

*United Nations Development Programme*



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Resilient nations.*

# **REQUEST FOR PROPOSAL**

**Advisory services to UNDP to facilitate the preparation of project close-out financial statements for Adaptation Fund financed projects.**

**RFP No.: RFP/NCE/002/2022**

**Country: Global Coverage**

**Issued on: 5 April 2022**

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## SECTION 1. LETTER OF INVITATION

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The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

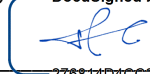
- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
  - o Form A: Technical Proposal Submission Form
  - o Form B: Bidder Information Form
 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

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 [gef.procurement@undp.org](mailto:gef.procurement@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 in writing, and submit via Email to [gef.procurement@undp.org](mailto:gef.procurement@undp.org).

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

Issued by: DocuSigned by:



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Name: Paul Mwangi

Title: Procurement Analyst

Date: April 5, 2022

Approved by: DocuSigned by:



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Name: Alfonso Buxens

Title: Procurement Advisor

Date: April 5, 2022

## SECTION 2. INSTRUCTION TO BIDDERS

### A. GENERAL PROVISIONS

<p><i>1. Introduction</i></p>	<p><b>1.1</b> Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <a href="https://poppp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://poppp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a></p> <p><b>1.2</b> 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><b>1.3</b> As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (<a href="http://www.ungm.org">www.ungm.org</a>). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
<p><i>2. Fraud &amp; Corruption, Gifts and Hospitality</i></p>	<p><b>2.1</b> UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p> <p><b>2.2</b> 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><b>2.3</b> 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><b>2.4</b> All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p>
<p><i>3. Eligibility</i></p>	<p><b>3.1</b> A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p><b>3.2</b> 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>

<p><b>4. <i>Conflict of Interests</i></b></p>	<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"> <li>a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;</li> <li>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</li> <li>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</li> </ul> <p>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"> <li>a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>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>
<p><b>B. PREPARATION OF PROPOSALS</b></p>	
<p><b>5. <i>General Considerations</i></b></p>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
<p><b>6. <i>Cost of Preparation of Proposal</i></b></p>	<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>
<p><b>7. <i>Language</i></b></p>	<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>
<p><b>8. <i>Documents</i></b></p>	<p>8.1 The Proposal shall comprise of the following documents:</p>

<i>Comprising the Proposal</i>	<ul style="list-style-type: none"> <li>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</li> <li>b) Technical Proposal;</li> <li>c) Financial Proposal;</li> <li>d) Proposal Security, if required by BDS;</li> <li>e) Any attachments and/or appendices to the Proposal.</li> </ul>
<i>9. Documents Establishing the Eligibility and Qualifications of the Bidder</i>	<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>
<i>10. Technical Proposal Format and Content</i>	<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>
<i>11. Financial Proposals</i>	<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 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>
<i>12. Proposal Security</i>	<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"> <li>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</li> <li>b) In the event that the successful Bidder fails:</li> </ul>

	<p>i. to sign the Contract after UNDP has issued an award; or</p> <p>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>
<p><b>13. Currencies</b></p>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
<p><b>14. Joint Venture, Consortium or Association</b></p>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>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>



<p><b>15. Only One Proposal</b></p>	<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"> <li>f) they have at least one controlling partner, director or shareholder in common; or</li> <li>g) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>h) they have the same legal representative for purposes of this RFP; or</li> <li>i) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process;</li> <li>j) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or</li> <li>k) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.</li> </ul>
<p><b>16. Proposal Validity Period</b></p>	<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>
<p><b>17. Extension of Proposal Validity Period</b></p>	<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>
<p><b>18. Clarification of Proposal</b></p>	<p><b>18.1</b> 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><b>18.2</b> UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<p><b>19. Amendment of Proposals</b></p>	<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>

	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.
<b>20. Alternative Proposals</b>	<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>
<b>21. Pre-Bid Conference</b>	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.
<b>C. SUBMISSION AND OPENING OF PROPOSALS</b>	
<b>22. Submission</b>	<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>
<b>Hard copy (manual) submission</b>	<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"> <li>a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</li> <li>b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> <li>i. Bear the name and address of the bidder;</li> <li>ii. Be addressed to UNDP as specified in the BDS</li> </ul> </li> </ul>

<p><b>Email Submission</b></p> <p><b>eTendering submission</b></p>	<p>iii. Bear a warning that states “<i>Not to be opened before the time and date for proposal opening</i>” as specified in the BDS.</p> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</li> <li>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.</li> <li>c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</li> </ul> <p>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"> <li>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</li> <li>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</li> <li>d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</li> <li>c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.</li> <li>d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <a href="https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders">https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders</a></li> </ul>
<p>23. <i>Deadline for Submission of Proposals and Late Proposals</i></p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p>24. <i>Withdrawal, Substitution, and Modification of</i></p>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its</p>

<i>Proposals</i>	<p>Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. <i>Proposal Opening</i>	<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>
<b>D. EVALUATION OF PROPOSALS</b>	
26. <i>Confidentiality</i>	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. <i>Evaluation of Proposals</i>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ul style="list-style-type: none"> <li>a) Preliminary Examination</li> <li>b) Minimum Eligibility and Qualification (if pre-qualification is not done)</li> <li>c) Evaluation of Technical Proposals</li> <li>d) Evaluation of Financial Proposals</li> </ul>
28. <i>Preliminary Examination</i>	<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. <i>Evaluation of Eligibility and Qualification</i>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> <li>e) They are not included in the UN Security Council 1267/1989 Committee's</li> </ul>

	<p>list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;</p> <p>f) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</p> <p>g) 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;</p> <p>h) They are able to comply fully with UNDP General Terms and Conditions of Contract;</p> <p>i) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</p> <p>j) They have a record of timely and satisfactory performance with their clients.</p>
<p><b>30. Evaluation of Technical and Financial Proposals</b></p>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p><b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p><b>Combined Score</b> = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>

<p><b>31. Due Diligence</b></p>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
<p><b>32. Clarification of Proposals</b></p>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
<p><b>33. Responsiveness of Proposal</b></p>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<p><b>34. Nonconformities, Reparable Errors and Omissions</b></p>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion</li> </ul>

	<p>of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;</p> <p>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
<b>E. AWARD OF CONTRACT</b>	
<b>35. Right to Accept, Reject, Any or All Proposals</b>	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.
<b>36. Award Criteria</b>	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.
<b>37. Debriefing</b>	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.
<b>38. Right to Vary Requirements at the Time of Award</b>	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.
<b>39. Contract Signature</b>	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
<b>40. Contract Type and General Terms and Conditions</b>	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 <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
<b>41. Performance Security</b>	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a> within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract



	effective.
42. <i>Bank Guarantee for Advanced Payment</i>	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 <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default</a>
43. <i>Liquidated Damages</i>	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. <i>Payment Provisions</i>	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45. <i>Vendor Protest</i>	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: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</a>
46. <i>Other Provisions</i>	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></p>



## SECTION 3. BID DATA SHEET

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

<b>BDS No.</b>	<b>Ref. to Section.2</b>	<b>Data</b>	<b>Specific Instructions / Requirements</b>
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	Will not be conducted
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows:  Percentage of contract price per day of delay: 0.5% Max. number of days of delay 20, after which UNDP may terminate the contract. Liquidated damages will be imposed only upon unjustifiable delay/underperformance against the agreed upon implementation activities/timetable especially for the critical and core activities to the organization.
9	40	Performance Security	Not Required
10	18	Currency of Proposal	<b>United States Dollar</b>
11	31	Deadline for submitting requests for clarifications/ questions	5 days before the submission deadline

12	31	Contact Details for submitting clarifications/questions	<p>Focal Person in UNDP: <b>Paul Mwangi</b>  Address: <b>BPPS / NCE Implementation Support Team</b>  E-mail address: <a href="mailto:gef.procurement@undp.org">gef.procurement@undp.org</a></p> <p><b>Only requests for clarifications should be sent to this email address.</b></p> <p>Any delay in UNDPs response shall not be used as a reason for extending the submission deadline, unless UNDP determines that such an extension is necessary and communicates a new submission deadline in writing to Bidder</p>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<p>Posted directly to eTendering</p> <p><a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a>;  Proposers are advised to frequently check the above-mentioned website for any addenda/clarifications that may be posted.</p>
14	23	Deadline for Submission	<p>Date and Time: <b>April 20, 2022 10:00 AM EDT.</b>  As indicated in e-Tendering system.  <b>Note that system time zone is in EDT/ (New York time zone).</b></p> <p>Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issues submitting your bid at the last minute, UNDP may not be able to provide any assistance.</p>
15	22	Allowable Manner of Submitting Proposals	<p>e-Tendering</p> <p>For additional information on the UNDP e-tendering system and guidance on how to make use of the system please consult <a href="#">Resources for bidders   United Nations Development Programme (undp.org)</a></p>
16	22	Proposal Submission Address	<p>ETendering: <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a></p> <p><b>Business Unit: UNDP1 Event ID: 0000012080</b></p>
17	22	Electronic submission (E-Tendering) requirements	<ul style="list-style-type: none"> <li>▪ Format: PDF files only</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: 45 MB.</li> <li>▪ <b>Financial Proposal must be submitted as a separate file encrypted with a password. Ensure none of the financial proposal data is disclosed in other documents of the submission.</b></li> </ul>

			<ul style="list-style-type: none"> <li>Please enter the price only as 1 USD in the system and upload financial proposal as password protected file.</li> <li>Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP.</li> </ul> <p>Bidders are encouraged to check the attachment formats prior to submission as UNDP will not be responsible if attachments are in other formats that cannot be opened without additional software.</p>
18	27 36	Evaluation Method for the Award of Contract	<p>Lowest Financial Offer among Technically Responsive and Qualified Proposals</p> <p>The minimum technical score required to pass is 70%.</p>
19		Expected date for commencement of Contract	<b>May, 2022</b>
20		Maximum expected duration of contract	<p>The overall estimated level of effort to conduct the tasks as described in the ToRs for the assignment is 150-160 working days for a proposed team.</p> <p>See Table in Section 4 included in the ToRs for the assignment.</p>
21	35	UNDP will award the contract to:	One Proposer Only
22	39	Type of Contract	<p>Purchase Order and Contract for Goods and Services for UNDP</p> <p><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>
23	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Mixed Goods and Services</p> <p><a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>
24		Other Information Related to the RFP	<p>The selected firm is expected to provide guidance and finance advisory services and support and advise relevant UNDP Country Offices, worldwide, in their preparation of project close-out financial statements for selected projects financed by the Adaptation Fund.</p> <p>UNDP may also make use of the outcome of this RFP to extend the scope of the services provided to the provision of advisory financial services to enable preparation of financial statements for other projects.</p> <p>A more detailed description of the services required under this RFP is available from Section 5, Terms of Reference (ToRs).</p>

			<p>It is envisaged that Key Staff will provide the required support, project management and advice remotely. The availability of local and regional presence will be taken into consideration as a potential advantage to directly engage with the relevant UNDP Country Offices and UNDP Regional Service Centers and as factored in the RFP Evaluation Criteria and Sub-criteria.</p> <p>UNDP Regional Service Centres operate out of Addis Ababa, Amann, Bangkok, Istanbul and Panama City.</p> <p>The list of countries in which UNDP has implemented or is implementing Adaptation Fund Funded projects is Available in Section 9 of the ToRs for the assignment.</p> <p>As part of their technical proposal bidders are required to produce a work plan, including a proposed implementation schedule for tasks 1 to 4 described under Section 4, Duties and Responsibilities in the ToRs for the assignment, as well as the proposed implementation sequence and schedule to support UNDP Country Offices with the preparation of the necessary project close-out financial statement. Please refer to Section 6, Form E for detailed guidance on the required composition of submitted technical proposals.</p> <p>CVs for all staff proposed as Key Staff to deliver on the assignment must be provided. Please follow the format indicated in Form D to this RFP.</p> <p>In principle, UNDP intends to award the contract resulting from this RFP to one only bidder. However, under a circumstance where the lowest priced financial proposal among technically responsive proposals has been submitted by a bidder that has indicated lack of capacity to support relevant UNDP COs in one or several of the described regions, UNDP may decide to allocate the portion of the contract related to the projects in these regions to the bidder/s that had submitted second and/or third lowest priced financial proposal among technically responsive proposals.</p> <p><b>Post Qualification Actions;</b> UNDP may at its discretion conduct post qualification actions using one or more, or all the actions indicated below:</p>
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			<ul style="list-style-type: none"> <li>• Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted including but not limited to Bid Security</li> <li>• Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or any other entity that might have done business with the Bidder,</li> <li>• Inquiry and reference checking with other previous clients on the quality of performance on ongoing or past contracts completed.</li> </ul>
25		Payment Terms <sup>1</sup>	Payment to the awarded vendor will be processed upon completion of the assignment i.e., upon delivery of the services specified in the TORs and deliverables accepted and certified as satisfactorily completed by the appointed UNDP supervisor.
26		Annexes to this RFP	<p> <input checked="" type="checkbox"/> Section 5. Detailed TOR  <input checked="" type="checkbox"/> Section 6. Form A: Technical Proposal Submission Form (returnable)  <input checked="" type="checkbox"/> Section 6. Form B: Bidder Information Form (returnable)  <input checked="" type="checkbox"/> Section 6. Form D: Qualification Form (returnable)  <input checked="" type="checkbox"/> Section 6. Form E: Format of Technical Proposal (returnable)  <input checked="" type="checkbox"/> Section 6. Form F: Financial Proposal Submission Form (returnable)  <input checked="" type="checkbox"/> Section 6. Form G: Financial Proposal Form (returnable) </p> <p><b>Important:</b> Bidders are requested to note that Forms A through G in Section 6 are returnable forms which bidders are requested to complete and return as content to any submitted proposal.</p>

<sup>1</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

## 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
- Bid Security submitted as per RFP requirements with compliant validity period

### Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Form B: Bidder Information Form
<b>Eligibility</b>	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
<b>Conflict of Interest</b>	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
<b>Bankruptcy</b>	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
<b>QUALIFICATION</b>		
<b>History of Non-Performing Contracts<sup>2</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
<b>Previous</b>	A reputable firm of with more than 10 years of experience in the provision of finance advisory services, including the development	Form D: Qualification Form

<sup>2</sup> Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

<b>Experience</b>	of financial statements. Membership of a large multinational network capable of offering global/worldwide services is required.	
	Minimum two (2) contracts successfully implemented over the last 5 years of similar nature and complexity.	Form D: Qualification Form  Plus, clients' contact details (name, telephone number, email) who may be contacted for further information on those contracts in table format
<b>Financial Standing</b>	Minimum average annual turnover of\USD 1 million for the last 3 years, 2018, 2019 and 2020.	Form D: Qualification Form
<b>Key Personnel</b>	<p><b>a)</b> 1 Partner-level qualified chartered accountant, with 10 or more years of experience in financial statement analysis, audit and assurance including for governmental and non-governmental organizations. Global / Worldwide experience is an asset. Fluency in English is required. Ability to communicate in order UN languages (particularly French and Spanish) will be considered an asset.</p> <p><b>b)</b> A minimum of 2 qualified Manager level Chartered Accountants, with 7 or more years of expertise in one or more of the following: auditing public grants, forensic audits, financial and systems audits, aid finance, quality and technical control of audits, internal control assessments of UN Agencies, audits for the UN system and International Financial Institutions. Fluency in English is required. Ability to communicate in order UN languages (particularly French and Spanish) will be considered an asset.</p>	Form D: Qualification Form and including also CVs of proposed key personnel

Technical proposals that conform to the list of minimum requirements indicated above will be considered for further technical evaluation based on the technical evaluation listed below. Only proposals that achieve at least 70% of the total of point obtainable will be considered during the financial evaluation stage.

### Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	20
2.	Proposed Methodology, Approach and Implementation Plan	30
3.	Management Structure and Key Personnel	50
	<b>Total</b>	<b>100</b>

<b>Section 1. Bidder's qualification, capacity and experience</b>		<b>Points obtainable</b>
1.1	Relevance of the expertise undertaking similar projects (bidders to include a list of at least to (2) projects carried out within the past 5 years similar in complexity and scale as the requirement under this RFP. The proposal should further elaborate on the details (including methodology) of the referred projects.	15
1.2	Familiarity with international development and the UN system, including favorably assessed previous experience working with UNDP and/or other UN Agencies.	5
<b>Total Section 1</b>		<b>20</b>

<b>Section 2. Proposed Methodology, Approach and Implementation Plan</b>		<b>Points obtainable</b>
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail throughout the methodology?	10
2.2	Details on how the different service elements and required tasks/deliverables shall be organized, controlled and delivered. Are the different components of the project adequately weighted relative to one another?	10
2.3	Implementation / Work plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken, including proposed sequence for prioritizing projects to be supported, and their corresponding timing.	10
<b>Total Section 2</b>		<b>30</b>

<b>Section 3. Management Structure and Key Personnel</b>		<b>Points obtainable</b>
3.1	Proposed overall management and quality assurance approach toward planning and implementing the project.	10
3.2	<b>1 Partner-level qualified chartered accountant</b> , with 10 or more years of experience in financial statement analysis, audit and assurance including for governmental and non-governmental organizations. Global / Worldwide experience is an asset. Fluency in English is required. Ability to communicate in order UN languages (particularly French and Spanish) will be considered an asset.	10
3.3	<b>A minimum of 2 qualified Manager level Chartered Accountants</b> , with 7 or more years of expertise in one or more of the following: auditing public grants, forensic audits, financial and systems audits, aid finance, quality and technical control of audits, internal control assessments of UN Agencies, audits for the UN system and International Financial Institutions. Fluency in English is required. Ability to communicate in order UN languages (particularly French and Spanish) will be considered an asset.	20
3.4	<b>Pool of proposed project associates</b> , sourced from relevant offices within the firm's existing network, as well as subject-matter experts, which may be subcontracted.	10
<b>Total Section 3</b>		<b>50</b>



Total Section 1, 2 and 3	100
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## SECTION 5. TERMS OF REFERENCE

**Advisory support for the preparation of project close-out financial statements, commencing with projects financed by the Adaptation Fund**

Type of Contract:	Professional Services (UNDP Contract for Goods and/or services)
Languages Required:	English
Duration:	Estimated Level of Effort is approx. 155 working days
Location:	Client is located in UNDP Headquarters in New York and over a number of Country Offices worldwide. Work may be home-based across multiple locations provided the team can accommodate Headquarters Core hours (9.30 to 17.30, Eastern Standard Time).

**1. Background**

UNDP is a Multilateral Implementing Partner that receives, deploys and monitors funding from major donors across a wide range of related projects in pursuit of helping countries to eliminate poverty and achieve sustainable economic growth and human development.

The integrity of project funding is the subject of a multiple layers of governance. While UNDP does not typically conduct project close-out audits nor issue audited financial statements for individual projects, from time to time there arises the need to respond to specific requests from donors.

For example, in line with to a legal agreement between UNDP and the Adaptation Fund, UNDP is expected to submit a final audited financial statement of the Implementing Entity Grant Account, prepared by an independent auditor or evaluation body, within six (6) months of the end of the Implementing Entity’s financial year during which the Project is completed.

Following discussions with the Adaptation Fund, and on an exceptional basis, a decision has been taken by UNDP management to conduct the necessary work to produce final project financial statements and have them audited. This will be undertaken for a cohort of Adaptation Fund financed projects that have already closed, some dating back several years ago (See Section 9 in the ToRs) UNDP is required to maintain records of projects under its oversight for at least 7 years and thus it is expected that the information necessary for the conduct of the close-out audits will be available at the UNDP Country Office level.

Reporting to the Bureau of Policy and Programme Support (BPPS), Nature, Climate and Energy Practice, and with technical support from the Bureau of Management Services (BMS) Office of Finance and Management (OFM), the services of a professional services firm are sought to guide and support UNDP Country Offices in their preparation for close-out audits on Adaptation Fund projects that have already closed, and potentially additionally those that are due to close over the coming years.

It is anticipated that the audits themselves will be performed locally by certified accounting firms.

**2. Overall objective of the assignment**

**Phase 1:** This will consist mainly in planning, developing overall guidance and training/capacity development, as well as agreeing with UNDP on the sequence and timing to support Country Offices with the preparation of project close-out financial statements for projects funded by the Adaptation Fund.

**Phase 2:** Further to discussions with the UNDP and Adaptation Fund, the service provider will support, project manage and advise relevant UNDP Country Offices in their preparation of project close-out financial statements for 17 selected Adaptation Fund projects that have already operationally and financially closed (See Table 1 in Section 9 of these ToRs).

**Phase 3:** To support relevant UNDP Country Offices to prepare close-out financial statements for Adaptation Fund projects (12) that are currently ongoing but that will close over the next 4 years (see Table 2 in Section 9 of these ToRs).

In addition, the service provider may also be required to provide similar ad hoc support for the preparation of financial statements that may be required by other funds that are financing UNDP projects.

### 3. Management Arrangements

The services will be performed under the supervision of the Executive Coordinator and Director, Global Environmental Finance, BPPS and/or his designate. Regular updates will be provided to the UNDP Executive Office, BMS and OAI. A monthly steering committee will be convened by UNDP, consisting of senior managers of relevant business units within UNDP, the professional services firm's team leader, and senior members of their key staff (collectively "Key Staff").

In order to effectively deliver the expected outputs of the consultancy, Key Staff will also work closely with relevant staff in BPPS, BMS, OAI, Regional Bureaus and Country Offices (as needed). The Regional Bureaus, with the support of BPPS, will ensure the cooperation of Country Office and Headquarters teams to ensure expedient generation and transmission of information, as well as communications and deployments of local teams, if needed. In consideration of the ongoing global COVID-19 Pandemic, it is envisaged that Key Staff will provide all support, project management and advice remotely.

If and when travel is warranted and justified, UNDP travel policies will apply, Daily Subsistence Allowance must not exceed UN DSA rates as of December 15, 2020 (<https://icsc.un.org/>). All air travel costs will require prior approval by UNDP. Bidders are, nevertheless expected to rely mainly on the support provided by their global network of national offices/partners to complement the engagement of the proposed Key Staff and conduct the required services.

### 4. Duties and Responsibilities

The service provider will perform the following activities, considering the level of effort and target dates below. Work is expected to begin upon contract signature. The firm will work with UNDP senior management to define the scope, steps and deliverables in advance at every phase to be responsive to changing requirements as the work progresses.

Phase	Estimated Level of Effort	Target Date (Indicative)
1 Planning	5-10 days	By May 2022
2 Tranche 1 support	Up to 5 days per project for 17 projects	To be completed by 15 <sup>th</sup> August 2022
3 Tranche 2 support	Up to 5 days per project for 12 projects	TBC

**The contracted service provider will undertake the following tasks / deliverables:**

1. Review Adaptation Fund requirements for project close-out financial statements<sup>3</sup>, compare against UNDP OAI policies on the same.
2. Based on the proposed methodology and approach, agree with UNDP the final sequence, work plan and timing to provide Country Offices the support required prepare project close-out financial statements for projects financed by the Adaptation Fund which have been operationally and financially closed (See Table 1 in Section 9 of the ToRs).
3. Develop a Guidance Note for UNDP Country Offices on how to prepare the information/data required for the timely conduct of close-out audits that will facilitate the issuance of certified financial statements.
4. Host a webinar on how to prepare for the preparation of project close-out financial statements
5. Concurrently support UNDP Country Offices with the preparation of project close-out financial statements for 17 projects financed by the Adaptation Fund, which have been operationally and financially closed, as listed in Table 1, Section 9 of the ToRs for this assignment.
6. Support UNDP Country Offices with the preparation of project close-out financial statements for the remaining 12 projects financed by the Adaptation Fund and for which operational and financial closure is expected over the next four years (See Table 2 in Section 9 of the ToRs for this assignment).

**5. Qualifications**

A reputable firm of with more than 10 years of experience in the provision of finance advisory services, including the development of financial statements. Membership of a large multinational network capable of offering global/worldwide services is required.

**6. Key Staff**

**a) Partner-level qualified chartered accountant**, with 10 or more years of experience in financial statement analysis, audit and assurance including for governmental and non-governmental organizations. Global / Worldwide experience is an asset. Fluency in English is required. Ability to communicate in order UN languages (particularly French and Spanish) will be considered an asset.

**b) A minimum of 2 qualified Manager level Chartered Accountants**, with 7 or more years of expertise in one or more of the following: auditing public grants, forensic audits, financial and systems audits, aid finance, quality and technical control of audits, internal control assessments of UN Agencies, audits for the UN system and International Financial Institutions. Fluency in English is required. Ability to communicate in order UN languages (particularly French and Spanish) will be considered an asset.

All Key Staff must be able to work in English. Other UN languages, such as French and Spanish, will be an asset.

Key Staff may be complemented, as needed, by project associates, sourced from relevant offices within the firm's existing network, as well as subject-matter experts, which may be subcontracted (See Evaluation Criteria 3.4 in page 25 of this RFP). CVs for these staff categories do not need to be included in this proposal but will

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<sup>3</sup> See [Instructions for audited financial statements - Adaptation Fund \(adaptation-fund.org\)](https://adaptation-fund.org/instructions-for-audited-financial-statements)

be subject of the approval of UNDP, which will duly consider their experience, expertise, and language capacity. Information details on the proposed pool of resources shall be include in Form E, Format of Technical Proposal. The financial proposal should include a general budget line for this additional capacity.

## **7. Bid Submission and Validity**

Bidders are requested to prepare and submit their proposals following the instructions and guidance detailed in the Bid Data Section of this RFP.

In presenting its bid, which should have a minimum validity of 90 days, the offeror must declare that 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; it has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization; it has no conflict of interest in undertaking this assignment; it does 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 the 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); has 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; and 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.

## **8. Payments**

Will be made only upon confirmation of UNDP on delivering on the contract obligations in a satisfactory manner, and the presentation of the pertinent invoice to the Supervisor.

## 9. Additional information on location of projects financed by the Adaptation Fund and implemented by UNDP

(a) Table 1. List of Adaptation Fund projects overseen by UNDP that are operationally and financially closed

PIMS ID	Lead Country	Full Title	Grant amount with Fee	Operational Closure (Actual)	Financial Closure (Actual)
4789	Mali	Programme Support for Climate Change Adaptation in the vulnerable regions of Mopti and Timbuktu	8,533,348.15	2020-12-28	2021-12-29
4703	Myanmar	Addressing Climate Change Risks on Water Resources and Food Security in the Dry Zone of Myanmar	7,909,026.13	2020-01-16	2020-04-08
4683	Djibouti	AF: DEVELOPING AGRO-PASTORAL SHADE GARDENS AS AN ADAPTATION STRATEGY FOR POOR RURAL COM	4,658,556.00	2019-07-15	2019-08-06
4667	Samoa	Enhancing resilience of coastal communities of Samoa to climate change	8,732,351.25	2021-07-08	2021-08-20
4583	Georgia	AF: DEVELOPING CLIMATE RESILIENT FLOOD AND FLASH FLOOD MANAGEMENT PRACTICES TO PROTECT VL	5,316,500.00	2018-01-12	2019-04-25
4582	Maldives	Increasing climate resilience through an Integrated Water Resource Management Programme in HA. Ihav	8,989,225.00	2018-12-31	2019-05-31
4569	Cook Islands	Akamatuŭānga i te iti tangata no te tuatau manakokore ia e te tauŭānga reva - Strengthening the Resil	5,381,600.00	2019-12-31	2021-04-30
4540	Eritrea	Eritrea Adaptation Fund Project	6,520,850.00	2019-12-31	2020-02-12
4505	Mongolia	Ecosystem Based Adaptation Approach to Maintaining Water Security in Critical Water Catchments in M	5,499,999.54	2018-10-11	2019-12-11
4454	Pakistan	Reducing Risks and Vulnerabilities from Glacier Lake Outburst Floods in Northern Pakistan	3,906,000.00	2019-06-11	2019-06-17
4453	Mauritius	AF - Adapting Coastal Zone Management to Address the Impacts of CC	9,119,240.55	2021-02-08	
4452	Papua New Guinea	Enhancing adaptive capacity of communities to climate change-related floods in the North Coast and Isl	6,530,373.05	2019-12-31	2020-10-07
4451	Solomon Islands	Enhancing Resilience of Communities in Solomon Islands to the Adverse Effects of Climate Change on Agr	5,533,500.00	2018-10-19	2019-04-15
4450	Turkmenistan	AF: Addressing climate change risks to farming systems in Turkmenistan by improving water managemen	2,929,500.00	2018-07-03	2018-07-03
4448	Nicaragua	Adaptation Fund - Reduction of risks and vulnerability from floods and droughts in the Estero Real water	5,500,950.00	2016-12-31	2018-12-31
4399	Honduras	Addressing Climate Change Risks on Water Resources in Honduras: Increased Systemic Resilience and Rec	5,620,300.00	2019-06-13	2020-01-07
4386	Guatemala	Climate change resilient productive landscapes and socio-economic networks advanced in Guatemala	5,425,000.00	2019-02-28	2020-03-23

\* All projects are also financially closed.

(b) Table 2. List of Adaptation Projects, which have just or will operationally close and financially close in the future.

PIMS ID	Lead Country	Full Title	Grant amount with Fee	Operational Closure (Actual)	Financial Closure (Expected)
5090	Cuba	Reduction of vulnerability to coastal flooding through ecosystem-based adaptation in the south of Arter	6,067,320.00	2020-10-09	2021-04-09
5002	Uzbekistan	DEVELOPING CLIMATE RESILIENCE OF FARMING COMMUNITIES IN THE DROUGHT PRONE PARTS OF UZBEK	5,415,102.63	2021-11-30	2022-05-30
4952	Ghana	Increase Resilience to Climate Change in Northern Ghana through the Management of Water Resources a	8,293,972.19	2021-08-19	2022-02-19
4805	Colombia	Reducing risk and vulnerability to climate change in the region of La Depresión Momposina in Colombia	8,518,306.79	2020-08-01	2021-02-19
6266	New York - GEF	AF-UNDP Innovation Small Grants Aggregator Platform	5,000,000.00	2024-11-02	2025-05-02
6238	El Salvador	Enhancing climate resilience of rural communities and ecosystems in Ahuachapán -Sur, El Salvador.	8,484,502.92	2026-02-10	2026-08-10
6219	Tajikistan	An integrated landscape approach to enhancing the climate resilience of small-scale farmers and pastora	9,996,441.00	2025-06-11	2025-12-11
6215	Regional Centre - I	Integrated climate-resilient transboundary flood risk management in the Drin River basin in the Western	9,927,750.00	2024-10-22	2025-04-22
6172	Bangladesh	Adaptation Initiative for Climate Vulnerable Offshore Small Islands and Riverine Charland in Bangladesh	9,995,369.00	2026-06-24	2026-12-24
5839	Honduras	Ecosystem-Based Adaptation at Communities of the Central Forest Corridor in Tegucigalpa	4,379,700.15	2024-03-04	2024-09-04
5736	Mauritius	Restoring marine ecosystem services by rehabilitating coral reefs to meet a changing climate future	10,000,000.00	2026-06-04	2026-12-04
4775	Seychelles	Ecosystem Based Adaptation to Climate Change in Seychelles	6,455,750.00	2022-03-31	2022-10-01

## 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:

<b>Have you duly completed all the Returnable Bidding Forms?</b>	
▪ 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"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>

### Financial Proposal Envelope

**(Must be submitted in a separate /password protected file)**

▪ 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

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
<b>Are you a UNDP vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</b>	[Complete]
<b>Contact person UNDP may contact for requests for clarification during Proposal evaluation</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Please attach the following documents:</b>	<ul style="list-style-type: none"> <li>▪ Company Profile, including printed brochures and product catalogues relevant to the goods/services being procured</li> <li>▪ Power of Attorney</li> <li>▪ A valid Certificate of Business Registration</li> <li>▪ Minimum two (2) contracts successfully implemented over the last 5 years of similar nature and complexity (minimum qualification requirement)</li> <li>▪ Information on additional contracts of similar nature and complexity implemented over the last 5 years (scorable criteria)</li> <li>▪ Plus, clients' contact details (name, telephone number, email) who may be contacted for further information on those contracts in table format.</li> <li>▪ List and value of on-going projects with client contact details in table format;</li> <li>▪ Provide the Implementation timetable.</li> </ul>



- Statement of satisfactory performance from the top three (3) client's or more in terms of contract value for the past five (5) years;
- Audited Financial Statement (Income Statement and Balance Sheet) by a certified public accountant for the past three years (2018, 2019, 2020) will be provided upon request and the assessment of adherence to financial position requirements will be through review and validation of information completed in form D.
- CVs of Key Personnel (please refer to section H in the TOR for the required qualifications and experience).
- Completed and signed Forms A to G

## FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

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

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

<b>Name of leading partner</b> (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
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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 fulfillment of the provisions of the Contract.

Name of partner: \_\_\_\_\_ Name of partner: \_\_\_\_\_

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

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

Name of partner: \_\_\_\_\_ Name of partner: \_\_\_\_\_

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

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

## FORM D: QUALIFICATION FORM

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

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

### Historical Contract Non-Performance

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

### Litigation History (including pending litigation)

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

### Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 5 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

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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

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

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

\*These are to be provided upon request,

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- 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 Relevance of the expertise undertaking similar projects (bidders to include a list of at least two (2) projects carried out within the past 5 years similar in complexity and scale as the requirement under this RFP. The proposal should further elaborate on the details (including methodology) of these projects.
- 1.3 Familiarity with international development and the UN system, including favorably assessed previous experience working with UNDP
- 1.4 As per the information provided in the ToRs for this assignment, the projects for which support on the development of financial statements is required are implemented by UNDP worldwide. Bidders are required to indicate whether they have any limitation in extending the scope of their support to any of the following regions in which UNDP operates; Arab States/Middle East, Latin America and Caribbean, Africa, Asia and Europe.

### SECTION 2: Proposed Methodology, Approach and Implementation Plan

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

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing **and outlining the proposed sequence for prioritizing projects to be supported, and their corresponding timing.**
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

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

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

**SECTION 3: Management Structure and Key Personnel**

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.
- 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.
- Partner-level qualified Chartered accountant (include CV)
  - A minimum of 2 manager level Chartered accountants (Include CVs)
- 3.3 Provide detailed explanation on the Pool of proposed project associates, sourced from relevant offices within the firm’s existing network, as well as subject-matter experts, which may be subcontracted to conduct the assignment as per the ToRs.

Important: Please complete the following table:

Details on proposed Pool of resources, which will complement the Key Appointed Staff to perform the assignment, including brief description of profiles, location, envisaged assigned roles and responsibilities and relevant experience, skills and expertise.	
Important: Please note that the information provided by bidders in this table will be used during the proposal’s evaluation process to decide on the points scored under evaluation sub-criteria 3.3. Please ensure that no rates, fees, honorariums, etc. are mentioned in your technical proposal as this information shall ONLY be captured in your financial proposal and as solicited in the corresponding Tables.	

**Format for CV of Proposed Key Personnel**

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]

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

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

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

\_\_\_\_\_  
Date (Day/Month/Year)

FORM F: FINANCIAL PROPOSAL SUBMISSION FORM

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

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

Our Financial Proposal is attached in Form G.  
*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 AS A separate file from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification. The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

**Currency of the proposal: USD**

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.

### Table 1: Total cost of the proposal

	Amount (USD)
<b>Total Amount of Financial Proposal</b>	

UNDP reserves the right to increase/decrease the scope of the final contractual engagement based on business needs. The total price will be based on the unit rates quoted below.

### Table 2: Breakdown of Professional Fees

**Important;** Bidders are required to include in the table below all proposed costs necessary to complete tasks 1 through 4 as outlined in Section 4, Duties and Responsibilities in the ToRs, as well as to complete tasks 5 and 6 for a total of 29 projects (17 of them corresponding to Adaptation Fund financed projects already completed and 12 projects under implementation).

Description	UOM	Quantity	Unit Price	Total Amount
Professional fees expert 1, Partner / Director / Principal Level accountant	Person Days			
Professional fees expert 2, Manager level accountant	Person Days			
Professional fees expert 3, Manager	Person			

level accountant	Days			
Professional fees expert 4 , Manager level accountant (in case such is proposed by the bidder)	Person Days			
Professional services (pool of additional assigned resources)	Person Days			
International flights (if applicable)	Trip			
Subsistence allowance (if applicable)	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
<b>Total Offered Cost (to be inserted as Total Amount of Financial Proposal in Table 1 above and must coincide with Total Offered Cost in Table 3 below)</b>				

### Table 3: Breakdown of Price per Deliverable/Activity

Important: Bidders are to note that the activities / tasks / deliverables for which a breakdown of cost is required to be detailed in Table 2 below corresponds to tasks/deliverables 1 through 6 detailed in Section 4, Duties and Responsibilities outlined in The ToRs for this assignment (Section 5 in the RFP).

<b>Deliverable/ Task description</b>	<b>Time (Total person days)</b>	<b>Professional Fees</b>	<b>Other Costs</b>	<b>Total Unit cost</b>	<b>Units</b>	<b>Total offered cost</b>
Task 1 (lump sum)					1	
Task 2 (lump sum)					1	
Task 3 (lump sum)					1	
Task 4 (lump sum)					1	
Task 5 (Cost per project)					17	
Task 6 (Cost per project)					12	
<b>Total Offered Cost (to be inserted as Total Amount of Financial Proposal in Table 1 above and must coincide with Total Offered Cost in Table 2 above)</b>						

**Table 4: Coverage and Rates applicable to Key proposed personnel**

Name	Position/Cat egory/Level <sup>4</sup>	Daily Rate for UNDP assignment	Off-site location (Please specify)

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<sup>4</sup> The proposed personnel profile should adapt to the definitions, experience and qualifications of the consultant levels as described in the TOR.