



## REQUEST FOR PROPOSAL (RFP)

### Provision of Services for Preparation of a Feasibility Report on Integrated Water and Energy Management in the Southeastern Anatolia Region

NAME & ADDRESS OF FIRM	DATE: January 13, 2022
	REFERENCE: UNDP-TUR-RFP(IRE)-2022-04

Dear Madam / Sir,

We kindly request you to submit your Proposal for “**Provision of Services for Preparation of a Feasibility Report on Integrated Water and Energy Management in the Southeastern Anatolia Region**” within the scope of "Integrated Resource Efficiency in Agriculture and Agriculture Based Industry in GAP Region Project.”

Please be guided by the “**Form for Submitting Service Provider’s Proposal**” attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before Thursday, January 27, 2022 at 14:00 hrs. Turkey Time and via email to the address below:

**United Nations Development Programme**  
**Tunç GÜRDAL**  
**tr.procurement@undp.org**

**Your Proposal must be expressed in the English, and valid for a minimum period of 90 days.**

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

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

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

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

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

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

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

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:  
<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

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

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

Please note that women-owned, and managed businesses are especially encouraged to apply.

Thank you and we look forward to receiving your Proposal.

Sincerely Yours,

DocuSigned by:



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Sukhrob Khojimatov

Deputy Resident Representative

13.01.2022

**Annex 1****Description of Requirements**

Context of the Requirement	Provision of Services for Preparation of a Feasibility Report on Integrated Water and Energy Management in the Southeastern Anatolia Region within the scope of "Integrated Resource Efficiency in Agriculture and Agriculture Based Industry in GAP Region Project" (Please refer to Annex 4 Detailed Terms of Reference for detail.)
Implementing Partner of UNDP	Ministry of Industry and Technology, Southeast Anatolia Regional Development Administration (GAP RDA)
Brief Description of the Required Services	In the context of these services, a Feasibility Report including a Project Concept Note and A Pilot Area Implementation Plan is expected to be developed by the Contractor. The assignment shall result in the development of a feasibility study report and all supporting documents which will assist the mobilization of funding for the implementation of the Integrated Water and Energy Efficiency in Irrigation in Southeast Anatolia Region Project at GAP Region as well as provide a detailed implementation plan for the project. The main target of the project is efficient and effective use of water and energy in agricultural fields where irrigation is made through deep wells by pumping systems. In technical terms, the intended purpose is the use of water effectively and without losses, through correct design, installation and improvement of the transformers, power distribution boards, motors, pumps, vertical pipes, horizontal irrigation pipes and water distribution systems. The assignment shall cover current situation analysis, global best practices, field level analysis, recommendations, a project concept note and an implementation plan for preparation of a project to strengthen water and energy efficiency in the pilot area of the GAP Region.
List and Description of Expected Outputs to be Delivered	Please refer to "Section V. Deliverables and Schedules/Expected Outputs" of Annex-4 Detailed Terms of Reference
Expected Duration of work	Please refer to "Section IX. Expected duration of the assignment" of Annex-4 Detailed Terms of Reference
Target commencement date	February 2022
Latest completion date	30.10.2022
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required Only CVs of Key Experts (Team Leader and Analyst) shall be submitted within the proposal.
Currency of Proposal	<input checked="" type="checkbox"/> TRY (Turkish Liras)
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes

	<p>UN and its subsidiary organs are exempt from all taxes. Therefore, proposers shall prepare their financial proposals excluding Value Added Tax (VAT). It is the Proposers' responsibility to learn from relevant authorities (Ministry of Treasury and Finance) and/or to review/confirm published procedures and to consult with a certified financial consultant as needed to confirm the scope and procedures of VAT exemption application as per VAT Law, Ministry of Treasury and Finance's General Communiqués.</p> <p>The Proposer awarded the Contract shall not be entitled to receive any amount over its proposed price in relation to VAT. Overall contract amount to be paid to the contractor shall not exceed the offered Total Financial Proposal Price.</p>
Validity Period of Proposals ( <i>Counting for the last day of submission of quotes</i> )	<p><input checked="" type="checkbox"/> 90 days</p> <p>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	Please refer to Section XI. Price and Schedule of Payments of Annex-4 Detailed Terms of Reference
Type of Contract to be Signed	<input checked="" type="checkbox"/> "Face Sheet Contract (Goods and-or Services) UNDP" available at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Minimum Eligibility and Qualification Criteria	<p>Eligibility and Qualification will be evaluated on Pass/Fail basis.</p> <p><b><u>Eligibility Criteria:</u></b></p> <ul style="list-style-type: none"> <li>• Vendor is a legally registered entity.</li> <li>• Vendor is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.</li> </ul> <p><b><u>Qualification Criteria:</u></b></p> <ul style="list-style-type: none"> <li>• The proposer as a legal entity (JVs and Consortiums shall not be eligible to submit proposals.) must be established and working in line with the applicable laws and regulations at least for the last 3 years.</li> <li>• The proposer must have successfully completed at least 1 (one) contract with a budget of at least USD 40,000<sup>1</sup> in area of providing similar services (preparation of a feasibility report/study) over the last 3 years*.</li> </ul> <p><b>*The reference period which will be taken into account will be the last 3 years from submission deadline. The start and end/completion dates of the references should be specified as day/month/year. Statements of Successful Completion (i.e. Reference Letters, Work Completion Certificates) shall be submitted as proof documents for the Contracts implemented with regard to above stipulated services.</b></p>
Criteria for Contract Award	<p><input checked="" type="checkbox"/> Meeting minimum eligibility and qualification criteria.</p> <p><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</p>

<sup>1</sup> If the currency of the contract is different than USD. Proposers shall convert the currency in the "Statement of Successful Completion" into USD, in accordance with the prevailing UN operational rate of exchange on the contract date stated by "Statement of Successful Completion". UN operational rate of exchange are available at the following website: <https://treasury.un.org/operationalrates/OperationalRates.php#E>

	<input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p>In order to be considered for technical and financial evaluation each Proposer shall provide:</p> <ul style="list-style-type: none"> <li>- <b>Trade Registry Gazette:</b> Copy of the Trade Registry Gazette or equivalent, demonstrating establishment of the Company.</li> <li>- <b>Chamber Registry:</b> Copy of the certificate, obtained by the proposer within the year in which the RFP is launched or expired, that demonstrates registration to the chamber of industry and/or trade to which the proposer is registered.</li> <li>- <b>Authority to Sign:</b> Original or notarized copy of Trade Registers Gazette indicating the shares of the shareholders of the company and their position within the company or the documents evidencing such issues as well as the signature circular of the legal entity certified by the notary public or specimen of list of authorized signatures and the notarized power of attorney.</li> </ul> <p><b><u>Technical Proposal</u></b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Expertise of the Firm 20%</li> <li><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40%</li> <li><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 40%</li> </ul> <p><b>The minimum score required for technical qualification is 70%.</b></p> <p><b><u>Financial Proposal</u></b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>The formula for the rating of the Proposals will be as follows:  Rating the Technical Proposal (TP):  TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p>Rating the Financial Proposal (FP):  FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p>Total Combined Score:  Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> <p><b>The minimum technical score required to pass is 70%.</b></p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>

Annexes to this RFP	<input checked="" type="checkbox"/> Description of Requirements (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions for Contracts (Annex 3) <input checked="" type="checkbox"/> Detailed Terms of Reference (TOR) (Annex 4)
Contact Person for Inquiries (Written inquiries only)	<p><i>Tunç Gürdal, Procurement Officer</i>  <i>Address: Yıldız Kule, Yukarı Dikmen Mah, Turan Güneş Bulvarı, No:106, Cankaya, Ankara, 06550 Turkey</i>  <i>E-mail address: <a href="mailto:tr.procurement@undp.org">tr.procurement@undp.org</a></i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Liquidated Damages	<p>Delay Damages:  Deliverables shall be delivered according to the durations indicated in the Section V of Annex 4 Detailed Terms of Reference. For each day of delay beyond target delivery time for any of the deliverables, liquidated damages for delay of delivery of the services will be imposed under the following conditions: For each day of delay in delivery, 0.5% of contract price will be deducted from the total contract amount. The next course of action: If the delivery of the services is delayed by more than 20 days, UNDP may consider termination of contract.</p>

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>2</sup>)*

[insert: Location].

[insert: Date]

To: UNDP Turkey CO Office, Yıldız Kule 21st Floor, Yukarı Dikmen Mah, Turan Güneş Bulvarı, No:106, Cankaya, Ankara, 06550 Turkey  
Focal Point: Tunç Gürdal, Procurement Officer

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated January 13, 2022 with **Ref. UNDP-TUR-RFP(IRE)-2022-04**, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

### A. Qualifications of the Service Provider

*The Proposer shall submit copies of following documents to demonstrate eligibility and expertise:*

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations*
- b) *Trade Registry Gazette: demonstrating establishment of the Company*
- c) *Chamber Registry Certificate*
- d) *Authority to sign: notarized signature statement or signature circular or power of attorney*
- e) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references. Statement of Successful Completion shall be provided for the references to meet qualification criteria.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

### B. Proposed Methodology for the Completion of Services

*The Service Provider must describe how it will address/deliver the demands of the RFP;*

- a) *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?*
- b) *Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference.*
- c) *Implementation plan showing the timeline of the activities and allocated working days for each staff*

<sup>2</sup> *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*

d) A detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place.

**C. Qualifications of Key Personnel**

*The Service Provider must provide :*

a) Names and qualifications of the personnel that will perform the services indicating proposed roles and responsibilities for each personnel etc.;

b) CVs demonstrating qualifications must be submitted; and

c) Written confirmation from each personnel that they are available for the entire duration of the contract along with at least 2 references from their previous experiences.

*Proposers shall use following template for CV Submission:*

**Format for CV of Proposed Key Personnel**

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Birth Date</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/ Qualifications</b>	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of services]</i>
	<ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>
<b>Employment Record/ Experience</b>	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates (month.year-moth.year), names of employing organization, description of project or works, your duties and responsibilities, title of position held, location of employment and any other information or professional experience considered pertinent for this assignment.]</i>
	[Insert]
<b>References</b>	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference 1: [Insert]  Reference 2: [Insert]



## D. Financial Proposal<sup>3</sup>

We, the undersigned, offer to provide the services for “Provision of Services for Preparation of a Feasibility Report on Integrated Water and Energy Management in the Southeastern Anatolia Region” in accordance with your Request for Ref No. UNDP-TUR-RFP(IRE)-2022-04 and our Proposal. We are hereby submitting our Financial Proposal.

Our Proposal shall be valid and remain binding upon us for the period of 90 days following the proposal submission date.

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

Currency of the proposal: Turkish Liras (TRY)

**Table 1: Summary of Overall Prices**

Deliverables	Amount in TRY
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
<b>Total Amount of Financial Proposal in TRY<sup>4</sup></b>	

**Table 2: Breakdown of Professional Fees**

Position	Fee Rate (TRY)	No. of Working Days	Total Amount (TRY)
	A	B	C=A*B
Team Leader (Key Expert)			
Analyst (Key Expert)			
Assistant Expert (Non-key Expert)			
<b>Subtotal of Professional Fees (TRY):</b>			

**Table 3: Breakdown of Other Costs**

Description	Amount (TRY)
Travel expenses	
Accommodation	
Out-of-pocket Expenses	
Other Costs: (please specify)	
<b>Subtotal of Other Costs (TRY):</b>	

<sup>3</sup> The proposer is required to prepare the Financial Proposal following the below format. The Financial Proposal should align with the requirements in Terms of Reference and the Proposer’s Technical Proposal.

<sup>4</sup> This amount will be the total contract amount and be basis for the schedule of payments. The payments will be affected to the Contractor on percentage basis in line with the percentages listed in Section XI - Price and Schedule of Payments under Annex 4: Detailed Terms of Reference, upon acceptance of deliverables by UNDP.

**Table 4: Breakdown of Price per Deliverable/Activity<sup>5</sup>**

UNDP reserves the right to request details of each item quoted in the Breakdown of Prices.

<b>Deliverable 1: Inception Report</b>				
<b>Price Item</b>	<b>Unit</b>	<b>A. Quantity per Staff</b>	<b>B. Unit Price (TRY)</b>	<b>C. Total Price (=AxB) (TRY)</b>
Team Leader (Key Expert)	Person/day			
Analyst (Key Expert)	Person/day			
Assistant Expert (Non-key Expert)	Person/day			
Travel Expenses (Intercity and intracity)	Per Person			
Accommodation Expenses	Nights			
Out-of-pocket Expenses	Lump-Sum	Lump-Sum		
Other Expenses (Please specify)	Lump-Sum	Lump-Sum		
<b>Total Price of Deliverable 1 (TRY)</b>				

<b>Deliverable 2: Draft Feasibility Report</b>				
<b>Price Item</b>	<b>Unit</b>	<b>A. Quantity per Staff</b>	<b>B. Unit Price (TRY)</b>	<b>C. Total Price (=AxB) (TRY)</b>
Team Leader (Key Expert)	Person/day			
Analyst (Key Expert)	Person/day			
Assistant Expert (Non-key Expert)	Person/day			
Travel Expenses (Intercity and intracity)	Per Person			
Accommodation Expenses	Nights			
Out-of-pocket Expenses	Lump-Sum	Lump-Sum		
Other Expenses (Please specify)	Lump-Sum	Lump-Sum		
<b>Total Price of Deliverable 2 (TRY)</b>				

<sup>5</sup> This table should be completed in compliance with Tables 2 and 3.

<b>Deliverable 3: Final Feasibility Report, Project Concept Note and Pilot Area Implementation Plan</b>				
<b>Price Item</b>	<b>Unit</b>	<b>A. Quantity per Staff</b>	<b>B. Unit Price (TRY)</b>	<b>C. Total Price (=AxB) (TRY)</b>
Team Leader (Key Expert)	Person/day			
Analyst (Key Expert)	Person/day			
Assistant Expert (Non-key Expert)	Person/day			
Travel Expenses (Intercity and intracity)	Per Person			
Accommodation Expenses	Nights			
Out-of-pocket Expenses	Lump-Sum	Lump-Sum		
Other Expenses (Please specify)	Lump-Sum	Lump-Sum		
<b>Total Price of Deliverable 3 (TRY)</b>				

<b>#</b>	<b>Deliverable</b>	<b>Total Price (TRY)</b>
1	Inception Report	
2	Draft Feasibility Report	
3	Final Feasibility Report, Project Concept Note and Pilot Area Implementation Plan	
<b>Total Price of ALL DELIVERABLES (TRY)*</b>		

\*This amount should be the same as the Total Amount of Financial Proposal in Table 1.

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

<b>Proposer Information</b>	
<i>Legal name of the proposer</i>	
<i>Legal address</i>	
<i>Offerors' Authorized Person</i>	<i>Name and Title: Telephone: Email:</i>
<i>Contact person (Proposer)</i>	<i>Name and Title: Telephone: Email:</i>

**ANNEX 3**  
**GENERAL TERMS AND CONDITIONS FOR CONTRACTS**

**Link:**

[https://www.undp.org/sites/g/files/zskgke326/files/procurement/pdf/3.%20UNDP%20GTCs%20for%20Contracts%20\(Goods%20and-or%20Services\)%20-%20Sept%202017\\_0.pdf](https://www.undp.org/sites/g/files/zskgke326/files/procurement/pdf/3.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017_0.pdf)

[https://www1.undp.org/content/dam/nepal/docs/Reports\\_2020/Procurement/General-Terms-Conditions-for-de-minimis-Contracts-Services-only-Sept%202017-below-USD%2050000.pdf](https://www1.undp.org/content/dam/nepal/docs/Reports_2020/Procurement/General-Terms-Conditions-for-de-minimis-Contracts-Services-only-Sept%202017-below-USD%2050000.pdf)

## ANNEX 4

### DETAILED TERMS OF REFERENCE

#### I. Background Information and Rationale, Project Description

Integrated Resource Efficiency in Agriculture and Agro Industries in Southeast Anatolia Region Project is being implemented by the Ministry of Industry and Technology, Southeast Anatolia Regional Development Administration (GAP RDA) in technical collaboration and cooperation with the United Nations Development Programme (UNDP). The overall objective of the Project is to contribute to the improvement of the competitiveness of GAP Region by ensuring effective and efficient use of factors of production and resources in agricultural production and agro-industries. The project aims to model and promote the most efficient use of resources including particularly water and energy in agricultural production and agricultural product processing as dominant sectors in GAP Region and increase efficiency in primary production and processing. This will be achieved through conduct of baseline analyses, strategic planning, design and implementation of replicable and scalable pilot actions as well as development of capacities and competencies of the institutions involved in the project.

The project objective is derived from the fact that it is of utmost importance to use factors of production such as natural resources (soil, water, energy), raw materials, technology and human capital effectively and efficiently to achieve the sustainable development goals as well as global competitive advantages. The effective use of resources helps reduce negative externalities in environment arising from production processes (environmental pollution etc.) and ensure resource sustainability.

The sustainable and efficient use of factor of production and resources in economic activities stands as an important measure in the national development agenda of Turkey. In this context, the 11th National Development Plan (2019-2023) puts importance to ensuring effective and efficient use of resources to increase competitiveness in agriculture and industry and ensure sustainability.

The project consists of five components:

**Component 1 - Baseline Analysis:** Baseline Analysis seeks to specify the product or product groups to be focused on the later stages of the project. The analysis explains Region's baseline from a perspective of integrated resource efficiency in agriculture and agro-industries against global, national and regional trends together with their economic, sociological and environmental dimensions.

**Component 2 - Strategic Planning:** Productivity increases in agriculture and agro industries can be examined in two dimensions: (a) by generating more output than unit input (in terms of quantity and/or value) and (b) unit output. Within the scope of component 2, each point of the above mentioned two dimensions has been examined to establish the strategic priorities in agriculture and agro industries with respect to the integrated resource efficiency.

**Component 3 - Pilot Actions:** This component aims to create scalable and replicable models/success stories regarding resource efficiency.

**Component 4 - Building Sustainability Infrastructure:** The fourth component of the project aims to mainstream the capacity and impacts of the project, build sustainability infrastructure to increase and strengthen the capacity and competence of this infrastructure.

**Component 5- Enlarging Better Cotton in GAP Region** to the Integrated Resource Efficiency Project activities in order to be able to realize the implementation actions within the context of the related pilot project and under the scope of BCI, GAP RDA and UNDP partnership.

Water is one of the important inputs of agricultural production. In addition to increasing the yield from a unit area, it makes agricultural production independent from climatic conditions, creates additional employment, improves income gain in rural areas.

The locomotive sector of the Southeastern Anatolia (GAP) Region is agriculture. Agricultural irrigation in the region is carried out intensively and on a large scale. However, insufficient irrigation network has individualized agricultural irrigation.

## **II. Specific Objectives**

The overall objective of the services is preparation of a Feasibility Report on Integrated Water and Energy Management in the Southeast Anatolia Region.

## **III. Scope of the Assignment**

In the context of these services, a Feasibility Report including a Project Concept Note and A Pilot Area Implementation Plan is expected to be developed by the Contractor. The assignment shall result in the development of a feasibility study report and all supporting documents which will assist the mobilization of funding for the implementation of the Integrated Water and Energy Efficiency in Irrigation in Southeast Anatolia Region Project at GAP Region as well as provide a detailed implementation plan for the project. The main target of the project is efficient and effective use of water and energy in agricultural fields where irrigation is made through deep wells by pumping systems. In technical terms, the intended purpose is the use of water effectively and without losses, through correct design, installation and improvement of the transformers, power distribution boards, motors, pumps, vertical pipes, horizontal irrigation pipes and water distribution systems. The assignment shall cover current situation analysis, global best practices, field level analysis, recommendations, a project concept note and an implementation plan for preparation of a project to strengthen water and energy efficiency in the pilot area of the GAP Region.

## **IV. Approach and Methodology**

The assignment shall be completed by completing the following phases.

### *Phase 1: Inception Period*

The Contractor is expected to review available documentation such as the project document, concluded similar analysis and reports prepared by the GAP RDA and relevant stakeholders and undertake an initial visit to the project area before preparing a detailed Inception Report. The Inception Report shall address the below mentioned issues and shall contain a detailed methodology for carrying out the assignment and the work plan for implementation of the subsequent phases of the consultancy services.

- Assess and give an overview of the current status of existing irrigation/water management infrastructure in the GAP Region,
- Collect and review all available information and define more clearly the gaps that need to be plugged by the proposed feasibility study,
- Assess the cross sectoral collaboration areas possible internal and external effects,
- Clearly define, based on the review and in consultation with the stakeholders, the planning, methodology, pilot area selection, work plan of the assignment.
- Prepare an outline for the Feasibility Report, Project Concept Note and Pilot Area Project Implementation Plan

### *Phase 2: Conducting the Feasibility*

During this phase the project configuration shall be specified. The defined field level measurements and analysis shall be conducted based on the work plan. As part of the field level analysis the measurement of efficiency of wells will be conducted in either Adiyaman, Şanlıurfa or Mardin provinces of Turkey. The Contractor shall provide the number of wells that the measurements will take place. The number of the wells selected, and the selected pilot areas shall be approved by the UNDP. A standalone feasibility report (FR) that summarizes the results from all study phases shall be delivered. The Contractor shall supply all relevant schematics, diagrams, calculations, layouts and other supporting materials, implementation plan as Annexes to the FR.

- Carry out the field level measurements based on pre-approved measurement form,
- Conduct meetings/focus groups meetings/surveys with the key stakeholders,
- Analysis of the gathered data taking into consideration of best practices at global levels,
- Execute the required technical calculations for the dimensioning of the suggested infrastructure,
- Prepare a full flagged concept note showing including recommendations for development of a project for the GAP Region and an implementation plan for selected pilot area.

While conducting the assignment the project team will conduct bi-weekly meetings with the team constructed by the Contractor. The deliverables will be discussed and completed in cooperation and coordination with the Project team.

## V. Deliverables and Schedules/Expected Outputs

The Contractor shall schedule submission of deliverables/outputs to meet target deadlines, considering that UNDP and/or GAP RDA will also invest time for review as detailed in below table.

UNDP may reject deliverables if Contractor fails to revise the outputs in line with the comments of UNDP in consultation with the implementing partners. Any rejection shall not delay the target delivery.

The list of tasks, activities, deliverables and their due dates are as follows:

Deliverable #	Task description	Deadline
<b>Deliverable 1:</b> Inception Report	An Inception Report will be prepared including, current situation analysis, global best practices, methodology of the feasibility, work plan detailed on feasibility report preparation and steps to be taken for completion and time plan. The report and a presentation derived from the Report will be shared with the UNDP and GAP RDA.	30 calendar days after contract signature.
<b>Deliverable 2:</b> Draft Feasibility Report	The Feasibility Report will be drafted including the content table that is agreed in the Inception Phase. The Draft Report will include the field level discussion meetings and measurement activities and analysis. The Draft Feasibility Report is expected to be 100-120 pages long and have following sections.  a) Executive Summary  b) Methodology  c) International, National and Regional Background  d) Data Collection and Analysis  e) Assessment Options, Risk Assessment and Conclusions  f) Horizontal Areas (Resource Efficiency, Climate Change, Gender Mainstreaming, Crisis Prevention and Management)  i) Draft Project Concept Note  j) Pilot Area Implementation Plan  k) Recommendations for Short, Mid and Long Term	210 calendar days after contract signature.
<b>Deliverable 3:</b> Final Feasibility Report, Project Concept Note and Pilot Area Implementation Plan	The Final Report will be prepared based on recommendations received for the Draft Report. The Final Report will include a project concept note which is structured and based on technical/administrative/financial and sustainability studies for a project proposal. An implementation plan will be prepared based on the proposed concept note for the pilot area. The Final Feasibility Report is expected to be 100-120 pages long and annexes and have following sections.  a) Executive Summary  b) Methodology  c) International, National and Regional Background  d) Data Collection and Analysis	At the latest until 15 October 2022.

	e) Assessment Options, Risk Assessment and Conclusions f) Horizontal Areas (Resource Efficiency, Climate Change, Gender Mainstreaming, Crisis Prevention and Management) i) Draft Project Concept Note j) Pilot Area Implementation Plan k) Recommendations for Short, Mid and Long Term	
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Ensuring effective use of communication tools and UNDP, GAP RDA in all phase of the Programmes by conducting consultations with the Project Communication Expert and in line with Project Communication and Visibility Strategy/Plan.

#### **VI. Key Performance Indicators and Service Level**

Key services required and performance indicators are elaborated in the table below:

Key services required	Minimum standard of services acceptable
Development of a Feasibility Report and Project Proposal Concept Note	<ul style="list-style-type: none"> <li>– Planning, conducting, completion and validation of the feasibility report including a clear methodology, field level measurement-based analysis and recommendations.</li> <li>– Preparation and submission of a project concept note including the impact, objective, theory of change, strategy, scope, outputs, possible activities, budget, time plan, sustainability, and cross cutting issues such as gender, environment etc.</li> <li>– Preparation and submission of a pilot area implementation plan based on the feasibility.</li> </ul>

#### **VII. Governance and Accountability**

The Contractor shall be responsible directly to Local Economic Development (LED) Projects Manager in charge of the Project for all the deliverables.

The Contractor shall inform UNDP Local Economic Development (LED) Projects Manager in charge of the Project for all the deliverables bi-weekly via e-mail and without a fixed reporting template regarding the progress they have made.

UNDP will facilitate meetings with the GAP RDA, local economic actors and piloted farmers during the design/preparation of the Report, when needed.

The approving authority of each deliverable will be UNDP. Its implementing partner will have inputs with regards to the services prepared by the Contractor. The Contractor is obliged to finalize activities by taking into account UNDP's and GAP RDA's feedback on deliverables. The Contractor shall provide regular information to the UNDP on a bi-weekly basis via e-mails. The Contractor is obliged to respond for any immediate demand for information by the UNDP and the GAP RDA within 24 hours.

#### **VIII. Facilities to be provided by UNDP and Duty Station**

UNPD will not be providing a facility for the Contractor to work during the contract. UNDP and GAP RDA will facilitate organizing the meetings with key stakeholders if required. The proposer shall ensure that experts are adequately supported and equipped and shall ensure that the service is in accordance with the provisions of the national legislation. In particular, it shall ensure that there is sufficient administrative, secretarial provision to enable experts to concentrate on their primary responsibilities. It shall also transfer funds as necessary to support its activities under this contract and ensure that its employees are paid regularly and in a timely manner.

The Contractor shall work remotely with various travels to GAP Region. 3 face-to-face coordination meetings are planned at the GAP RDA premises in Şanlıurfa during the contract period. Based on the methodology proposed which will be prepared by the Contractor, field level measurements will be conducted in the Region as indicated in Section IV. All additional costs such as travel, accommodation, living or other costs of experts for attending meetings with the UNDP and the GAP RDA as well as all costs of field measurement analysis (including necessary equipment) shall be covered by the Contractor and shall be taken into consideration during preparation of the proposals.



### Covid 19 Specific Measures:

The Service Provider shall review all local regulations, as well as that of UN and UNDP concerning the measures they must take during performance of the contract in the context of COVID-19, before they submit their proposals and factor relevant costs, if any, to their proposals. The Service Provider shall take all measures against COVID-19 imposed by local regulations as well as by UN and UNDP during performance of the contract to protect health and social rights of its own personnel, as well as UNDP personnel, Project Stakeholders and third parties. Pursuant to “Clause 12- Indemnification” of UNDP General Terms and Conditions for Contracts, the Contractor shall indemnify, defend, and hold and save harmless, UNDP, and its officials, agents and employees, from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any third party against UNDP, including, but not limited to, all litigation costs and expenses, attorney’s fees, settlement payments and damages, based on, arising from, or relating to COVID-19 measures that must be taken by the Contractor in the context of the contract. UNDP shall not be held accountable for any Covid-19 related health risks or events that are caused by negligence of the Contractor and/or any other third party.

#### IX. Expected duration of the assignment

The assignment is expected to start on **10 February 2022** (starting date is indicative and may be updated considering actual contract signature date) and be completed until **30 October 2022**.

#### X. Qualifications and Requirement of the Key Personnel

The Contractor shall provide adequate staff in terms of expertise and time, in order to complete the tasks required and to achieve the overall and specific objectives of the Contract in terms of time, cost and quality. The Contractor shall mobilize a team of experts comprising following key personnel:

**Key Expert 1: Team Leader:** Team Leader shall be responsible for coordinating all the activities and review the documents before submission to UNDP and inform UNDP regularly regarding the developments as required.

The tasks and duties of the Team Leader will be to;

- Support the other team members for determination of the appropriate techniques and analyses for the activities described in the Terms of Reference
- Act as the focal point of the Assignment Team vis a vis the UNDP, GAP RDA
- In coordination with the focal points, coordinate the smooth implementation of the activities and facilitate the work of the members of the Assignment Team
- In liaison with UNDP respond to the potential deviations from the original work plan and (if necessary) update the work plan of the assignment
- Review the outputs to be developed within the scope of the assignment and assure quality, coherence, complementarity of the deliverables and responsiveness to the Terms of Reference
- Moderate and/or take a leadership role in major events involving stakeholders as well as consultation sessions to be conducted with the participation of the UNDP, GAP RDA
- To provide technical inputs regarding the modeling and reporting.

The CV of the Team leader shall be submitted in technical proposal.

The qualifications of the team leader shall be as follows:

Team Leader	Minimum Requirements	Assets
<b>General Qualifications</b>	<ul style="list-style-type: none"> <li>– University degree in engineering, economics, business administration, statistics, econometrics or relevant field.</li> <li>– Proficient in both Turkish and English.</li> </ul>	<ul style="list-style-type: none"> <li>– <b>Asset:</b> Advance Degree or PhD. in Engineering, Agriculture, Economics or related relevant field is an asset.</li> </ul>
<b>General Professional Experience</b>	<ul style="list-style-type: none"> <li>– At least 15 years of general professional experience.</li> </ul>	
<b>Specific Experience</b>	<ul style="list-style-type: none"> <li>– 5 years of specific experience on research methods, and feasibility report development, report writing.</li> <li>– At least one year of project coordination experience in similar setting.</li> </ul>	<ul style="list-style-type: none"> <li>– <b>Asset:</b> Knowledge of at least one similar project concept/document development,</li> <li>– <b>Asset:</b> Experience in at least one similar feasibility development in water and/or energy management,</li> </ul>

		– <b>Asset:</b> International experience in similar setting.
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**Key Expert 2: Analyst:** The tasks and duties of the Analyst Key Expert will be to;

- Provide technical inputs to the design of the analysis
  - Determine, in collaboration and agreement with the other relevant members of the Assignment Team, the appropriate methodology
  - Design/conduct, coordinate required field visits/assessments
  - Support the other team members for determination of the appropriate techniques and analyses for the activities described in the Terms of Reference
  - Provide guidance and technical inputs for the relevant deliverables/outputs and draft the relevant entire and/or some related sections of the deliverables of the assignment primary responsibility of which are designated
- The CV of the Analyst shall be submitted in technical proposal.

The qualifications of analyst shall be as follows;

Key Expert (Analyst)	Minimum Requirements	Assets
<b>General Qualifications</b>	<ul style="list-style-type: none"> <li>– University degree in engineering, economics, business administration, statistics, econometrics or relevant field.</li> <li>– Proficient in both Turkish and English.</li> </ul>	<ul style="list-style-type: none"> <li>– <b>Asset:</b> Advance Degree or PhD. in Engineering, Agriculture, Economics or related relevant field is an asset.</li> </ul>
<b>General Professional Experience</b>	<ul style="list-style-type: none"> <li>– At least 10 years of general professional experience.</li> </ul>	
<b>Specific Experience</b>	<ul style="list-style-type: none"> <li>– At least 5 years of specific experience in the field of research/ report/project development and implementation.</li> <li>– At least one year of specific experience research methods, data collection and data analysis and feasibility report development,</li> </ul>	<ul style="list-style-type: none"> <li>– <b>Asset:</b> Knowledge of at least one similar project concept/document development,</li> <li>– <b>Asset:</b> 2 similar feasibility development in water and/or energy management,</li> <li>– <b>Asset:</b> International experience in similar setting.</li> <li>– <b>Asset:</b> Specific experience in preparation of budget, implementation plan development in similar setting</li> </ul>

**Non-key personnel:** The Contractor will employ 1 assistant expert for field level measurements. The duties of assistant experts will be to accompany and assist key personnel during the conduct of field level assignments, meetings, to conduct field level analysis and gather information that will be used for preparation of the report.

The assistant expert shall have a university degree (associate degree or higher) in engineering, economics, business or other relevant areas and have at least 1 year of similar professional experience in the last 5 years. The CV of assistant expert is not required for technical evaluation, but it shall be submitted to UNDP latest a week before the conduct of field visits start and be subject to approval of UNDP.

The Contractor shall provide support facilities to the team of experts during the implementation of the contract, if necessary.

## **XI. Price and Schedule of Payments**

The Contract price is based on a **deliverable basis**. The contract price is a fixed price regardless of extension of the herein specific duration. The amount paid to the Contractor shall be gross and inclusive of all associated costs such as all travel, accommodation, transportation (intercity and intracity), equipment, office and etc. expenses required for the successful provision of services and deliverables as well all legal expenses, including but not limited to social security, income tax, pension, visa etc., which shall be required by applicable laws. Contractor will not receive any additional payment for whatsoever reason. Payments will be affected to the contractor on percentage basis in line with the percentages listed in the following table, upon acceptance of deliverables by UNDP.

The Contractor based in Turkey shall be paid in TRY. The Contractor based in another country shall be paid in USD through conversion of the TRY amount by the official UN exchange rate valid on the date of money transfer. Payments shall be made in accordance with the following schedule:

<b><u>Payments</u></b>	<b><u>Percentage of Payment</u></b>	<b><u>Pre-requisite for Payment</u></b>
Payment 1	30%	UNDP's written acceptance (i.e., not mere receipt) of the quality of the following deliverables: <ul style="list-style-type: none"> <li>- Inception Report,</li> <li>- Receipt of invoice from the Contractor</li> </ul>
Payment 2	40%	UNDP's written acceptance (i.e., not mere receipt) of the quality of the following deliverables: <ul style="list-style-type: none"> <li>- Draft Feasibility Report</li> <li>- Receipt of invoice from the Contractor</li> </ul>
Payment 3	30%	UNDP's written acceptance (i.e., not mere receipt) of the quality of the following deliverables: <ul style="list-style-type: none"> <li>- Final Feasibility Report, Project Concept Note and Pilot Area Implementation Plan</li> <li>- Receipt of invoice from the Contractor</li> </ul>

Payment will be made only upon UNDP's acceptance of the reports/documents stipulated under "Pre-requisite for Payment" column on above table for each payment. Payments shall be affected within thirty (30) days, after receipt of invoice and certification of acceptance of services issued by the responsible UNDP Local Economic Development (LED) Projects Manager.