

**REQUEST FOR PROPOSAL 139-2021**

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| **RFP 139-2021 for rapid assessment of the water-food-energy nexus in North Macedonia** | DATE: November 18, 2021 |
| Project: 00111750 “Macedonia’s Fourth National Communication and Third Biennial Update Report on Climate Change under the UNFCCC” |

Dear Sir / Madam:

We kindly invite you to submit your quotation in mkd, VAT excluded (or USD for international companies) under **RFP 139-2021 for rapid assessment of the water-food-energy nexus in North Macedonia,** as detailed in Annex 1 of this RFP. When preparing your quotation, please be guided by the form attached hereto as Annex 3.

Quotations may be submitted on or before December 1, 2021 by 11:00 local time via dedicated email: [offers.mk@undp.org](mailto:offers.mk@undp.org)

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

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

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

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

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

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

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

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

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

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

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

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : <https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf>

Thank you and we look forward to receiving your Proposal.

Issued by: Tanja Trpevska, MSc

Procurement Official

Date:17 Nov 2021

**Annex 1**

**Description of Requirements**

|  |  |
| --- | --- |
| Context of the Requirement | **Consultancy for rapid assessment of the water-food-energy nexus in North Macedonia** |
| Brief Description of the Required Services | **EXPECTED DELIVERABLES**   1. Detailed methodology and draft outline of the assessment (Dec 22, 2021) 2. Draft nexus report (March 1, 2022) 3. Final report (by March 30, 2022) |
| List and Description of Expected Outputs to be Delivered | As per TOR (Annex 3) |
| Person to Supervise the Work/Performance of the Service Provider | UNDP Project Manager |
| Frequency of Reporting | As per the Terms of Reference |
| Please attach the Required documents | **Required documents for submission:**   * Company registration document (Tekovna sostojba for local Bidders) * Company profile * List of relevant projects along with contact details for reference checking purposes (please indicate the e-mail addresses or telephone numbers of contact persons) * CVs of experts reflecting relevant experience, as per requirement in the TOR. Pls fill in the **Table (Annex 2A, Table 2B)** * **Clear Presentation of the methodology** and the work plan by describing all the steps leading towards the completion of the assignment. * **Financial offer** presented per Deliverables (in a password protected file)   .Financial offer expressed in USD for international or in MKD for national companies, VAT expressed separately (please note that if the financial offer is expressed in currency other than USD, it will be converted in USD according to the UNDP official exchange rate for USD). The company shall provide detailed breakdown of the costs per deliverables. |
| Manner of submission of the proposal: Electronically | Documents to be submitted to dedicated e-mail: [offers.mk@undp.org](mailto:offers.mk@undp.org)  **SUBJECT: MKD RFP 139-2021 for Water, food , energy nexus - name of Bidder**  Format: PDF files  **All files must be in PDF and free of viruses and not corrupted.**  **Technical and Financial OFFER must be separately uploaded.**  **Max. size of uploaded files (per document) must not exceed: 30 MB**  **All submitted files should be in the following format:**  **Companyname\_nameofthefile.pdf (or .docx)**  **ONLY FINANCIAL offer will be submitted as PDF “password protected file”, DIGITALLY signed and** or signed and scanned in the .pdf format.  **Password for Financial OFFER SHALL be provided to UNDP ONLY if requested**  **(Password protection of a PDF document can be done using Adobe Reader. Open the PDF and choose Tools > Protect > Encrypt > Encrypt with Password)** |
| Location of work | Exact Address/es [pls. specify]  **as in TOR** |
| Expected duration of work | 10 December 2021 – 30 March 2022 |
| Target start date | **10 December 2021** |
| Latest completion date | **30March 2022** |
| Travels Expected | As per TOR |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | **Required**  Not Required |
| Currency of Proposal | United States Dollars for foreign Bidders  Euro  Local Currency – MKD |
| Value Added Tax on Price Proposal | must be inclusive of VAT and other applicable indirect taxes  **must be exclusive of VAT and other applicable indirect taxes** |
| Validity Period of Proposals *(Counting for the last day of submission of quotes)* | 60 days  90 days  **120 days**  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal. |
| Partial Quotes | **Not permitted**  Permitted |
| Payment Terms | as per TOR |
| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | **UNDP Project Manager** |
| Type of Contract to be Signed | Purchase Order  minime Contract  Contract for professional services  Long-Term Agreement *(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)*  Other Type of Contract *[pls. specify]* |
| Criteria for Contract Award | Lowest Price Quote among technically responsive offers  **Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)**  Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal. |
| Criteria for the Assessment of Proposal | **Technical Proposal (70%)**  Expertise of the Firm - 140 points  Methodology, its Appropriateness to the Condition and Timeliness of the Implementation Plan - 200 points  Qualification of Key Personnel - 360 points  **Financial Proposal (30%)**  To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP. |
| UNDP will award the contract to: | **One and only one Service Provider**  One or more Service Providers, depending on the following factors: |
| Contract General Terms and Conditions[[1]](#footnote-2) | Applicable Terms and Conditions are available at:  <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>  for contract for professional services:  <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |
| Annexes to this RFP | **Description of Requirements (Annex 1)**  **Form for Submission of Proposal (Annex 2 tables to fill in 2A, 2B, 2C)**  **Detailed TOR (Annex 3)**  **Technical Evaluation criteria (Annex 4)** |
| Contact Person for Inquiries  (Written inquiries only)[[2]](#footnote-3) | *procurement.mk@undp.org*    Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. |

**Annex 2**

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

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[3]](#footnote-4))***

Skopje, DATE

To: UNDP Procurement Unit

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the **RFP 139-2021** **Consultancy for rapid assessment of the water-food-energy nexus in North Macedonia** dated \_\_\_\_\_\_\_\_ and all its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

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

1. *The Service Provider must demonstrate the relevant experience.*
2. *Quality assurance procedures and risk mitigation measures.*
3. *The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP. The technical proposal must highlight the prior experience of the bidder in the area subject of procurement. Bidders shall include a list of prior relevant projects and information on the scope, clients and date of implementation/duration.*
4. **Methodology and approach**

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| --- |
| *The Service Provider must describe how it will address/deliver the demands of the RFP; 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.*  *- A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.*  *- The methodology shall also include details of the Bidder’s internal technical and quality assurance review mechanisms.*  *- Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.*  *- Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.*  *- Demonstrate how you plan to integrate sustainability measures in the execution of the contract.*  *- Any other comments or information regarding the project approach and methodology that will be adopted.* |

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

*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.*

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

1. *Names and qualifications of the experts that will perform the services under this TOR*
2. *CVs reflecting their relevant experience as per the TOR requirements.*
3. *Availability Confirmation Statement*

***Annex 2A***

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

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

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

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

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

(as in your ID document)

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

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

**Table 2 B- List of relevant projects:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous relevant Company experience: (as required in TOR)** | | | | |
| **Name of previous relevant projects** | **Client & Reference Contact Details including e-mail** | **Contract Value** | **Period of activity** | **Types of activities undertaken** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| ………… |  |  |  |  |
| **List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project;** | | | | |
| **Name of ongoing Projects** | **Contact Details including e-mail** | **Contract Value** | **Current completion ratio of each ongoing project** | |
| …. |  |  |  |  |
|  |  |  |  |  |

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| **Relevant Expert/s experience:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Expert** | **University degree** | **Experience (in years)**  **in line with CV credentials** | **Reflect only the Relevant experience as required in TOR (relevant projects..)** |
| *1* |  |  |  |
|  |
|  |
| *….* |
| *….* |
| **Name of the Expert** | **University degree** | **Experience (in years)**  **in line with CV credentials** | **Reflect only the Relevant experience as required in TOR (ex. relevant projects..)** |
| *2…*  *….* |  |  | *1,* |
| *2.* |
| *3.* |
| *….* |
| *….* |

**TABLE 2 C: Detailed Financial Offer to Supply Services Compliant with TOR**

To: UNDP

Dear Sir/Madam:

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to deliver consultancy services in conformity with **RFP 139-2021 for Consultancy for rapid assessment of the water-food-energy nexus in North Macedonia** in the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MKD, VAT excluded.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Deliverables**  ***[list them as referred to in the RFP]*** | **Percentage of Total Price *(Weight for payment)*** | **Price**  ***(Lump Sum, All Inclusive)*** |
| 1 | **Detailed methodology and draft outline of the assessment** |  |  |
| 2 | **Draft report** |  |  |
| 3 | **Final Report** |  |  |
|  | **Total** | 100% |  |

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

***Cost breakdown -This is only an Example***

**Summary of Overall Prices**

|  |  |
| --- | --- |
|  | **Amount(s)** |
| **Professional Fees** |  |
| **Other Costs** (Travel, communications, equipment lease, printing Daily Allowance, other costs…) |  |
| **Total Amount of Financial Proposal** |  |

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

*[Designation]*

*[Date]*

**ANNEX III**

**Terms of reference**

**For rapid assessment of the water-food-energy nexus in North Macedonia**

**Project number & title:** 00111750 “Macedonia’s Fourth National Communication and Third Biennial Update Report on Climate Change under the UNFCCC”

**Expected duration:** 9 Dec 2021 – Mar 30, 2022

**I. BACKGROUND**

UNDP and the Ministry of Environment and Physical Planning (MoEPP) are implementing the project “Macedonia’s Fourth National Communication and Third Biennial Update Report on Climate Change under the UNFCCC” (4th NC/3rd BUR)”. The immediate objective of the project is to assist the country in the preparation and submission of its Fourth National Communication and Third Biennial Update Report on Climate Change to the Conference of the Parties to the United Nations Framework Convention on Climate Change (UNFCCC). Research commissioned under the project has generated data and analysis of climate change impact on key sectors, including water, agriculture, and energy, that are relevant to the water-food-energy nexus.

Scenarios for the Republic of North Macedonia indicate increased frequency and intensity of extreme climate events and put on the frontline new min/max values of both temperature and precipitation. The enhanced Nationally Determined Contributions (adopted in April 2021) build upon both energy and non-energy climate actions and can reduce GHG emission by up to 82% by 2040 compared to 1990 levels. More than 50% of these reductions are dependent on energy efficiency measures and are corelated with the nationally adopted standards that are developed by national institutions (such as the National Hydrometeorological Institute and the Bureau for Standardization) based on current climate parameters. Food production is closely related to water availability. Growing competition among different sectors for scarce water resources presents an increasing challenge to the security of people, nature and the economy, highlighting the necessity of using integrated Water-Energy-Food Nexus approach in development and implementation of climate policies. There is a need to better understand how government policies and measures and public and private investment may affect trends in competing demands for water, both for better and for worse.

Therefore, UNDP is seeking to contract a Company/Organization/Agency that will compile and analyze findings related to the water-food-energy nexus in a way that will support Nexus-oriented policy-making related to climate action.

**II. SCOPE OF WORK**

The overall objective of this assignment is to carry out a rapid assessment of the water-food-energy nexus in the context of climate change impact in the Republic of North Macedonia. This rapid assessment should include identification of the specific intersectoral issues in the country, the determination of priority issues to be addressed, and the development of recommendations regarding possible solutions to ensure water and food security, and sustainable agriculture and energy production. Selected company shall be closely supported by national institutions & consultants, already engaged within the project.

The *scope* of data to be considered includes the general policy and regulatory environment, climate historical data and scenarios, governance and data related to water demand from sectors such as agriculture, energy, and other economic activities that involve water use (industrial and commercial).

**III. TASKS AND RESPONSIBILITIES**

Under the supervision of the Project Manager and in close cooperation with the UNFCCC focal point, the contractor is expected to conduct the following tasks:

* Review relevant national legal and strategic documents ([3rd BUR](https://klimatskipromeni.mk/article/28#/index/main), [Climate Extreme Scenarios](https://klimatskipromeni.mk/article/32#/index/main), [latest strategic and regulatory frameworks](https://klimatskipromeni.mk/article/248#/index/main), enhanced NDC, Long-[term](https://klimatskipromeni.mk/data/rest/file/download/61ae4e7b2a98595427e5ab19a736414084e75ba743df2165f80dba996a82eb62.pdf) Strategy on Climate Action, [Agriculture vulnerability and adaptation assessment](https://drive.google.com/file/d/15fQcjBeqgYW2ygDpZF8rlgcKpAw7wJc8/view), [Strategy for Energy Development in RNM until 2040,](https://klimatskipromeni.mk/data/rest/file/download/4a5343d50dc1080836144142d925d9f80d71a5545a86b6a9a68218f5cb3cc179.pdf)  [Water Strategy,](http://www.moepp.gov.mk/wp-content/uploads/2014/12/MACEDONIAN-WATER-STRATEGY-FINAL-DRAFT-VERSION_10092011_EN.pdf) [Action plan for REN by 2030](https://www.economy.gov.mk/Upload/Documents/94b041280dbe4ae6870f6450e30de0a2.pdf), [National Strategy for Agriculture and Rural Development 2021-2027](http://www.mzsv.gov.mk/CMS/Upload/docs/ns_16_2021.pdf))
* Review the status, current practices, governance and stakeholders related to water use in sectors described above (climate change, agriculture, energy);
* Identify expected demands, trends and drivers on water resources;
* Use nexus approach to assess interactions, trends and potential conflicts in Water-Food-Energy equation for the country;
* Identify and assess potential areas of conflict, including economic implications for different sectors;
* Propose most appropriate technical, effective governance and policy interventions in terms of optimal use of scarce water resources and their efficient use for drinking/sanitation and electricity/food productivity;
* Compare different interventions, based on how efficiently they make use of water, energy, food/ land, employment and financial capital.
* Propose solutions in the form of recommendations for policy-makers that enhance synergies between water availability, energy generation and food production, while managing trade-offs, and prevent potential conflicts;
* Present the research above in a **Water-Food-Energy Nexus Assessment Report** and a **Briefing Paper** summarizing key findings and recommendations;
* Present findings and recommendations in two **webinars** for key stakeholders in the Republic of North Macedonia and the Western Balkans.

**IV. EXPECTED DELIVERABLES**

1. Detailed methodology and draft outline of the assessment (Dec 22, 2021)
2. Draft nexus report (March 1, 2022)
3. Final report (by March 30, 2022)

**V. CONTRACTOR QUALIFICATIONS**

**Company**:  
The Contractor shall have extensive expertise in undertaking similar research:

* Relevant international experience in consultancy/analysis/research relevant to the water-food-energy nexus (Include company profile with reference list of work and projects)
* At least two projects related to application of water-food-energy nexus taking into consideration climate change.

**Proposed team members:**

The scope of work requires a team of skilled professionals with previous experience in similar projects/assignments. The applicant shall offer a team of three experts, one of them assigned as team leader. CVs of the proposed team members shall be submitted, clearly stating their position, relevance the areas that they will cover, and their qualifications for the assignment. The candidates should fulfill the following criteria:

|  |  |
| --- | --- |
| Team members | Qualification requirements |
| **Nexus Specialist** | \*Minimum university degree in the relevant field (natural sciences, social sciences, environmental/energy/hydrological engineering, agronomy, environmental/climate policy, or another degree relevant to the work).  \*At least 3 years of professional experience (5 years if proposed as Team Leader) in analysis/research relevant to the water-food-energy nexus, including research on vulnerability and adaptation.  \*Minimum 2 projects relevant to the water-food-energy nexus; |
| **Economist** | \*Minimum university degree in the relevant field (economics, environmental/climate policy analysis, or another degree relevant to the work);  \*At least 3 years of professional experience (5 years if proposed as Team Leader) in analysis/research relevant to water and/or energy demand, including applied research on vulnerability and adaptation;  \*Minimum 2 projects relevant to the water-food-energy nexus. |
| **Climate Change Specialist** | \*Minimum university degree in the relevant field (natural sciences, social sciences, environmental/energy/hydrological engineering, agronomy, environmental/climate policy, or another degree relevant to the work).  \*At least 3 years of professional experience (5 years if proposed as Team Leader) in analysis/research relevant to the water-food-energy nexus, including water sector data and analysis.  \*Minimum 2 projects relevant to the water-food-energy nexus. |

**Required documents for submission:**

1. Profile of Company/Institute, with reference list of minimum two relevant projects and client contacts for reference check indicating the e-mail addresses or fax numbers for contact persons;
2. Proposed methodology for assessing the water-food-energy nexus;
3. CVs of experts indicating relevant projects and relevant experience as per the table above. **The team of experts must also demonstrate the mandatory areas of expertise specified above in the** CVs of the proposed team members;
4. **Summary Table** with specific columns with brief information on the role/area covered by the expert, the key qualifications of the expert for this assignment, the relevant professional experience for the assignment (projects/duration/specific role)
5. Clear Presentation of the methodology and the work plan by describing all the steps leading towards the completion of the assignment.
6. Financial offer expressed in USD, VAT expressed separately (please note that if the financial offer is expressed in currency other than USD, it will be converted in USD according to the UNDP official exchange rate for USD). The company shall provide detailed breakdown of the costs per deliverables.

**VII: TERMS OF SERVICES**

* *Timeframe*

Assignment shall be completed by Mar 30, 2022. The start of the work is expected by mid December 2021, after signing the contract.

* *Reporting*

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

* *Communication*

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

* *Logistical support*

The contractor shall be responsible for provision of all effective and efficient logistical support for all previously mentioned tasks/duties/responsibilities.

* *Travel:*

No travel is expected.

* *Payments schedule*

The payment for the service will be executed upon approval of the deliverables, in three installments based on the following milestones:

* Adopted methodology and draft outline of the assessment (Dec 22, 2021)
* Draft nexus report (March 1, 2022)
* Final report (by March 30, 2022)

# 

A**nnex 4**

**EVALUATION METHOD:**

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

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

Only applicants obtaining a minimum of 490 points in the Technical Evaluation would be considered for the Financial Evaluation. The cumulative score will determine the contract award.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Summary of Technical Proposal Evaluation Forms | | Score Weight | Points Obtainable | Company / Other Entity | | | | |
| A | B | C | D | E |
| 1. | Experience/Expertise of the Company submitting Proposal |  | 140 |  |  |  |  |  |
| 2. | Proposed Methodology including Work Plan |  | 200 |  |  |  |  |  |
| 3. | Personnel (CVs) |  | 360 |  |  |  |  |  |
|  | **Total** | | **700** |  |  |  |  |  |

**Technical Evaluation**

|  |  |  |
| --- | --- | --- |
| ***Criteria***  ***Technical Evaluation (70%)*** | **Total points**  **Max 700** | **Score** |
| ***Company profile and relevant experience*** | ***140 pts*** |  |
| Relevant international experience in consultancy/analysis/research relevant to the water-food-energy nexus (Include company profile with reference list of work and projects) | *1-2y = 49 pts; 3-5y = 60 pts; 6y+ = 70 pts* |  |
| At least two projects related to application of water-food-energy nexus taking into consideration climate change | *2pr = 49 pts; 3pr = 55 pts; 4pr = 60 pts; 5-6pr = 65 pts; 7+pr = 70 pts* |  |
| ***Proposed methodology and a work plan*** | ***Up to 200 pts*** |  |
| Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another? | 50 |  |
| Description of the Offeror’s approach and methodology for meeting or exceeding the requirements of the Terms of Reference | 100 |  |
| Details on how the different service elements shall be organized, controlled and delivered | 50 |  |
| ***Qualifications of proposed team members*** | ***360 pts*** |  |
| **Nexus Specialist** | *120 pts* |  |
| Minimum university degree in the relevant field (natural sciences, social sciences, environmental/energy/hydrological engineering, agronomy, environmental/climate policy, or another degree relevant to the work) | *BSc = 21 pts; MSc = 25 pts; PhD = 30 pts* |  |
| At least 3 years of professional experience (5 years if proposed as Team Leader) in analysis/research relevant to the water-food-energy nexus, including research on vulnerability and adaptation | *3y = 28 pts; 4-6y = 32 pts; 7-9y = 36 pts; 10+y = 40 pts* |  |
| Minimum 2 projects relevant to the water-food-energy nexus; | *2pr = 35 pts; 3-4pr = 40 pts; 5-6pr = 45 pts; 7+pr = 50 pts* |  |
| **Economist** | *120 pts* |  |
| Minimum university degree in the relevant field (economics, environmental/climate policy analysis, or another degree relevant to the work); | *BSc = 21 pts; MSc = 25 pts; PhD = 30 pts* |  |
| At least 3 years of professional experience (5 years if proposed as Team Leader) in analysis/research relevant to water and/or energy demand, including applied research on vulnerability and adaptation | *3y = 28 pts; 4-6y = 32 pts; 7-9y = 36 pts; 10+y = 40 pts* |  |
| Minimum 2 projects relevant to the water-food-energy nexus. | *2pr = 35 pts; 3-4pr = 40 pts; 5-6pr = 45 pts; 7+pr = 50 pts* |  |
| **Climate Change Specialist** |  |  |
| Minimum university degree in the relevant field (natural sciences, social sciences, environmental/energy/hydrological engineering, agronomy, environmental/climate policy, or another degree relevant to the work). | *BSc = 21 pts; MSc = 25 pts; PhD = 30 pts* |  |
| At least 3 years of professional experience (5 years if proposed as Team Leader) in analysis/research relevant to the water-food-energy nexus, including water sector data and analysis | *3y = 28 pts; 4-6y = 32 pts; 7-9y = 36 pts; 10+y = 40 pts* |  |
| Minimum 2 projects relevant to the water-food-energy nexus. | *2pr = 35 pts; 3-4pr = 40 pts; 5-6pr = 45 pts; 7+pr = 50 pts* |  |
| ***TOTAL*** | ***700*** |  |

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

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

Lowest Bid

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

Proposed Bid

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

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

1. *Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.*  [↑](#footnote-ref-2)
2. *This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.* [↑](#footnote-ref-3)
3. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-4)