времиња   
Зачестеност на поплави  
Зачестеност на сушните периоди   
Не сум забележал/-а значителни промени   
Друго (наведете):

1. Дали сметате дека климатските промени се:

Исто што и загадувањето на воздухот

Се тесно поврзани со загадувањето на воздухот но се различни

Се сосема различни појави со загадувањето на воздухот

Друго (наведете)

1. Дали сметате дека е важно да се преземат акции за намалување на климатските промени (глобално затоплување)

дозволени се повеќе одговори:

Да

Да, и неопходно е оние кои најмногу загадуваат, највеќе да се ангажираат во борба против климатските промени

Да, СИТЕ владини институции треба активно се ангажираат со цел да се намалат климатските промени

Постојат други поитни проблеми

Не

Незнам

1. Дали мислите дека долуспоменатите прават доволно за климатските промени?

Централната власт Да/Не/Во извесна мера/ Не знам

Локалните власти Да/Не/Во извесна мера/ Не знам

Компаниите и индустријата Да/Не/Во извесна мера/Не знам

Еколошките здруженија и другите невладини организации Да/Не/Во извесна мера/ Не знам

Академската заедница Да/Не/Во извесна мера/ Не знам

Самите граѓани Да/Не/Во извесна мера/ Не знам

Меѓународните организации Да/Не/Воизвесна мера/ Не знам

Европската унија Да/Не/Во извесна мера/ Не знам

***Бихевиористички аспекти***

1. Кои од следниве активности насочени кон заштита на животна средина и ублажување на климатските промени ги практикувате при донесување на секојдневните одлуки:   
   Дозволени се повеќе одговори

Намалување на потрошувачката на енергија

Намалување на потрошувачката на вода

Рециклирање на отпадот

Намалување на потрошувачката на предмети за една употреба

Купување сезонски и локални производи

Купување на производи кои не и штетат на животната средина (пр. производи кои се рециклираат, кои се биолошки разградливи, органски, со мал јаглероден отпечаток итн.)  
Користење на транспорт кој помалку и штети на животната средина, како на пр. пешачење, возење велосипед, користење јавен транспорт, наместо користење на сопствено возило

Купување на возило кое троши помалку гориво, или возило кое помалку и штети на животната средина

Поставување опрема која користи обновлива енергија (на пр. сончеви панели)   
Подобрување на изолацијата во домот за да се намали потрошувачката на енергија

Ниту една

Друго (наведете):

1. Постојат многу причини поради кои луѓето преземаат активности за справување со климатските промени. Ве молиме кажете ни која е Вашата причина?

дозволени се повеќе одговори

Желба да се живее во здрава и чиста животна средина

Потреба да се намалат колку што е можно трошоците во домаќинството (Сметате дека со преземање на овие активности ќе заштедите пари)

Ваша должност како граѓанин е да ја заштитувате животната средина

Сметате дека кога секој поединечно би направил промена во однесувањето, тоа навистина би влијаело врз климатските промени

Многу сте загрижени за тоа каков свет ќе им оставите на идните генерации

Директно сте изложени на последиците од климатските промени

Ниту едно  
Друго (наведете):

1. Постојат многу причини поради кои луѓето не преземаат активности против климатските промени? Ве молиме кажете ни кое од следново важи за вас?

дозволени се повеќе одговори:

Сметате дека Владата, локалната самоуправа, компаниите и индустријата треба да си го променат однесувањето, а не граѓаните

Сакате да преземете активности, но не знаете како и што можете да направите против климатските промени

Нема доволно информации за климатските промени

Сметате дека со промена на Вашето однесување нема вистински да влијаете врз климатските промени

Сметате дека веќе е доцна за преземањето било какви активности против климатските промени

Не сте загрижени за климатските промени   
Друго (наведете):

1. Во Северна Македонија најголемиот учесник во климатските промени (емисиите на стакленички гасови) е секторот енергетика. Дали би сакале да употребувате електрична енергија произведена од алтернативни извори, како што е ниско јаглеродна или обновлива енергија:

Да

Да, доколку цената е разумна (на пр. не надминува повеќе од 20% од постоечката цена)

Да, доколку цената е иста

Да, доколку изворот на енергијата која што ја користам е гарантиран

Не

***Извори на информации***

1. Лично, дали сметате дека сте добро информирани за следното:

Различните причини за климатските промени: Да/Не/Во извесна мера

Различните влијанија и последици од климатските промени: Да/Не/Во извесна мера

Начините на кои можете да преземате активности против климатските

промени: Да/Не/Во извесна мера

Начините на кои можете да се адаптирате на климатските промени:

Да/Не/Во извесна мера

1. Каде наоѓате информации за климатските промени:

дозволени се повеќе одговори

Телевизија   
Весници, печатени медиуми

Специјализирани списанија (на пример научни списанија)

Социјални мрежи

Генерално на интернет

Специјализирани интернет портали/интернет страници

Веб страницата на Министерството за животна средина и просторно планирање [www.moepp.gov.mk](http://www.moepp.gov.mk)

Веб страницата: [www.klimatskipromeni.mk](http://www.klimatskipromeni.mk)

Управа за хидрометеоролошки работи

Странски метеоролошки сервиси

Извештаи од проекти, студии

Преку електронска пошта

Друго (наведете):

1. Дали сте забележале зачестување на темите поврзани со климатските промени во медиумите и доколку да, која е причината според Вас:

дозволени се повеќе одговори

Да, поради зголемување на јавната свест и интересот за оваа тема

Да, поради се почестата појава на екстремни временски настани (обилни врнежи, поплави, силни ветрови)

Да, поради последните промени во климата (промени во годишните времиња)

Да, поради активностите кои ги иницираат владините и локалните институции

Да, поради меѓународниот притисок (на пр., во контекст на процесот на пристапување на Македонија во ЕУ)

Не, не сум забележал/-а почесто претставување на оваа тема

1. Дали знаете некои кампањи за подигање на јавната свест спроведени со цел да се подобри знаењето и свеста за климатските промeни, организирана од страна на:

дозволени се повеќе одговори

Министерството за животна средина и просторно планирање

Други министерства

Општините

Меѓународните организации (UNDP, USAID, GIZ...)

ЕУ Делегација во СРМ

Невладините организации

Друго (наведете):

1. Наведете ги кампањите кои сметате дека се корисни:
2. Кои од следниве организации и институции ги поврзувате со проекти во областа на климатские промени:

Дозволени се повеќе одговори

UNDP

UNEP

USAID

GIZ

Европска банка за обнова и развој

KfW

Светска Банка

Европска Комисија

Друго (навеете):

1. Дали знаете дека Вашата КлиматскаАкција можете да ја регистрирате на веб страницата [www.klimatskipromeni.mk](http://www.klimatskipromeni.mk), и тоа во пет категории: општини, работно место, едукација, граѓански организации и домаќинства.

Да

Не

1. Дали сте информирани дека на веб страницата на Министреството за животна средина и просторно планирање постои Календар на настани преку кој можете да се информирате за претстојните настани или да ги регистрирате вашите

Да

Не

1. Простор да оставите свој коментар.

1. *UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding $30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.* [↑](#footnote-ref-1)
2. *Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.*  [↑](#footnote-ref-2)
3. *Where the information is available in the web, a URL for the information may simply be provided.* [↑](#footnote-ref-3)
4. *This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.* [↑](#footnote-ref-4)
5. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-5)