



*Empowered lives.  
Resilient nations.*

# REQUEST FOR PROPOSAL

## **Environmental Goods and Services (EGS) – Enhancing Waste-as-Resource and Circular Economy Solutions in Textile and Garment Industry**

RFP No.: 2021/UNDP-MMR/PN/044

Project: Governance for Resilience and Sustainability Project (GRSP)

Country: Myanmar

Issued on: 26 October 2021

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## SECTION 1. LETTER OF INVITATION

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

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

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
  - o Form A: Technical Proposal Submission Form
  - o Form B: Bidder Information Form
  - o Form C: Joint Venture/Consortium/Association Information Form
  - o Form D: Qualification Form
  - o Form E: Format of Technical Proposal
  - o Form F: Financial Proposal Submission Form
  - o Form G: Financial Proposal Form

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

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

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

Issued by:



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Name: Irene Dabare

Title: Operations Advisor

Date: **October 24, 2021**

## SECTION 2. INSTRUCTION TO BIDDERS

<b>A. GENERAL PROVISIONS</b>	
<b>1. Introduction</b>	<p><b>1.1</b> Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a></p> <p><b>1.2</b> Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p><b>1.3</b> As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (<a href="http://www.ungm.org">www.ungm.org</a>). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
<b>2. Fraud &amp; Corruption, Gifts and Hospitality</b>	<p><b>2.1</b> UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p> <p><b>2.2</b> Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p><b>2.3</b> In pursuance of this policy, UNDP  (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;  (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p><b>2.4</b> All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p>
<b>3. Eligibility</b>	<p><b>3.1</b> A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p><b>3.2</b> It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

<p><b>4. Conflict of Interests</b></p>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> <li>a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;</li> <li>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</li> <li>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</li> </ul> <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> <li>a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
<p><b>B. PREPARATION OF PROPOSALS</b></p>	
<p><b>5. General Considerations</b></p>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
<p><b>6. Cost of Preparation of Proposal</b></p>	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
<p><b>7. Language</b></p>	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
<p><b>8. Documents</b></p>	<p>8.1 The Proposal shall comprise of the following documents:</p>

<i>Comprising the Proposal</i>	<ul style="list-style-type: none"> <li>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</li> <li>b) Technical Proposal;</li> <li>c) Financial Proposal;</li> <li>d) Proposal Security, if required by BDS;</li> <li>e) Any attachments and/or appendices to the Proposal.</li> </ul>
<i>9. Documents Establishing the Eligibility and Qualifications of the Bidder</i>	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
<i>10. Technical Proposal Format and Content</i>	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
<i>11. Financial Proposals</i>	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<i>12. Proposal Security</i>	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> <li>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</li> <li>b) In the event that the successful Bidder fails:</li> </ul>

	<p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
13. <i>Currencies</i>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
14. <i>Joint Venture, Consortium or Association</i>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>



<p><b>15. Only One Proposal</b></p>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>f) they have at least one controlling partner, director or shareholder in common; or</li> <li>g) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>h) they have the same legal representative for purposes of this RFP; or</li> <li>i) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process;</li> <li>j) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or</li> <li>k) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.</li> </ul>
<p><b>16. Proposal Validity Period</b></p>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<p><b>17. Extension of Proposal Validity Period</b></p>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<p><b>18. Clarification of Proposal</b></p>	<p><b>18.1</b> Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p><b>18.2</b> UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<p><b>19. Amendment of Proposals</b></p>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p>

	19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
20. <i>Alternative Proposals</i>	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. <i>Pre-Bid Conference</i>	21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.
<b>C. SUBMISSION AND OPENING OF PROPOSALS</b>	
22. <i>Submission</i>	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
<b>Hard copy (manual) submission</b>	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</li> <li>b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> <li>i. Bear the name and address of the bidder;</li> <li>ii. Be addressed to UNDP as specified in the BDS</li> </ul> </li> </ul>



<i>Proposals</i>	<p>Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
<i>25. Proposal Opening</i>	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
<b>D. EVALUATION OF PROPOSALS</b>	
<i>26. Confidentiality</i>	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
<i>27. Evaluation of Proposals</i>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> <li>Preliminary Examination</li> <li>Minimum Eligibility and Qualification (if pre-qualification is not done)</li> <li>Evaluation of Technical Proposals</li> <li>Evaluation of Financial Proposals</li> </ol>
<i>28. Preliminary Examination</i>	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
<i>29. Evaluation of Eligibility and Qualification</i>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> <li>They are not included in the UN Security Council 1267/1989 Committee's</li> </ol>

	<p>list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;</p> <ul style="list-style-type: none"> <li>f) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>g) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;</li> <li>h) They are able to comply fully with UNDP General Terms and Conditions of Contract;</li> <li>i) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>j) They have a record of timely and satisfactory performance with their clients.</li> </ul>
<p><b>30. Evaluation of Technical and Financial Proposals</b></p>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;"><b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;"><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;"><b>Combined Score</b> = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>

<p>31. <i>Due Diligence</i></p>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
<p>32. <i>Clarification of Proposals</i></p>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
<p>33. <i>Responsiveness of Proposal</i></p>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<p>34. <i>Nonconformities, Reparable Errors and Omissions</i></p>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion</li> </ul>

	<p>of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;</p> <p>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
<b>E. AWARD OF CONTRACT</b>	
35. <i>Right to Accept, Reject, Any or All Proposals</i>	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. <i>Award Criteria</i>	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. <i>Debriefing</i>	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. <i>Right to Vary Requirements at the Time of Award</i>	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. <i>Contract Signature</i>	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. <i>Contract Type and General Terms and Conditions</i>	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <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>
41. <i>Performance Security</i>	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a> within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract



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



## SECTION 3. BID DATA SHEET

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will not be conducted
5	10	Proposal Validity Period	120 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Not Required
10	18	Currency of Proposal	Local currency for Local Firm, USD for International Firm, (UNORE will be applied)

11	31	Deadline for submitting requests for clarifications/ questions	5 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Kyaw Win Htun Address: United Nations Development Programme, No.6 Natmauk, Tarmwe Township, Yangon, Myanmar E-mail address: mmr.procurement@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posting on the website <a href="https://procurement-notice.undp.org/">https://procurement-notice.undp.org/</a>
14	23	Deadline for Submission	8 November 2021 7:12 AM EDT For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.  For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	e-Tendering
15	22	Proposal Submission Address	<a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a>  <b><u>BU Code: MMR10, Event ID: 0000010775</u></b>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP</li> </ul>
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively  The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	<i>November 30, 2021</i>
19		Maximum expected duration of contract	8 months

20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Contract for Goods and Services on behalf of UN Entities  <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>
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services  <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>
23		Other Information Related to the RFP	<i>[All other instructions and information not yet mentioned so far in this Data Sheet but are relevant to the RFP must be cited here, and any further entries that may be added below this table row]</i>

## SECTION 4. EVALUATION CRITERIA

### Preliminary Examination Criteria

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

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity
- Bid Security submitted as per RFP requirements with compliant validity period

### Minimum Eligibility and Qualification Criteria

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

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Form B: Bidder Information Form
<b>Eligibility</b>	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
<b>Conflict of Interest</b>	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
<b>Bankruptcy</b>	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
<b>QUALIFICATION</b>		
<b>History of Non-Performing Contracts<sup>1</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
<b>Previous Experience</b>	Minimum 3 years of relevant experience.	Form D: Qualification Form

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

<b>Financial Standing</b>	Minimum average annual turnover of USD 50,000 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form

## Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Expertise of Firm / Organization	400
2.	Proposed Methodology, Approach and Implementation Plan	300
3.	Management Structure and Key Personnel	300
	<b>Total</b>	<b>1000</b>

Section 1. Expertise of Firm / Organization		Points obtainable
1.1	Previous experience designing and innovation challenge in Myanmar Minimum 3 designed and implemented in Myanmar- 100 points for such projects; 10 points for each additional project; maximum up to 100	200
1.2	-Ongoing partnerships with private sector and/or start up ecosystem players, including bankers, investors and impact investors within and outside of Myanmar Minimum 2 projects executed in partnership with at least one or more green business players, bankers, investors and/or impact investors; 25 points for 2; 5 points for each additional project; maximum up to 50	100
1.3	At least 2 previous projects on designing and implementing adaptive capacity building with different groups in the areas of sustainability, circular economy, waste-as-resource solutions, and other areas of sustainability in Myanmar 30 points for 2 previous projects; 10 marks for each extra (maximum up to 20)	50
1.4	-At least 2 previous projects on designing and organizing high-level and technical workshops for garment firms locally, and community-oriented awareness raising events 30 points for 2 previous projects; 10 marks for each extra (maximum up to 20)	50
<b>Total Section 1</b>		<b>400</b>

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Context:	
	-To what degree does the Proposer understand the task and objectives?	50
	-Does the proposal demonstrate an understanding of the project context and the current challenges (security, pandemic) and has this been properly used in the preparation of the proposal?	50
2.2	Methodology:	
	-To what degree does the Proposer's approach to delivery of the project meet requirements? Is the sequence of activities and the planning logical, realistic and promise timely delivery of outputs?	100

2.3	Planning and Delivery	
	-Is the scope of task well defined and does it correspond to the TOR?	100
<b>Total Section 2</b>		<b>300</b>

<b>Section 3. Management Structure and Key Personnel</b>			<b>Points obtainable</b>
3.1	Team Leader		
	-At least 10 years of experience in implementing projects on environmental sustainability and capacity development in Myanmar		30
	-First-hand experience in delivering innovation challenge with a demonstrable ability to manage capacity development programmes and providing technical expertise in the areas of green business development, circular economy, sustainability reporting, impact investment, gender, and economic empowerment in Myanmar		20
	Project Manager for Innovation Challenge		
	-Demonstrated experience with designing and delivery of innovation challenge based on circular economy and waste-as-resource principles in Myanmar and other countries; multi-stakeholder engagement, including with youth and women, private sector, and non-government entities.		50
	IEC, Learning and Engagement		
	-Experience in content development, quality assurance, design and execution of communications strategy and IEC		20
	-Experience in designing and delivering generic and tailored coaching and mentorship on topics related to circular economy, resource efficiency and other sustainability topics to different groups		20
	Events Management and Coordination		
	- At least 10 years' experience in planning, coordination, delivery of events including high level and technical workshops, training of trainers and awareness raising, including post assessments		40
	Project Management Support		
	-Experience in Project management and administration support		20
	Resource Persons		

	-At least 10 years' experience in mentorship and coaching in a structured environment on topics related to circular economy, resource efficiency and waste-as-resource strategies to different groups and in delivering them in a manner that effectively improves one's intuitive understanding; experience in post-crisis settings a plus		50
	-Roster of in-house experts and external networks of circular economy experts, private sector, venture partners, start up and innovators		50
<b>Total Section 3</b>			<b>300</b>



## SECTION 5. TERMS OF REFERENCE

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Assignment Title	Environmental Goods and Services (EGS) – Enhancing Waste-as-Resource and Circular Economy Solutions in Textile and Garment Industry
Project	Governance for Resilience and Sustainability Project
Type of Contract	Professional Contract for Services
Contract Period	8 months starting in October 2021
Supervisor	Project Manager/CTA, Governance for Resilience and Sustainability Project
Location	Hlaing Thar Yar Township and Yangon
Country	Myanmar

### **A. BACKGROUND**

#### **About Environmental Goods and Services (EGS) component, Governance for Resilience and Sustainability Project**

An estimated \$10 trillion of business opportunities can be unlocked globally by transforming business-as-usual growth pathways that are responsible for almost 80% of nature loss, according to a recent World Economic Forum report.<sup>2</sup> Thereby, investing in green business as a COVID-19 economic response strategy makes economic sense and must be pursued actively. A well-functioning business environment underpins green business development, and this includes new levels of resources, capacity and governance to enable businesses to respond more effectively, inclusively, and innovatively as this pandemic ensues. For Myanmar, there is both a need and opportunity to overcome fundamental market-creating challenges through integrating sustainability as a long-term strategy into business models and stimulating a new wave of business opportunities guided with a vision of low carbon, green economy, aligned with the UNDP Strategic Plan, 2022–2025, and the Community First Programme’s (2021–2023) Private Partnership Sector Project of the Myanmar Country Office.

To this end, the Environmental Goods and Services (EGS) component of the Governance for Resilience and Sustainability Project (GRSP), UNDP, since 2020 has been working towards fostering a more conducive business environment for green business using evidence-based research and policy. Technical Assistance (TAs) are currently being developed in five key industry sectors to support businesses and communities directly namely Energy, Garment, Hotel and Tourism, Agri-food, and private financial institutions. Each TA comprises a menu of activities aimed to build on UNDP’s initiatives to develop the private sector by addressing market-creating challenges of EGS and green business as well as emerging compounding risks associated with the coup and pandemic. Through the TAs, GRSP’s EGS component will be appraising a string of market-creating policies such as green procurement, waste-as-resource and circular economy integration, and Environmental, Social and Governance (ESG) mainstreaming— thereby, contributing to laying the groundwork for institutionalizing EGS as a long-term strategy. The enhanced support in Myanmar will help ensure that early private sector movers and communities are better equipped in their role as provider and user of EGS.

#### **About the Technical Assistance on Garment**

##### *Rationale*

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<sup>2</sup> World Economic Forum (2020). New Nature Economy Report II, The Future of Nature and Business. Available at: [http://www3.weforum.org/docs/WEF\\_The\\_Future\\_Of\\_Nature\\_And\\_Business\\_2020.pdf](http://www3.weforum.org/docs/WEF_The_Future_Of_Nature_And_Business_2020.pdf).

Myanmar's garment industry had been growing at an impressive pace over the past decade following economic reforms undertaken since 2011. From 2012 to 2018, the value of exports increased fivefold, from US\$900 million to US\$4.6 billion according to official Myanmar Garment Manufacturers Association data.<sup>3</sup> Between these years, there were more than 500 factories that provided jobs to more than half a million workers, many of them young women, according to the same sources. Pre-pandemic, the industry was seeing more growth than any other sector, on track to creating up to 1.5 million jobs by 2020 and bringing economic expansion in global markets.<sup>4</sup>

Globally, the textile sector alone is responsible for 6% of GHG emissions and 10%–20% of the global pollution from pesticide use; one-fifth of industrial water pollution is generated from washing, solvents, and dyes used in manufacturing textiles; and about 20%–35% of microplastics used by the industry, flows into the ocean according to a McKinsey Report (2019).<sup>5</sup> At the local level, unsustainable practices in the garment industry present economic and health challenges to communities. One such example is Hlaing Thar Yar (HTY) township, Yangon's garment hub with a major export-oriented industrial base.

In 2020, HTY was home to more than 150 garment factories, many of which are export-oriented, either foreign owned or joint venture.<sup>6</sup> Waste from garment factories is contributing the clogging of age-old drainages, further contributing to the worsening flooding situation in HTY. Frequent flooding in the township has routinely caused significant loss of property, income, and livelihood<sup>7</sup>, and this has sometimes led to many poor residents being displaced and cut off temporarily from economic and vital services. Notwithstanding this, the pandemic and coup turmoil had further depressed economic activity and deteriorated social conditions, driving many factories to close, and many to unemployment and on poverty line, or abandon their homes altogether.<sup>8</sup> According to EuroCham Myanmar's preliminary survey, about a quarter of workers had already lost their jobs with garment factories closing temporarily and permanently due to concerns of safety in some Yangon townships.

Today, more than one-third of Yangon's approximately 370,000 informal settlers live in HTY<sup>9</sup>, rendering them disproportionately vulnerable to the effects of waste induced flooding and slower to rebound as conflict and pandemic continue to cause instability in the country. Without business-oriented solutions, innovative responses, and improved human capital in this township, economic losses from waste-induced flooding can make the process of urban poverty reduction and sustainable development more difficult to achieve.

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3 Garment Guide, by *EuroCham Myanmar* (2020). Available at: <https://eurocham-myanmar.org/wp-content/uploads/2021/01/Garment-Guide-2020.pdf>

4 The Myanmar Garment Manufacturers Association (MGMA) launches 4 new products to support the sustainable and inclusive development of the industry (Available at : [https://www.ilo.org/yangon/press/WCMS\\_736631/lang-en/index.htm](https://www.ilo.org/yangon/press/WCMS_736631/lang-en/index.htm))

5 Amed, I., Berg, A., Balchandani, A., Hedrich, S., Rolkens, F., Young, R. Jensen, J., and A. Peng. 2019, November 20. The State of Fashion 2020: Navigating uncertainty. *McKinsey & Company*. Retrieved from <https://www.mckinsey.com/industries/retail/our-insights/the-state-of-fashion-2020-navigating-uncertainty>.

7 Haga, C. 2019, May 22. Myanmar: Ensuring a safer and cleaner living environment in the most densely populated area. *Finnish Red Cross*. Retrieved from <https://www.redcross.fi/news/20190522/myanmar-ensuring-safer-and-cleaner-living-environment-most-densely-populated-area>.

8 UNDP, April 2021. Rapid Needs Assessment: Hlaing Thar Yar Township, Yangon, Myanmar.

9 Hlaing Thar Yar is reported to have the highest number of informal settlements (181 out of 423 in Yangon), according to results of a recent survey of UN-Habitat (2020). Source: UN Habitat. 2020. Yangon Informal Settlements – Resettlement Programme (YIS-RP): Survey II Report. Retrieved from <https://reliefweb.int/sites/reliefweb.int/files/resources/Yangon%20Informal%20Settlements%20%E2%80%93%20Resettlement%20Programme%20%28YIS-RP%29%20%E2%80%93%20Survey%20II%20Report.pdf>.

### *Value addition of GRSP support*

The added value of the TA on Garment in HTY is in enabling circular economy solutions to reduce waste-induced flooding, thereby improving the well-being of communities that are most affected by it, particularly the poor and informal settlers, and ensuring it is inclusive post crises recovery. The TA aims to strengthen the capacities of local garment entities directly and harness the ingenuity of communities' response to waste-induced flooding by engaging them to co-create solutions and achieve flood prevention together with other economic benefits.

Treating waste as resource (i.e., resource recovery, product life extension, circular supplies) effectively diverts recyclable material from being dumped in drainages and open spaces unnecessarily or at waste disposal facilities, thereby reducing waste induced flooding. Waste-as-resources solutions in HTY's context rest on the principle that waste management should combine the local productive capacity and innovation capabilities of garment industries and nurture the business ecosystem around them (potential of local enterprises and communities to produce an Environmentally Preferable Product and Services from garment waste stream). The participation and inclusion of communities are essential in any effort to improve industrial waste management in HTY. By soliciting solutions from communities directly through innovation challenge, the TA will facilitate the creation of products from waste that are relevant and responsive to challenges that are facing them daily (e.g., improved housing conditions through eco-lumber use).

Overall, this TA helps to achieve the UNDP Strategic Plan, 2022-2025 which aims to help 100 million people escape multidimensional poverty and the Community First Programme's (2021-2023) Private Partnership Sector Project of the Myanmar Country Office which will support the private sector in Myanmar to engage in responsible business conduct and practices and promote private sector investment in sustainable development.

The project requires the engagement of a service provider to deliver the Innovation Challenge (main deliverable). The service provider will also carry out capacity development activities with garment entities and in raising awareness at community level.

### ***B. SCOPE OF WORK, OUTPUTS AND DELIVERABLES***

The service provider will implement the TA activities related to the innovation challenge for communities and capacity development for garment entities.

1. Design and deliver the Innovation Challenge (main deliverable) (Starting October 2021)

GRSP developed the initial approach and methodology for the Innovation Challenge, "Creating Upcycled Products from Garment/Textile Waste" (IC) (see Annex 1) which may be used as a starting point.

The IC will find new, innovative, and entrepreneurial ways to address the waste problem by exploring potential product innovations that can be developed/produced from HTY's garment waste stream. The aim is to promote circular economy solutions locally through treating garment/textile waste as a raw material for new/ alternative products with high local impact potential in the community. Some examples include using recycled product content, fiber, and fabric in new fashion and home products, and recycled plastics for creating new construction/building materials (e.g., eco-lumber/ eco-bricks). The current scope of draft IC focuses on product innovation. The service provider will explore the potential to add technology innovation during refinement.

For product innovation theme, the target participants are non-private sector including women-led associations and youth groups based in and around HTY and Yangon City with a suggested target representation of 70% from participants from HTY and 30% from other parts

of Yangon.

IC is designed such that participants will receive tailored coaching and adaptive mentorship at every round on aspects that will help them internalize and develop their innovation ideas more concretely. Topics can include product/technology/ process development as these relate to circular economy, business plan including market potential locally and impact on communities, functional aspects (i.e., marketing, production, financing), as well as motivational and behavioral aspects. Winning teams will in addition be offered mentoring support to guide them with fund management (prize monies) and help them appraise their credit status rating.

#### *Pre-implementation*

The service provider is expected to deliver an Implementation Plan with the following key components:

1.1 Review and refinement of design and methodology based on previous innovation challenges in the same industry sector/region and similar events undertaken (i.e., ADB, UNDP). This will include looking into broadening the scope beyond product innovations; for example, inclusion of technology innovation with cost component (prize monies), and the requisite requirements for adding technology providers as target participants (e.g., legally incorporated in Myanmar, intellectual property rights through licenses or to use the technology solution proposed). This will also include developing the final themes, refining the number of rounds, mechanics and what activities/ nature of coaching will go into every round.

1.2 Development of eligibility requirements for participation and composition of target participants/ representation based on gender, theme (i.e., product innovation, technology), and geography (e.g., 70% from HTY township and 30% from surrounding areas/Yangon for participants of product innovation theme). This will also include the development of criteria and scoring systems to advance to the next level/round of competition.

1.3 Identification of modes of engagement and virtual platforms that allow up to 100 concurrent users. The service provider will make use of a virtual platform that enables participants to connect more spontaneously and authentically with the coaches/mentors they interact with. One such example is Gather town, which combines video calling with fun features in a custom 2-D world. The service provider will ensure that such a web conferencing application has user-friendly functionality and can work with existing technology in Myanmar.

The service provider will identify up to two virtual platform options with strong security (i.e., domain-protected, password-protected) and moderator tools features. The selected platform should also allow asynchronous chat channels and discussion boards.

1.4 Identification of format for content delivery at every round of IC and post competition. This can include coach-led discussions, instructional videos created or curated by coach/mentor, asynchronous team-based activities, asynchronous Q&A using chat channels or discussion boards, small group discussions and workshops using online break out rooms.

1.5 Design and structure of generic and tailored coaching (Bilingual) for every round. Coaching will focus around areas that will help participants/ groups to develop their ideas and internalize the process from a circular economy perspective and value addition commensurate with market and impact potential. This will be complemented by enterprise/business and financial literacy coaching to improve business potential and access to equity and capital. Post winning stage, dedicated mentorship support will be offered to guide winning teams with fund management and in facilitating credit access by helping them appraise their eligibility and credit status rating (e.g., basic trainings on bookkeeping practice to improve behavior towards savings and credit repayment).

The service provider is responsible for properly vetting coaches/mentors and determining a balanced line-up from its network of in-house experts and external specialists, as well as judges. Coaching includes technical (product/technology/ process) innovation and functional aspects (i.e., economic, business plan, marketing), as well as motivational and behavioral aspects.

1.6 Development of IEC strategy, teasers and communication materials for launching the event. This includes how the IC is strategically disseminated, taking into account target participants and geography of start-ups and innovators locally.

#### 1.7 Identification of Innovation Challenge partners/ co-hosts

The service provider will explore and leverage potential partnerships with private sector and non-government players: up to two external partnerships with complementary expertise, experience and strategic presence in line with IC themes. The potential implementation partner can come from business associations and chambers of commerce with compliance with the principles and best practices in line with sustainability, waste management, or circular economy; or venture philanthropy organizations that work closely with breakthrough innovators; and similar I/NGOs that support platforms that connect entrepreneurs in frontier markets.

#### *Implementation of Innovation Challenge*

The service provider will roll out the innovation challenge based on themes, which may be done sequentially or simultaneously depending on the implementation plan. During the roll out, the service provider will facilitate all events in every round of the competition, including guiding and assessment of participants in close coordination with judges, and ensuring both participants and coaches/mentors are well engaged synchronously and asynchronously at every level of the IC.

#### 1.7 Roll out of Innovation challenge for Product innovation component: call for Expressions of Interest and assessments of submissions, Innovation challenge proper, and post-winning mentoring support

For technology innovation component, the service provider may roll this out sequentially (depending on implementation plan) including undertaking call for Expressions of Interest and assessments of submissions, Innovation challenge proper, and post-winning mentoring support.

The service provider will prepare two progress bulletins, with the first bulletin submitted one month from inception. The service provider is also expected to provide online content (Bilingual), well-crafted for dissemination and outreach purposes, to be updated periodically and made available on its own website, as well as UNDP website.

#### 1.8 Submission of Innovation Challenge Documentation in multimedia format (bilingual format)

Based on collection of interviews with participants, coaches/mentors, and judges, the service provider will prepare an interactive report detailing all innovations/ ideas presented during the competition, and product-specific and functional requirements for development based on feedback from coaches/mentors. This is meant to provide a visual documentation on a variety of waste-as-resource solutions in garment industry that could be presented to a wide range of audiences including garment businesses, communities/ households and potential venture partners. Also, this will guide the functional aspect of the science-based/circular economy

assessment report (undertaken separately by UNDP).

2. Delivery of a series of capacity development activities for garment entities in HTY (Starting February 2022)

This involves activities that contribute directly to Output 1 of the TA on Garment (Output 1: Knowledge and capacities of garment entities to apply innovative waste management), which places emphasis on the garment industry firms including:

- *Review, assessment and selection of training workshop offerings based on the level of circular economy implementation/practice of 30–40 garment entities in HTY.*
- *Organize high-level workshops with garment industry leaders from 30–40 garment factories to broker actionable commitments that will address how to bring more effective implementation of circular economy practices with a focus on Extended Producer Responsibility (EPR) and waste-as-resource solution.*
- *Conduct a series of deep-dive workshops for technical representatives from 30–40 garment factories on basic and advanced topics of circular economy.*
- *Develop Circular Economy Assessment Report: Research, analysis and identification of at least 5 product/process innovations that can be developed from garment waste streams based on life cycle assessment and material flow analysis, technical and market feasibility, and technological and skills capacity of local enterprise ecosystem. This will be based on ground truthing assessment of 3–5 garment factories in HTY; results may be used to cross-validate product innovation ideas solicited through innovation challenge from a science-based perspective.*
- Set up coaching program: Identify one garment industry firm, conduct guided site visit and evaluate its industrial waste management practices guided by circular economy principles, suggest concrete areas for improvement including offering intuitive solutions for disposal and recovery of waste.

To ensure delivery of capacity development activities for garment firms, the service provider will work closely with the circular economy international expert (responsible for providing the technical guidance and content knowledge; to be engaged separately by UNDP). More specifically, the service provider will:

2.1 Organize two virtual high-level/ visioning workshops for senior management/garment industry leaders from workshop conceptualization to execution, and post-assessment

2.2 Organize three virtual deep dive workshops on a range of circular economy topics for technical/operations representatives from garment industry firms

2.3 Set up and execute coaching program for one garment firm

3. Development and dissemination of IEC awareness raising materials to communities in poor clusters (Starting April 2022)

UNDP will undertake community-oriented public awareness and outreach on the basics of domestic waste management to poor households and informal settlers. The aim is to improve waste management behavior of 150–200 residents/households through tapping the services of social mobilizers, especially women and young people. Through training of trainers (ToTs),

the service provider will tap women and young people from local community groups as social mobilizers. Enabling social mobilizers to train other members in their community through ToTs can help create continuity in raising awareness on domestic waste management at the community level even after the TA has ended. Social mobilizers will be briefed on the content of IEC materials and other basic waste management concepts. They will also be trained on awareness raising and communication techniques, equipping them with skills to effectively disseminate the IEC materials and encourage behavior change in communities.

3.1 Develop IEC materials in print and/or multimedia format (local language) and a dissemination strategy

3.2 Organize two virtual Training of Trainers for 20–30 social mobilizers

3.3 Organize two community events on awareness raising (virtual or face-to-face)

#### 4. Submission of completion and assessment report

The service provider will provide a documentation with recommendations to UNDP on the next steps/ phase of capacity development support based on broader impact of innovation challenge (Task 1), capacity development activities for garment industry entities (Task 2), and community-oriented awareness raising (Task 3), as well as from feedback from participants and beneficiaries.

Working under the overall guidance of the Project Manager/Chief Technical Advisor, Governance for Resilience and Sustainability Project (GRSP), and closely, with Environmental Goods and Services/Green Business, GRSP, the service provider will be responsible for the following activities:

#### Key deliverables include:

1. An inception report to illustrate the approach to the consultancy requirements, including risk mitigation and management. Inception report will also include Implementation Plan with key components (1.1–1.7). Inception report will be submitted three weeks from start of contract
2. First bulletin on implementation progress of Innovation Challenge and corresponding online/web content (bilingual)
3. Second/Final progress bulletin of Innovation Challenge and updated online/web content (bilingual)
4. An Innovation Challenge Documentation in multimedia format
5. One high-level/visioning workshop on circular economy for 30–40 senior management representatives of garment firms
6. Three deep-dive workshops on circular economy for 50–60 technical representatives of garment firms
7. Execution of coaching program for one garment firm including guided site visit
8. IEC materials for communities and dissemination of the same for 150–200 households
9. Two training of trainers for 10–20 social mobilizers
10. Two awareness raising events on domestic waste management at community level
11. An ex-post/completion report with recommendations to UNDP, including communications materials from the field, such as high-quality photos and video clips.

### **C. INSTITUTIONAL ARRANGEMENTS**

- The Service Provider will take full responsibility for the overall management of activities, and bear all substantive, operational, financial and monitoring responsibilities. The Service Provider will provide progress reports, as per agreed schedule, including detailed updates on implementation progress, results achieved, challenges, forward planning and financial delivery.
- The service provider will report to the Project Manager/CTA, GRSP, of UNDP Myanmar. They will work closely with the GRSP project team and the green business international consultant who will provide technical advice and approve the methodological approach throughout the implementation of innovation challenge and other activities related to the TA on Garment in HTY.
- **The Service Provide will assume full responsibility for the safety and security of their staff.**
- All data collected, results and outputs of the study will be transferred to UNDP by the service provider.
- The service provider is expected to arrange and cover the costs of transportation and accommodation, subscription to domain-protected virtual applications for Innovation Challenge, and other administration and logistics associated with the assignment. The service provider is expected to arrange those expenses within the limits of overall contract budget.
- The service provider is also required to comply with the UN security directives set forth under <http://dss.un.org>.
- The service provider will be given access to relevant information necessary for execution of the tasks under this assignment.
- The service provider is responsible for providing own laptop computers and mobile phones, and all other equipment for use during this assignment; the service provider must have access to reliable internet connection.
- The Service Provider will be expected to possess complete project management set up, including for administrative and operational matters. UNDP will not provide any administrative support.
- The service provider must ensure UNDP visibility in the roll of activities and help facilitate UNDP monitoring visit/s to the sites.
- Payments will be made upon submission of deliverables and upon acceptance and confirmation by the supervisor.

#### ***D. DURATION OF ASSIGNMENT***

The work will be undertaken over a period of up to eight months, starting in October 2021. In accordance with expected outputs and deliverables, the service provider submits reports to Project Manager/CTA, GRSP for reviewing outputs, comments, and certifying approval/acceptance of work afterwards. In case of any delays to achieve the expected outputs, the service provider should notify the Project Manager and CTA, GRSP in advance to take necessary steps.

#### ***E. LOCATION OF WORK***

Hlaing Thar Yar township and Yangon

#### ***F. QUALIFICATIONS REQUIRED***

The contracted service provider shall meet the following criteria:

- At least 10 years of experience in support of green business development internationally and in Myanmar; proven operational experience with designing and execution of innovation challenge covering product, process and/or technology innovations in Myanmar is required



- Sectoral experience in garment industry and thematically, in the areas of circular economy, waste-as-resource strategies, and waste management
- Has exceptional network of mentorship resources, knowledge sharing and collaboration platforms; demonstrated ability to tap into networks of young innovators is an advantage
- Demonstrated ability to convene senior management and technical representatives from key industries; experience in organizing/facilitating high-level/visioning and deep dive workshops from garment industry is preferred
- Demonstrated understanding of the potential of circular economy principles to contribute to green business, environmental and human development outcomes and of the structure and operation of green businesses in Myanmar
- Experience in building capacities of communities in Hlaing Thar Yar and/or peri-urban Yangon in engaging them
- Experience engaging communities in poor cluster areas and informal settlements is an advantage
- Experience in developing IEC materials in print and multimedia format
- Experience in organizing awareness raising events in communities
- Proficiency in use of highly interactive virtual spaces and platforms (e.g., Gather town)
- Excellent communication and presentations skills particularly report and documentation writing in English and Myanmar Language
- Demonstrated capacity to work in a consultative manner, good networking and capacity to deal well with people
- Proficiency in Use of MS Office and IT tools and other videoconferencing/web-based applications
- Demonstrated ability to execute workshops and public events, and produce high-quality reports and communication materials
- Strong communication ability in English and Myanmar Language

## **Team Composition:**

The service provider will have a core project team of national experts comprising a Team Leader; Project Manager for innovation challenge; IEC, Learning and Engagement specialist; Events Management and Coordination specialist, and Project Management support. For the innovation challenge component, the service provider will have a roster of nationally recruited resource persons with subject matter expertise (serving as coaches and mentors)

### **1. Core project team:**

#### **1.1 Team Leader**

The Team Leader will be responsible for overseeing the design, implementation and execution of all activities leading to the delivery of 4 outputs

- Master's degree in business administration, sustainability development, material science engineering or related field
- At least 10 years' experience in delivering catalytic and intuitive capacity building activities in the fields of impact investment, circular economy, resource efficiency, and other areas of sustainability; experience in implementing capacity development on a wide range of stakeholders including businesses, non-private sector entities and households/communities in Myanmar an advantage
- Demonstrated leadership and passion for green business development, innovation, and women and youth empowerment to create traction and value in communities
- Demonstrate the highest degree of integrity while maintaining focus on community impact

- Problem solver and solutions oriented, with strong conflict resolution and networking skills
- Very good multi-stakeholder understanding with strong focus on green enterprise development and private sector. Experience of working with UN agencies an advantage
- Excellent understanding of green business ecosystem, impact investment, gender equality, and economic dynamics and actors in Myanmar
- Very good understanding of waste-as-resource solutions in Myanmar and existing challenges, start up and investors landscape
- Excellent English and Myanmar language skills.

## **1.2 Project Manager for Innovation Challenge**

The project manager will be responsible for providing content and quality assurance, leading the design and execution of Innovation Challenge.

- Master's degree in business administration, sustainability development, or related field
- Minimum 7 years of increasingly senior roles in delivering competitions on innovations in Myanmar; experience in circular economy strategies and crisis settings an advantage
- Experience in providing coaching/mentorship support on a variety of topics in sustainability including technical and functional aspects of innovation ideas; experience in supporting women and young people in Myanmar an advantage
- Excellent understanding of impact investing, gender equality, entrepreneurship, and economic dynamics and actors in Myanmar
- Ability to think out of the box to influence behavioral change and perception while maintaining strong focus on community impact.

## **1.3 IEC, Learning and Engagement specialist**

The specialist will be responsible for providing content (print, online, and multimedia format) and quality assurance, and execution of all activities related to communications and IEC for all 4 outputs. For innovation challenge, the specialist will be responsible for overseeing the design and structure of generic and tailored coaching (Bilingual) in every round and ensuring they are coherent, and in determining a balanced line-up from its network of in-house experts and external specialists.

- Master's degree in communications, social science, or related field
- Minimum 7 years of experience in designing IEC and communication strategy for a wide range of audiences and their effective execution; experience in post-crisis settings a plus
- Community awareness, appreciation and strong engagement skills with diverse stakeholders
- Highly developed innovative problem-solving ability
- Adept at communicating with partners and senior executives, both written and verbally.
- Proficient in use of interactive communication tools using technology as a platform to deliver messages and content
- Experience in utilizing data for creative communication an advantage
- Strong interpersonal, writing and oral presentation skills in English; Myanmar fluency an advantage.

## **1.4 Events Management and Coordination specialist**

The Events Management and Coordination specialist is responsible for overseeing the planning, coordination, delivery of events including high level and technical workshops for garment industry firms, training of trainers and awareness raising for communities/households, including post assessments. The officer will also ensure successful delivery of Innovation Challenge events (i.e., launching and final, breakout sessions).

- Bachelor's degree and/or comparable experience in the fields of business administration, events management, or related field
- Minimum of 7 years of demonstrated experience in field operations and events management; preferably, experience in organizing events in crisis settings
- Problem solver and solutions oriented, with strong conflict resolution and networking skills
- Very good multi-stakeholder understanding with strong focus on rural enterprise development and private sector. Experience of working with UN agencies an advantage
- Ability to establish priorities and to plan, coordinate and monitor events activities
- Ability to work independently and proactively as a team member with minimum day-to-day oversight
- Strong interpersonal, writing and oral presentation skills in Myanmar; English fluency is required.

### **1.5 Project Management associate**

The project management associate is responsible for providing management, administration, monitoring and communications support.

- Bachelor's degree and/or comparable experience in the fields of administration, international relations, communications, or related field
- Minimum of 5 years of relevant experience
- Computer literacy and competency in use of Microsoft Office software and web-based/ videoconferencing facilities
- Resourceful with strong innovative problem-solving skills
- Experience in supporting activities related to impact investment, women and green business development in Myanmar an advantage
- Ability to organize regular collaboration, learning, advocacy and communication events
- Ability to establish priorities and to plan, coordinate and monitor activities
- Ability to work as a team member with minimum day-to-day oversight
- Ability to provide administration and management support
- Strong interpersonal, writing and oral presentation skills in Myanmar; English fluency is required.

## **2 Roster of Resource Persons (national experts)**

Resource persons (subject matter specialists and well-known in their fields) must have demonstrated experience in circular economy and other principles of resource efficiency, business/economic, and other functional aspects of innovation development. For Innovation Challenge, resource persons engaged as mentors/coaches are responsible for providing tailored and adaptive guidance and mentoring to participants.

- Bachelor's degree in economics, business management, financial management, engineering or related field; Master's degree preferred
- Minimum 10 years of experience in mentorship and coaching support to different groups in a structured environment and in delivering them in a manner that effectively improves one's intuitive understanding; experience in post-crisis settings a plus
- Ability to foster motivation and promote creativity while maintaining a strong focus on impact and innovation ideas at hand
- Experience training and coaching community-based and self-organized groups; experience in mentoring young people and women a plus
- Strong interpersonal, writing and oral presentation skills in Myanmar; English fluency is required.

## **G. PAYMENT SCHEDULE**

Payment for contracted organization will be made upon certification of work accomplished and delivered by the contracted organization. The payment instalments will be as follows:

Deliverable No.	Description of deliverables	Timeline	Payment
1	Upon satisfactory submission of <ul style="list-style-type: none"> <li>Inception report, including Implementation Plan for Innovation Challenge</li> </ul>	3 weeks from the start of the assignment	20%
2	Upon satisfactory submission of <ul style="list-style-type: none"> <li>First bulletin on implementation progress of Innovation Challenge and corresponding online/web content (bilingual)</li> </ul>	7 weeks from the start of the assignment	20%
3	Upon satisfactory submission of <ul style="list-style-type: none"> <li>Second/Final progress bulletin of Innovation Challenge and updated online/web content (bilingual)</li> <li>An Innovation Challenge Documentation in multimedia format</li> </ul>	24 weeks from the start of the assignment	20%
4	Upon satisfactory delivery of <ul style="list-style-type: none"> <li>One high-level/visioning workshop on circular economy for 30–40 senior management representatives of garment firms</li> <li>Three deep-dive workshops on circular economy for 50–60 technical representatives of garment firms</li> <li>Coaching program for one garment firm including guided site visit</li> </ul>	28 weeks from the start of the assignment	20%
5	Upon satisfactory submission/ delivery of <ul style="list-style-type: none"> <li>IEC materials for communities and dissemination of the same for 150–200 households</li> <li>Two training of trainers for 10–20 social mobilizers</li> </ul>	30 weeks from the start of the assignment April 2022	10%
6	Upon satisfactory submission of <ul style="list-style-type: none"> <li>Two awareness raising events on domestic waste management at community level</li> <li>An ex-post/completion report with recommendations to UNDP, including</li> </ul>	32 weeks from the start of the assignment	10%

	communications materials from the field, such as high-quality photos and video clips.		
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#### **H. RECOMMENDED PRESENTATION OF OFFER**

Interested firms are requested to submit technical and financial proposals as part of their application. The technical proposal should contain the following information:

Detailed description of the proposed methodology and approach to accomplish the 4 outputs, leading to the completion of TA on Garment;

- 1) Scope of work including specific activities and outputs to be undertaken completing the sets of deliverables;
- 2) Expertise that will constitute the proposed team that will undertake the assignment, together with the team management structure, with clear specification of the roles of individual personnel;
- 3) Work plan including time allocations for major activities;
- 4) COVID-19 and security risk mitigation plan explaining how the service provider will ensure the safety of its staff;
- 5) Visibility for UNDP and relevant donors.

The financial proposal shall contain information on budget management and detailed budget allocation for those tasks that are needed for the assignment. Possible budget heading may include costs for the personnel, materials, travel, per diem, communications, logistics, administration, stationery, equipment rental, administrative overheads, etc. Prize monies for Innovation Challenge are to be excluded.

#### **I. CRITERIA FOR SELECTION OF THE BEST OFFER**

The following criteria shall serve as basis for evaluating offers:

Cumulative Analysis

The award of the contract shall be made to firms whose offer has been evaluated and determined as;

- 1) Responsive/compliant/acceptable, and
- 2) Having received the highest score
  - Technical Criteria weight: 70 %
  - Financial Criteria weight: 30%

Only those firms obtaining a minimum of 70% in the technical evaluation will be considered for the financial evaluation.

#### **Financial Evaluation of Proposals:**

The financial proposals of all the applicants who pass the technical evaluation will be scored.

The maximum 30 points will be allotted to the lowest financial bid, and all other bids shall receive

points in inverse proportion to the lowest fee e.g.  $[30 \text{ Points}] \times [\text{USD lowest}] / [\text{USD other}] = \text{points for other proposer's fees}$ .

The contract shall be awarded to the applicant who receives the highest cumulative score.

## SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

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

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

### Technical Proposal Envelope:

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

### Financial Proposal Envelope

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

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

## FORM A: TECHNICAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

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

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

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

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

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

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

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

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

*[Stamp with official stamp of the Bidder]*



## FORM B: BIDDER INFORMATION FORM

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

## FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

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

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

<b>Name of leading partner</b> (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture      **OR**      ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: \_\_\_\_\_ Name of partner: \_\_\_\_\_

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

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

Name of partner: \_\_\_\_\_ Name of partner: \_\_\_\_\_

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

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

## FORM D: QUALIFICATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

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

### Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

### Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

### Previous Relevant Experience

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

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

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

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

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

## Financial Standing

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

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

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

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

## FORM E: FORMAT OF TECHNICAL PROPOSAL

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

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

### SECTION 1: Expertise of the Firm/Organization

- 1.1 Previous experience designing and innovation challenge in Myanmar
- 1.2 Ongoing partnerships with private sector and/or start up ecosystem players, including bankers, investors and impact investors within and outside of Myanmar
- 1.3 At least 2 previous projects on designing and implementing adaptive capacity building with different groups in the areas of sustainability, circular economy, waste-as-resource solutions, and other areas of sustainability in Myanmar
- 1.4 At least 2 previous projects on designing and organizing high-level and technical workshops for garment firms locally, and community-oriented awareness raising events.

### SECTION 2: Proposed Methodology, Approach and Implementation Plan

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

- 2.1 Context
- 2.2 Methodology
- 2.3 Planning and Delivery

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

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

### SECTION 3: Management Structure and Key Personnel

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

### Format for CV of Proposed Key Personnel

NAME OF PERSONNEL	[INSERT]
POSITION FOR THIS ASSIGNMENT	[INSERT]
NATIONALITY	[INSERT]
LANGUAGE PROFICIENCY	[INSERT]
EDUCATION/ QUALIFICATIONS	[SUMMARIZE COLLEGE/UNIVERSITY AND OTHER SPECIALIZED EDUCATION OF PERSONNEL MEMBER, GIVING NAMES OF SCHOOLS, DATES ATTENDED, AND DEGREES/QUALIFICATIONS OBTAINED.]

	[INSERT]
PROFESSIONAL CERTIFICATIONS	<p><i>[PROVIDE DETAILS OF PROFESSIONAL CERTIFICATIONS RELEVANT TO THE SCOPE OF SERVICES]</i></p> <hr/> <ul style="list-style-type: none"> <li>▪ NAME OF INSTITUTION: [INSERT]</li> <li>▪ DATE OF CERTIFICATION: [INSERT]</li> </ul>
EMPLOYMENT RECORD/ EXPERIENCE	<p><i>[LIST ALL POSITIONS HELD BY PERSONNEL (STARTING WITH PRESENT POSITION, LIST IN REVERSE ORDER), GIVING DATES, NAMES OF EMPLOYING ORGANIZATION, TITLE OF POSITION HELD AND LOCATION OF EMPLOYMENT. FOR EXPERIENCE IN LAST FIVE YEARS, DETAIL THE TYPE OF ACTIVITIES PERFORMED, DEGREE OF RESPONSIBILITIES, LOCATION OF ASSIGNMENTS AND ANY OTHER INFORMATION OR PROFESSIONAL EXPERIENCE CONSIDERED PERTINENT FOR THIS ASSIGNMENT.]</i></p> <hr/> <p>[INSERT]</p>

REFERENCES

*[PROVIDE NAMES, ADDRESSES, PHONE AND EMAIL CONTACT INFORMATION FOR TWO (2) REFERENCES]*

REFERENCE 1:

[INSERT]

REFERENCE 2:

[INSERT]



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

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Signature of Personnel

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Date (Day/Month/Year)

**FORM F: FINANCIAL PROPOSAL SUBMISSION FORM**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

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

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

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

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

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

*[Stamp with official stamp of the Bidder]*

## FORM G: FINANCIAL PROPOSAL FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

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

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

**Currency of the proposal:** [Insert Currency]

**Table 1: Summary of Overall Prices**

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

**Table 2: Breakdown of Professional Fees**

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

**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)				
<b>Subtotal Other Costs:</b>				

**Table 4: Breakdown of Price per Deliverable/Activity**

<b>Deliverable/ Activity description</b>	<b>Time (person days)</b>	<b>Professional Fees</b>	<b>Other Costs</b>	<b>Total</b>
Deliverable 1				
Deliverable 2				
Deliverable 3				
.....				