

United Nations Development Programme



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Resilient nations.*

REQUEST FOR PROPOSAL

Hiring Firm/ NGO for provision support for strengthened food and nutrition security

RFP No.: **RFP/PNG/005-2022**

Projects: EU-UNDP project "Strengthening Integrated Sustainable Landscape Management in Enga Province Papua New Guinea"

Country: Papua New Guinea

Issued on: 25 January 2022

Contents

SECTION 1. LETTER OF INVITATION	4
SECTION 2. INSTRUCTION TO BIDDERS	5
A. GENERAL PROVISIONS	5
1. Introduction	5
2. Fraud & Corruption, Gifts and Hospitality	5
3. Eligibility	5
4. Conflict of Interests	6
B. PREPARATION OF PROPOSALS	6
5. General Considerations	6
6. Cost of Preparation of Proposal	7
7. Language	7
8. Documents Comprising the Proposal	7
9. Documents Establishing the Eligibility and Qualifications of the Bidder	7
10. Technical Proposal Format and Content	7
11. Financial Proposals	7
12. Proposal Security	8
13. Currencies	8
14. Joint Venture, Consortium or Association	8
15. Only One Proposal	9
16. Proposal Validity Period	10
17. Extension of Proposal Validity Period	10
18. Clarification of Proposal	10
19. Amendment of Proposals	11
20. Alternative Proposals	11
21. Pre-Bid Conference	11
C. SUBMISSION AND OPENING OF PROPOSALS	11
22. Submission	11
23. Deadline for Submission of Proposals and Late Proposals	13
24. Withdrawal, Substitution, and Modification of Proposals	13
25. Proposal Opening	13
D. EVALUATION OF PROPOSALS	14
26. Confidentiality	14
27. Evaluation of Proposals	14
28. Preliminary Examination	14
29. Evaluation of Eligibility and Qualification	14
30. Evaluation of Technical and Financial Proposals	15
31. Due Diligence	15
32. Clarification of Proposals	16
33. Responsiveness of Proposal	16
34. Nonconformities, Reparable Errors and Omissions	16
E. AWARD OF CONTRACT	17
35. Right to Accept, Reject, Any or All Proposals	17
36. Award Criteria	17
37. Debriefing	17
38. Right to Vary Requirements at the Time of Award	17
39. Contract Signature	17
40. Contract Type and General Terms and Conditions	18
41. Performance Security	18
42. Bank Guarantee for Advanced Payment	18
43. Liquidated Damages	18
44. Payment Provisions	18
45. Vendor Protest	18

46. Other Provisions 18

SECTION 3. BID DATA SHEET.....20

SECTION 4. EVALUATION CRITERIA ERROR! BOOKMARK NOT DEFINED.

SECTION 5. TERMS OF REFERENCE24

SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST29

FORM A: TECHNICAL PROPOSAL SUBMISSION FORM40

FORM B: BIDDER INFORMATION FORM.....42

FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM44

FORM D: QUALIFICATION FORM46

FORM E: FORMAT OF TECHNICAL PROPOSAL49

FORM F: FINANCIAL PROPOSAL SUBMISSION FORM.....52

FORM G: FINANCIAL PROPOSAL FORM53

FORM H: FORM OF PROPOSAL SECURITY**ERROR! BOOKMARK NOT DEFINED.**

Section 1. 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
 - o Form A: Technical Proposal Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture/Consortium/Association Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Proposal
 - o Form F: Financial Proposal Submission Form
 - o Form G: Financial Proposal Form


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

The Financial Proposal and the Technical Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address. **The file with the "FINANCIAL PROPOSAL" must be encrypted with a password** so that it cannot be opened nor viewed until the Proposal has been found to pass the technical evaluation stage. Once a Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request via email the Proposer to submit the password to open the Financial Proposal. The Proposer shall assume the responsibility for not encrypting the financial Proposal.

PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE 'LINE ITEMS' IN THE SYSTEM. INSTEAD PUT 1 AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE.

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

Approved by:

DocuSigned by:

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Title: Operations Manager

Date: **January 25, 2022**

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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 http://www.un.org/depts/ptd/pdf/conduct_english.pdf</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</p>

	<p>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 meet the eligibility requirements as established by UNDP.</p>
4. Conflict of Interests	<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. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in</p>

	<p>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. Cost of Preparation of Proposal	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. Language	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
8. Documents Comprising the Proposal	<p>8.1 The Proposal shall comprise of the following documents:</p> <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
10. Technical Proposal Format and Content	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
11. Financial Proposals	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced</p>

	<p>in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. Proposal Security	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after UNDP has issued an award; or <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. Currencies	<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> <ul style="list-style-type: none"> 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 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.
14. Joint Venture, Consortium or Association	<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</p>

	<p>by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <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>
15. Only One Proposal	<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"> a) they have at least one controlling partner, director or shareholder in common; or

	<ul style="list-style-type: none"> b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	<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>
17. Extension of Proposal Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
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 endeavour 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	
22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>

<p>Hard copy (manual) submission</p>	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS iii. Bear a warning that states "<i>Not to be opened before the time and date for proposal opening</i>" as specified in the BDS. <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p>
<p>Email Submission</p>	<p>22.5 Email submission, 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. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.
<p>tendering submission</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

	<p>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.</p> <p>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.</p> <p>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: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
23. Deadline for Submission of Proposals and Late Proposals	<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>
24. Withdrawal, Substitution, and Modification of Proposals	<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 Cancelling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. Proposal Opening	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>

D. EVALUATION OF PROPOSALS	
26. Confidentiality	<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. Evaluation of Proposals	<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. Preliminary Examination	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29. Evaluation of Eligibility and Qualification	<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; They are able to comply fully with UNDP General Terms and Conditions of Contract; They do not have a consistent history of court/arbitral award decisions

	<p>against the Bidder; and</p> <p>f) They have a record of timely and satisfactory performance with their clients.</p>
30. Evaluation of Technical and Financial Proposals	<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>
31. Due Diligence	<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</p>

	<p>information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> 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.
32. Clarification of Proposals	<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>
33. Responsiveness of Proposal	<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>
34. Nonconformities, Repairable Errors and Omissions	<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</p>

	<p>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 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; 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 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>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. Right to Accept, Reject, Any or All Proposals	<p>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.</p>
36. Award Criteria	<p>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.</p>
37. Debriefing	<p>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.</p>
38. Right to Vary Requirements at the Time of Award	<p>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.</p>
39. Contract Signature	<p>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,</p>

	UNDP may award the contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	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. Performance Security	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_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.
42. Bank Guarantee for Advanced Payment	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
43. Liquidated Damages	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the contract.
44. Payment Provisions	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 affected by bank transfer in the currency of contract.
45. Vendor Protest	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
46. Other Provisions	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

	<p>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>
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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: 5 pm PNG time</p> <p>Date: February 1, 2022</p> <p>Venue: Zoom, link:</p> <p>Join Zoom Meeting: https://undp.zoom.us/j/86237934485</p> <p>The UNDP focal point for the arrangement is:</p> <p>E-mail: procurement.pg@undp.org</p>
5	10	Proposal Validity Period	120 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	<p>Will be imposed as follows:</p> <p>If the Contractor fails to deliver the specified services within the time period(s) stipulated in the contract, the UNDP may without prejudice to its other remedies under the contract, deduct 0.5% of the complete deliverable for each day of delay until actual delivery.</p>

			Once the maximum is reached, UNDP may consider termination of the contract.
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar or PNG Kina
11	31	Deadline for submitting requests for clarifications/ questions	5 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: UNDP Procurement Unit E-mail address: procurement.pg@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering Once uploaded, Prospective Bidders (i.e. Bidders that have accepted the bid invitation in the system) will be notified via email that changes have occurred. It is the responsibility of the Bidders to view the respective changes and clarifications in the system
14	23	Deadline for Submission	<u>5 pm PNG time, February 10, 2022</u> For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone. PLEASE NOTE: 1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. It is the responsibility of the Bidders to make sure proposals are submitted within this deadline. UNDP will not accept any proposal that is not submitted directly in the system. 2. Submit your proposal a day prior or well before the closing.
14	22	Allowable Manner of Submitting Proposals	e-Tendering

15	22	Proposal Submission Address	https://etendering.partneragencies.org <u>Insert BU Code PNG 10 and Event ID number: RFP-22-005</u>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> • Format: PDF files, word, excel 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. Bidders are solely responsible for ensuring that any and all files sent to UNDP are readable, that is, uncorrupted, in the indicated electronic format, and free from viruses and malware. Failure to provide readable files will result in the bid being rejected. • Please note: Any proposal sent to the private email addresses of any procurement staff will not be accepted. • Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP. <p><u>Further instructions:</u></p> <p>The Bidders shall submit their proposals online in eTendering system. In this regard, the Proposer shall upload separate proposals for:</p> <p>1) Technical Proposal; and 2) Financial Proposal, as separate attachments/files clearly marked as "Technical Proposal" and "Financial Proposal". Financial proposal should be submitted as separate file and protected with different password.</p> <p>2. To secure your financial offer, please SET-UP A PASSWORD for the Financial Proposal which will be requested as follows:</p> <p>a) The password for Financial Proposal will be requested from Bidders if they are successful in the Technical Proposal evaluation. Only those who achieved the minimum score on the technical evaluation will be requested to provide the password to the financial proposals.</p> <p>b) It is strongly suggested that Bidders make a note of the passwords and keep them in a safe place. If we are unable to open the file because of forgotten password (s), the proposal will be disqualified.</p> <p>c) Do not put amount of financial proposal in the eTendering system, but indicate "1".</p>
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% (or 700 points out of 1000 points).</p>

18		Expected date for commencement of contract	<i>March 2, 2022</i>
19		Maximum expected duration of contract	The assignment should be completed in accordance with timelines stated in the Section 5 Terms of Reference.
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Other Information Related to the RFP	Not applicable

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

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 History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	A minimum of five years of previous experience in the field of agriculture production and marketing.	Form D: Qualification Form
	At least 2 contracts including the scope of work for at least TWO similar projects over the last five years along with the information provided on value of the deal, duration of the assignment, Project owner name, address, and contact details. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Financial Standing	Minimum average annual turnover of US 150,000 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:	

litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Technical Evaluation Criteria

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

Technical Proposal Evaluation		Points obtainable
<u>Form 1: Expertise of the Firm/Organization</u>		
1	Previous relevant experience in the field of agriculture production and marketing (5-6 years - 100 points, 7-8 years - 125 points and more than 9 years - 150 points)	150
2	Common engagements in terms of scope of work (2 assignments - 30 points, 3 assignments - 40 points and 4 assignment and more - 50 points)	50
3	Relevance of specialized knowledge and experience on similar engagements done in the region/country	100
Total		300
<u>Form 2: Technical Proposal Evaluation</u>		Points obtainable
1	Quality and relevance of proposed approach to:	
	a) Capacity development of lead farmers and establishing of feedback system	60
	b) Establishment of nurseries for fruit tree production	40
	c) Preparation of training materials	60
	d) Establishment diversified and climate resistant agricultural production	40
	e) Capacity development of coffee farmers and support of LVG proposals development	50
	d) Strengthening of National Coffee platform and establishing of Enga coffee platform	50
	f) Development of policy and/or regulation to support Sustainable Coffee Production	40
2	Have the important aspects of the task been addressed in sufficient detail?	30
3	Is the presentation clear and are the sequence of activities and the planning logical, realistic and promise efficient completion of the assignment?	30
Subtotal		400

Technical Proposal Evaluation		Points obtainable
Form 3: Management Structure and Key Personnel		Points obtainable
	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?	<u>30</u>
International Agriculture Marketing and Production Expert		
1	At least Master's degree in the field of agriculture, horticulture, sustainable land management, agriculture marketing, or other relevant areas (Master's degree - 10 points, PhD's or higher - 15 points)	15
2	At a minimum of 7 years' relevant experience in the field of agriculture production and marketing, agriculture economics, sustainable land management, agriculture extension and training, and policy development (7-8 years - 30 points, 9-10 years - 40 points and 11 years and more – 50 points)	50
3	Experience in Papua New Guinea	10
4	Relevant international/regional experience	15
<u>Subtotals</u>		<u>90</u>
National Team Lead		
1	At least Bachelor's in agriculture, horticulture, sustainable land management, or other relevant areas (Bachelor's degree - 10 points, Master's or higher - 15 points)	15
2	At a minimum of 5 years' relevant experience in the field of agriculture production and marketing, agriculture economics, sustainable land management, agriculture extension and training, and policy development (5-6 years - 20 points, 7-8 years - 30 points and 9 years and more - 40 points)	40
3	Experience as Team Leader in various similar assignment (1-2 years - 10 points, 3-4 years - 15 points, 5 years and more - 20 points)	20
4	Experience in Enga province or highlands, knowledge of local language	10
5	Knowledge of local language	5
<u>Subtotals</u>		<u>90</u>
National Agriculture Production Expert		
1	At least Bachelor's in agriculture, horticulture, sustainable land management, or other relevant areas (Bachelor's degree - 7 points, Master's or higher - 10 points)	10
2	At a minimum of 3 years' relevant experience in the field of agriculture production, agriculture economics, sustainable land management, agriculture extension and training (3-4 years - 10 points, 5-6 years - 15 points and 7 years and more - 20 points)	20

Technical Proposal Evaluation		Points obtainable
3	Experience in Enga province or highlands, knowledge of local language	10
4	Knowledge of local language	5
Subtotals		<u>45</u>
National Agriculture Marketing Expert		
1	At least Bachelor's in agriculture, horticulture, sustainable land management, or other relevant areas (Bachelor's degree - 7 points, Master's or higher - 10 points)	10
2	At a minimum of 3 years' relevant experience in the field of agriculture marketing, farm2market guides, market assessments, business to farmers and business to business linkages (3-4 years - 10 points, 5-6 years - 15 points and 7 years and more - 20 points)	20
3	Experience in Enga province or highlands, knowledge of local language	10
4	Knowledge of local language	5
Subtotals		<u>45</u>
Total		300

Section 5. Terms of Reference

Support for strengthened food and nutrition security

a. Background Information and Rationale, Project Description

Papua New Guinea (PNG) has been one of the fastest growing economies globally this century with average growth rates above 6%². This rapid growth has been driven primarily by the expansion of foreign investment within the natural gas sector and high prices for PNG's central exports many of which are transported to rapidly growing Asian economies. This growth has built on a long history of natural resources being at the centre of the PNG economy with exports and employment dominated by mining, natural gas, natural forest logging and agriculture. While this rapid growth has delivered significant changes in PNG's main urban areas and those communities benefiting directly from foreign investment, the country still faces significant challenges in meeting the objectives of Vision 2050 and in providing development opportunities for all while also maintaining its natural environment.

Over 85% of the nation's 7.3m population are based in rural areas and rely primarily on subsistence agriculture for survival and have limited access to health centres, education or broader development opportunities. Falling commodity prices since 2012 have also left the country facing significant economic challenges despite ongoing growth.

PNG has a significant area of intact tropical forest covering 77.8% of the country's 46.9m ha of land. Together with the forest of West Papua (Island of New Guinea) they represent one of the largest areas of intact tropical forest in the world. These forests are critical to the livelihoods and economy of the country and a commercial logging industry has for a long period been a central part of the economy.

Enga province lies within the Highlands Region of Papua New Guinea covering an area of 11,704km² and with a significant altitudinal range from less than 200m where the Yuat River leaves the province in the northeast, to 3800m on the way to Mt. Hagen on the south. The population is mainly rural (97%) and the provincial capital of Wabag has a population of just over 5,000 people. The province's highly diverse terrain presents a varied range of environmental and climatic conditions however only approximately 3,200km² (or 27%) of the land is considered suitable for agriculture.

In November 2020, UNDP Country Office and European Union signed Contribution Agreement to implement the project *"Strengthening Integrated Sustainable Landscape Management in Enga Province Papua New Guinea"* for the period 2021- 2026. The project will assist in strengthening sustainable and inclusive economic development of the Enga Province of Papua New Guinea by three components:

- **Component 1: Improved climate change mitigation and adaptation.** This component will focus principally on delivering improvements in the status of climate change mitigation and adaption by strengthening its integration into the development planning framework, supporting the development and early implementation of climate compatible provincial and district development plans, including the development of effective financing mechanisms to support climate mitigation, adaptation and disaster risk management activities.
- **Component 2: Strengthened food and nutrition security.** This component will focus on strengthening food and nutritional security within Enga through engagement with both key commercial value chains and subsistence farmers to improve cultivation techniques and help integrate new crops and produce within production systems.
- **Component 3: Improved Biodiversity and land/forest ecosystems conservation, restoration and sustainable use.** This component focuses on enhanced action on conservation, restoration and sustainable use of high value areas within the landscape. These will be achieved through combining

² World Bank Data. Available at <http://data.worldbank.org/indicator/NY.GDP.MKTP.CD?locations=PG>

an enhanced mandate and capacity of environmental officers at the provincial level as part of CEPA's decentralization process, with strengthening and coordination of provincial environment, climate change and forest management committees and their work with economic development committees, and targeted action at the community level to establish Community Conservation Areas and undertake reforestation, rehabilitation and woodlot development activities.

Integrated sustainable land use and development planning within provincial and district development planning will provide a framework and supporting environment for effective climate compatible development including both mitigation and adaptation actions. This framework will be used as a base to help catalyse community action on sustainable projects and the development of community conservation areas as well as private sector investment in the development and production of high quality 'conservation commodities' that have improved international market access and prices and support the delivery of multiple objectives at the community level. This integrated approach is fully in line with a number of government and private sector initiatives with the current project acting as a catalyst to bring these elements together as well as helping to bridge the investment gap present in fully operationalizing these integrated approaches.

Through these actions the project will provide significant support to achieving both PNG's Medium-Term Development Goals, including targets for increasing agricultural productivity, increasing areas under conservation and reducing levels of forest loss. It will also support action under the SDGs in particular action on SDG15 Life on Land, SDG 13, Climate Action and Goal 2, Zero Hunger.

The current assignment is intended to closely work with the Climate Change and Development Authority (CCDA) a lead government agency and Enga Provincial Government to undertake to perform set of activities under the agriculture - component 2 of the project.

b. Specific Objectives

Under the overall supervision of the Environment Lead and direct oversight of the UNDP International Technical Advisor and the technical guidance of the CCDA and in close coordination with Enga Provincial Administration, an NGO or a firm will be selected to be responsible for conducting set of activities for Strengthened food and nutrition security in the province and achieve following results:

- Strengthen community-based research and innovation for climate compatible agricultural development.
- Climate compatible coffee production strengthened.

c. Scope

The NGO/Firm selected will work closely with the project team and project experts as well as review the existing documents prepared by project experts to implement the activities within the sustainable agriculture component of the project. The NGO/Firm will perform following tasks:

2.1.Strengthen community-based research and innovation for climate compatible agricultural development.

The project looks to develop climate compatible agricultural development materials that are relevant across Enga's diverse altitudinal ranges. Materials will be developed based on climate hazard and adaptation assessments (under Outcome 1) and will also promote both conservation of key environmental areas, as well as landscape restoration including the planting of trees on farm (Outcome 3). Support will be targeted through lead farmers who will be provided with support in both application of techniques and training of others. Lead farmers will also act as participatory researchers providing feedback on uptake of techniques and results with groups being brought together on an annual basis to share results and review training approaches and agricultural techniques used. A programme of support targeted at women will also be developed focusing on key nutritional information as well as household garden techniques that can improve

quality of nutrition as well as adoption of small-scale livestock farming in particular chickens and pigs. To achieve this, the NGO/Firm partner will undertake following activities.

2.1.2. Training materials appropriate to Enga's diverse altitudinal range developed

The project has already developed training material suited to Enga province for capacity building of the authorities at district and provincial levels. The NGO/firm selected for this assignment will further expand the material to fit for the targeted farmers and make it focused on sustainable agriculture production techniques that follow the sustainable land management techniques. In other words, the training should focus on increasing the productivity of agriculture so it can address the growing needs of the growing population in a way that the quality of land and ecosystem services within it are preserved for future generations. The expanded materials should cover different stages of value chains with techniques that can increase productivity and preserve the land including but not limited to:

- **Pre-cultivation:** For instance, land preparation, planting operation, good-quality and drought resistant inputs, tools, etc.
- **Cultivation:** plantation, mulching, irrigation, weeding, adding manure and fertilization, etc.
- **Harvesting:** time of harvest, methods of harvest, best harvest techniques that suit markets, immediate storing, pre-cooling, etc.
- **Post-Harvest:** long-term storage, transport, collection points, change of form, farmer to business linkages, etc.

It should be noted that the objective is to link these farmers to the domestic or international markets suitable for their products. Therefore, the materials developed should focus on enabling the farmers with techniques that produce are market oriented i.e., the farmers produce the shapes, sizes, quality and quantity required for the markets.

The materials should be tailored to the most prominent agriculture products of Enga Province including but not limited to coffee, strawberry, potatoes. The materials should also suit the understanding of the farmers on the ground and may be translated to local language.

The NGO/Firm will be expected to develop four training materials (pre-cultivation, cultivation, harvesting and post-harvest) covering most prominent crops for each.

2.1.3. Enhanced capacity of lead farmers to develop climate compatible techniques

The material that is developed under activity 2.1.2. above, will be delivered to about 10,000 farmers delivered through farmers' schools and delivery on the field. The NGO/Firm needs to print these materials and distribute to the farmers.

2.1.4. Monitoring and feedback process for lead farmers established

The NGO/Firm will work with the project team to identify lead farmers in target communities who can facilitate day-to-day extension for the farmers on the ground. The lead farmers are qualified agriculturists based in community who has access to all farmers and can serve as contact point for any problem that farmers face. While the project will work with communities in identification of lead farmers, the NGO/Firm will need to develop their capacities and ensure that they are central part of the training material developed (activity 2.1.2.) and the delivery of those materials (activity 2.1.3). The NGO/Firm should also provide all the materials to the lead farmers so they can provide field farmer schools on regular basis directly to their communities.

2.1.5. Establishment of nurseries for fruit tree production (linked with activities for nursery development under SO3)

Access to quality climate-adaptable seeds is a crucial necessity for sustainable production. Therefore, the NGO/Firm will support the farmers who are establishing tree nurseries. The project is providing grants for

communities for range of agricultural activities which may include nurseries establishment. The NGO/Firm will be expected to support and provide nursery production training to the successful grantees as well as other project stakeholders. The number of the training participants and events can be determined at the inception phase after identifying the interested farmers who want to establish nurseries. However, these farmers can be part of the same training packages that will be delivered to 10,000 people as mentioned in activity 2.1.3. above.

2.1.6. Diversified and climate resistant agricultural production systems established

Under this activity, the NGO/Firm will look into the overall agriculture production systems in the province (as recorded in the ongoing project feasibility study), and work on improvement the system to make it more diversified and climate resilient. The NGO/Firm will work with the Department of Agriculture and Livestock (DAL) in this activity and introduce pilot changes for improvement. This will include the agriculture production and monitoring systems. The feasibility study that the project is conducting will serve as basis for this activity. As part of this activity, the NGO/Firm may conduct basic market studies for main agriculture products (potatoes, coffee, strawberries, etc.) and develop farm to market guides that ensure diversification and climate-resilient production.

The NGO/Firm will also look into farmers to business linkages by piloting farmers to business and business to business meetings for increased marketing opportunities for the Enga farmers.

The NGO/firm needs to ensure that they support and work with 2,000 small-scale farmers adopting sustainable and resilient agriculture practices.

2.2. Climate compatible coffee production strengthened.

This approach will also be complemented by support to improvements in the climate resilience of coffee production, the integration of food crops in production systems as well as enhancements to the quality and sustainability of processing that will help to increase the profitability and resilience of the sector as well as the nutritional security of producers. This approach will utilize the strong networks and support systems in place through the coffee value chain to achieve dual objectives of improved coffee production and food security. Improved support to key coffee industry bodies as well as strengthened links between producers, processors, buyers, and financiers will also help to improve market access and efficiencies through the supply chain.

UNDP will work closely with the private sector to develop support packages to coffee farmers and subsistence farmers with action on small scale family agriculture also supported through engagement with National Agricultural Research Institute (NARI) (which will support research elements as well as technical support), and the Fresh Produce Development Authority (FPDA) as well as provincial and local NGOs.

Coffee production is the main cash crop in Enga province. Wet Coffee is processed in a wet factory in Wapenamanda before shipment to Lae, several hours drive away. Under this activity result, the NGO/Firm area will support improvements in the quality and sustainability of coffee production in Enga province. It will build on the work of existing projects including the World Bank's Productive Partnerships in Agriculture Project (PPAP) and will focus on improving the quality of coffee production at the field level, strengthening the integration of multiple crops into the coffee farming systems, increasing women's capacity to benefit more from coffee production, and increase capacity of farmers to make business decisions and plan business activities and access finance to support business development. Support will be operationalized through working with farmers, buyers and processors to increase understanding of the benefits of different techniques and to more effectively link producers with demands of international markets.

Activity area will also support PNG, Enga province, and coffee producers in increasing their access to high value international markets by supporting market linkages through key national and provincial platforms,

improving the regulatory and institutional environment for trade and increasing awareness of producers and processors of international certification standards and market requirements as well as improving level of traceability within coffee production and processing.

It should be noted that this activity will build upon the activity result 2.1. (above) and further detail it for the coffee production. While there are other prominent value chains in the province as well, below activities will mainly focus on coffee value chain.

This will be achieved through a series of specific activities as listed below but linked to the activities above:

2.2.1. Climate smart coffee production developed and expanded

The NGO/Firm will identify communities that want to expand their coffee production and help them develop low-value grant proposals to be submitted to UNDP. The NGO/Firm is expected to support preparation of at least 10 LVG proposals that UNDP can review and check possibility of grant funding to implement.

2.2.2. Increased capacity for high quality coffee production developed

Linked with activity 2.1.2. and 2.1.3. above, the NGO/Firm will provide capacity building to coffee farmers. The training material need to follow same structure as stated in 2.1.2. and 2.1.3.

2.2.3. Increased capacity for business planning, development and access to finance amongst coffee producers, processors and aggregators.

Upon developing training material, the NGO/Firm will deliver these trainings to private sector who can be linked with coffee producers. The training for processors and aggregators will mostly focus on the post-harvest stage of coffee production (in line with 2.1.2 above).

2.2.4. National Coffee platform strengthened to bring together buyers, producers, aggregators, processors and financiers with support to reform to existing regulations on the coffee sector

2.2.5. Enga coffee platform established within structure of existing committees

2.2.7. Develop a number of policy and regulations to support Sustainable Coffee Production at the national and provincial levels (based on the ongoing feasibility study).

Note: Activity 2.2 here is linked with the activity 2.1. but focused on coffee value chain especially the training and capacity building material. For instance, the training material developed in activity 2.1.2. above will include a section on coffee as main value chain. Similarly, the 10,000 farmers to be trained will be inclusive of coffee farmers.

d. Approach and Methodology

The NGO/Firm will closely engage with UNDP project team before initiating their fieldwork to understand the activities and agree on a work plan. The NGO/firm and the assigned staff should be based in Wabag, Enga.

The NGO/Firm should be working closely with the project team and the stakeholders including the Enga Provincial administration.

The workshops, training events and other activities should be delivered in coordination with the Project Team. The NGO/Firm will need to submit detailed methodology during the inception period.

The NGO/Firm will submit all reports to the Project Manager and Technical Specialist in soft copies in English along with all raw and primary data collected in electronic form.

e. Deliverables and Schedules/Expected Outputs

SN	Deliverables*	Output	Percentage	Timeline
1	Deliverable#1: Submission and approval of the inception report which includes a detailed workplan and detailed methodology	Submission and approval of the inception report	10%	One month after signing the contract
2	Deliverable#2: Submission and approval of the first report covering the results of following activities: <ul style="list-style-type: none"> • four training materials • 2,000 farmers trained. • Lead farmers identified and initial training provided. • 5 Low-Value grant applications developed. • Initial review of agriculture systems completed, and improved system identified. 	Submission and approval of the first report	25%	Three months after signing the contract
3	Deliverable#3: Submission and approval of the second report covering the results of following activities: <ul style="list-style-type: none"> • 4,000 farmers trained. • Lead farmers feedback mechanism established. • 1,000 small-scale farmers supported for adopting sustainable and resilient agriculture practices. • 5 Low-Value grant applications developed. 	Submission and approval of the second report	25%	Six months after signing the contract
4	Deliverable#4: Submission and approval of the third report covering the results of following activities: <ul style="list-style-type: none"> • 4,000 farmers trained. • Lead farmers feedback mechanism established. • 1,000 small-scale farmers supported for adopting sustainable and resilient agriculture practices. • A multi-stakeholder Coffee Platform in Enga Province to strengthen private sector partnerships. • One policy and/or regulation to support Sustainable Coffee Production at the national and provincial levels. 	Submission and approval of the third report	25%	Nine months after signing the contract
5	Deliverable 5: Submission and approval of the final report summarizing all assignment activities completed.	Submission and approval of the final report	15%	Ten months after signing the contract

f. Key Performance Indicators and Service Level

The following are main indicators for the assignment:

- Develop four training materials (pre-cultivation, cultivation, harvesting and post-harvest) covering most prominent crops for each.

- 10,000 farmers trained through farmers' schools and delivery on the field.
- Monitoring and feedback process for lead farmers established
- 2,000 small-scale farmers supported for adopting sustainable and resilient agriculture practices.
- A multi-stakeholder Coffee Platform in Enga Province to strengthen private sector partnerships.
- One policy and regulations to support Sustainable Coffee Production at the national and provincial levels
- 10 Low-Value grant applications developed.

g. Governance and Accountability

UNDP responsibility: oversight and liaison. Under the overall supervision of the Environment Lead at UNDP, the NGO/Firm reports to the Project Manager and the Technical Specialist. The Project Manager and the Technical Specialist will assess the performance of the NGO/Firm and certify payments based on deliverables.

For any workshops or events held, UNDP will lead the logistical arrangements for the workshops. For instance, UNDP will lead in inviting participants, dealing with participant's travels, catering, venue booking, etc.

The responsibilities of the NGO/Firm:

The NGO/Firm shall designate a Team Leader to be the focal point for UNDP on implementation of the assignment and submission of the reports. The Team Leader will also be responsible for communicating with the Project Manager and the Technical Specialist for submitting draft reports and incorporating comment and suggestions from the above UNDP officials and submitting final reports.

The Team Leader will ensure that the contract is performed efficiently and effectively following the Terms of Reference. The NGO/Firm will provide in its proposal a description and cost estimate for all the facilities required to perform the services.

The NGO/Firm will ensure that it has the required access to province, districts and communities where the project is implemented. The NGO/Firm will also conduct meetings with the Project Manager and the Technical Specialist on ad-hoc request to address issues of concern and provide actionable recommendations for solutions, including resolution of issues identified by the NGO/Firm.

Office space, transport, computers, stationery, communications equipment are the responsibility of the NGO/Firm and not of UNDP and the projects.

h. Facilities to be provided by UNDP

The NGO/Firm will be responsible for all logistical, administrative and maintenance support necessary for its personnel to operation for the whole duration of the contract with no responsibility on the part of UNDP.

This shall include the following:

- The duty of care of all its personnel in the Papua New Guinea, including the welfare of its staff, including payment of salaries, medical insurance, medical and casualty evacuation in the event of a security breakdown.
- Arrangements for logistics across all aspects of the assignment, including in-country transportation for its operations, accommodation and any visa requirements.
- Security for all its personnel and assets. Neither the UNDP nor its national partners shall provide security facilities or be liable for any individual and material damage.
- Ensure adequate communication with UNDP.
- The main project staff should be based in Enga province.

All documentation shared with and by UNDP and the Project Manager/his/her delegate is confidential and shall not be disseminated by the NGO/Firm further or shared with counterparts at all.

UNDP will facilitate introduction of the NGO/Firm to the stakeholders and facilitate in obtaining any approvals for technical work with the relevant government where/if needed.

i. Expected duration of the contract/assignment

Duration of assignment will be ten months from signing of contract.

The expected date of the starting of the contract will be from March 2022 including the submission of final report and the deliverables. However, the NGO/firm shall submit project implementation plan of how the above-mentioned activities will be implemented and deliverables will be ensured within the contracted period.

j. Professional Qualifications of the Successful Contractor and its key personnel

Here are specific requirements for the Proposer:

- A minimum of five years of previous experience in the field of agriculture production and marketing.
 - Please provide a narrative of your organisation's history and describe previous expertise along with the organization's location, length of time in business, experience with evaluations.
 - Submit a valid business registration document of the company along with previous registration document which dates back 5 years or older.
 - Provide copies of your last contracts including the scope of work for at least TWO similar projects over the last five years along with the information provided on value of the deal, duration of the assignment, Project owner name, address, and contact details.
- A successful proposer shall provide technical proposal ensuring that they understand and meet the technical requirements of the assignment, able to conduct the works within the stipulated deadline, according to required quality.

The firm shall propose an engagement team, according to the scope, emphasis, timing and conduct of the engagement. The recommended team composition and their required qualifications are in the table below.

Position	Professional / Academic Education	Professional Experience	Responsibilities	Duty Station	Duration
International Agriculture Marketing and Production Expert	An Agriculture marketing and production expert with Master's in agriculture, horticulture, sustainable land management, agriculture marketing, or other relevant areas;	At a minimum of 7 years' relevant experience in the field of agriculture production and marketing, agriculture economics, sustainable land management, agriculture extension and training, and policy development.	The overall technical specialist of the team supporting the national team in training material development, policy development, and establishing of the platform as well as other	Home-based with at least 2 missions to Enga province in Papua New Guinea	5 Months (3 home-based and 2 months in Enga Province, Papua New Guinea). (The proposer may propose half-time for 10 months.)

			activities in the project.		
National Team Leader	An Agriculture marketing and production expert with Master's in agriculture, horticulture, sustainable land management, agriculture marketing, or other relevant areas;	At a minimum of 5 years' relevant experience in the field of agriculture production and marketing, agriculture economics, sustainable land management, agriculture extension and training, and policy development.	The overall leader of the team, writing reports, leading the implementation.	Fully based in Wabag, Enga	10 Months
National Agriculture Production Expert	An Agriculture production expert with bachelor's in agriculture, horticulture, sustainable land management, or other relevant areas;	At a minimum of 3 years' relevant experience in the field of agriculture production, agriculture economics, sustainable land management, agriculture extension and training.	Responsible for leading the production side of the work i.e. to focus on pre-cultivation, and cultivation stage techniques that improve the productivity. He/she will contribute to the production side of the training material development, training to lead farmers and farmers, as well as contributing to the policy development accordingly.	Fully based in Wabag, Enga	10 Months
National Agriculture Marketing Expert	An Agriculture marketing expert with bachelor's in agriculture, horticulture, sustainable land management, or other relevant areas;	At a minimum of 3 years' relevant experience in the field of agriculture marketing, farm2market guides, market assessments, business to farmers and business to business linkages.	Responsible to lead the marketing side of the activities for all value chains including the coffee. He/she will contribute to the development of training material	Fully based in Wabag, Enga	10 Months

			especially for the harvest and post-harvest activities, providing the trainings to lead farmers and farmers and contribute to linkages with private sector, establishing the platforms and developing the policies.		
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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"/>
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:

- Company Profile, which should not exceed ten (10) pages.
- Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation.
- 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.
- Statement of Satisfactory Performance (reference letters) from the Top 3 Clients in terms of Contract Value the past 2 years. Reference letters from international organizations, development partners and government institutions will be considered as an advantage.
- List of corporate clients highlighting similar contracts for clients of comparable business nature and/or size as UNDP/UN.
- List of trainings conducted within the past 3 years, relevant in scope and nature to the current TOR.
- Quality assurance mechanism description including a complaint and grievance system.
- CVs of responsible staff highlighting experiences in servicing similar contracts.
- Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 2 years.
- Duly signed Technical and Financial proposals as per Forms A, B, F and G. Financial proposal must be in a separate file and password protected.
- Copies of last contracts including the scope of work for at least TWO similar projects over the last five years along with the information provided on value of the deal, duration of the assignment, Project owner name, address, and contact details.

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]
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We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

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

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

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____

Date: _____

Signature: _____

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

☐ Contract non-performance did not occur for the last 3 years

☐ 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)

☐ No litigation history for the last 3 years

☐ 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.

SECTION 1: Bidder's qualification, capacity and expertise

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

SECTION 2: Proposed Methodology, Approach and Implementation Plan

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

- a) Capacity development of lead farmers and establishing of feedback system
- b) Establishment of nurseries for fruit tree production
- c) Preparation of training materials
- d) Establishment diversified and climate resistant agricultural production
- e) Capacity development of coffee farmers and support of LVG proposals development
- d) Strengthening of National Coffee platform and establishing of enga coffee platform
- f) Development of policy and/or regulation to support Sustainable Coffee Production

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

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

SECTION 3: Management Structure and Key Personnel

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

Format for CV of Proposed Key Personnel

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

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

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

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

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

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

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

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

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

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

Table 1: Breakdown of Components

Description of Activity	Internal Cost Estimate			
	Remuneration per Unit of Time (e.g., day, month, etc.)	Total Period of Engagement	No. of Personnel/Teams	Total Rate for the Period
I. Personnel Services				
a. National Team Leader		10 months	1	
b. International Agriculture Marketing and Production Expert		5 months	1	
c. National Agriculture Production Expert		10 months	1	
d. National Agriculture Marketing Expert		10 months	1	
e. Other experts (optional)				
II. Out of Pocket Expenses				
a. Travel Costs				
b. Daily Allowance				
c. Communications				
d. Printing				
e. Equipment Lease				
f. Others				
III. Other Related Costs				
Total				

Table 2: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Percentage of payment	Professional Fees	Other Costs	Total
Deliverable#1: Submission and approval of the inception report which includes a detailed workplan and detailed methodology	10%			
Deliverable#2: Submission and approval of the first report covering the results of following activities: <ul style="list-style-type: none"> • four training materials • 2,000 farmers trained. • Lead farmers identified and initial training provided. • 5 Low-Value grant applications developed. • Initial review of agriculture systems completed, and improved system identified. 	25%			
Deliverable#3: Submission and approval of the second report covering the results of following activities: <ul style="list-style-type: none"> • 4,000 farmers trained. • Lead farmers feedback mechanism established. • 1,000 small-scale farmers supported for adopting sustainable and resilient agriculture practices. • 5 Low-Value grant applications developed. 	25%			
Deliverable#4: Submission and approval of the third report covering the results of following activities: <ul style="list-style-type: none"> • 4,000 farmers trained. • Lead farmers feedback mechanism established. • 1,000 small-scale farmers supported for adopting sustainable and resilient agriculture practices. • A multi-stakeholder Coffee Platform in Enga Province to strengthen private sector partnerships. 	25%			

Deliverable/ Activity description	Percentage of payment	Professional Fees	Other Costs	Total
<ul style="list-style-type: none">One policy and/or regulation to support Sustainable Coffee Production at the national and provincial levels.				
Deliverable 5: Submission and approval of the final report summarizing all assignment activities completed.	15%			
Total				

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]