

United Nations Development Programme



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REQUEST FOR PROPOSAL

GEF-SGP 2022 CALL FOR CONCEPTS

RFP No.: RFP-SGP-SWZ-001-2022

Project: National Anchor Organization for Plastics Innovation Programme

Country: Eswatini

Issued on: 4 January 2022

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SECTION I. LETTER OF INVITATION

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):

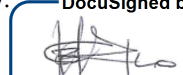
- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - Form A: Technical Proposal Submission Form
 - Form B: Bidder Information Form
 - Form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

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

Please acknowledge receipt of this RFP by sending an email to Bidsubmission.zs@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: DocuSigned by:



Name: Bonkhe Maseko

Title: Procurement Assistant

Date: **January 4, 2022**

Approved by: DocuSigned by:



Name: Shaima Hussein

Title: Deputy Resident Representative

Date: **January 4, 2022**

SECTION 2. INSTRUCTION TO BIDDERS

A. GENERAL PROVISIONS	
1. 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 https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</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 (www.ungm.org). 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>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 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 http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 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>2.3 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>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p>
3. Eligibility	<p>3.1 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>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees</p>

	meet the eligibility requirements as established by UNDP.
4. <i>Conflict of Interests</i>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> 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; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> 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 b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. <i>General Considerations</i>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. <i>Cost of Preparation of</i>	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the</p>

<i>Proposal</i>	conduct or outcome of the procurement process.
<i>7. Language</i>	7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
<i>8. Documents Comprising the Proposal</i>	8.1 The Proposal shall comprise of the following documents: a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Any attachments and/or appendices to the Proposal.
<i>9. Documents Establishing the Eligibility and Qualifications of the Bidder</i>	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
<i>10. Technical Proposal Format and Content</i>	10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP. 10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive. 10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP 10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.
<i>11. Financial Proposals</i>	11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs. 11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price. 11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.
<i>12. Proposal Security</i>	12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal. 12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected. 12.3 If the Proposal Security amount or its validity period is found to be less than

	<p>what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <p>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</p> <p>b) In the event that the successful Bidder fails:</p> <p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
13. <i>Currencies</i>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
14. <i>Joint Venture, Consortium or Association</i>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience</p>

	<p>should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<i>15. Only One Proposal</i>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> e) they have at least one controlling partner, director or shareholder in common; or f) any one of them receive or have received any direct or indirect subsidy from the other/s; or g) they have the same legal representative for purposes of this RFP; or h) 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; i) 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 j) 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.
<i>16. Proposal Validity Period</i>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<i>17. Extension of Proposal Validity Period</i>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p>

	17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.
18. Clarification of Proposal	<p>18.1 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>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
20. Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. Pre-Bid Conference	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>

C. SUBMISSION AND OPENING OF PROPOSALS

<p>eTendering submission</p>	<p>whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</p> <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. 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. 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. 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: https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders
<p>23. Deadline for Submission of Proposals and Late Proposals</p>	<p>23.1 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>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p>24. Withdrawal, Substitution, and Modification of Proposals</p>	<p>24.1 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>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders</p>

	(only for manual submissions), except if the bid is withdrawn after the bid has been opened
25. <i>Proposal Opening</i>	25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.
D. EVALUATION OF PROPOSALS	
26. <i>Confidentiality</i>	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. <i>Evaluation of Proposals</i>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
28. <i>Preliminary Examination</i>	28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.
29. <i>Evaluation of Eligibility and Qualification</i>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, 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;

	<ul style="list-style-type: none"> h) They are able to comply fully with UNDP General Terms and Conditions of Contract; i) They do not have a consistent history of court/arbitral award decisions against the Bidder; and j) They have a record of timely and satisfactory performance with their clients.
<p>30. <i>Evaluation of Technical and Financial Proposals</i></p>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<p>31. <i>Due Diligence</i></p>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the</p>

	<p>following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; 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; 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; 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; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
<p>32. <i>Clarification of Proposals</i></p>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
<p>33. <i>Responsiveness of Proposal</i></p>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<p>34. <i>Nonconformities, Reparable Errors and Omissions</i></p>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> 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

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

	<p>DOCUMENT LIBRARY/Public/PSU Solicitation Performance%20Guarantee%20Form.docx&action=default 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.</p>
<p>42. <i>Bank Guarantee for Advanced Payment</i></p>	<p>42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at 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&action=default</p>
<p>43. <i>Liquidated Damages</i></p>	<p>43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.</p>
<p>44. <i>Payment Provisions</i></p>	<p>44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.</p>
<p>45. <i>Vendor Protest</i></p>	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</p>
<p>46. <i>Other Provisions</i></p>	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</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 be Conducted</p> <p>Time: 10.00am</p> <p>Date: January 19, 2022 12:00 AM</p> <p>Venue: Online</p> <p><i>Bidders to please note that venue and date is subject to change.</i></p> <p>The UNDP focal point for the arrangement is: Lindiwe Dlamini Telephone: 78087636 E-mail: Lindiwe.dlamini@undp.org</p>
5	10	Proposal Validity Period	60 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Allowed up to a maximum of 50% of contract value
8	43	Liquidated Damages	Will not be imposed

9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	5 working days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Bonkhe Maseko Address: Sonhlolo Road, UN House 4 th Floor, UNDP. E-mail address: Bidsubmission.sz@undp.org
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: https://procurement-notices.undp.org/index.cfm
14	23	Deadline for Submission	31 st January 2022 9 midnight (UTC +2) 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 type="checkbox"/> Courier/Hand Delivery <input checked="" type="checkbox"/> Submission by email <input type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	Bidsubmission.sz@undp.org
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP ▪ Max. File Size per transmission: max ▪ Mandatory subject of email: RFP-SGP-SWZ-001-2022 ▪ Documents which are required in original (e.g. Proposal Security) should be sent to the below address with a PDF copy submitted as part of the electronic submission:

			[Insert Address]
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>
18		Expected date for commencement of Contract	Upone award of contract
19		Maximum expected duration of contract	18 months
20	35	UNDP will award the contract to:	<p>One Proposer Only</p> <ul style="list-style-type: none"> - Capacity to implement - In the interest of achieving the desired goals by the set deadline
21	39	Type of Contract	<p>Contract for Goods and Services on behalf of UN Entities</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
23		Other Information Related to the RFP	

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
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	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
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	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		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form

¹ 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.

Previous Experience	Minimum 5 years of relevant experience.	Form D: Qualification Form
	Minimum 2 contracts of similar value, nature and complexity implemented over the last 5 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Financial Standing	Minimum average annual turnover of USD200,000 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Any additional criteria if required	

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	400
3.	Management Structure and Key Personnel	300
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	50
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	90
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country	70
1.4	Quality assurance procedures and risk mitigation measures	60
1.5	Organizational Commitment to Sustainability (mandatory weight) -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points -Organization is a member of the UN Global Compact -5 points -Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	30
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	80
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100
2.3	Details on how the different service elements shall be organized, controlled and delivered	50
2.4	Description of available performance monitoring and evaluation mechanisms and	50

	tools; how they shall be adopted and used for a specific requirement	
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	70
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	50
Total Section 2		400

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		60
3.2	Qualifications of key personnel proposed		
3.2 a	Team Leader		120
	- General Experience	30	
	- Specific Experience relevant to the assignment	50	
	- Regional/International experience	30	
	- Language Qualifications	10	
3.2 b	Waste Management Expert		80
	- General Experience	10	
	- Specific Experience relevant to the assignment	40	
	- Regional/International experience	20	
	- Language Qualifications	10	
3.2 c	Gender Expert		40
	- General Experience	5	
	- Specific Experience relevant to the assignment	15	
	- Regional/International experience	10	
	- Language Qualifications	10	
Total Section 3			300

SECTION 5. TERMS OF REFERENCE



GEF-SGP 2021 CALL FOR PROPOSALS

National Anchor Organization /hj for Plastics Innovation Programme

Background

Plastic pollution, if not curbed, will threaten the achievement of many Sustainable Development Goals. While none of the 17 Sustainable Development Goals (SDGs) has plastic pollution as a main theme, it is clear that plastic pollution affects many of these goals, including SDG 3, 6, 11, 12, 13, 14 and 15. Plastic pollution is a global challenge that requires international cooperation and global partnerships to collectively deal with (SDG 17). Specific explanations are drawn below on the impact of plastic pollution on health, marine and terrestrial ecosystems and climate change.

- Plastics and human health risks (SDG 3).** Plastic poses distinct risks to human health (SDG 3) at every stage of its lifecycle from oil extraction, production, use, recycling to disposal.ⁱ Plastic production results in the release of many toxic substances, as many of the chemicals are integral to production plastics are hazardous air pollutants. Over 170 fracking chemicals that are used to produce the main feedstocks for plastic have known human health impacts, posing direct human risks and impairing human immune systems, and more. Over time, plastics fragment into microplastics and nanoplastics, contaminating food, water and soil. According to a World Wildlife Fund (WWF) report, every human is eating, swallowing or breathing in about 2,000 tiny pieces of plastic each week, an amount equal to the weight of one credit card.ⁱⁱ Through skin contact, inhalation, and ingestion, plastics can result in cancers, reproductive disorders, and eye and skin irritation and other health risks. The COVID-19 pandemic has added a new dimension to the fight against single use plastics with the production and use of single use, disposable medical and Personal Protective Equipment (PPE) in an effort to contain the virus.
- Impact on marine, coastal and terrestrial ecosystems (SDG 14 and 15).** Every year, up to 13 million tonnes of plastic - the equivalent of one garbage truck per minute - leak into the ocean.ⁱⁱⁱ It is estimated that more than 100,000 marine animals are killed by plastics each year^{iv} and about 40 percent of cetaceans such as whales and dolphins have ingested plastics.^v Most plastic disintegrates into particles smaller than five millimeters, referred to as microplastics, and breaks down further into nanoparticles, which are less than 0.1 micrometer in size. Chemicals leaching from plastics can affect the hormone systems of vertebrates and invertebrates. Microplastics also interacts with soil fauna, affecting their health and soil functions.
- Plastics and Climate Change (SDG 13).** Plastics originate from fossil fuel feedstocks and can emit greenhouse gases from cradle to grave. The 400 million tonnes of plastics produced each year consume approximately 6% of the world's oil: 3% as raw material and 3% as energy for their production, transportation and incineration, leading to huge emissions of CO₂. In 2019 alone, the

production and incineration of plastic waste added an estimated 850 million metric tons of GHGs to the atmosphere—equal to the emissions from 189 five-hundred-megawatt coal power plants.^{vi} By 2050, the GHG emissions from plastics could reach over 56 gigatons—10-13 percent of the entire remaining carbon budget.^{vii}

Plastics and Sustainable cities and communities (SDG 11). Plastics put pressure on rural communities and urban areas resulting in more investment in waste management. This challenge is further exacerbated by other bad waste management practices such as open burning which lead to burnt plastics releasing dioxins and furans into the atmosphere, which have adverse health impacts.

The Global Environment Facility Small Grants Programme (GEF-SGP) has received core funds under the GEF-7 to support countries to undertake initiatives towards the attainment of zero-plastic pollution. Due to the failure of previous interventions – which were predominantly downstream-focused – to substantially address the problem, GEF-SGP seeks to promote a multipronged strategy that combines pre-consumption and post-consumption measures to address the problem at source (upstream) and end-of-pipe (downstream). This is a drastic shift from the predominant focus on downstream measures.

Latest available evidence suggests that, leakage from coastal populations (within 50 kilometers of the coast) is between 4.8 to 12.7 million tons per year². Therefore, coastal countries, cities and communities will form the priority geographic areas. In addition to grant making, the GEF-SGP will provide strategic services to local governments, civil society, and community organizations by enhancing their institutional, logistical, and technical capacities; develop platforms and networks; and support project upscaling.

Building up on ongoing initiatives

UNDP's Accelerator Labs in partnership with the Eswatini Environment Authority (EEA) and a major food retailer in Eswatini launched the Phatsa Sako Nawe - Towards a plastic bag free Eswatini campaign in November 2020 . The campaign advocates for the reduction in the distribution of single use plastic carry bags by major food retail outlets through awareness creation and sourcing of reusable bags from MSMEs to support livelihoods lost due to the COVID-19 pandemic.

[Phatsa Sakho Nawe – Towards a plastic bag free Eswatini | UNDP in Eswatini](#)

[Women Generate Income As “Phatsa Sakho Nawe” Gains Momentum | UNDP in Eswatini](#)

UNDP further mobilised resources to the tune of USD600k from the COVID 19 Rapid Financing Facility for the Waste Management for Improved Livelihoods and Resilience Initiative. The project seeks to create business opportunities for the Micro, Small and Medium Enterprises (MSMEs) through the integration of entrepreneurship and climate change actions to better mitigate and adapt to multiple shocks as an important green recovery pathway from COVID-19.

[UNDP Allocates USD600 000 to Eswatini for Business in Waste Management | UNDP in Eswatini](#)

The Ministry of Health and the Eswatini Environment Authority are implementing initiatives aimed at addressing healthcare waste which include the development of a healthcare waste policy and strategy,

² Karasik, R., T. Vegh, Z. Diana, J. Bering, J. Caldas, A. Pickle, D. Rittschof, and J. Virdin. 2020. 20 Years of Government Responses to the Global Plastic Pollution Problem: The Plastics Policy Inventory. NI X 20-05. Durham, NC: Duke University.

capacity building for healthcare workers on managing healthcare waste as well as the drafting of healthcare waste regulations.

The Plastics Innovation Initiative therefore seeks to build up on and strengthen the work of UNDP and Government on eliminating plastic waste. Applicants will therefore be expected to demonstrate synergies of their proposals to the above cited initiatives along with other initiatives being implemented by Government, civil society and the private sector which seek to eliminate plastic waste using a systems approach.



Call for Proposals

The GEF-SGP announces the 2021/22 "call for proposals" to award a small grants to an anchor non-governmental organizations, Civil Society Organizations (CSOs) and community group **to undertake a systems analysis approach** to the development and implementation of solutions that address upstream, midstream, and downstream management of plastic pollution, including baseline analysis, advocacy for policy development and implementation, development and implementation of waste management models, education and campaigns. Emphasis is made on the use of citizen science to promote citizen participation, enhance data generation, awareness and behavioral change:

1) Systems baseline analysis and preparation of baseline report and national action plan

- Develop a plastics baseline: Analyze who is producing and importing /using what plastics, where, and how to dispose of the plastic waste.
- Stakeholder consultation and identification: what plastics are essential? How to minimize the use or import of plastics? What actions will be needed to achieve desired outcomes to eliminate non-essential plastics? What current interventions (campaigns and recycling facilities) to address plastic pollution are in place and how effective are they? What government policies are needed to implement the changes? What activities should be undertaken to shift human behaviors? (A series of stakeholders' workshops, meetings and focus group discussions should be hosted to identify areas of reduction).
- Design and implementation of activities in the national action plans

2) Policy development and implementation

- Support existing efforts by Government on policy formulation and implementation (including but not limited to the ban on single use plastics, addressing healthcare plastic waste, extended producers' or importers' responsibility, and incentives for clean environment);
- Conduct Government-civil society-private sector meetings/dialogues to formulate and implement policies and regulations.

3) Development and implementation of community-based zero waste management systems demonstration sites (waste intelligent communities and cities)

- Prevent, reduce and eliminate unnecessary and non-essential plastic products to stop pollution at its source;
- Develop and implement actions to rethink, reuse, reduce, recycle and environmentally dispose of waste, following waste management hierarchy;
- Support the development of ecological alternatives and solutions;
- Incorporate informal waste sectors and enhance livelihoods for informal workers;
- Conduct regular clean-up for awareness raising, advocacy and behavioral change.
- Incorporate capacity building into the implementation.

4) Awareness raising, public participation and global campaigns

- Develop innovative and interactive awareness-raising materials and outreach activities (in English and Siswati), ensuring the use of environmentally friendly material and supporting local producers.
- Develop and implement intensive and regular awareness raising and public participation initiatives (such as weekly clean-up activities, radios/TVs programmes, jingles, and well developed and structured social media campaigns), webinars. Work with youth and schools where possible and ensure that campaign target a wide range of audiences.
- Develop a zero plastics awareness campaign targeted at key commemoration days e.g. World Environment Day. Organize the Annual Zero Single Use Plastic Week Campaign, June 8th World Ocean's Day and Clean-up Campaign on World Clean-up Day on the third Saturday of September with whole-of-society participation (high level government officials, businesses and civil society organizations);
- Facilitate and participate in South-South cooperation and exchange.

Results & Measurement

Areas of Interventions	Indicators and Measurement of Results
Baseline analysis and National Action Plan	<p>Report produced</p> <p>Number of consultation meetings held with different role players in the plastics value chain</p>

	(with number of participants) conducted, segregated by gender, age
Development and implementation of zero plastic waste communities	<p>Number of communities (including CBOs and youth groups) and people having benefited and empowered</p> <p>Tons of plastic waste avoided or reduced</p>
Policy for elimination, innovation, circulation and waste management	<p>Number of policies (plastics bans, fines and incentives etc) drafted, introduced and discussed</p> <p>Number of government-civil society-private sector dialogues and meetings conducted</p>
Awareness-raising, campaigns and capacity development	<p>Number of communications materials produced</p> <p>Number of community-to-Cabinet clean-up organized</p> <p>Number of schools, communities, youth groups and other groups mobilized</p> <p>Tons of plastic waste removed from the environment</p> <p>Awareness activities conducted through the different media</p> <p>Number of sustainable and innovative waste data collection tools developed (especially for rural areas)</p>

Eligibility

- be a local non-governmental or non-profit organization with legal mandate to operate; or
- be community groups/community-based organizations, and social enterprise organizations recognized by the relevant municipal authorities; and
- have relevant experience and proven records of working with communities and groups in environmental, forestry and/or agricultural related activities and should be based or already have a working presence in the respective communities and priority geographical areas;
- the lead organization should propose a plan of engaging governments, research institutes, communities, media and other key stakeholders. University/research institutes can be engaged for the baseline analysis.

Submitted project proposals should take a systems analysis to understanding and tackling plastic pollution. Submitted project proposals should therefore:

- Include all of the above four components;
- Succinctly describe the problems related to the geographic area;

- Explain how the proposed project objectives, outputs and activities would have a concrete impact and contribute towards the achievements of the identified problems;
- Demonstrate how the project is aligned to the targets and objectives of the SGP Country Programme Strategy (CPS);
- Demonstrate how the project is aligned to and builds existing initiatives by UNDP and the Eswatini Government to eliminate plastic waste
- Demonstrate how it will engage/work with and build capacity of smaller NGOs, CBOs, Youth groups, Women's groups etc. to build capacity for sustained impact
- Show that projects are innovative, impactful, and sustainable.
- Promote social inclusion, including gender equality, youth empowerment, informal sector, people living with disabilities and women's empowerment.

Screening process

Interested and eligible organisations are invited to submit their proposal using the attached SGP Proposal template, which should be submitted to the National Coordinator using the following email address: bidsubmission.sz@undp.org and titled **National Anchoring Organizations for Plastics Innovation Programme**, no later than the **31st January 2022**. Following the review of the proposals by the National Steering Committee, successful applicants will be notified of the outcome.

NB: Interested applicants are requested to please share their contact details using the email above which will be used for invitations to information sharing sessions and/or workshops which may be scheduled prior to the submission date.

Additional Notes for Guidance

What will be supported?

- Focus must be placed on prevention, reduction and elimination of non-essential plastic use, particularly single plastic use.
- Identify producers, distributors and users' responsibilities, and develop policies on "extended producer responsibility" and "polluter pays" policies and instruments.
- Support women, youth, people with disability and offer livelihoods activities to develop and pilot ecological alternatives to single use plastic.
- Support formalization and empowerment of informal waste sector, and develop capacity for informal waste sector
- Limiting of the import of non-essential plastic products through government import policy and regulations.
- Intensive awareness, education and civic engagement must be incorporated.
- Identify and develop good practices and scale up good practices through learning, sharing and policy adoption.
- Strong government support and policy development activities.
- Strong partnerships with local governments, businesses and civil society organizations.

What will not be supported?

- Pure clean-up activities will not be effective. Clean up could be part of awareness raising strategies, but no project will be funded only to clean up local trash.
 - Recycling and remanufacturing of plastics are in most cases not economically viable, and should not be a priority of this programme. Recycling can be funded as part of a temporary solution only if: 1) the country has existing recycling facility; 2) markets for products are available with demonstrated economic viability; and 3) environmental safeguards analysis is conducted. If recycling activity is included, empowering women in informal waste sector should be the focus. No funding will be invested in creating a recycling facility, infrastructure and products.
 - Pure awareness raising activities will not drive behavior changes. Awareness raising should be part of a comprehensive offer that includes reduction, demonstration and policy measures to address plastic pollution.
-

SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

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:

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

Financial Proposal Envelope

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

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

FORM A: TECHNICAL PROPOSAL SUBMISSION FORM

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

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

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

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

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

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

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

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

FORM B: BIDDER INFORMATION FORM

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

- Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country
- Power of Attorney

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]

Name of leading partner (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: _____

Signature: _____

Date: _____

Name of partner: _____

Signature: _____

Date: _____

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

FORM D: QUALIFICATION FORM

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

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

Historical Contract Non-Performance

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

Litigation History (including pending litigation)

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

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.
List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder,

or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

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

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

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

Financial Standing

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.



SEVENTH OPERATIONAL PHASE OF THE GEF SMALL GRANTS PROGRAMME PROJECT PROPOSAL TEMPLATE³

GENERAL REQUIREMENTS

This is a standard Small Grants Programme project template for the civil society and/or community-based organizations to apply for grants. The template can be adopted and customized with further details and information as needed in accordance with country needs and context. All information are required while some sections of the template are expected to be filled with support from the National Coordinator and National Steering Committee.

The Project Proposal should be brief as possible. The Proposal should be submitted in typed form. The blue font texts in this template are guidance and explanation, and can be deleted once the proposal is prepared. Additional attachments may be submitted, including documents certifying the status of the organization, endorsements of the proposed project, funding commitments or other indicators of participation and support from other institutions, and evidence of community support and participation.

PART 1: PROJECT COVER PAGE

A. GENERAL INFORMATION

³ This proposal template was updated in July 2021 through close consultations among SGP staff globally.

Country	
Project No.	<i>For SGP Official Use as relevant. Do not write anything here</i>
Project Title ⁴ :	
Submission date	

B. CIVIL SOCIETY/COMMUNITY BASED ORGANIZATION – APPLICANT

Name of organization	
Year established	
Physical & Mailing Address:	
Telephone	
Email	
Principal Officer (name and position)	
Project contacts (names and positions)	

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 Organization's commitment to sustainability.

C. PROJECT LOCATION

Landscapes/(name)	
State/District and Town/Village	
Coordinates (latitude/longitude)	

D. GEF SMALL GRANTS PROGRAMME CLASSIFICATION (please consult NC/NSC as needed)

Each project will **select one primary SGP Strategic Initiative and one primary Focal Area** as indicated in the below table. Projects may have secondary Strategic Initiative and Focal Areas which should be noted in the project justification and approach. Appropriate indicators should be selected in line with the primary and secondary focal areas of the project (refer to the annex 1 below)

⁴ The title must capture the essence of project and aligns to GEF focal areas

Primary Strategic Initiative <i>(choose one primary Initiative)</i>		Primary Focal Area <i>(choose one primary focal area)</i>	
	Community-based conservation of threatened ecosystems and species		Biodiversity
	Sustainable agriculture and fisheries, and food security		Climate Change Mitigation
	Low-carbon energy access co-benefits		Land Degradation/Sustainable Land and Forest Management
	Local to global coalitions for chemicals and waste management		Chemical and Waste Management
	Catalyzing sustainable urban solutions		International Waters

E. PROJECT DURATION

Proposed Start Date	
Project duration (in months)	

F. PROJECT FINANCE

Financial sources	Local Currency	USD currency
Total fund request from GEF SGP		
Total fund from cofinancing (cash and in-kind)		
Total Project Cost		

G. ORGANIZATION – ELIGIBILITY

Please describe proposing organization's experience and eligibility to successfully implement the proposed project:

a) Type of organization

- ☐ Community-based organization (CBO)
☐ Civil society organization (CSO), including academic/training institution
☐ Others (describe the nature of the organization) _____

In addition, choose one or more of the following as appropriate:

- ☐ Indigenous Peoples organization
☐ Women's group
☐ Youth Group
☐ Persons with Disabilities group

b) Length of existence, grant management and project management experience if any: _____ years

c) Briefly describe purpose and core activities of the proposing organization/group: include a mission/vision statement as appropriate.

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- d) Briefly describe organizational structure, governance and administrative framework, including staff numbers, roles, etc. Provide an indication of the legal status with any supporting registration/legal documentation as annex. If none, provide an elaboration of its nature of existence. Provide recent audited financial statement if any.

- e) Describe previous experience relevant to the proposed project, including activities related to global environmental issues; or experience with projects that focus on sustainable development at community level.

- f) Please indicate the organization's prior engagement with GEF SGP (e.g. grantee, partner, etc). Yes/No: If yes, describe the nature of the involvement including involvement in specific projects and grants received.

PART 2: PROJECT PROPOSAL

SECTION A: PROJECT FRAMEWORK

1. Project Summary

Please provide a brief summary of the project in, including rationale and context, project objective and key expected results, include the target site and community(ies) involved.

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 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- Any other comments or information regarding the project approach and methodology that will be adopted.

2. Project Justification and Baseline

Please describe the following:

- ✓ The challenges that the project intends to address in relation to global environmental and development issues.
- ✓ How the project relates and will be contributing to the SGP Country Programme Strategy
- ✓ How the project relates to other relevant programmes supported by government, GEF and other donors, and private sector.

3. Project Objectives, Results/Outputs, and Activities

Please describe the project framework and implementation plan by completing the table 1 below:

- a) Primary objective: Proposed project should include environmental objective, along with development/livelihood objective as relevant.
- b) Project results: Please describe measurable changes which will have occurred by the end of the project as a result of the planned intervention (e.g. XX hectares of community management conservation area established. XX community members is trained and improved on waste management).
- c) Project Outputs and Activities: Please briefly describe what will be produced as project results and outputs. Please outline few activities for each output,
- d) Project Implementation Plan and Time Frame: Please include timing of the activities, required reports, project reviews and monitoring activities.

Table 1: Project framework and Implementation Plan

Project Objective: XXXX	Timing/Duration of Activity in Months (or Quarters)

Project Framework	Responsible Party	Indicator, including means of verification	1	2	3	4	5	6	7	8	9	10	11	12
Component/Output 1: XXXXX														
Activity 1.1: XXXXX														
Activity 1.2: XXXXX														
Activity 1.3: XXXXX														
Component 2/Output 2: XXXXXX														
Activity 2.1: XXXXX														
Activity 2.2: XXXXX														
Monitoring and Evaluation														
a. Mid-term review and reporting														
b. Final review and reporting														

4. Community and Stakeholder Participation Plan

Please describe how the stakeholders and communities, including indigenous peoples where relevant, were and will be involved in: i) project planning and design: ii) project implementation and iii) project monitoring and evaluation. Please attach documentations as relevant.

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5. Inclusion –Women, Indigenous Peoples, Youth, and Persons with Disabilities:

Please describe how the project takes into consideration:

- ✓ The roles and needs of both men and women (with a special focus on the needs of women),
- ✓ Other social inclusion groups (indigenous peoples, youths and persons with disabilities), and
- ✓ How this would be reflected in the budget, results and benefits of the project.

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6. Impact – Sustainability, Scale-up and Replication:

Please describe sustainability of the project impact in a longer term, both environmentally and socio-economically. Outline possible steps to be taken before, during, and at project completion

to ensure that the project impact will continue for many years after the project ends (i.e. who will manage the continuation of the activities/outcome, how will it be financed, etc).

7. Innovation

Please describe innovative aspects of the project. This may include new way of thinking, new form of organizing resources, new ways to connect within community, improvements of existing product/service/delivery process, original product/service/model of delivery, and fueling local action and organizing as groups.

8. Knowledge Management

Please describe the plan to capture, share and disseminate the knowledge, lessons learned, and good practices gained through the implementation of the project. Please specify the knowledge products to be generated by this project.

SECTION B: PROJECT RISKS, MONITORING & EVALUATION

1. Project Risks

Please describe **major risk factors** that could result in the project not producing the expected results. These should include both internal factors (e.g. technology involved fails to work as projected) and external factors (e.g. climate change impacts, political and economic situation, etc). Please also propose risk mitigation measures to address the potential risks.

Table 2: Risks and Mitigation Measures

#	Internal and External Risks	Possible mitigation measures
1		
2		
3		

2. Monitoring & Evaluation Plan and Indicators (please consult with the NC/NSC)

a. Project monitoring schedule

Please identify annual, mid-term, and final monitoring schedule and incorporate in the Project Framework and Implementation Plan (table 1 above).⁵

b. Project indicators

Please fill in Annex 1 – this is a requirement for all projects.

⁵ Among the key issues to be addressed as part of M&E are: a) performance of the project in terms of activities and outputs; b) results of the project, in terms of achieving the outcomes and objective(s); c) mid-course correction and adjustment of the project design and plans; and d) participation of community members in the project monitoring and evaluation processes.

ANNEX 1: INDICATORS

GEF SGP OP7 Project Indicators (please refer to M&E guidelines for details)

All SGP project will align with at least one or more of the below global environmental indicators. The SGP priorities are aligned to that of the GEF-7 Programming Directions Paper and its outcomes to meet the GEF-7 targets. To capture global environmental benefits, in GEF-7 SGP is aligned with 6 of the 11 GEF-7 core indicators.

SMALL GRANTS PROGRAMME INDICATORS FOR GEF-7

PROJECT LEVEL INDICATORS		
MANDATORY Global Environmental Indicators: at least one indicator and no more than three (aligned with GEF 7 Core Indicators)		Type
1	Marine protected areas under improved management effectiveness (hectares)	Mandatory: A given project can be linked to <u>at a minimum one</u> indicator; and <u>at most</u> three of these GEF-7 core and sub-indicators
3.1	Area of degraded agricultural/range/protected/forest lands restored (hectares)	
4.1	Area of landscapes under improved management to benefit biodiversity (hectares)	
4.3	Area of landscapes under sustainable land management in production systems (hectares)	
5	Area of marine habitat under improved practices to benefit biodiversity (hectares; excluding protected areas)	
9	Solid and liquid Persistent Organic Pollutants (POPs) and POPs containing materials and products removed or disposed) (indicator 9.6 which is contextual)	
11	Number of direct beneficiaries disaggregated by gender as co-benefit of GEF investment (this is also put below under mandatory socio-economic indicators)	
MANDATORY: Socio- Economic Benefit Indicators		Type
1	Number of direct beneficiaries with improved livelihoods and well-being	Mandatory
2	Number of direct beneficiaries benefitting from SGP intervention	Mandatory
3	Breakdown number of beneficiaries reached by social inclusion groups (using 0 in case a category not applicable):	
	✓ Number of Women;	Mandatory
	✓ Number of Indigenous Peoples;	As relevant
	✓ Number of Youth;	As relevant
	✓ Number of Persons with Disability	As relevant
4	Is the project tagged (for expected contribution at project commitment stage/ report on results in final report) to closing gender gaps in one or more of the following categories (check all applicable)?	As relevant
	✓ <i>contributing to equal access to and control of natural resources of women and men</i>	
	✓ <i>improving the participation and decision-making of women in natural resource governance</i>	
	✓ <i>targeting socio-economic benefits and services for women</i>	
4	Does the project include sex-disaggregated and gender sensitive indicators (<u>at commitment stage</u>)	As relevant

PROJECT LEVEL INDICATORS

AS RELEVANT/OPTIONAL: Additional Indicators (These include both Global Environmental Benefit and Socio-Economic Benefit indicators)			Type
SGP projects are multi- focal. Checkmark focal area strategy used (biodiversity, climate change mitigation/ adaptation, land degradation, sustainable forest management, international waters, chemicals and waste)			<i>Due to multi-focal nature of SGP interventions, projects can select from all indicators across all focal areas while highlighting the focal area that will be their primary strategy.</i>
1	Names and Number of target landscapes/seascapes under improved community conservation and sustainable use	BD	<i>While primary focal areas for each indicator area listed, please note irrespective of focal area selected, <u>a project can choose from any of these indicators to be linked to in case of multifocal and integrated results. Please note these are optional are optional in nature.</u></i>
2	Number of Protected Areas (PAs)	BD	
3	Number of ICCAs; Hectares of ICCAs	BD	
4	Number of sustainably produced biodiversity and agrobiodiversity products	BD	
5	Number of significant species with maintained or improved conservation status	BD	
6	Number of community members with improved actions and practices on agriculture, land and water management	LD	
7	Number of <u>new or sustained</u> farmer leaders adopting and demonstrating improved agriculture and agroecological practices.	LD	
8	Number of <u>new or sustained</u> farmer groups or networks, advocating and disseminating improved agriculture approaches and practices.	LD	
9	Number of projects working on: renewable energy (biomass, hydro, solar photovoltaic, solar thermal, other); energy efficiency, sustainable transport; and conservation/ enhancement of carbon stocks.	CC	
10	Number of low carbon typologies that are community-oriented and locally adapted	CC	
11	Number of households achieving energy access and co-benefits (such as, ecosystem effects, income, health and others)	CC	
12	Area of Forests and non-forest lands with restoration and enhancement of carbon stocks initiated through completed projects (hectares)		
13	Number of projects working on (check mark categories applicable): awareness and outreach solid waste management (reduce, reuse, recycle); sustainable pesticide management; organic farming; development of alternatives to chemicals	C&W	
14	Checkmark and report all that apply: Kg of pesticides avoided, reduced or prevented; Kg of solid waste prevented or reduced (such as plastics, domestic waste, agricultural waste etc); Kg of harmful chemicals avoided from utilization or release; Kg of e-waste collected or recycled; Kg of mercury avoided, reduced or sustainably managed	C&W	

15	Number of <u>new or sustained</u> local to global coalitions and networks on chemicals and waste management established or strengthened	C&W	<i>While primary focal areas for each indicator area listed, please note irrespective of focal area selected, <u>a project can choose from any of these indicators to be linked to in case of multifocal and integrated results. Please note these are optional are optional in nature.</u></i>
16	Names and Number of Seascapes/inland freshwater Landscapes. These include local names of marine parks, marine sanctuaries, gulfs, bays, lakes, rivers, and underground waters.	IW	
17	Tons of land-based pollution (such as solid waste, sewage, waste water, and agricultural waste etc.) avoided, reduced or prevented from entering the waterbodies	IW	
18	Hectares of river/lake basins applying sustainable management practices through projects' intervention	IW	
19	Names of regional transboundary waterbodies/ Strategic Action Plans (SAPs) if applicable	IW	
20	Number of organizations with capacities built or developed (record for both): number of civil society organizations (CSOs), number of community-based organizations (CBOs)	All focal areas	
21	Number of beneficiaries with improved capacity	All focal areas	
Cross-cutting social inclusion project level indicators			
22	Project led by women and/or institutes mechanisms for increased participation of women in decision-making? (Yes/ No)	GENDER	
23	Number of indigenous leaders with higher capacities (to deliver local solutions and have strong policy advocacy representation)	IP	
24	Number of youth organizations engaged with as part of SGP intervention	YOUTH	
25	Number of PWD (persons with disabilities) organizations engaged as part of SGP intervention	PWD	

ANNEX 2: 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.

ANNEX 3: Management Structure and Key Personnel

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

Format for CV of Proposed Key Personnel

NAME OF PERSONNEL	[INSERT]
POSITION FOR THIS ASSIGNMENT	[INSERT]
NATIONALITY	[INSERT]
LANGUAGE PROFICIENCY	[INSERT]

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

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

<div data-bbox="240 814 428 842" data-label="Section-Header"><p>REFERENCES</p></div>	<div data-bbox="576 375 784 403" data-label="Text"><p>REFERENCE 1:</p></div> <div data-bbox="576 667 708 695" data-label="Text"><p>[INSERT]</p></div>
<hr data-bbox="235 1171 544 1176"/>	<div data-bbox="576 1253 784 1281" data-label="Text"><p>REFERENCE 2:</p></div> <div data-bbox="576 1547 708 1575" data-label="Text"><p>[INSERT]</p></div>

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]

SECTION C: PROJECT BUDGET

(Please seek support from NC/NSC as needed)

1. Project Budget

Please provide budget details following the below expenditure categories, and how the funds will be spent over the project period. GEF SGP grant requests should not exceed fifty thousand United States Dollars (US\$50,000) per project, and per Operational Phase. SGP projects generally should not exceed 2 years. Cofinancing of equal or more amount to the SGP grant amount is encouraged.

Table 3: Project Budget (in local and/or USD currency)

Expenditure Category	SGP Grant (Amount and Percentage of the total budget)	Cofinance (both cash and in-kind from community, donor, etc)
1. Personnel / Labor (please provide detailed breakdown)		
2. Equipment / Materials (please provide detailed breakdown)		
3. Training / Workshops/ Seminars / Travel (please provide detailed breakdown)		
4. Contracts (please provide detailed breakdown)		
Total Project Cost		

2. Cofinancing

Please provide details on the cost-sharing contributions (cash and in-kind) and summarized in table 4 below. Cofinancing should be directly related to the achievement of the project results, such as labor, materials, time and other quantifiable resources that count towards. This should include sources and nature of the contribution (e.g. Youth Organization contributing labor, land, cash, etc). The GEF SGP applies the principle of co-financing the target activities between the relevant partners in the project. It is therefore important that proposing organizations make some contribution towards the operational and programmatic costs of the project.

Table 4: Cofinancing

Sources of Contribution	Cash cofinance	In-kind Cofinance	Cofinance is Committed or Projected*	Amount (in local or USD currency)
Community				
Proposed organization				
Donor (please specify)				
Local government				
Other (please specify)				
Total				

References

ⁱ David Azoulay *et. al.* 2019. *Plastic and Health: the Hidden Cost of a Plastic Planet*. Center for International Environmental Law.

ⁱⁱ World Wildlife Fund. 2019. *Assessing Plastic Ingestion from Nature to People*.

ⁱⁱⁱ United Nations Environment Programme, The State of Plastics: World Environment Day Outlook 2018, June 2018, available at <https://www.unenvironment.org/resources/report/state-plastics-world-environment-day-outlook-2018>

^{iv} United Nations Environment Programme, World Environment Day 2018: Overview, June 2018, available at <https://wedocs.unep.org/bitstream/handle/20.500.11822/25398/WED%20Messaging%20Two-Page%2027April.pdf?sequence=12&isAllowed=y>

^v Secretariat of the Convention on Biological Diversity, Marine Debris: Understanding, Preventing and Mitigating the Significant Adverse Impacts on Marine and Coastal Biodiversity, 2018, available at <https://www.cbd.int/doc/publications/cbd-ts-83-en.pdf>

^{vi} Center for International Environmental Law. 2019. *Plastic and Climate: The Hidden Costs of a Plastic Planet* (<https://www.ciel.org/wp-content/uploads/2019/05/Plastic-and-Climate-FINAL-2019.pdf>).

^{vii} Center for International Environmental Law. 2019. *Plastic and Climate: The Hidden Costs of a Plastic Planet* (<https://www.ciel.org/wp-content/uploads/2019/05/Plastic-and-Climate-FINAL-2019.pdf>).