



## REQUEST FOR PROPOSAL (RFP)

### (For Low-Valued Services)

<b>NAME &amp; ADDRESS OF FIRM</b>	<b>DATE: September 17, 2021</b>
	<b>REFERENCE: RFP/PNG/010-2021</b>

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Hiring a firm for IMPLEMENTATION OF THE CAPACITY DEVELOPMENT PLAN.**

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

**Proposals shall be submitted on or before 5.00 p.m. (local time) on Friday, October 01, 2021**

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

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

**Username:** event.guest

**Password:** why2change

and follow the registration steps as specified in the system user guide. Your Proposal must be expressed in the English, and valid for a minimum period of 90 days.

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

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

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

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

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 attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

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

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

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

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

UNDP implements a zero tolerance on fraud and other proscribed practices and is committed to preventing, identifying, and addressing all such acts and practices against UNDP and 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/unscc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Operations Manager

9/17/2021



Annex 1

## Description of Requirements

Context of the Requirement	Advancing Papua New Guineas National Adaptation Plan																							
Implementing Partner of UNDP	Climate Change & Development Authority (CCDA) – Government of Papua New Guinea																							
Brief Description of the Required Services <sup>1</sup>	The hiring of a training institution to implement the Capacity Development Plan for the National Adaptation plan																							
List and Description of Expected Outputs to be Delivered	<table><tr><td>Reporting period and key Milestones</td><td>Duration</td><td colspan="2">Report Due</td></tr><tr><td>INCEPTION REPORT – Submission and acceptance of Task 1</td><td>10 days</td><td colspan="2">November 30 2021</td></tr><tr><td>DEVELOPMENT OF TRAINING MATERIALS – Submission and acceptance of Task 2</td><td>60 days</td><td colspan="2">January 31, 2022</td></tr><tr><td>DELIVERY OF TRAINING MATERIALS (including printing) – per themes in Capacity Development Plan – Submission and acceptance of Task 3</td><td>180 days</td><td colspan="2">July 31, 2022</td></tr><tr><td>TRAINING REPORT &amp; FINAL REPORT – Submission &amp; Acceptance of Task 4</td><td>20 days</td><td colspan="2">August 31, 2022</td></tr></table>				Reporting period and key Milestones	Duration	Report Due		INCEPTION REPORT – Submission and acceptance of Task 1	10 days	November 30 2021		DEVELOPMENT OF TRAINING MATERIALS – Submission and acceptance of Task 2	60 days	January 31, 2022		DELIVERY OF TRAINING MATERIALS (including printing) – per themes in Capacity Development Plan – Submission and acceptance of Task 3	180 days	July 31, 2022		TRAINING REPORT & FINAL REPORT – Submission & Acceptance of Task 4	20 days	August 31, 2022	
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Person to Supervise the Work/Performance of the Service Provider	The contracted Institution (training team) will work with the UNDP NAP Project team and the CCDA to implement the training																							
Frequency of Reporting	As indicated in the TOR																							
Progress Reporting Requirements	As indicated in the TOR																							
Location of work	As indicated in the TOR																							
Expected duration of work	November 2021 – August 2022																							
Target start date	November 1 2021 (Expected)																							
Latest completion date	August 31 20222(Expected)																							
Travels Expected	<table><tr><td>Destination/s</td><td>Estimated Duration</td><td>Brief Description of Purpose of the Travel</td><td>Target Date/s</td></tr><tr><td>Port Moresby (if Required to travel to PNG)</td><td>For the duration of training</td><td>If Institution is based overseas, then travel into PNG may be required</td><td>November 2021-August 2022</td></tr></table>				Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s	Port Moresby (if Required to travel to PNG)	For the duration of training	If Institution is based overseas, then travel into PNG may be required	November 2021-August 2022												
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<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others <b>Responsibility at the bidder's end. UNDP will facilitate if specific support required during implementation of the assignment</b>				
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others The contractor is expected to work from their own offices essentially and attend meetings at UNDP/CCDA as required				
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required				
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required				
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars, or <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency ( <b>UN Rate of Exchange of Date of Bid Closure will be applicable</b> )				
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input 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 type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input 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  <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>				
Payment Terms	Reporting period and key Milestones	Duration	Report Due	Payment Percentage	Review and Approvals
	1 <sup>st</sup> Instalment	10 days	30 Nov. 2021	20%	

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

	<p>mission and acceptance of Task 1</p> <p><b>2<sup>nd</sup> Instalment</b></p> <p><b>DEVELOPMENT OF TRAINING MATERIALS</b> – Submission and acceptance of Task 2</p> <p><b>3<sup>rd</sup> Instalment</b></p> <p><b>DELIVERY OF TRAINING MATERIALS (including printing) – per themes in Capacity Development Plan</b> – Submission and acceptance of Task 3</p> <p><b>Final Instalment</b></p> <p><b>TRAINING REPORT &amp; FINAL REPORT</b> – Submission &amp; Acceptance of Task 4</p>	60 days	January 31, 2022	30%	CCDA & NAP Project Coordinator															
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		20 days	August 31, 2022	10%																
Person(s) to review/inspect/approve outputs/completed services and authorize the disbursement of payment	<b>CCDA &amp; NAP Project Coordinator</b>																			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ( <i>if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.</i> ) <input type="checkbox"/> Other Type of Contract [ <i>pls. specify</i> ]																			
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <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	<p><b><u>Technical Proposal (70%)</u></b></p> <p><b><i>Suppose any of the key personnel in the proposed team is a regular employee of any organization. In that case, s/he has to attach consent letter from the person's employer in favor of her/his engagement/service in this assignment. The core team members proposed will have to remain available for the entire duration of the work.</i></b></p> <table border="1"> <thead> <tr> <th>Criteria</th><th>Score</th><th>Weightage</th></tr> </thead> <tbody> <tr> <td><b>Technical</b></td><td><b>70</b></td><td><b>70%</b></td></tr> <tr> <td> <b>Experiences of the Firm/Institution:</b>             • Experience in Climate Change adaptation-related training, with international experience in the pacific and Papua New Guinea.         </td><td>20</td><td>20%</td></tr> <tr> <td> <b>Methodology and work plan</b>             Quality and relevance of proposed training approach about capacity development plan         </td><td>20</td><td>20%</td></tr> <tr> <td> <b>The expertise of the Study Team:</b>             Team leader         </td><td>10 7</td><td>30%</td></tr> </tbody> </table>					Criteria	Score	Weightage	<b>Technical</b>	<b>70</b>	<b>70%</b>	<b>Experiences of the Firm/Institution:</b>  • Experience in Climate Change adaptation-related training, with international experience in the pacific and Papua New Guinea.	20	20%	<b>Methodology and work plan</b>  Quality and relevance of proposed training approach about capacity development plan	20	20%	<b>The expertise of the Study Team:</b>  Team leader	10 7	30%
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Envelope ID: 8D215DE4-33DE-4A1C-AAC1-3171A5B5D14A		Resilience/Risk Expert (Core Position)		7	
	Climate Change Expert (Core Position)		2		
	Climate Finance Expert (Core Position)		2.		
	Gender Specialist		2.		
	Infrastructure Specialist				
	Monitoring & Evaluation Specialist				
<b>Financial Proposal (30%)</b>					
To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.					
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i>				
Contract General Terms and Conditions <sup>3</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>				
Annexes to this RFP <sup>4</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) with Attachment <input checked="" type="checkbox"/> Written Self-Declaration (Annex 4)				
Contact Person for Inquiries (Written inquiries only) <sup>5</sup>	procurement.pg@undp.org <b><i>Please mention the following in the subject while sending any query to UNDP regarding this RFP on or before <u>September 23 2021, 4.30 PM (PNG Time)</u></i></b> <b><i><u>“Queries on RFP/PNG/010-2021”</u></i></b> 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.				

<sup>3</sup> 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.

<sup>4</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>5</sup> 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.

*specify]*

**Through Zoom Meeting ID:** <https://undp.zoom.us/j/83138730524>

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>6</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>7</sup>)*

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

### A. Qualifications of the Service Provider

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

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract 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.*

### D. Cost Breakdown per Deliverable\*

<sup>6</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>7</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes



<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
<b>1<sup>st</sup> Instalment - INCEPTION REPORT</b> – Submission and acceptance of Task 1	20%	
<b>2<sup>nd</sup> Instalment - DEVELOPMENT OF TRAINING MATERIALS</b> – Submission and acceptance of Task 2	30%	
<b>3<sup>rd</sup> Instalment- DELIVERY OF TRAINING MATERIALS (including printing)</b> – per themes in Capacity Development Plan – Submission and acceptance of Task 3	40%	
<b>Final Instalment- TRAINING REPORT &amp; FINAL REPORT</b> – Submission & Acceptance of Task 4	10%	
<b>Total</b>	100%	

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

**E. Cost Breakdown by Cost Component :**

**(Must be password protected and Separate from Technical Proposal)**

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
I. Team Leader (Core Position)		20 months	1	
1. Climate Change Vulnerability/Risk Expert (Core Position)		5 months	1	
2. Climate Finance Expert (Core Position)		5 months	1	
3. Gender Specialist		1 month	1	
4. Infrastructure Specialist		1 month	1	
5. Monitoring & Evaluation Specialist		1 month	1	
<b>II Travel</b>			LS	
<b>III. Training Materials</b>			LS	

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

*[Designation]*

*[Date]*

# TERM OF REFERENCE

## CONSULTANCY: IMPLEMENTATION OF THE CAPACITY DEVELOPMENT PLAN

<b>Project Title:</b>	Advancing PNGs National Adaptation Plan
<b>Type of Contract:</b>	Request for Proposal
<b>Duration:</b>	November 2021 – August 2022
<b>Location:</b>	Port Moresby, Papua New Guinea

### 1. PROJECT DESCRIPTION

Climate Change continues to negatively impact Papua New Guinea (PNG). This affects PNG's growth trajectory, and the socio-economic opportunities people may otherwise enjoy. Building resilience to climate change has featured in national dialogue and political commitments for over a decade. Recognised as an acute challenge for PNG, Government and partners have committed to mainstream climate action in their planning and delivery. Major policy initiatives such as Vision 2050 and the National Strategy for Responsible Sustainable Development, PNG's Sustainable Development Goal 13 Roadmap and Papua New Guinea's Enhanced Nationally Determined Contribution 2020, have broadened efforts to include better natural resource management, conservation, and sustainable growth. Growing legal architecture has supported these efforts. However, PNG's geography, economic base, exposure to external shocks and limited capacity across Government present challenges to their implementation. As a result, a phased approach to adaptation planning is required.

Advancing Papua New Guinea's National Adaptation Plan was established with the objective to reduce vulnerability to the impacts of climate change, by building adaptive capacity, resilience and integration of climate change adaptation into relevant new and existing policies and the development planning process. This project will support PNG in these areas through the following three project outcomes:

**Outcome 1:** The coordination mechanism for multi-sectoral adaptation planning and implementation at different levels is strengthened.

**Outcome 2:** Climate change risks are integrated into key national and sectoral policies and NAP is formulated

**Outcome 3:** Financing framework for climate change adaptation action for medium-to long-term is established.

The project closely aligns itself with ongoing relevant programmes aimed at mainstreaming climate change and reducing vulnerability such as a) USAID's Climate Change Ready Programme, b) GCF/GGGI supported GCF Readiness Support Programme, c) DfID's Climate Change Information and Knowledge Management Programme and complements their activities thus increasing efficiency and avoiding duplication of efforts.

The primary beneficiaries of the project are the Climate Change Development Authority (CCDA), the sectoral representatives and non-government stakeholders in the project's Technical Advisory Group (TAG). The project will also benefit the following key sectors: agriculture, health, transport, and infrastructure.

Building capacities on climate change adaptation is of paramount importance to enable developing countries to address the adverse effects of climate change. Developing countries often lack the necessary human, technical, institutional and financial capacities to undertake required action in an effective, efficient or sustainable manner, underscoring the need to strengthen institutional capacities at different levels of policy implementation and across sectors (Capacity Development Plan for NAP Process, p.4). Therefore, the services of a professional training institution (preferably a higher learning institution) is required to implement a Capacity Development Plan for the National Adaptation Plan (NAP) process in PNG.

## **2. OBJECTIVE**

Based on the systematic, institutional and individual capacity assessment conducted in the context of the formulation of the NAP (Capacity Development Plan for NAP Process, p.11), this assignment is targeted at a training facility/institution that will cover the implementation of the plan which is targeted particularly to those making and implementing policies and investment plans for the agriculture, transport, infrastructure and health sectors such as the technical staff in the Department of Agriculture and Livestock, Department of Transport, Department of Works, National Department of Health, Climate Change & Development Authority and provincial administration and other relevant government or non-government organizations.

In alignment with the NAP project results framework, the total number of individuals, who are intended to benefit from capacity building training, by August 2022, is at least 150, with the following targets;

- Managerial and technical staff in national and sectoral institutions, and other sectoral stakeholders: 50 (25 men and 25 women)
- Provincial Staff & Local stakeholders: 100 (50 men and 50 women)

The candidates will be selected by the project team (UMDP) and CCDA.

In addition, the capacity building should contribute to sensitization of key stakeholders being undertaken as part of the Communication Strategy developed through the NAP project (details will be provided upon commencement of the assignment). While themes/topics have been developed and provided in the capacity development plan, it is important that the training program for each one of the key themes is developed in collaboration with the institutions that will deliver the trainings (Capacity Development Plan for the NAP process, p.25)

***Refer to Annex, Capacity Development Plan- Section III Capacity Development Approach (Page 26 – 33) for further details***

## **3. SCOPE OF CONSULTANCY**

The main tasks of the assignment include, but are not limited to, the following;

- a. Participate in an inception meeting with UNDP & CCDA to clarify the objectives of the assignment, methodological approach, tasks, deadlines and logistical schedule. The results of the meeting should be captured in the inception report, which should be formally approved by UNDP & CCDA before proceeding.
- b. Develop Training Materials/Modules and cover printing costs per the themes identified in the Capacity Development Plan to be delivered and meet with UNDP & CCDA for final approval before implementation.
- c. Deliver each of the trainings per the key themes in the capacity development plan
- d. Submit a report with details of each workshop/training session and overall, the implementation of the assignment

## **4. KEY DELIVERABLES AND SCHEDULE OF PAYMENTS**

The contractor will deliver the following outputs:

Reporting period and key Milestones	Duration	Report Due	Payment Percentage	Review and Approvals
<b>1. INCEPTION REPORT</b> – Submission and acceptance of Task 1	10 days	November 30 2021	20%	CCDA & NAP Project Coordinator
<b>2. DEVELOPMENT OF TRAINING MATERIALS</b> – Submission and acceptance of Task 2	60 days	January 31 2022	30%	CCDA & NAP Project Coordinator
<b>3. DELIVERY OF TRAINING MATERIALS (including printing) – per themes in Capacity Development Plan</b> – Submission and acceptance of Task 3	180 days	July 31 2022	40%	CCDA & NAP Project Coordinator
<b>4. TRAINING REPORT &amp; FINAL REPORT</b> – Submission & Acceptance of Task 4	20 days	August 31 2022	10%	CCDA & NAP Project Coordinator

## 5. INSTITUTIONAL ARRANGMENTS

The contracted institution/firm will discuss and closely coordinate the scope of work with UNDP & CCDA.

## 6. RESOURCES PROVIDED

UNDP will finance conference/workshops as well as participation of national stakeholders where necessary based on a pre-agreed schedule. This should be discussed and agreed at the inception meeting.

Under the current travel situation globally, it is not expected that international trainers will be able to travel to Port Moresby unless under a two-week quarantine period and associated PCR test requirements. The COVID and travel situation to/from PNG as well as within PNG continues to change and interested bidders are encouraged to view the latest travel advice and guidance provided by the National Controller's Office. However, while some of the trainings can take place virtually, a certain portion will be required to be done face to face. Some of the team should be present in PNG during this process. It is the bidder's responsibility to detail in their technical proposal how this will be achieved.

## 7. DURATION OF THE ASSIGNMENT

The duration of the assignment is from November 2021 to August 2022. In accordance with the expected outputs and deliverables, the contractor submits reports to the designated UNDP focal Point for review of outputs, comments, certify/approval/acceptance of works afterwards. In case of any delays to achieve the expected outputs, the contractor should notify the designated UNDP focal point in advance to take necessary steps.

## 8. DUTY STATION

The duty station for this assignment is primarily Port Moresby, PNG. No travel outside Port Moresby is envisaged. Whilst a permanent presence in Port Moresby is not expected for the entire duration of this assignment, some in person consultation in Port Moresby is expected. Furthermore, the training team is expected to make themselves available between 9am and 5pm PNG time for meetings when working remotely

## 9. QUALIFICATION, TEAM COMPOSITION & EXPERIENCE

The Training Institution should appoint a qualified project team and provide the qualifications and experience carried out by the relevant staff, indicating responsibilities assumed by them, and their qualifications and experience. Team members should comprise of the following:

- a. **Team leader (Core Position)** - lead preparation and consolidation of reports and submit all such reports on behalf of the team. The team leader should hold a minimum of a post-graduate degree in the field of climate change adaptation, environment management, business administration, banking, and/or finance, training & development and or a related field. S/he should have at least 10 years of experience working in international development, climate change adaptation and or a related field. S/he should lead the overall training consultancy, taking conceptual leadership of the tasks, leading the high-level consultation meetings, coordinating with team members and will be responsible for delivering all the outputs under this task. The leader should possess high quality consultative skills, organizational skills, data analysis and report writing, and should communicate effectively, in writing and orally (in English).
- b. **Climate Change Vulnerability/Risk Expert (Core Position)** – should hold a minimum of a post-graduate degree in the field of climate change adaptation/climate science, with at least 7 years of experience in Climate Change vulnerability and risk assessments and or training.
- c. **Climate Finance Expert (Core Position)** - should hold a minimum of a post-graduate degree in the field of climate change adaptation/climate science and or finance/commerce, with at least 7 years of experience in Climate Finance related work and or training.
- d. **Gender Specialist** – should hold a minimum degree qualification in the field of social and or development work, with preferred specialisations in Gender studies. A minimum of at least 5 years' experience in working with gender in the climate change adaptation space would be desirable but not necessary
- e. **Infrastructure Specialist** – should hold a minimum degree qualification in building/architecture/science with at least five years of experience in infrastructure related to climate resilience
- f. – should hold a minimum degree qualification in science/development/business with at least five years of experience with monitoring and evaluation in the development sector.

## **ANNEX - CAPACITY DEVELOPMENT PLAN**



Annex\_Capacity  
development plan\_NA

**Annex 4**

**Declaration**

Date:

**United Nations Development Programme**

Port Moresby, Papua New Guinea

Assignment: “\_\_\_\_\_”

**Reference:** [RFP/PNG/010-2021](#)

Dear Sir,

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

Yours Sincerely,