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# REQUEST FOR PROPOSAL

## **Develop Technical Guidelines for Rational Use of Kigali City Wetlands Towards to The Sustainable Development In Rwanda**

RFP No.: PAP3543/2021

Project: Rome Center for Sustainable Development

Country: Rwanda

Issued on: 19 November 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

**IMPORTANT NOTE: The amount of the Financial Offer MUST NOT be mentioned anywhere in the submitted documents or eTendering system. Financial proposal should be password protected and password should be provided only when requested by UNDP. Failure in compliance with the mentioned condition shall result in rejection of the offer.**

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 [ali.salam@undp.org](mailto:ali.salam@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: Ali Salam  
Title: Procurement Analyst  
Date: November 19, 2021

Approved by:



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Name: Musonda X Mamba  
Title: Director, RCSD  
Date: November 19, 2021

## Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
Introduction	<p>1.1. 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>1.2. 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>1.3. 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>
Fraud & Corruption, Gifts and Hospitality	<p>1.4. 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>1.5. 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>1.6. 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>1.7. All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <a href="https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf">https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf</a></p>
Eligibility	<p>1.8. 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>1.9. 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>

Conflict of Interests	<p>1.10. 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>1.11. 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>1.12. 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>1.13. 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>
<b>B. PREPARATION OF PROPOSALS</b>	
General Considerations	<p>1.14. 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>1.15. 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>
Cost of Preparation of Proposal	<p>1.16. 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>
Language	<p>1.17. 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>
Documents Comprising	<p>1.18. The Proposal shall comprise of the following documents:</p>

<b>the Proposal</b>	<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>
<b>Documents Establishing the Eligibility and Qualifications of the Bidder</b>	1.19. 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.
<b>Technical Proposal Format and Content</b>	<p>1.20. The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>1.21. 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>1.22. 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>1.23. 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>
<b>Financial Proposals</b>	<p>1.24. 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>1.25. 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>1.26. Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<b>Proposal Security</b>	<p>1.27. 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>1.28. 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>1.29. 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>1.30. 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>1.31. 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>1.32. 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>
<b>Currencies</b>	<p>1.33. 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>
<b>Joint Venture, Consortium or Association</b>	<p>1.34. 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>1.35. 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>1.36. 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>1.37. 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>1.38. 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>1.39. 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>1.40. JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not</p>



	be available within one firm.
<b>Only One Proposal</b>	<p>1.41. 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>1.42. 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>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this RFP; or</li> <li>d) 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>e) 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>f) 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>
<b>Proposal Validity Period</b>	<p>1.43. 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>1.44. 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>
<b>Extension of Proposal Validity Period</b>	<p>1.45. 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>1.46. If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>1.47. 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>
<b>Clarification of Proposal</b>	<p>1.48. 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>1.49. UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>1.50. 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>
<b>Amendment of Proposals</b>	<p>1.51. 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</p>

	<p>RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>1.52. 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.</p>
<b>Alternative Proposals</b>	<p>1.53. 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>1.54. If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
<b>Pre-Bid Conference</b>	<p>1.55. 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.</p>
<b>C. SUBMISSION AND OPENING OF PROPOSALS</b>	
<b>Submission</b>	<p>1.56. 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>1.57. 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>1.58. 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>1.59. 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>

<p><b>Email Submission</b></p>	<p>iii. Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the BDS.</p> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>1.60. Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</li> <li>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.</li> <li>c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</li> </ul>
<p><b>eTendering submission</b></p>	<p>1.61. Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</li> <li>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</li> <li>d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</li> <li>c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.</li> <li>d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link:  <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a></li> </ul>
<p><b>Deadline for Submission of Proposals and Late Proposals</b></p>	<p>1.62. Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>1.63. UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p><b>Withdrawal, Substitution, and Modification of</b></p>	<p>1.64. A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>1.65. Manual and Email submissions: A bidder may withdraw, substitute or modify its</p>

Proposals	<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>1.66. 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>1.67. 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>
Proposal Opening	<p>1.68. 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>	
Confidentiality	<p>1.69. 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>1.70. 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>
Evaluation of Proposals	<p>1.71. 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>1.72. 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>
Preliminary Examination	<p>1.73. 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>
Evaluation of Eligibility and Qualification	<p>1.74. Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>1.75. 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>b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>c) 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>d) They are able to comply fully with UNDP General Terms and Conditions of Contract;</li> <li>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>f) They have a record of timely and satisfactory performance with their clients.</li> </ul>
Evaluation of Technical and Financial Proposals	<p>1.76. 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>1.77. 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>1.78. 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>1.79. 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>
Due Diligence	<p>1.80. UNDP reserves the right to undertake a due diligence exercise, also called post</p>

	<p>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>
<b>Clarification of Proposals</b>	<p>1.81. 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>1.82. 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>1.83. 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>
<b>Responsiveness of Proposal</b>	<p>1.84. 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>1.85. 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>
<b>Nonconformities, Repairable Errors and Omissions</b>	<p>1.86. 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>1.87. 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>1.88. 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 of UNDP there is an obvious misplacement of the decimal point in the unit</li> </ul>

	<p>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>1.89. 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>	
<b>Right to Accept, Reject, Any or All Proposals</b>	1.90. 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.
<b>Award Criteria</b>	1.91. 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.
<b>Debriefing</b>	1.92. 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.
<b>Right to Vary Requirements at the Time of Award</b>	1.93. 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.
<b>Contract Signature</b>	1.94. 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.
<b>Contract Type and General Terms and Conditions</b>	1.95. 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>
<b>Performance Security</b>	1.96. 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.
<b>Bank Guarantee for</b>	1.97. 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

<b>Advanced Payment</b>	<p>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></p>
<b>Liquidated Damages</b>	<p>1.98. If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.</p>
<b>Payment Provisions</b>	<p>1.99. 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.</p>
<b>Vendor Protest</b>	<p>1.100. 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></p>
<b>Other Provisions</b>	<p>1.101. 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>1.102. 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>1.103. 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	<p>Will not be conducted</p> <p>Please send any inquires to the UNDP focal point for the procurement notice: Mr. Ali Salam, Procurement Analyst E-mail: <a href="mailto:ali.salam@undp.org">ali.salam@undp.org</a></p> <p>Answers to those inquires will be posted in UNDP eTendering portal</p>
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	<p>Will be imposed as follows:</p> <p>Percentage of contract price per day of delay: 0.05%</p> <p>Max. number of days of delay 10 working days, after which UNDP may terminate the contract.</p>
9	40	Performance Security	Not Required

10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	3 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Mr. Ali Salam, Procurement Analyst Address: UNDP BPPS E-mail address: <a href="mailto:ali.salam@undp.org">ali.salam@undp.org</a>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the website:  <a href="https://procurement-notice.undp.org/">https://procurement-notice.undp.org/</a>
14	23	Deadline for Submission	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	<input checked="" type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	<a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> BU (Business Unit) Code: UNDP1 Event ID Number: RFP-PAP3543/2021
16	22	Electronic submission (eTendering) requirements	<ul style="list-style-type: none"> <li>Format: PDF files and excel sheets only</li> <li>File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>All files must be free of viruses and not corrupted.</li> <li><b>Password</b> for financial proposal <b>must NOT</b> be provided to UNDP until requested by UNDP</li> <li>If you are uploading a large number of files (ex. 15 or more), please zip the files into a ZIP folder and upload the folder instead of each file individually. You can upload several ZIP folders, but if you do this, please note that the total size of each ZIP folder uploaded cannot exceed 50MB.</li> </ul>
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70%.</p> <p><b>IMPORTANT NOTE:</b> The amount of the Financial Offer <b>MUST NOT</b> be mentioned anywhere in the submitted documents or eTendering</p>

			system. Financial proposal should be password protected and password should be provided only when requested by UNDP. Failure in compliance with the mentioned condition shall result in rejection of the offer.
18		Expected date for commencement of Contract	<i>Late Dec 2021</i>
19		Maximum expected duration of contract	6 Months
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP  <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	N/A

## 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

### 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. <ul style="list-style-type: none"><li>• Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation.</li><li>• Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country.</li></ul>	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

QUALIFICATION		
<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 2 contracts of similar value, nature and complexity implemented over the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
<b>Financial Standing</b>	Minimum average annual turnover of USD75,000.00 for the last 3 years. (2018-2019-2020). Bidder must submit audited financial statement for last 3 years including the audit report for evaluation purposes.  <b>Note:</b> Additionally, UNDP may request other financial documents such as Credit Line Facility, Bank Statements etc. in order to see the bidders' financial soundness (if required). <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
	UNDP shall verify the financial capacity of the bidder and has the authority to seek references from concerned parties & banks on the bidder' financial standing. UNDP had the right to reject any bid if submitted by a contractor whom investigation leads to a result that he is not Financially capable and/ or had serious financial problems.	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.

## Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	250
3.	Management Structure and Key Personnel	450
	<b>Total</b>	<b>1000</b>

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Overall organizational capability which has a direct impact upon implementation of the Project (includes Management structure, Management Arrangement, Capacity, and Reporting lines) - Operational capacity in handling similar/complex projects, including ability to conduct field-based activities – 30 points). - Minimum three projects successfully handled – 30 points (10 points each project)	60
1.2	General Organizational Capability which is likely to affect implementation: - Financial stability and Project financing capacity (Max 30 points: Each financial statement carries 10 points) - Size of the firm. (Max 15 Points: Small 5 points, Medium 10 points, Large 15 points). - Strength of project management support (15 points) - Project management structure and controls (project's cost and schedule) (40 points) i.e. Finance, HR, Procurement, Operations structure in place	100
1.3	- Experience of the entity in conducting similar services and field. (1 project – 15 points, 2 projects – 30 points, 3-5 projects – 45 points, more than 5 – 65 points). - Submitted recommendations from past customers. (2 recommendations – 10 points; 3 and more recommendations – 20 points). - If any executed projects within Central Africa Region (reference to 1 <sup>st</sup> point within 1.3). (20 points) - If any executed projects within Rwanda (reference to 1 <sup>st</sup> point within 1.3). (10 points)	Max 115
1.4	- What quality assurance procedures will be implemented and how it will be implemented (10 points)	Max 10
1.5	- Risk mitigation measures /Strategies (15 points) please submit the risk mitigation plan	Max 15
<b>Total Section 1</b>		<b>300</b>

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	- Clarity and relevance of the proposed methodology, to the local context and to achieve the Deliverables of the TOR (30 points) - Are different components of the project adequately weighted relative to one another? (25 points) - Clarity of the proposed approach and methodology to achieve the ToR Outputs. (50 points) - Creativity/innovation presented in the overall methodology, and how inter-linkages are created between activities (20 points) - Details on how different service elements shall be organized. (5 points) i.e. implementation Plan - Details on how the different service elements shall be controlled. (5 points) i.e. Project Management plan - Details on how the different service elements shall be delivered. (5 points)	140
2.2	- Realistic and complete work plan which reflects clear and comprehensive understanding of the scope of work in the TOR. Detailed activity list with time-frames (Minimum 5 points, up to 20 points) (Poor 5 Points - Satisfactory 10 Points - Good 15 Points - Excellent 20 Points)	20
2.3	- Quality of the monitoring and evaluation and reporting system proposed (25 points) - How they shall be adopted and used for a specific requirement. (25 points)	50
2.4	- Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic (20 points)	20
2.5	- Effectiveness of partnerships, as part of the project strategy, including: proof of partnership with local grassroots Civil Society Organization(s) or other CSOs or other stakeholders and relevant government institutions, as part of the implementation strategy (10 points) - Clarity about the division of roles and responsibilities between project partners (10 points)	20
<b>Total Section 2</b>		<b>250</b>

Section 3. Management Structure and Key Personnel (The below are proposed team structure, service provider may propose other structure based on actual need, and existing expertise):					Points obtainable
3.1	Team Leader – Environmental Expert with strong background in ecology (CV must be submitted)				65 Points
	General Qualification/ Suitability for the Project			Sub-Score	
	- Have at least a Master’s degree in Environmental Sciences, Environmental Economics, Integrated water resources management;			25	
	- with at least 10 years of experience in wetlands assessments, natural resources management, sustainable Development and GIS;			20	
	- Proven experience in development of sensitive ecosystem management/rehabilitation studies (at least 3 related studies);			15	
	- English language / Fluent Level.			30	
3.2	Team member (Land use expert with strong experience in land related management issues) (CV must be submitted)				60 Points
	General Qualification/ Suitability for the Project			Sub-Score	
	- Have at least a Master’s degree in land use management, GIS and remote sensing			25	
	- 7 years of experience in landscape planning, Environmental planning, environmental engineering, and land valuation;			30	
	- English language / Fluent Level.			5	
3.3	Team member (Civil engineer (sanitation) (CV must be submitted)				55 Points
	General Qualification/ Suitability for the Project			Sub-Score	
	- Have at least a Master’s degree in Civil engineering;			25	
	- 5 years of experience in urban planning and sensitive ecosystem buildings and sanitation;			25	
3.4	Team member (Agriculture Specialist) (CV must be submitted)				75 Points
	General Qualification/ Suitability for the Project			Sub-Score	
	- At least master’s degree in Agriculture Sciences			25	
	- Ten (10) years of experience			20	
	- S/he should have at least five (5) of experience in urban planning;			10	
	- S/he should have conducted three (3) similar services with the same complexity as a Landscape architect;			15	
	- English language / Fluent Level.			5	
3.5	Team member (Hydrologist) (CV must be submitted)				65 Points
	General Qualification/ Suitability for the Project			Sub-Score	
	- At least master’s degree in Hydrology or Water Resources Management			25	
	- Over ten (10) years of relevant experience;			20	
	- S/he should have at least five (5) of experience in urban planning;			15	
3.6	Team member (Architect) (CV must be submitted)				75 Points
	General Qualification/ Suitability for the Project			Sub-Score	
	- Should have a minimum master’s degree in landscape architecture or urban design			25	
	- minimum experience of 6 years;			10	
	- S/he should have conducted three (3) similar services with the same complexity as a Landscape architect;			15	
	- Preference for a staff that is registered in a recognized organ of architects;			5	
	- S/he should have experience of at least 2 previous projects on wetland or waterfront design, and 2 projects which included artwork in public space (preferably sculpture, public art murals).			20	
3.7	Team member (Social Economist Expert) (CV must be submitted)				55 Points
	General Qualification/ Suitability for the Project			Sub-Score	
	- At least Master’s degree in social economy, or Social development;			25	
	- 5 years of experience in information dissemination and stakeholder consultation/engagement, processes development and application, social assessment for land and natural resource as well as gender development projects;			15	
	- extensive experience in facilitating discussions and meetings;			10	
Total Section 3					450 Points

## Section 5. Terms of Reference

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### **Consultancy Services to Develop Technical Guidelines for Rational Use of Kigali City Wetlands Towards To The Sustainable Development In Rwanda**

#### **1. Background and context:**

As beautiful and vital assets, wetlands provide countless economic, social, ecological and environmental benefits that are crucial for human survival. The benefits include water supply, flood and water flow regulation, pollution mitigation, agriculture and fisheries, habitat for flora and fauna including endemic and endangered species, carbon sequestration, climate moderation, wastewater treatment, education and research, recreation and tourism.

The City of Kigali, as a financial and economic hub of Rwanda, is one of the fastest growing cities in the region with an increasing population, contributing 50 per cent of the country's GDP. Based on projection for the city's future population, Kigali's population is expected to grow at 5% between 2012 and 2025 with 2.5 M inhabitants, while from 2025 to 2040, the growth is expected at a rate of 2.5% with 4.3 M inhabitants in 2040. As the country has prioritized urbanization and intends to accelerate its economic growth, this comes with associated pressures on the environment. According to Kigali Outlook (REMA, 2013), urban development and farming activities have caused loss and degradation of natural habitats and subsequent loss of biodiversity. Wetlands are among key hydrological features of Kigali, from 2013 to 2019 wetlands in City of Kigali (CoK) has reduced to 3.4 %, they make up an estimated 10.6% of the land area of the city about 72 km<sup>2</sup>.

The wetlands in CoK are interconnected and they mainly locate in the low-lying valleys and plains of the rivers flowing. Over half the wetlands in the CoK are degraded and the ecosystem services that they previously provided have either been impaired or are no longer delivered; they have been drained to make way for agriculture, buildings and urban infrastructures, as well as extraction of clay for brick making. However, these changes can be reversed through effective and sustainable management through ecological rehabilitation and environmental friendly land use of urban wetlands.

The sustainable urban wetlands planning and management will contribute to the achievement of the 2030 Agenda Sustainable Development Goals (SDGs) within social, environmental, economic and political frameworks through their capacity to provide ecosystem services including water, food, poverty eradication, recreational activities and appropriate green infrastructure. The challenges of mitigating and adapting to climate change while achieving food, water, energy, and health security, and overcoming the unequal burdens of environmental deterioration and biodiversity loss, all rest on a common foundation of living nature.

In this regard, Kigali City wetlands are intended to serve many functions and provide a vast range of ecological, social and economic benefits to urban dwellers and others including:

- Solution providers within an urban and peri-urban context, which can mitigate risks from a changing climate, support food production for a growing population and generate income through tourism and recreation.
- Providing opportunities for both active and passive recreational facilities to meet neighborhood, community, and regional needs;
- Providing contrast to the built environment;
- Providing opportunities to strengthen community identity, improve public health, and foster interactions between citizens and natural environment;
- Providing economic development by creating a desirable public image and robust quality of life;
- Providing flexibility in the use and development of recreational facilities as the City responds to changes in demographics, program needs, and external regulatory requirements;
- Increasing neighborhood resilience to flood and incorporate natural treatment system using plants.
- Sustaining/contributing to livelihood of depended adjacent communities

It is against this background that, the Ministry of Environment and REMA identified the need to conduct a consultancy to develop guidelines for sustainable use of Kigali City wetlands that can be developed into a regulatory instrument to operationalize the relevant provisions of the LAW N°48/2018 OF 13/08/2018 ON ENVIRONMENT determining the modalities of protection, conservation and promotion of environment in Rwanda, the LAW N°49/2018 OF 13/08/2018 determining the use and management of water resources in Rwanda, the Prime Minister's Order No 006/03 of 30/01/2017 drawing up a list of swamp lands, their characteristics and boundaries and determining modalities of their use, development and management as well as the provisions of Kigali Wetlands Master Plan



## 2. Objectives

Develop guidelines for the use of wetlands including key government agencies role and responsibilities in wetland conservation and management, referring to the zoning regulations provided in the City of Kigali wetland master plan. Guidelines need to be prepared along with illustrations explaining the best practices, covering the following but not exhaustively limiting to:

- Economic activities such as agriculture, aquaculture, clay extraction, etc;
- Erecting temporary or permanent structures in the wetlands;
- Infrastructure provision (protection of natural corridors, technical solutions to be used, preferred location, need for impact mitigation);
- Ecosystem restoration after removing buildings and cessation of agriculture or clay, peat or sand extraction;
- Sustainable farming practices and incentives to stimulate organic farming;
- Recommended designs and materials to be used for construction in the wetlands.

The ultimate outcome would to increase awareness of interdependence of nature and people. Humanity depends directly on the output of nature; thus, a sustainable economic system – key to poverty reduction and improving the people's livelihood - builds on and enhances the fabric of life to sustain nature and us (people) into the future.

## 3. Scope of the consultancy work

The zoning land-use matrix of CoK wetlands master plan 2019 would be a good starting point providing the link between the 5 zones (below described), the predominant land use, the zoning regulations (Prohibited, and Conditional) for each wetland and rehabilitation procedures.

*Buffer Zone:* All areas within the 20 m buffer zone as prescribed by Environmental Regulations.

*Rehabilitation Zone:* Wetland currently under other different uses identified for environmental rehabilitation to re-establish a wetland ecosystem.

*Sustainable Exploitation Zone:* Wetland currently under other uses that can be used for a variety of sustainable economic activities under specific conditions to be set in the regulations (sustainable agriculture, forestry, clay exploitation, recreational uses).

*Conservation Zone:* Wetland with existing natural value to be fully conserved.

*Recreational Zone:* Wetland currently under other uses that can be transformed or rehabilitated with a focus on public open spaces, passive and active recreational uses and other sustainable economic activities. Low impact structures may be developed to support the selected uses previous EIA (e.g. bars, kiosks, changing rooms).

The findings of the assignment will cover but no limited the following elements:

- Historical background of Kigali wetlands
- Methodology
- Legislations and institutions framework
- Stakeholders, roles and responsibilities to make sure the guidelines developed are implemented and sustained
- During the analysis the consultancy firm will review information on degradation and pollution for each wetland with the consideration of CoK wetlands master plan zoning
- Hydrological study of Kigali City and its neighborhood (Understanding water footprints of the city)
- Zoning structures and their land use standards (infrastructures, materials, species, etc)
- CoK Wetlands rehabilitation procedures
- Guidelines for the conservation and sustainable use of Kigali city wetlands
- Authorization guidelines and procedures for the development and/or utilization of the wetlands
- Inspiring cases from other countries on each category.

## 4. Tasks

Based on the catchment level the consultancy services will:

- Analyse the current status of all CoK wetlands to determine their ecological health and functions, socio-economic importance; assess the degradation level of all wetland of CoK with the drivers of degradations and identify pollution status of all wetlands of CoK with the sources of pollution; provide decontamination requirements and what is needed to achieve the zoning conditions accordingly to CoK wetlands master plan of 2019. GIS and remote sensing and related tools will be used.
- Propose institutional set up or framework for sustainable management of CoK wetland.

Provide guidelines for the conservation and sustainable use of Kigali city wetlands according to zoning of the wetlands master plan of 2019 with recreation structures and standards, sustainable use possibilities, standards infrastructures materials, cropping species, conservation species (fauna & flora) according to the master plan of CoK wetlands. The guidelines will also propose CoK wetlands rehabilitation procedures accordingly to the zoning category of the City of Kigali wetlands master plan. Guidelines will also provide the detailed illustrations explaining the best practices by referring to the assignment objectives (in 2).

- Develop authorization guidelines and procedures for the development and/or utilization of the wetlands in the City of Kigali and the minimum requirements to get authorization.
- Portraying best practices from different corners of the world on different Zoning and category.

## 5. Methodology

Task of the consultancy firm in the development of guidelines and procedures shall comprise but not limited to the following:

- Undertake documentation about relevant information for the assignment including national plans, strategies, studies, initiatives, etc
- Conduct consultation with stakeholders in urban planning and wetlands protection, conservation and development both in the public and private sector as well as the civil society.
- Conduct Environmental and social safeguard analysis for each guideline including stakeholder engagement and information disclosure;
- Field visits
- Spatial analysis using geo-spatial data including GIS and remote sensing (landsat data)

## 6. Deliverables

- Inception report: 2 weeks from the date of signing the contract;
- Draft final report: 10 weeks from the date of signing the contract;
- Final report: 2 weeks from the date of receiving consolidated comments from the Client (REMA). The draft final copy shall be presented in 3 hard copies and a soft copy version.
- List of stakeholders consulted including local communities, local authorities, experts from related government institutions and local government, private companies involved in wetlands management, urbanisation and other interested and affected people;

## 7. Management and implementation arrangements:

The main UNDP Focal Point will be the assigned by the Rome Center for Sustainable Development (RCSD). Together the RCSD Project team and the Ministry of Environment and REMA will serve as the focal points for providing substantive support to the consultancy team. Assistance will be provided by project team to make any refinements to the work plan of the selected Consultant Firm.

This TOR shall be the basis upon which compliance with assignment requirements and overall quality of services provided by the Consultant Firm will be assessed by UNDP.

- The **Consultancy Team of Consultant Firm** is expected to
  - Have/bring their laptops, and other relevant software/equipment.
  - use their own mobile and personal email address during the consultancy period, including when in-country.
  - make their own travel arrangements to fly in-country and transportation arrangements outside work hours. (For specific roles and responsibilities expected are referred to in section 10)

## 8. Locations and timeframe for the implementation process:

The detailed workplan will be agreed upon between the UNDP and the selected Consultancy Firm. The project team will take place **between December 2021 and June 2022**.

The assignment and final deliverable are expected to be completed no later than **30 June 2022**, with the detail as described in the below table.

## 9. Indicative payment schedule and modalities:

Payments will be made upon acceptance and approval by UNDP of the planned deliverables, based on the following tentative payment schedule:

Terms of Payment		Percentage (%)
(i)	Upon the satisfactory <b>completion and acceptance of “Inception Report”</b> and Presentation	15%
(ii)	Upon the satisfactory <b>completion and acceptance of “Draft final report”</b> and Presentation	45%
(iii)	Upon the satisfactory <b>completion and acceptance of “Final report”</b> and Presentation	40%

### **\*N.B Travel and accommodation:**

*All envisaged travel costs must be included in the financial proposal. This includes all travel within country or outside duty station/ repatriation travel. In general, UNDP does not accept travel costs exceeding those of an economy class ticket.*

*In cases where UNDP arranges and provides travel and/or accommodation due to security and other reasons, it should be noted that these costs will be deducted from the payments to the Consultant Firm.*

*In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon in writing, between UNDP and selected Firms prior to travel and will be reimbursed.*

**The bidder must provide a methodology in his technical offer that show the following (BUT NOT LIMITED TO):**

## 10. Team composition and required competencies:

UNDP seeks to recruit a Consultant Firm with the following profile. The Evaluation team should comprise of experts with high levels of relevant technical expertise, rigorous research and drafting skills. The overall team can comprise of a maximum of 7 key staff. The team must be led by a Team Leader who is an Environmental Expert with strong background in ecology, with technical competence adequate to lead the work. The Consultant Firm is strongly encouraged to have female members.

### 10.1 The selected **Consultant Firm** will have:

- (i) Proven (**minimum 3 years**) technical expertise and experience in conducting similar service.
- (ii) Proven (**minimum 3 years**) technical expertise and experience in undertaking both qualitative and quantitative research, qualitative and quantitative data collection, Environmental and social safeguard analysis, national plans, strategies, studies, initiatives
- (iii) Overall organizational capability which has a direct impact upon implementation of the Project (includes Management structure, Management arrangement including quality assurance processes for the scope of work in the ToR, Operational Capacity to arrange logistics, and financial management capacities)
- (iv) Previous experience working in central Africa countries.
- (v) Previous work with UN Agencies and/or international organizations (List of projects, locations, value of each project, number of beneficiaries served)

10.2 The proposed key staff positions will include

Minimum qualifications, experience and tasks
<p><b>1. (Team Leader)</b>  <b>Environmental Expert</b> with strong background in ecology</p> <ul style="list-style-type: none"> <li>- Have at least a Master's degree in Environmental Sciences, Environmental Economics, Integrated water resources management</li> <li>- With at least 10 years of experience in wetlands assessments, natural resources management, sustainable Development and GIS;</li> <li>- Proven experience in development of sensitive ecosystem management/rehabilitation studies (at least 3 related studies);</li> <li>- Be fluent in English</li> </ul> <p><b>Tasks:</b></p> <ul style="list-style-type: none"> <li>- The team leader will coordinate all experts towards efficient and effective deliveries;</li> <li>- He will contribute but not limited to the natural resources management, ecological and conservation aspects of the assignment.</li> </ul>
<p><b>2. Land use expert</b> with strong experience in land related management issues</p> <ul style="list-style-type: none"> <li>- Have at least a Master's degree in land use management, GIS and remote sensing</li> <li>- With 7 years of experience in landscape planning, Environmental planning, environmental engineering and land valuation;</li> <li>- Be fluent in English.</li> </ul> <p><b>Tasks:</b></p> <ul style="list-style-type: none"> <li>- S/he will mainly contribute but not limited to the land use as well as land cover including landscape aspects of the assignments.</li> </ul>
<p><b>3. Civil engineer (sanitation)</b></p> <ul style="list-style-type: none"> <li>- Have at least a Master's degree in Civil engineering;</li> <li>- 5 years of experience in urban planning and sensitive ecosystem buildings and sanitation;</li> <li>- Be fluent in English.</li> </ul> <p><b>Tasks:</b></p> <ul style="list-style-type: none"> <li>- He will mainly contribute but not limited to hydrology, sanitation and infrastructure aspects of the assignment.</li> </ul>
<p><b>4. Agriculture Specialist</b></p> <ul style="list-style-type: none"> <li>- At least master's degree in Agriculture Sciences with ten (10) years of experience;</li> <li>- S/he should have at least five (5) of experience in urban planning;</li> <li>- S/he should have conducted three (3) similar services with the same complexity as a Landscape architect;</li> <li>- Be fluent in English.</li> </ul> <p><b>Tasks:</b></p> <ul style="list-style-type: none"> <li>- S/he will focus but not limited to the agriculture and soil conservation aspects of the assignments.</li> </ul>
<p><b>5. Hydrologist</b></p> <ul style="list-style-type: none"> <li>- At least master's degree in Hydrology or Water Resources Management with over ten (10) years of relevant experience;</li> <li>- S/he should have at least five (5) of experience in urban planning;</li> <li>- Be fluent in English.</li> </ul> <p><b>Tasks:</b></p> <ul style="list-style-type: none"> <li>- S/he will focus but not limited to the water resources management and drainage aspects of the assignments.</li> </ul>

<p><b>6. Architect</b></p> <ul style="list-style-type: none"> <li>- Should have a minimum master's degree in landscape architecture or urban design with a minimum experience of 6 years;</li> <li>- S/he should have conducted three (3) similar services with the same complexity as a Landscape architect;</li> <li>- Preference for a staff that is registered in a recognized organ of architects;</li> <li>- S/he should have experience of at least 2 previous projects on wetland or waterfront design, and 2 projects which included art work in public space (preferably sculpture, public art murals).</li> </ul> <p><b>Tasks:</b></p> <ul style="list-style-type: none"> <li>- S/he will focus but not limited to the infrastructure and landscaping aspects of the assignment.</li> </ul>
<p><b>7. Social Economist Expert</b></p> <ul style="list-style-type: none"> <li>- At least Master's degree in social economy, or Social development;</li> <li>- 5 years of experience in information dissemination and stakeholder consultation/engagement, processes development and application, social assessment for land and natural resource as well as gender development projects;</li> <li>- Extensive experience in facilitating discussions and meetings;</li> <li>- Be fluent in English.</li> </ul> <p><b>Tasks:</b></p> <ul style="list-style-type: none"> <li>- S/he will focus but not limited to the social and economic valorization aspects of the assignments.</li> </ul>

## 11. Reports:

To ensure having an up to date follow up, the service provider must submit a biweekly narrative report detailing (but not limited to):

- The progress achieved.
- Challenges faced and approaches adopted to overcome them.
- Expectation of project development and track based on faced challenges.
- Expectation to meet the proposed and requested milestone.

General or specific Ad Hoc reports will be requested based on the needs, situation, issues, needed explanations and shall be submitted upon request with prioritize.

All reports must be made in English languages.

## 12. Key Performance Indicators and Service Level:

- 12.1 Inception report and providing necessary documentation and a detailed work plan accepted by UNDP.
- 12.2 Meeting the tasks schedule mentioned in the bidder proposal.
- 12.3 Validation of the progress report.
- 12.4 Review of the financial disbursement and per the submitted progress report.
- 12.5 Team sustainability.
- 12.6 Challenges, problems and limitations during the implementation as part of the progress report.
- 12.7 Number of involved staff for successful implementation of the service is not exaugurated and not below the actual need.
- 12.8 Average time lag between identification of external compliance issues and resolution.
- 12.9 Proposing a cost reduction plan and successful implementation.
- 12.10 Clarity of roles and responsibilities
- 12.11 Minimum of one meeting per month for elaboration on project implementation plan.

**13. Risks and Risk Mitigation plan:**

Service provider should provide a risk assessment and risk mitigation plan. The plan should include/ cover (BUT NOT LIMITED TO):

- Security Risk Assessment.
- Updating of the risk assessment plan upon implementation of the service (if needed and depending on the situation).
- The risk assessment to cover security risks, IT disaster recovery risks, and business continuity risks and harmonization of those plans.

**14. Facilities to be provided by UNDP:**

UNDP is not responsible and will not provide any kind of administrative, logistical, security related, operational, any facility, personnel support or service support.

The service provider must adhere all the above within his own capacities.

**15. Payment percentage and deliverables timetable:****15.1 Duration of Assignment:**

In reference to what is mentioned above, all the indicated activities have to be completed within the earlier stated duration, starting from the date of signing the contract. The initiation of implementation has to be no later than one week after the contract award.

**15.2 The contracted service provider will be responsible of any delay occurred on his side and has to compensate it through adopting additional procedures to cover the delay.**

The contract will enter non-validity phase if there was a delay of more than 10 working days, and hence, UNDP will be eligible to award the contact to the second shortlisted or other service provider who has expressed earlier interest in handling this ToR.

## 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 (Mandatory)	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form; if applicable (Mandatory)	<input type="checkbox"/>
▪ Form D: Qualification Form/company profile	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal (Methodology and Approach (Mandatory)	<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 password protected attachment)**

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

**IMPORTANT NOTE:** The amount of the Financial Offer **MUST NOT** be mentioned anywhere in the submitted documents or eTendering system. Financial proposal should be password protected and password should be provided only when requested by UNDP. Failure in compliance with the mentioned condition shall result in rejection of the offer. The company who will submit the financial with technical proposal will be rejected.

## 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>▪ Technical proposal with detailed methodology, approach, list of proposed staff CV, risk assessment, timetable to conduct the work.;</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]
--	------------

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 7 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

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

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:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) 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: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

### 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 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.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

## 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

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/Qualifications</b>	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of services]</i> <ul style="list-style-type: none"><li>▪ Name of institution: [Insert]</li><li>▪ Date of certification: [Insert]</li></ul>
<b>Employment Record/Experience</b>	<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> [Insert]
<b>References</b>	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert]  Reference 2: [Insert]

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.

\_\_\_\_\_  
Signature of Personnel

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

**Table 2: Breakdown of Professional Fees**

Description of Activity	Unit Price in USD	No. of Persons	No. of Days	Total Price in USD
<b>I. Personnel Services</b>				
1. (Team Leader) Environmental Expert with strong background in ecology		Minimum 1 Person		
2. Land use expert with strong experience in land related management issues		Minimum 1 Person		
3. Civil engineer (sanitation)		Minimum 1 Person		
4. Agriculture Specialist		Minimum 1 Person		
5. Hydrologist		Minimum 1 Person		
6. Architect		Minimum 1 Person		
7. Social Economist Expert		Minimum 1 Person		
<b>Additional personnel</b> (if applicable) list the personnel and period of engagement.				
<b>Total Price</b>				

**Table 3: Breakdown of Other Costs**

II. Out of Pocket Expenses			
Description	QTY	Unit price	Total Price
1. Travel Costs			
2. Communications [Provide complete details for each component]			
3. Reproduction [Provide complete details for each component]			
4. Others [Provide complete details for each component]			
<b>Total – Out of Pocket Expenses /Deliverable</b>			
III. Other Related Costs, if any (Please specify details)			
Description	QTY	Unit price	Total Price
Management Fee (%)			

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

<b>Deliverable/ Activity description [as listed in the TOR]</b>	<b>Due Date</b>	<b>Proportionate weight of deliverable</b>	<b>Proportionate Amount Payable*</b>
Deliverable 1			
Deliverable 2			
Deliverable 3			
.....			

\*Basis for payment tranches. Each tranche is payable upon satisfactory completion of the deliverable by the Contractor, and acceptance by UNDP.