



REQUEST FOR PROPOSAL (RFP)

Research on Business, Human Rights and the Environment: A Clean Air Agenda for Asia	DATE: September 10, 2021
	REFERENCE: RFP-2021-034

Dear Sir / Madam:

We kindly request you to submit your Proposal for the services of a **Research on Business, Human Rights and the Environment: A Clean Air Agenda for Asia**

Please be guided by the forms attached hereto as Annex 3 and Annex 4, in preparing your Proposal.

Proposal must be submitted on or before the deadline indicated in the e-tendering system. Proposal must be submitted through 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 the below credentials and follow the registration steps as specified in the system user guide

Username: event.guest

Password: why2change

Your Proposal must be expressed in English language and valid for a minimum period of 120 days

You are requested to indicate whether your company intends to submit a proposal by clicking "Accept Invitation" in the system. In the course of preparing your Proposal, it shall remain your responsibility to ensure that it is submitted through e-tendering on or before the deadline.

The Technical Proposal and the Financial 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. UNDP shall request via email the Proposer to submit the password to open the Financial Proposal. The Proposers shall assume the responsibility for not encrypting financial proposal.

IMPORTANT NOTE: The amount of the Financial proposal **MUST NOT** be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.

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

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

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

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

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

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

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

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

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

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

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

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/condict_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Keshini Wijesundera

Manager, Transactional Services Team

10 September 2021

Description of Requirements

Context of the Requirement	<p>With support from the European Union, B+HR Asia: Enabling Sustainable Economic Development through the Protect, Respect and Remedy Framework, is partnering with government, business and civil society to promote the implementation of the UN Guiding Principles on Business and Human Rights (UNGPs). As the world's most authoritative, normative framework guiding responsible business practice, the UNGPs provide a pathway for governments and business to address business-related human rights risks and impacts.</p> <p>In recent years, there has been growing awareness of the rights-related risks presented by air pollution, water pollution, biodiversity loss and climate change. As a consequence, pressure is mounting on business and government to take responsibility and action, with particular attention to the impacts caused by agriculture, energy, extractives, waste management and manufacturing sectors. It is increasingly agreed that policy solutions must be made at scale, result in a level playing field, and benefit all stakeholders, including the most vulnerable.</p> <p>Yet, conversations between environmental and human rights experts still take place in silos, without reference to the interdependency of environmental and human rights considerations. More is required to raise awareness of the interconnectedness of both topic areas, to ensure their elevation in political discourse. More is needed for the public to understand that the right to health, life, and livelihoods, are directly linked to air, water and soil pollution and climate change. More still, is needed to understand the policies required (and obstacles that face reform) to limit the irreparable and lasting damage done by key industries to both human rights and the environment.</p> <p>In a survey conducted by UNDP B+HR Asia, respondents across Asia identified air pollution as a priority environmental issue impacting on human rights in the region. Respondents also implicated agribusiness and extractives as the industries most responsible for air pollution problems. In a follow-up validation event, respondents largely agreed that more focus was required on legal and policy frameworks, and enforcement of regulations. Research that assesses what reform is required and what might be blocking change could be useful to galvanizing wider support to demand action.</p> <p>As such, UNDP B+HR Asia will undertake a knowledge product targeting government and multilateral institutions that details: 1) the extent of the air pollution challenge in the Asia region; 2) the type and extent of its linkages and impacts on human rights; 3) the wider costs to the State and society and; 4) policy proposals for both the State and businesses to consider, framed by the UNGP's three pillared approach involving the State duty to protect, Business obligations to respect and both State and business responsibility to provide access to remedy.</p> <p><i>(Please see details in the TOR attached as Annex 2)</i></p>
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Implementing Partner of UNDP	N/A
Brief Description of the Required Services	<ul style="list-style-type: none"> • Complete and submit a desk review report covering existing research including knowledge products produced by the UNDP B+HR Asia Team, UNDP's Nature, Climate and Environment teams (NCE), OHCHR, UNEP and the wider UN system. • Conduct online interviews with UNDP country office colleagues to identify past or ongoing Air Pollution mitigation activities, potential entry points, challenges, risks and opportunities; • Conduct online consultations with the UNDP Gender team to fully reflect and incorporate the gender perspective into the knowledge product; • Conduct online interview with relevant experts, academics, government officials and civil society actors • Consult with business in agriculture, extractives and other sectors regarding their contributions to air pollution and solutions, including policy prescriptions • Develop an accessible knowledge product that details links between air pollution and human rights risks, and attendant financial and other costs to the State, society and vulnerable groups, including women • Develop an accessible knowledge product that details industry contributions to both problems and solutions, including mitigation efforts in play • Develop an accessible knowledge product that proposes key policy recommendations based on evidence gathered and consultations held, targeting governments and multilateral organizations • Produce both research report, and extensive web-based visualization of report findings using innovative digital design and communication techniques <p><i>(for detail please see the TOR attached as Annex 2)</i></p>
List and Description of Expected Outputs to be Delivered	<p>The firm's expected outputs and deliverables will be as follows:</p> <ol style="list-style-type: none"> 1. Ideation phase: <ol style="list-style-type: none"> 1.1. Develop research methodology: Participate in kick off and planning meetings. Develop short inception report that outlines result from planning meetings. Detail research methodology and plan. Review the digital design and communication elements of the final research product. 1.2. Conduct desk review and draft short report: Draft short report covering existing research, including any knowledge products produced by national and regional organizations in Asia, UNDP B+HR Asia team, UNDP NCE team and UNDP Gender teams. Further consult with the below referenced stakeholders. Distill findings and position UNDP research on air pollution and human rights: Conduct consultations with relevant experts, academics, civil society actors, government policy makers and any other relevant partners that may contribute to the development of a knowledge product targeting government and multilateral institutions;

	<p>Consult with business leads and experts in agriculture, extractives, energy and other sectors companies regarding their contributions to air pollution and related solutions, including policy prescriptions;</p> <p>1.3. Develop and agree outline of proposed research report</p> <p>2. Design and draft research report:</p> <p>2.1. Research report:</p> <p>Develop research detailing links between air pollution and human rights risks, and attendant financial and other costs to State, society and vulnerable groups including women. Detail industry contributions to both problems and solutions, including mitigation efforts in play. Detail recent trends, estimate risks to sustainable growth if policies and practices continue on their current trajectory. Importantly, the product would propose key policy recommendations based on evidence gathered and consultations held, targeting governments and multilateral organizations. Research will not spotlight any particular country or government for policy implementation shortcomings or failures.</p> <p>2.2. Validation</p> <p>Conduct validation of research conducted through engagement with UNDP specialists and external stakeholders referenced above.</p> <p>2.3. Digital communication:</p> <p>In discussions with UNDP, design and develop web-based, interactive page or series of pages that explain main findings of research. Webpage(s) will include video products, interactive data-visualizations, and regional map highlighting positive policy developments in the region. The webpage(s) will be designed and developed by the Proposer keeping with web design best practices. Webpage(s) will provide fields for visitors to provide comments and contact information among other means of interacting in a meaningful way. Webpage(s) will be developed on an existing UNDP webplatform using the range of tools already available, see: BHR+E and survey findings (https://bit.ly/3uPN2as).</p> <table><tr><th>No.</th><th>Deliverables/Output</th><th>Target Due Date</th></tr><tr><td>1</td><td>Research methodology; Desk Review Report with light mapping of ongoing interventions; Research outline</td><td>15 November 2021</td></tr><tr><td>2</td><td>First draft of research</td><td>10 December2021</td></tr><tr><td>3</td><td>Second draft of research + validation</td><td>10 January 2022</td></tr><tr><td>4</td><td>Webpage design and development+ Final draft of research</td><td>23 March 2022</td></tr></table> <p><i>(for detail please see the TOR attached as Annex 2)</i></p>	No.	Deliverables/Output	Target Due Date	1	Research methodology; Desk Review Report with light mapping of ongoing interventions; Research outline	15 November 2021	2	First draft of research	10 December2021	3	Second draft of research + validation	10 January 2022	4	Webpage design and development+ Final draft of research	23 March 2022
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4	Webpage design and development+ Final draft of research	23 March 2022														
Person to Supervise the Work/Performance of the Service Provider	UNDP’s Business and Human Rights Specialist/ Project Manager of UNDP Bangkok Regional Hub.															

Frequency of Reporting	As indicated in the ToR attached as Annex 2			
Progress Reporting Requirements	As indicated in the ToR attached as Annex 2			
Location of work	<input checked="" type="checkbox"/> At Contractor's Location			
Expected duration of work	5 months			
Target start date	Late October 2021			
Latest completion date	End of March 2022			
Travels Expected	As indicated in the ToR attached as Annex 2			
Special Security Requirements	N/A			
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	As indicated in the ToR attached as Annex 2			
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required			
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required			
Currency of Proposal	<input checked="" type="checkbox"/> US Dollar			
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> Not permitted			
Payment Terms	Outputs	Percentage	Timing	Condition for Payment Release
	Research methodology; Desk Review Report with light mapping of ongoing	10%	15 November 2021	Within thirty (30) days from the date of meeting the

	interventions; Research outline			following conditions: a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	First draft of research	20%	10 December 2021	
	Second draft of research + validation	30%	10 January 2022	
	Webpage design and development+ Final draft of research	40%	23 March 2022	
Person(s) to review/ inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP’s Business and Human Rights Specialist/ Project Manager of UNDP Bangkok Regional Hub.			
Type of Contract to be Signed	<input checked="" type="checkbox"/> UNDP Contract for Goods and/or Services https://www.undp.org/procurement/business/how-we-buy			
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	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm- 40% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan - 30% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel - 30% <i>(Passing Threshold in Technical Evaluation is 70% or above)</i> <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. The following formula will be used to evaluate financial proposal: $p = y (\mu/z)$, where: p=points for the financial proposal being evaluated; y=maximum number of points for the financial proposal; μ =price of the lowest priced proposal; z = price of the proposal being evaluated.			
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider			

Contract General Terms and Conditions	<p><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 <i>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.</i></p>
Annexes to this RFP	<p><input checked="" type="checkbox"/> Detailed TOR (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Technical Proposal (Annex 3) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 4)</p>
Contact Person for Inquiries (Written inquiries only)	<p>Mostaq Ahmed Procurement Analyst; Email: mostaq.ahmed@undp.org</p> <p>Requests for clarifications must be submitted to UNDP by email to the address mentioned above until 3 days before submission deadline. Answers to clarifications will be uploaded to the Procurement Notices Website and on the etendering platform.</p> <p>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.</p> <p>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.</p>
<p>Required Documents that must be Submitted to Establish minimum Qualification of Proposers</p> <p>(Failure to submit the documents shall result in disqualification)</p>	<p><input checked="" type="checkbox"/> Technical Proposal submission form & Detail Technical Proposal as per the Template Annex 3; <input checked="" type="checkbox"/> Password protected Financial proposal Annex 4; <input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured <input checked="" type="checkbox"/> Certificate of Registration of the business, including, Articles of Incorporation, or equivalent document if Bidder is not a corporation; <input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder; <input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 3 years (2018, 2019 & 2020); <input checked="" type="checkbox"/> List of similar projects successfully completed within the last 10 years (the list should include: Project Title, Contract Value, Start and end Date, Client/Organization name and contact details who may be contacted for further information/reference check on those contracts); <input checked="" type="checkbox"/> List and Value of ongoing Projects with contact details of clients and current completion ratio of each ongoing project; <input checked="" type="checkbox"/> Documents to establish the minimum experience requirement (<u>Reference documents such as: copy of contracts /completion certificates</u>) as below:</p> <ul style="list-style-type: none"> ▪ Minimum 15 years of experience conducting actionable, policy-focused research on topics related to agriculture, extractives, energy, health, climate

	<p>change, the environment, human rights, gender, human-centered design, research, policy, and strategy is required</p> <ul style="list-style-type: none"> ▪ Minimum 5 reports to be shared to demonstrate the firm's ability in producing high quality research and analytical reports on the nexus between environmental factors (e.g. air pollution) and either human rights and/or political- economy considerations ▪ Minimum 5 reference projects to be shared to demonstrate the firm's understanding of sustainability issues related to the agriculture, extractives, energy, and/or other natural resource intensive industries ▪ Minimum 3 examples of accessible, interactive and innovative, web-based communications products that demonstrate research findings ▪ At least 1 project demonstrate focused attention on air pollution and its causes and effects ▪ At least 1 project demonstrate focused attention to the impact of climate change, environmental degradation, or negative externalities of industry on women ▪ At Least 1 project demonstrate familiarity with UN system, mandates and roles <p><input checked="" type="checkbox"/> Proposed composition of team structure, and Completed and signed CVs of the proposed key personnel;</p> <p><input checked="" type="checkbox"/> Written Self Declaration that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council</p> <p><input checked="" type="checkbox"/> Any other documents to substantiate eligibility and qualification of the bidder as required in the Terms of Reference;</p>
Other Information (e-tendering submission)	<p>Electronic submission through eTendering shall be governed as follows:</p> <ul style="list-style-type: none"> • Electronic files that form part of the proposal must be in PDF format; • The Technical Proposal and the Financial Proposal files MUST BE <u>COMPLETELY SEPARATE</u> and each of them must be uploaded individually and clearly labelled; • The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. <p>The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. <u>Failure to provide the correct password may result in the proposal being rejected;</u></p> <p>IMPORTANT NOTE: The amount of the Financial proposal MUST NOT be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.</p> <p>PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT "1" AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE</p>

DETAILS OF EVALUATION OF PROPOSALS

Evaluation of Proposal:

Prior to technical evaluation all proposals will be screened (Pass/Fail) based on the minimum eligibility criteria mentioned in the ToR

Minimum Eligibility criteria for the consultancy Firm:

- Submission of signed and stamped Proposal (Technical & Financial) as per the Provided Template and Instructions;
- Acceptance of the UNDP General Terms and Conditions for contracts;
- Bid Validity – 120 days
- Business Licenses – Registration papers;
- Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder;
- Written Self Declaration that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- Minimum qualifying experience requirement:
 - Minimum 15 years of experience conducting actionable, policy-focused research on topics related to agriculture, extractives, energy, health, climate change, the environment, human rights, gender, human-centered design, research, policy, and strategy is required
 - Minimum 5 reports to be shared to demonstrate the firm's ability in producing high quality research and analytical reports on the nexus between environmental factors (e.g. air pollution) and either human rights and/or political- economy considerations
 - Minimum 5 reference projects to be shared to demonstrate the firm's understanding of sustainability issues related to the agriculture, extractives, energy, and/or other natural resource intensive industries
 - Minimum 3 examples of accessible, interactive and innovative, web-based communications products that demonstrate research findings
 - At least 1 project demonstrate focused attention on air pollution and its causes and effects
 - At least 1 project demonstrate focused attention to the impact of climate change, environmental degradation, or negative externalities of industry on women
 - At least 1 project demonstrate familiarity with UN system, mandates and roles

Note: Necessary documentation must be submitted to substantiate the above eligibility criteria

Technical Evaluation:

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience (30%)	400
2.	Proposed Methodology, Approach and Implementation Plan (30%)	300
3.	Management Structure and Key Personnel (40%)	300
	Total	1,000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Minimum 15 years of experience conducting actionable, policy-focused research on topics related to agriculture, extractives, energy, health, climate change, the environment, human rights, gender, human-centered design, research, policy, and strategy is required	100
1.2	Minimum 5 reports to be shared to demonstrate the firm's ability in producing high quality research and analytical reports on the nexus between environmental factors (e.g. air pollution) and either human rights and/or political- economy considerations	100
1.3	Minimum 5 reference projects to be shared to demonstrate the firm's understanding of sustainability issues related to the agriculture, extractives, energy, and/or other natural resource intensive industries	100
1.4	Minimum 3 examples of accessible, interactive and innovative, web-based communications products that demonstrate research findings	100
Total Section 1		400

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirements: (overall presentation of the technical proposal) the bidder can explain clearly the approach and methodology for produce the research	100
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference: the bidder can explain clearly the approach / methodology and have a clear pipeline action plan of the technical proposal that meets or exceeds the requirements of the Terms of Reference and can confirm to deliver a high target	100
2.3	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract: Details on how the different services and techniques will be organized and delivered	50
2.4	Quality assurance procedures and risk mitigation measures	50
Total Section 2		300

Section 3. Management Structure and Key Personnel			Points obtainable
3a	Composition and structure of the team proposed.		100
	Proposed composition and team structure i.e. the organization organogram, showing how the proposed team is linked / positioned in the organization. Provide clear CVs with clear explanation on how the roles are divided among team members or as fit with the services provided.	100	
3b	Qualifications of key personnel proposed:		200
	Lead Researcher		
	A minimum of a Master's degree in environmental policy, climate change, sustainability studies or related field	10	

Section 3. Management Structure and Key Personnel			Points obtainable
	Minimum 7 years combined relevant experience on topics related to air pollution, climate change, and/or other environmental concerns and the relationship of these factors to the enjoyment of human rights, including for example, health, life, and livelihoods	40	
	Authored or co-authored at least 5 well-drafted research papers in English that demonstrate strategic thinking and strong understanding of air pollution, climate change or related environmental issues and recent policy developments at regional (Asia) levels	30	
	Researcher		
	A minimum of a Master's degree in law, business, political science, international relations, responsible business or sustainable development	10	
	Minimum 3 years working on topics of relevance to the UN Guiding Principles on Business and Human Rights, OECD Guidelines on Multinational Enterprises, or similar international instruments related to responsible business practices and their intersection with human rights	30	
	Authored or co-authored at least 3 research papers in English that demonstrate strategic thinking and strong understanding of responsible business practices, the UNGPs, the 2030 Agenda on Sustainable Development (SDGs) and the role of the private sector	30	
	Digital design expert		
	Demonstrated experience in user interface design and data visualization including in responsive/mobile first design, providing minimum 3 nos. illustrative examples	50	
Total Section 3			300

Terms of Reference

PROJECT TITLE

Research on Business, Human Rights and the Environment: A Clean Air Agenda for Asia

GENERAL BACKGROUND

Asia has long been synonymous with economic dynamism. Over the last several decades, hundreds of millions of people have been lifted out of poverty, health and educational provision has been enhanced, and new industries have taken root. Still, rapid economic growth has not been without steep, social and environmental costs, with long-term implications for the well-being and prosperity of states, communities, and individuals. For this reason, UNDP Asia and the Pacific, Business and Human Rights in Asia programme (B+HR Asia), works to advance human rights in business operations and supply chains as a means to sustainable economic development.

Project background

With support from the European Union, *B+HR Asia: Enabling Sustainable Economic Development through the Protect, Respect and Remedy Framework*, is partnering with government, business and civil society to promote the implementation of the UN Guiding Principles on Business and Human Rights (UNGPs). As the world's most authoritative, normative framework guiding responsible business practice, the UNGPs provide a pathway for governments and business to address business-related human rights risks and impacts.

In recent years, there has been growing awareness of the rights-related risks presented by air pollution, water pollution, biodiversity loss and climate change. As a consequence, pressure is mounting on business and government to take responsibility and action, with particular attention to the impacts caused by agriculture, energy, extractives, waste management and manufacturing sectors. It is increasingly agreed that policy solutions must be made at scale, result in a level playing field, and benefit all stakeholders, including the most vulnerable.

Yet, conversations between environmental and human rights experts still take place in silos, without reference to the interdependency of environmental and human rights considerations. More is required to raise awareness of the interconnectedness of both topic areas, to ensure their elevation in political discourse. More is needed for the public to understand that the right to health, life, and livelihoods, are directly linked to air, water and soil pollution and climate change. More still, is needed to understand the policies required (and obstacles that face reform) to limit the irreparable and lasting damage done by key industries to both human rights and the environment.

In a survey conducted by UNDP B+HR Asia, respondents across Asia identified air pollution as a priority environmental issue impacting on human rights in the region. Respondents also implicated agribusiness and extractives as the industries most responsible for air pollution problems. In a follow-up validation event, respondents largely agreed that more focus was required on legal and policy frameworks, and enforcement of regulations. Research that assesses what reform is required and what might be blocking change could be useful to galvanizing wider support to demand action.

As such, UNDP B+HR Asia will undertake a knowledge product targeting government and multilateral institutions that details: 1) the extent of the air pollution challenge in the Asia region; 2) the type and extent of its linkages and impacts on human rights; 3) the wider costs to the State and society and; 4) policy proposals for both the State and businesses to consider, framed by the UNGP's three pillars

approach involving the State duty to protect, Business obligations to respect and both State and business responsibility to provide access to remedy.

SCOPE OF WORK

- Complete and submit a desk review report covering existing research including knowledge products produced by the UNDP B+HR Asia Team, UNDP's Nature, Climate and Environment teams (NCE), OHCHR, UNEP and the wider UN system.
- Conduct online interviews with UNDP country office colleagues to identify past or ongoing Air Pollution mitigation activities, potential entry points, challenges, risks and opportunities;
- Conduct online consultations with the UNDP Gender team to fully reflect and incorporate the gender perspective into the knowledge product;
- Conduct online interview with relevant experts, academics, government officials and civil society actors
- Consult with business in agriculture, extractives and other sectors regarding their contributions to air pollution and solutions, including policy prescriptions
- Develop an accessible knowledge product that details links between air pollution and human rights risks, and attendant financial and other costs to the State, society and vulnerable groups, including women
- Develop an accessible knowledge product that details industry contributions to both problems and solutions, including mitigation efforts in play
- Develop an accessible knowledge product that proposes key policy recommendations based on evidence gathered and consultations held, targeting governments and multilateral organizations
- Produce both research report, and extensive web-based visualization of report findings using innovative digital design and communication techniques

EXPECTED OUTPUTS AND DELIVERABLES

The firm's expected outputs and deliverables will be as follows:

1 Ideation phase:

1.1 Develop research methodology:

Participate in kick off and planning meetings. Develop short inception report that outlines result from planning meetings. Detail research methodology and plan. Review the digital design and communication elements of the final research product.

1.2 Conduct desk review and draft short report:

Draft short report covering existing research, including any knowledge products produced by national and regional organizations in Asia, UNDP B+HR Asia team, UNDP NCE team and UNDP Gender teams.

Further consult with the below referenced stakeholders. Distill findings and position UNDP research on air pollution and human rights:

Conduct consultations with relevant experts, academics, civil society actors, government policy makers and any other relevant partners that may contribute to the development of a knowledge product targeting government and multilateral institutions;

Consult with business leads and experts in agriculture, extractives, energy and other sectors companies regarding their contributions to air pollution and related solutions, including policy prescriptions;

1.3 Develop and agree outline of proposed research report

2 Design and draft research report:

2.1 Research report:

Develop research detailing links between air pollution and human rights risks, and attendant financial and other costs to State, society and vulnerable groups including women. Detail industry contributions to both problems and solutions, including mitigation efforts in play. Detail recent trends, estimate risks to sustainable growth if policies and practices continue on their current trajectory. Importantly, the product would propose key policy recommendations based on evidence gathered and consultations held, targeting governments and multilateral organizations. Research will not spotlight any particular country or government for policy implementation shortcomings or failures.

2.2 Validation

Conduct validation of research conducted through engagement with UNDP specialists and external stakeholders referenced above.

2.3 Digital communication:

In discussions with UNDP, design and develop web-based, interactive page or series of pages that explain main findings of research. Webpage(s) will include video products, interactive data-visualizations, and regional map highlighting positive policy developments in the region. The webpage(s) will be designed and developed by the Proposer keeping with web design best practices. Webpage(s) will provide fields for visitors to provide comments and contact information among other means of interacting in a meaningful way. Webpage(s) will be developed on an existing UNDP webplatform using the range of tools already available, see: [BHR+E and survey findings](https://bit.ly/3uPN2as) (<https://bit.ly/3uPN2as>).

No.	Deliverables/Output	Target Due Date
1	Research methodology; Desk Review Report with light mapping of ongoing interventions; Research outline	15 November 2021
2	First draft of research	10 December 2021
3	Second draft of research + validation	10 January 2022
4	Webpage design and development+ Final draft of research	23 March 2022

KEY PERFORMANCE INDICATORS AND SERVICE LEVEL

The performance of service will be evaluated based on the actual quality deliverables, the relevance to areas of scoping described, applicability of insights and resource mobilization strategy advised during the interventions.

If the service provider does not meet the required service level, UNDP will not certify payments for the deliverable i.e. no payment will be made until UNDP certifies and accepts the deliverables. Eventually, if the deliverables are not met as per specifications, the contract may be terminated as per UNDP Procurement rules and regulations.

INSTITUTIONAL ARRANGEMENT

The service provider is required to work closely with Business and Human Rights Specialist/Project Manager and team. The overall assignment will be supervised and oversight by UNDP's Business and Human Rights Specialist/ Project Manager of UNDP Bangkok Regional Hub.

FACILITIES TO BE PROVIDED BY UNDP

UNDP will support the service provider in gaining access to relevant and needed information. If required, the service provider will identify the need for the meetings and will conduct the consultation meetings in collaboration with UNDP.

The contractor will have sole responsibility for all logistical, administrative and maintenance support necessary to its personnel for the duration of the contract with no responsibility on the part of UNDP. This shall include the following:

- The welfare of its staff including payment of salaries, medical insurance, medical and casualty evacuation in the event of a security breakdown.
- Arrangements for logistics across all aspects of the assignment including in-country transportation for its operations, accommodation, and any visa requirements.
- Security for all its personnel and assets. Neither the UNDP nor its national partners shall provide security facilities or be liable for any individual and material damage.
- Ensure adequate communication with UNDP.

The service provider should identify any additional technical support cost that will be deployed during the missions must be included in the financial proposal.

DURATION OF ASSIGNMENT, DUTY STATION

Total estimate time for contract duration is for 5 months. The period of the assignment will start from the date of the contract signed, tentatively in late October. Deliverables will be due at the end of March 2022. The contractor will be homebased. No travel required.

DEGREE OF EXPERTISE AND QUALIFICATIONS

Following requirements apply with respect to qualifications and working experiences of the service providers and the proposed team members. As a minimum the proposed team must have a Senior researcher, Junior researcher and Digital design Expert

A. Qualification of the Firm/Organization

- Minimum **15 years of experience** conducting actionable, policy-focused research on topics related to agriculture, extractives, energy, health, climate change, the environment, human rights, gender, human-centered design, research, policy, and strategy is required
- Minimum 5 reports to be shared to demonstrate the firm's ability in producing high quality research and analytical reports on the nexus between **environmental factors (e.g. air pollution) and either human rights and/or political- economy considerations**
- Minimum 5 references to projects to be shared to demonstrate the firm's understanding of sustainability issues related to the **agriculture, extractives, energy, and/or other natural resource intensive industries**

- Minimum 3 examples of accessible, interactive and innovative, web-based communications products that demonstrate research findings
- At least 1 project demonstrate focused attention on **air pollution** and its causes and effects
- At least 1 project demonstrate focused attention to the impact of climate change, environmental degradation, or negative externalities of industry on **women**
- At Least 1 project demonstrate familiarity with **UN system**, mandates and roles

B. Required Team Structure to be proposed by the proposers

The service provider can propose the team as appropriate. A minimum requirement is a Lead Researcher with competencies on topics related to the environment. A second researcher, with familiarity on responsible business practices, and a digital design expert is highly desirable.

Lead Researcher:

- A minimum of a Master's degree in environmental policy, climate change, sustainability studies or related field
- Minimum 7 years combined relevant experience on topics related to air pollution, climate change, and/or other environmental concerns and the relationship of these factors to the enjoyment of human rights, including for example, health, life, and livelihoods
- Authored or co-authored at least 5 well-drafted research papers in English that demonstrate strategic thinking and strong understanding of air pollution, climate change or related environmental issues and recent policy developments at regional (Asia) levels

Researcher:

- A minimum of a Master's degree in law, business, political science, international relations, responsible business or sustainable development
- Minimum 3 years working on topics of relevance to the UN Guiding Principles on Business and Human Rights, OECD Guidelines on Multinational Enterprises, or similar international instruments related to responsible business practices and their intersection with human rights
- Authored or co-authored at least 3 research papers in English that demonstrate strategic thinking and strong understanding of responsible business practices, the UNGPs, the 2030 Agenda on Sustainable Development (SDGs) and the role of the private sector

Digital Design Expert

- Demonstrated experience in user interface design and data visualization including in responsive/mobile first design, providing minimum 3 nos. illustrative examples

SCOPE OF PRICE PROPOSAL AND PAYMENT SCHEDULES

No.	Deliverables/Output	Target Due Date	% of Payment
1	Research methodology; Desk Review Report with light mapping of ongoing interventions; Research outline	15 November 2021	10
2	First draft of research	10 December 2021	20
3	Second draft of research + validation	10 January 2022	30
4	Webpage design and development+ Final draft of research	23 March 2022	40
		Total	100 %

TECHNICAL PROPOSAL SUBMISSION FORM

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹)

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

We, the undersigned, offer to provide the services for **Research on Business, Human Rights and the Environment: A Clean Air Agenda for Asia** in accordance with your Request for Proposal No. **RFP-2021-034** dated: 10 September 2021 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal (password protected) submitted separately.

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

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

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

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

¹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Our Proposal shall be valid and remain binding upon us for the period of **120 days** from the last day of submission of proposal as per the RFP requirement.

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

Contact:

Telephone: _____

Email: _____

FORMAT OF TECHNICAL PROPOSAL²

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.

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.*

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

[Designation]

[Date]

² This serves as a guide to the Service Provider in preparing the Technical Proposal.

FORM FOR SUBMITTING FINANCIAL PROPOSAL³

(Must be Password Protected)

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

[insert: Location].

[insert: Date]

We, the undersigned, offer to provide the services for **Research on Business, Human Rights and the Environment: A Clean Air Agenda for Asia** in accordance with your Request for Proposal No. **RFP-2021-034** dated **10 September 2021**. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal (password protected) submitted separately

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

Our Proposal shall be valid and remain binding upon us for the period of 120 days from the last day of submission of proposal as per the RFP requirement.

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

[Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification. The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal]

A. Cost Breakdown per Deliverable*

	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	Research methodology; Desk Review Report with light mapping of ongoing interventions; Research outline	10%	
2	First draft of research	20%	
3	Second draft of research + validation	30%	
4	Webpage design and development+ Final draft of research	40%	
	Total	100%	

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

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

Table 1: Summary of Overall Prices

³ This serves as a guide to the Service Provider in preparing the Proposal.

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

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		<i>A</i>	<i>B</i>	<i>C=A+B</i>
In-Country				
Home Based				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

Name: _____

Title: _____

Date: _____

Signature: _____

Contact: _____

Telephone: _____

Email: _____