

United Nations Development Programme



REQUEST FOR PROPOSAL

Developing the municipal Disaster Risk Reduction in 6 municipalities of Fier qark (region)

RFP No.: [Insert RFP Reference Number]

Project: Resilience strengthening in Albania - RESEAL Project

Country: ALBANIA

Issued on: 26 May 2022

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Section 1. Letter of Invitation

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

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

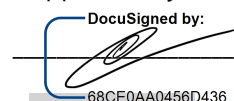
- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - Form A: Technical Proposal Submission Form
 - Form B: Bidder Information Form
 - Form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

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

Please acknowledge receipt of this RFP by sending an email to procurement.al@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

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

Approved by:

DocuSigned by:

68CE0AA0456D436...

Name: Nuno Queiros

Title: Deputy Resident Representative

Date: May 26, 2022

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by</p>

	<p>these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>
4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in 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</p>

	the UNDP
6. Cost of Preparation of Proposal	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.
7. Language	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.
8. Documents Comprising the Proposal	8.1 The Proposal shall comprise of the following documents: <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	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.
10. Technical Proposal Format and Content	10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP. 10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive. 10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP 10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.
11. Financial Proposals	11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs. 11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price. 11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.
12. Proposal Security	12.1 A Proposal Security, if required by BDS, shall be provided in the amount and

	<p>form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after UNDP has issued an award; or <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ul style="list-style-type: none"> a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced 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</p>

	<p>proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
15. Only One Proposal	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original</p>

	Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.
17.Extension of Proposal Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18.Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
19.Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
20.Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21.Pre-Bid Conference	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement</p>

	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.
C. SUBMISSION AND OPENING OF PROPOSALS	
22.Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS iii. Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the BDS. <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p>
Email Submission	<p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.

eTendering submission	<p>c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</p> <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</p> <p>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.</p> <p>c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
23. Deadline for Submission of Proposals and Late Proposals	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
24. Withdrawal, Substitution, and Modification of Proposals	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by 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</p>

	<p>system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. Proposal Opening	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ul style="list-style-type: none"> a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals
28. Preliminary Examination	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production

	<p>capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;</p> <p>d) They are able to comply fully with UNDP General Terms and Conditions of Contract;</p> <p>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</p> <p>f) They have a record of timely and satisfactory performance with their clients.</p>
30. Evaluation of Technical and Financial Proposals	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
31. Due Diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the</p>

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

	<p>arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35.Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36.Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37.Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38.Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39.Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40.Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

41. Performance Security	<p>41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.</p>
42. Bank Guarantee for Advanced Payment	<p>42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default</p>
43. Liquidated Damages	<p>43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.</p>
44. Payment Provisions	<p>44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be affected by bank transfer in the currency of contract.</p>
45. Vendor Protest	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</p>
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

Section 3. Bid Data Sheet

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p>Will be Conducted Date: June 3, 2022 2:00 PM</p> <p>Venue: Virtually Zoom Meeting ID: https://undp.zoom.us/j/88540071569?pwd=L21rVUF0TEd3UU1USkVwT2VLMFZVQT09</p> <p>The UNDP focal point for the arrangement is: Procurement Unit Telephone: +355 4 2276 600 E-mail: procurement.al@undp.org</p>
5	10	Proposal Validity Period	120 days
6	14	Bid Security	<p>Required in the amount of USD 6,500</p> <p>Acceptable Forms of Bid Security</p> <ul style="list-style-type: none"> ▪ Bank Guarantee only (See Section 8 for template) – no documents from Insurance companies are accepted.

			<p>A scanned copy of the bid security shall be submitted as part of the e-Tendering bid submission. The original of the Bid Security shall be delivered to the below address not later than 10 days after the submission deadline.</p> <p>UNDP Albania, Str. Skenderbej, Gurten Building, 2nd Floor, Tirana, Albania</p>
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Not Required
10	18	Currency of Proposal	Local currency ALL for local vendors and USD for international vendors
11	31	Deadline for submitting requests for clarifications/ questions	7 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	<p>Procurement Unit Albania Telephone: +355 4 2276 600 E-mail: procurement.al@undp.org</p> <p>Please specify the event ID in the subject of your email</p>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering
14	23	Deadline for Submission	17 June 2022 – 14:00 PM

			as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	<input type="checkbox"/> Courier/Hand Delivery <input type="checkbox"/> Submission by email <input checked="" type="checkbox"/> e-Tendering ONLY
15	22	Proposal Submission Address	https://etendering.partneragencies.org ALB 10 – EVENT ID
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Password for technical proposal <u>must</u> not be provided to UNDP until the date as indicated in No. 14 (<i>for email submission only</i>) ▪ Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP ▪ Max. File Size per transmission: 35 MB ▪ Mandatory subject of email: Local DRM at Municipal Level – Fieri region ▪ Documents which are required in original (e.g. Proposal Security) should be sent to the below address with a PDF copy submitted as part of the electronic submission: UNDP Albania, Str. Skenderbej, Gurten Building, 2nd Floor, Tirana, Albania
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	July 16, 2022
19		Maximum expected duration of contract	9 months
20	35	UNDP will award the contract to:	One Proposer Only

21	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Other Information Related to the RFP	<i>[All other instructions and information not yet mentioned so far in this Data Sheet but are relevant to the RFP must be cited here, and any further entries that may be added below this table row]</i>

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
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
	Any additional criteria if required	
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 5 years.	Form D: Qualification Form

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the

Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 5 years.	Form D: Qualification Form
Previous Experience	Minimum 7 years of relevant experience.	Form D: Qualification Form
	Minimum 2 contracts of similar value or complexity, implemented over the last 5 years, at least one of which should be also of similar nature. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Financial Standing	Minimum average annual turnover of USD 600,000 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	<p>Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> • Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; • The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. • 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. 	

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

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	250
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	350
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	40
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	80
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country	60
1.4	Quality assurance procedures and risk mitigation measures	50
1.5	Organizational Commitment to Sustainability (mandatory weight) -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points -Organization is a member of the UN Global Compact -5 points -Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	20
Total Section 1		250

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	80
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100

2.3	Details on how the different service elements shall be organized, controlled and delivered	50
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	50
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	70
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	50
Total Section 2		400

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		50
3.2	Qualifications of key personnel proposed		300
3.2 a	Team Leader		60
	- General Experience	20	
	- Specific Experience relevant to the assignment	20	
	- Regional/national/local experience	10	
	- Language Qualifications	10	
3.2 b	DRR Expert		50
	- General Experience	20	
	- Specific Experience relevant to the assignment	15	
	- Regional/national/local experience	10	
	- Language Qualifications	5	
3.2 c	Biological Hazards Risk Assessment Expert		30
	- General Experience	10	
	- Specific Experience relevant to the assignment	10	
	- Regional/national/local experience	5	
	- Language Qualifications	5	
3.2 d	Floods Risk Assessment Expert		30
	- General Experience	10	

	- Specific Experience relevant to the assignment	10	
	- Regional/national/local experience	5	
	- Language Qualifications	5	
3.2 e	Seismic Risk Assessment Expert		30
	- General Experience	10	
	- Specific Experience relevant to the assignment	10	
	- Regional/national/local experience	5	
	- Language Qualifications	5	
3.2 f	Landslide Risk Assessment Expert		30
	- General Experience	10	
	- Specific Experience relevant to the assignment	10	
	- Regional/national/local experience	5	
	- Language Qualifications	5	
3.2 g	Technological (Industrial) Risk Assessment		30
	- General Experience	10	
	- Specific Experience relevant to the assignment	10	
	- Regional/local experience	5	
	- Language Qualifications	5	
3.2 h	Wildfire Risk Assessment		30
	- General Experience	10	
	- Specific Experience relevant to the assignment	10	
	- Regional/local experience	5	
	- Language Qualifications	5	
3.2 i	GIS Expert		10
Total Section 3			350

Section 5. Terms of Reference

Developing the municipal Disaster Risk Reduction in 6 municipalities of Fier qark (region)

1 LIST OF ACRONYMS

CE	Civil Emergency
CCA	Climate Change Adaptation
CP	Civil Protection
CPC	Civil Protection Commission
CSO	Civil Society Organization
DCM	Decision of Council of Ministers
DRM	Disaster Risk Management
DRR	Disaster Risk Reduction
HFA	Hyogo Framework for Action
ISO	International Organization for Standardization
GIS	Geographic Information System
IFRC	International Federation of Red Cross and Red Crescent Societies
MCEC	Municipal Civil Emergency Commission
MCPC	Municipal Civil Protection Commission
NCEP	National Civil Emergency Plan
NCPA	National Civil Protection Agency
NGO	Non-Governmental Organization
PDNA	Post-Disaster Needs Assessment
RA	Risk Assessment
RESEAL	Resilience Strengthening in Albania (UNDP Project)
SDG	Sustainable Development Goals
SFDRR	Sendai Framework for Disaster Risk Reduction
ToT	Train of Trainers
UNDP	United Nations Development Program
UNDRR	United Nations Disaster Risk Reduction
VCA	Vulnerability and Capacity Assessment

2 DRR TERMINOLOGY²

3 BACKGROUND INFORMATION AND RATIONALE

3.1 Global context

From 2005 onwards, Disaster Risk Reduction was increasingly recognized as a development issue because disasters can both have the potential to erode development gains or be a development product in case development is poorly conceived.

Globally, disaster risks and occurrences have been rising due to diverse factors, such as risky and unsustainable urbanization, especially in hazard-prone areas, environmental degradation, unsustainable development patterns, conflicts for scarce resources, disease epidemics, poverty, etc. These trends are worsened when compounded with the impact of climate change. Climate change is exacerbating disaster risk through increased water-related risks and temperature rises, and subsequently increases in societal vulnerabilities such as agriculture and ecosystems. In recent years, there has been a growing convergence between DRR and CCA, which implies that for DRR to be efficient, it has also to consider climate-related risks.

Recognizing the importance of DRR, governments and leading development actors signed the Hyogo Framework for Action (HFA)³, in 2005, committing themselves to invest in DRR as a means to building disaster-resilient societies. Yet, despite the progress made, the journey to disaster-resilient societies is still a long one.

With the Hyogo Framework coming to an end in 2015, in the same year, three landmark events defined the continuity of the development – DRR nexus efforts:

The Sendai Framework on DRR 2015–2030, adopted at the Third World Conference on Disaster Risk Reduction in March 2015; the 2030 Agenda for Sustainable Development, adopted by the United Nations General Assembly in September 2015; and the Paris Agreement, adopted by States in December 2015, have created new windows of opportunities for mainstreaming DRR within development.

The Sendai Framework has expanded the scope of DRR to include natural hazards and man-made and related environmental, technological, and biological hazards and risks. In addition, it has advocated an all-of-society and whole-of-government approach for DRR. Under the Sendai Framework, governments have already committed to developing national and local DRR strategies. The substantial increase in countries with national and local DRR strategies by 2020 is one of the adopted Sendai Framework global targets.

The 2030 Agenda for Sustainable Development, has at least eight of the 17 Sustainable Development Goals (SDGs) or their targets related to DRR and resilience-building elements.

The Paris Agreement has committed to enhancing “understanding, action, and support” in eight areas of DRR, implying the necessity for integrating DRR with climate change adaptation. Glasgow global Climate Pact agreement will accelerate action on climate this decade, and finally completes the Paris Rulebook

3.2 Country context

Albania is a disaster-prone country. The four main hazards affecting the country are earthquakes, floods, forest fires, and landslides. The International Disaster Database (EM-DAT) shows that, during the 1979-2019 period, floods accounted for a significant share of disaster events (38%), followed by earthquakes (15%)³. According to the annual World Risk Report (BEH-IFHV, 2021), which calculates the Disaster Risk Index due to earthquakes, cyclones, floods, droughts and sea-level rise for 181 countries based on exposure, and vulnerability (susceptibility, and coping, and adaptive capacities), Albania has a high-risk index and ranks first in Europe and 61st in the world⁴.

The potential losses in Albania from a disaster with a 250-year mean return period are estimated at EUR 2.08 billion for earthquakes and EUR 1.18 billion for floods (World Bank, 2014). Albania is at high risk of forest fires, particularly in the dry summer season. More than 95% of events are small (less than 100 ha burned) and account for more than 40%

² For the definitions, UNDRR terminology of 2016 & 2009 and Law 45/2019 “On civil protection” to be used as reference

³ EM-DAT. The Emergency Events Database, Université Catholique de Louvain (UCL) - CRED, D. Guha-Sapir, www.emdat.be, Brussels, Belgium

⁴ World Risk Index score for 2021 for Albania is 8.23%, reflecting a combination of “very high” exposure and low vulnerability (“low” susceptibility, “medium” lack of coping capacities and “low” lack of adaptive capacities)

of the total burned area, while significant events are relatively rare (5% of the total burned area). Albania is characterized by land instability caused by natural and anthropogenic factors. 33.6% of its territory is relatively stable, and 9.8% is unstable (UNDP, 2003).

The level of exposure to risks and vulnerabilities in Albania is due to a combination of socio-economic and environmental processes and the institutional and political context. Mass migration from rural to urban areas resulting in high population density in unsafe zones, inadequate territorial and land use planning, lack of integration of disaster risk criteria into development planning in general and at all levels, and a lack of compliance with existing safety norms and standards are among key factors.

The earthquake event of 26 November 2019 caused 51 fatalities and over 900 injuries. As a result of the earthquake, a total of 202,291 people was affected, of whom 47,265 directly and 155,028 indirectly. The Post Disaster Needs Assessment (PDNA), conducted following the earthquake, estimated the total effect of the disaster in the 11 affected municipalities to amount to 985 million EUR. The earthquake is estimated to have caused combined damages and losses, equivalent to 7.5% of the 2018 GDP. As a result of the earthquake, growth projections for 2020 have been revised downwards.⁵

On the “positive” side, the 26 November earthquake triggered a reflection on reducing vulnerability and enhancing resilience at all levels in the future. However, while still under the earthquake effect, the COVID-19 pandemic of 2020 constituted another challenge for both the country’s health system and the government. The events that followed emphasized the need to strengthen disaster preparedness and risk management capacities, adopt adequate response systems and procedures, and improve the institutional capacity for DRR management, coordination, and interaction between government and private and civil society actors. Such capacities are first required to be built and become functional across the government hierarchy, to create a culture and practice of resilient and sustainable development.

From the legal viewpoint, in July 2019, the Government of Albania adopted the Law “On Civil Protection” (45/2019), replacing the former one of 2001. The Law provides a more solid conceptual framework for promoting disaster risk reduction. Furthermore, the subsidiarity principle of Law 139/2015 “On local self-governance” has been re-stipulated again in Law 45/2019, which article 7 notes, “when in a natural or other disasters, protection, rescue, and assistance are required, the capacities of the local government unit affected by the disaster, shall be used first.”

Law 45/2019, in line with the Sendai Framework commitments, requires the preparation of Disaster Risk Assessments at national and local levels, respectively within two and three years from the approval of the Law. It also requires preparation and adoption of a National DRR Strategy and local DRR Strategies and a National Civil Emergency Plan and Local Emergency Plans.

According to article 9 of Law: “Risk assessment shall be carried out at the central, qark/region and local level at least every three years. Risk assessment at the municipal level shall be approved by decision of the municipal council.” Further, article 30 notes that: “Municipalities...shall carry out the risk assessment in their territory by drafting and approving the disaster risk assessment document, which they shall submit to the regional prefect and the NCPA for purposes of analysis and planning,...”. In this respect, there is no strict dependency on the harmonization of the risk assessment across levels. The local level might also contain local risks relevant to the local level but not likely for the higher levels.

According to article 11 of the Law, “every local self-government unit shall adopt the local DRR strategy, harmonized with the National DRR Strategy, by a decision of the municipal council at least every five years.” However, there are no specific explanations about the degree of harmonization that the municipal DRR strategy should pursue.

According to article 14 of the Law: “Civil emergency plans shall be approved at the central, qark and local level and reviewed at least every three years. The municipal CE plan is approved by a decision of the municipal council. It must be harmonized with the NCEP, the qark CE plan, and municipal CE plans of the neighboring municipalities.” What is specific for municipal CE plans is that “establishing and implementing the civil emergency plans development methodology” is NCPA’s legal obligation.

Law 45/2019 also stipulates broader and explicit DRM responsibilities for the local level related to public awareness, training activities, monitoring, early warning, alert and alarm, disaster risk information, disaster losses database, etc. Furthermore, to realize all these obligations, the Law explicitly requires that an amount of not less than 4% of the total municipality budget be dedicated to DRR and Civil Protection.

⁵ Albania PDNA - Volume A, 2020

3.3 UNDP support to DRR framework

In the aftermath of the November 2019 earthquake and in line with the PDNA 2020 recommendations, UNDP Albania started, in early 2020, to prepare its engagement in the longer-term capacity building for the DRR sector. Initially, UNDP embarked on two pilot interventions at the central and local level, which shortly were integrated under a broader intervention framework, UNDP's RESEAL project (Resilience Strengthening in Albania), which became operational from 1st July 2020.

Under the RESEAL project, the assistance intends to support the efforts of the Government of Albania to improve the disaster risk management (DRM) system in the country. The project's overall objective is to strengthen Albania's DRM system and support the country's efforts in becoming a fully-fledged member of the EU Civil Protection Mechanism. In addition, the project is also set to support the development of the DRR framework at municipal level, in line with the Sendai Framework.

The central level pilot, preceding RESEAL, intended to support a national DRR Capacity Assessment, the findings of which facilitated the process of strengthening DRM policy framework and subsequently leading to the drafting of the new National DRR Strategy and its Action Plan. Furthermore, at the institutional level, the project supports the institutional strengthening of and closely interacts with the National Civil Protection Agency (NCPA) to create an enabling framework for DRR and substantiate the Civil Protection & DRR legal framework.

The local level pilot consisted of developing the local DRR framework in Lezha municipality. The pilot in Lezha supported a participatory process for developing an integrated municipal Risk Assessment, the local DRR Strategy, and the Local Civil Emergency Plan, as well as the roadmap for tackling these processes in any other municipality. The pilot was developed with the intention and potential to replicate Lezha's model in other municipalities.

4 SPECIFIC OBJECTIVES

The objective of the present required services is to support the fine tuning of the local DRR framework piloted in Lezha municipality, in line with Law 45/2019 and in anticipation of the legal obligation for all municipalities to develop their own DRR framework, in harmonization and coordination with the upper levels of the public administration.

It is believed that this exercise will further contribute to the establishment of a municipal standard to be followed and further replicated in other Albanian municipalities. It is anticipated that this process will partially unfold in parallel with the efforts of the national authorities in developing and finalizing the National Risk Assessment, the National DRR Strategy, and potentially the upcoming National Civil Emergency Plan development process.

5 SCOPE OF SERVICES

The present assignment requires the development of the municipal Risk Assessment for the municipalities of qark of Fieri, namely, the municipalities of Fier, Lushnja, Roskoveci, Divjaka, Patos and Mallakastra. Selection of the pilot qark has been made by applying a set of criteria, inclusive of geographic position, adjacency, size, topography, level of impact of the last earthquake, frequency of natural disasters, exposure to hazards, socio-economic potential, municipal strength and CP structures in place, and distance from Tirana. Further it was agreed with NCPA on the implementation of the project in the municipalities of a single qark, thus providing beyond coherence and unification, an implementation methodology at the qark level which will enable easier replication in the rest of the country. The qark of Fier which has been selected for the implementation of the project, ranks at "very high" risk class according to the INFORM sub-national model for Southeast Europe for three pilot countries: Albania, Montenegro and North Macedonia⁶. During the project implementation, the service provider will be supported by three local project coordinators each of them assigned in two out of six municipalities.

The process and the products will be informed by the national processes as well as experiences and lessons gained from UNDP's pilot project in Lezha, although the replication should aim for higher quality.

⁶ <https://drmkc.jrc.ec.europa.eu/inform-index/INFORM-Subnational-Risk/South-East-Europe>

The best scenario for risk assessment documents should have been having them sequenced in the top-down order, that is based on national level documents and framework. However, as at present there is parallel support to the national and local level, the current specific support to the local level will have three immediate benefits:

- first, the participatory processes for the development of the local risk assessment and the subsequent local DRR strategy will serve as powerful awareness-raising exercises for the local institutions and communities
- second, the documents mentioned above will feed into each-other as well as will interact with qark and national level documents (top-down and bottom-up interaction and influence are expected); and
- third, the new national documents, despite their update, will build upon the current DRR framework with a strong alignment to the Sendai Framework, which are the principles to be also followed for the local documents.

Therefore, the final products will need little effort to ensure harmonization and adjustments in due time.

5.1 Municipal Risk Assessment

The Municipal Risk Assessment is the main and basic document in the local DRR framework as it helps to:

- ✓ Understand the current local situation, needs and gaps by building on existing information and capacities.
- ✓ Identify possible hazards, vulnerabilities, exposure, and coping capacity of communities.
- ✓ Understand the nature, location, intensity, and likelihood of major hazards specific for the territory.
- ✓ Estimate the probability of occurrence and the potential damage for specific hazards.
- ✓ Identify population and assets at risk and disaster-prone areas.
- ✓ Assess the capacity of elements at risk to withstand given hazard scenarios, and then,
- ✓ Identify risk reduction options by considering the reasonability, cost-effectiveness, practicality of measures and capacities.
- ✓ Inform municipal DRR strategies and Action Plans which will use the findings of hazards, risk, exposure, and coping capacity assessments.
- ✓ Inform estimates of capabilities that a community need. Through this process, emergency planners will use risk assessment outputs to establish planning factors and determine the needed levels of capability.⁷

The first step in the Risk Assessment is the conduct of a thorough Vulnerability and Capacity Assessment (VCA). VCA is a participatory investigative process designed to assess the risks that people face in their locality, their vulnerability to those risks, and the capacities they possess to cope with a hazard and recover from it when it strikes. The completion of the VCA process will provide consolidated information through “cross-checking” and comparison of various data sources and will feed into the Risk Assessment exercise. Local Risks Assessment documents will be guided by updated National Risks Assessment Document and will be guided by the national process to ensure accurate data and provide update inputs per each of the country profiles` s risks as per law 45/2019 on Civil Protection.

For the Risk Assessment, the Service Provider will make sure to follow the sequence of the following steps⁸:

Risk identification - the process of finding, recognizing, and describing risks. It is a screening exercise and serves as a preliminary step for the subsequent risk analysis stage

Risk analysis – the process to comprehend the nature of risk and determine the level of risk.

Risk Evaluation - the process of comparing the results of risk analysis with risk criteria to determine whether the risk and/or its magnitude is acceptable or tolerable.

Generally, risk scenarios will be used both in the risk identification phase as well as at the risk analysis stage, with the latter aiming to establish quantitative estimates for impacts and probabilities. At the stage of risk identification, scenario building must be devised in the most inclusive way and may refer to rough estimates or qualitative analysis. At the stage of risk analysis, if possible, quantitative probabilities should be estimated for each scenario.

⁷ https://www.fema.gov/sites/default/files/documents/fema_cpg-101-v3-developing-maintaining-eops.pdf

⁸ Commission Staff Working Paper - Risk Assessment and .. <https://www.eumonitor.nl/9353000/1/j9vvik7m1c3gyxp/vilsc7ikt7zq>

For the purpose of risk identification and risk analysis, a number of distinctions are introduced:

Single-risk assessments determine the singular risk (i.e., likelihood and consequences) from one particular hazard (e.g., flood) or one particular type of hazard (e.g., flooding) occurring in a particular geographic area during a given period of time.

Multi-risk assessment determines the total risk from several hazards, taking into account possible hazards and vulnerability interactions. The challenge of multi-risk assessments is to adequately consider possible follow-on effects (also known as knock-on, domino, or cascading effects) among hazards, i.e., the situation where one hazard causes one or more sequential hazards. Multi-risk assessments thus consider the interdependency of several hazards and risks.

The **GIS-based vulnerability and capacity assessment (VCA)** and the **GIS-based risk assessment** are also requirements. They will be designed as an extension of the Sendai Framework, UNDRR methodologies, and others alike.

Local VCA and Disaster Risk Assessment outputs will be exploited in the drafting process of local DRR Strategy and later in the local Civil Emergency Plan.

For the needs of drafting the local emergency planning in a later phase, the information of risk assessment should be organized into a format that is usable by the planning team. One effective method for organizing hazard or threat information is to use a matrix based on dimensions used during the risk analysis process:

- Probability or frequency of occurrence
- Magnitude (the physical force associated with the hazard or threat)
- Intensity/severity (the impact or damage expected)
- Time available to warn
- Location of the emergency (an area of interest or a specific or indeterminate site or facility)
- Potential size of the affected area
- Speed of onset (how fast the hazard or threat can impact the public)
- Duration (how long the hazard or threat will be active)
- Follow-on effects (knock-on, domino, or cascading effects)

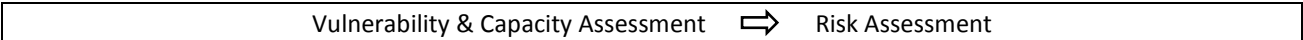
Other information from VCA and risk assessment which should be prepared and specifically made available for emergency planning purposes must contain at least but should not be limited to:

- Reception facilities/sites for evacuation
- Emergency accommodation facilities and/or sites
- Facilities/sites for emergency vehicles and machineries
- Evacuation routes in emergency situations caused by:
 - Earthquake
 - Flood
 - Fire
- People with disability, gender and vulnerable groups statistics. People with disability and vulnerable group statistics are data through which local DRA will inform local CEP. In addition, it will provide the necessary information for the municipality to undertake coordinated social protection and Disaster Risk Management activities with benefits in increasing their resilience.

The Service Provider supported by the RESEAL project local team will work in close cooperation with Fier Prefecture, the municipalities, and NCPA staff at the regional and central level.

6 METHODOLOGY

The sequence of implementation will respect the following order:



The Service Provider will be responsible for the development of the Vulnerability and Capacity Assessment (VCA) and the Risk Assessment (RA). Service Provider will be guided by the national process on the preparation of

strategic/planning documents and will prepare the required reports in line with updated national Risk Assessment document and National DRR Strategy.

The sequence mentioned above will be implemented as complete packages in all six municipalities simultaneously. This approach will enable the exchange of experiences, opportunities for standardization, horizontal treatment of possible problems, and a joint and comparative advancement of all municipalities at the scope. As per national process, local working groups on preparation of local Risk Assessment are required to be established in close cooperation with UNDP, NCPA, Fieri Prefecture and all municipalities. The Service Provider, supported by DRR consultants, will assist and support such process by providing necessary recommendations and expertise locally to regional and local government units.

The development of the Disaster Risk Assessment documents must be participatory and inclusive and involve local and non-local stakeholders and the necessary expertise. The participatory and inclusive aspects are required from a procedural viewpoint, but they also contribute to a broad and encompassing process of capacity building for the local stakeholders.

The first step to be undertaken in all municipalities, based on the experience of the pilot project in Lezha municipality, is that the Service Provider should closely interact with NCPA staff, Prefecture and the Municipal Civil Protection Commission (MCPC). MCPC is a permanent body, successor of the Municipal Civil Emergency Commission (MCEC), with a role which is broader and more focused on DRM. If the MCPC has not been established so far, it will be the Service Provider's task to assist the municipality in preparing the respective Mayor Order and the respective regulations in compliance with the Law "On civil protection"⁹.

If the MCPC is in place but its composition doesn't fit with the comprehensive one which is needed for the realization of the project objectives' then a new Mayor Order should be drafted together with the respective municipality staff, consisting thus in an appropriate composition.

In both cases, the service provider will support the municipality until the Mayor Order will be signed.

The MCPC was considered the appropriate body for project implementation, selection of which avoids at the same time the creation of another unnecessary DRM municipal body. The MCPC will serve both for the development of municipal risk assessment and of the DRR strategy. Therefore, the interaction and harmonization of the activities among the respective service providers is expected to happen in this regard.

Apart from the state institutions (Prefect, Qark Council, administrative units, civil protection, State Police, military, firefighting, health, environment, education, urban planning, tourism, culture heritage, agriculture, irrigation and drainage, water supply and sewerage, energy, communication, transport, social protection, finance, legal issues, human resources, international relation/European Integration structure, sport), it is strongly advised that MCPC entails other non-governmental stakeholders such as:

- Red Cross,
- NGO, CSO,
- Businesses,
- Academia,
- DRM private experts,
- Media,
- Clergy
- International Organizations.

If necessary, under MCPC, thematic groups can be established on a case-by-case basis, depending on the issues and problems addressed.

The Civil Emergencies/Civil Protection structure in the municipality¹⁰ will play the role of Technical Secretary of the Civil Protection Commission.

⁹ The previous Local Commission of Civil Emergencies, according to article 27 of law 45/2019 is named the Civil Protection Commission at the municipal level. Pursuant to article 29, paragraph 3 of Law 45/2019: "the composition, functioning and duties of the local civil protection commissions shall be approved by Mayor's order.

¹⁰ Pursuant to DCM no. 923, dated 25.11.2020 "On the functioning and organization of the civil protection committee and the inter-institutional cooperation of the civil protection institutions and structures", these structures have been stipulated as "permanent planning and civil protection structures".

In parallel, a supervisory body in the qark level chaired by the Prefect should be established. The Body composed by, Prefecture, NCPA, municipalities, UNDP project local coordinators and Service provider should be member of this body will supervise the overall project management. The service provider will be responsible for the normal functioning of this supervisory Body.

Throughout the implementation, the approaches employed must also take into consideration:

- ✓ climate change related impacts,
- ✓ opportunities and mechanisms for mainstreaming the DRR into local and national development plans,
- ✓ issues of gender equity,
- ✓ social inclusion and people with disabilities¹¹ or others with specific access and functional needs

Integrating gender and vulnerability perspectives in disaster risk management initiatives and programs has been recognized as a priority concern since women and men, and particular social categories have varying vulnerabilities and are affected by disasters differently.

Women and their participation are critical to effectively managing disaster risk and designing, resourcing and implementing gender-sensitive disaster risk reduction policies, plans and programmes; and adequate capacity building measures need to be taken to empower women for preparedness as well as to build their capacity to secure alternate means of livelihood in post-disaster situations.¹²

Similarly, by taking into consideration that the poor are usually hit the most by the effects of any disaster, particular attention should be given to identify and address issues affecting them throughout the exercise, led by the principle of “leaving no one behind”.

In terms of specificities of each of the main outputs, the Service Provider must note the following requirements/ recommendations:

The Vulnerability and Capacity Assessment (VCA) should be in line with the VCA package of the International Federation of Red Cross and Red Crescent Societies (IFRC)¹³, as that VCA model provides a wide range of tools and methods and it has been widely piloted and used in many developing and developed countries and proved useful also in the Lezha pilot.

The VCA model consists of 14 tools/methods, out of which the following specific 11 will potentially be used for the present task:

- 1 - Review of secondary sources (quantitative and qualitative). This review should be done prior to any field work
- 2 - Community baseline data (quantitative and qualitative)
- 3 - Semi-structured interview (qualitative)
- 4 - Focus group discussion (qualitative)
- 5 - Direct observation (qualitative)
- 6 - Mapping (qualitative)
- 7 - Transect walk (qualitative)
- 8 - Seasonal calendar (qualitative)
- 9 - Historical profile/ historical visualization (qualitative)
- 12 - Institutional and social network analysis (qualitative)
- 13 - Assessing the capacity of people’s organizations (qualitative)

The Risk Assessment will be based on the document Commission Staff Working Paper SEC (2010) 1626 final, Risk Assessment and Mapping Guidelines for Disaster Management¹⁴, Words into Action Guidelines National Disaster Risk

¹¹ Persons with disabilities include those who have long-term physical, mental, intellectual or sensory impairments which, in interaction with various barriers, may hinder their full and effective participation in society on an equal basis with others. <https://spherestandards.org/>

¹² Sendai Framework for Disaster Risk Reduction

¹³ <https://www.ifrc.org/Global/Publications/disasters/vca/vca-toolbox-en.pdf>

¹⁴ <https://ec.europa.eu/transparency/regdoc/?fuseaction=list&coteId=2&year=2010&number=1626&version=ALL&language=en>

Assessment UNISDR 2017¹⁵, INSPIRE Directive¹⁶, ISO 31000, ISO 31010, and the corresponding ISO Guide 73 terminology, in combination with the more targeted UNISDR terminology on disaster risk reduction, and potentially UNDP and UNDRR practices adapted to these guidelines. Local Risk Assessment documents will be in line with national applied methodologies per each of the risks and local data will be gathered as per updated National Risk Assessment structure.

Nevertheless, the National Risk Assessment document and the National DRR Strategy and its Action Plan will constitute the primary reference documents alongside the local strategic/planning document piloted in Lezha municipality.

Service Provider should consult Lezha DRR set of documents in the following links:

Report on hazard analysis and risk assessment of natural disasters- Lezhë:

https://www.al.undp.org/content/albania/en/home/library/democratic_governance/raporti-i-analizes-se-rrezikut-dhe-vleresimit-te-riskut-te-fatke.html

Disaster Risk Reduction Strategy - Lezhë:

https://www.al.undp.org/content/albania/en/home/library/democratic_governance/strategjia-per-zvogelimin-e-riskut-te-fatkegesive-ne-bashkine-le.html

Civil Emergency Plan - Lezhë:

https://www.al.undp.org/content/albania/en/home/library/democratic_governance/plani-i-emergjencave-civile-lezhe.html

7 DELIVERABLES AND SCHEDULES

The following deliverables are expected per each municipality:

1. Mobilization and municipal working groups set up
2. Inception report
3. VCA & Local Disaster Risk Assessment
4. Training of six Municipality Civil Protection Commissions (MCPC) on DRR, Sendai Framework and Municipal Level VCA toolkit and approach. Through the training, the main national and international DRR documents, Sendai in particular, and the overall VCA assessment process, will be explained to MCPC-s.
5. ToT delivery of six MCPC on Municipal Level RA for local experts to ensure ownership and sustainability. The training's objective will be to increase the municipality's capacities, in revising the DRA in the future.
6. General findings and recommendations on revising the local DRA and developing a local disaster risk assessment methodology.
7. Final Risk Assessment report

The following durations are estimated:

Mobilization and preparation – max 2 months from contract signing

VCA, RA, trainings and Municipality RA guidelines manual – max 7 months.

These estimations also include the necessary time for output reviews and approvals by NCPA, selected Municipalities and UNDP RESEAL project.

The working language of the assignment will be Albanian. The Service Provider is expected to submit all deliverables electronically and in hard copy in Albanian and English, ensuring they are fully edited and free of grammatical errors.

Service Provider will have progress meeting with UNDP programme and RESEAL project staff, NCPA staff at both levels, municipalities and other key partners to ensure accurate and successful implementation of the required consultancy.

All the required documents need to be approved by the respective municipalities, NCPA, and UNDP RESEAL Project.

¹⁵ <https://www.undrr.org/publication/words-action-guidelines-national-disaster-risk-assessment>

¹⁶ DCM no. 810, dated 21.10.2020 "On the approval of the document "State standards for technical specifications of geospatial information in Albania-topics: areas with natural hazards"

Finally, the service provider will assist the respective municipality civil emergency/civil protection structures and MCPC until the adoption of the municipal risk assessment at the Municipal Council is obtained.

8 GOVERNANCE AND ACCOUNTABILITY

8.1 Supervisory Authority

The Service Provider will work under the overall supervision of UNDP Albania/RESEAL project, to which the Service Provider will directly report, seek approval, and obtain the acceptance of deliverables.

Given that:

Pursuant to the law 45/2019:

- Municipality is obliged to send Disaster Risk Assessment to the NCPA and the Prefect for analysis and planning purposes.
- The Prefect has a primary role in disaster risk reduction and civil protection at the qark level.
- There is no DRR strategy at qark level.
- Municipal DRR strategy should be harmonized with the National DRR Strategy,

a supervisory body in the qark level chaired by the Prefect should be established. Apart from representatives from each municipality (Mayor/Secretary General/Vice Mayor, civil emergency/civil protection structures, civil society and other relevant group of interests etc.) the body should entail the Head of civil emergency sector in the Prefecture. The NCPA's Civil Protection Regional Center, service provider representatives and the project local coordinators should also be member of this body. It will be up to NCPA whether any other representative from their central staff will be nominated member of this supervisory body.

All reports and local DRA documents are required to be discussed and to receive NCPA inputs/clearance.

8.2 Institutional Collaboration

During the preparation of the documents, the Service Provider will work closely with NCPA, Fier Prefecture (in particular with Prefecture Planning and Civil Protection Sector/ Sector of Planning and Coping with Civil Emergencies and Crisis Sector¹⁷ and Prefecture's CPC), NCPA Civil Protection Regional Center, municipalities' civil emergency/civil protection structures and CPC. The Service Provider must cooperate in particular with the MCPC-s to get the necessary support and approvals on the implementation process of the project activities. MCPC-s which will be the working groups for the municipal DRA, will provide access to existing data and information related to the scope of work required and will provide all the necessary support for the successful realization of the assignment.

Municipalities, supported by Prefect will provide any other access to the other data and information related to the scope of work required, establish relations with local, regional and central institutions when needed as well as will provide all the necessary support for the successful realization of the assignment.

UNDP/RESEAL will maintain the relations with NCPA and support the latter to develop the national DRR framework. From that perspective, UNDP/RESEAL will keep the Service Provider informed on the relevant developments at the central level, impacting the local DRR and requesting the Service Provider to duly comply.

8.3 Reporting Requirements

The Service Provider will prepare and submit monthly reports on the progress of the implementation and a concluding final report. Monthly reporting will be accompanied with a discussion meeting with NCPA and UNDP. The monthly reports will contain as minimum the following categories of information:

- ✓ The work progress and accomplished milestones
- ✓ Recommended follow-up and required interventions from RESEAL project

¹⁷ Prefecture Planning and Civil Protection Sector is the new name according to DCM No.923, dated 25.11.2020 while Sector of Planning and Coping with Civil Emergencies and Crisis Sector was the previous name according to DCM No.965, dated 02.12.2015 (repealed by DCM No.923, dated 25.11.2020)

- ✓ Issues faced during the implementation and plans to overcome these issues

Interim monthly progress reports will be submitted every month starting from the second month of implementation. When progress reporting is linked to the release of relevant installments, as for the contract's payment schedule specified in the contract, the Service Provider must provide:

- ✓ The related products.
- ✓ The narrative.
- ✓ Financial report.
- ✓ The related products.
- ✓ The invoice for the agreed deliverables.

In addition, the financial section must contain details of the actual reimbursable costs incurred in the performance of the Services within the maximum amounts per cost category as detailed in the approved breakdown of costs.

A Final Report, narrative and financial, accompanied by a final invoice, will be submitted at the end of the execution period. The draft Final Report must be submitted at least one month before the end of the period of execution of the contract.

8.4 Visibility

All communication, information and product will contain visibility elements recognizing the project donors, UNDP and NCPA.

Logos of participating local governments and the Service Provider can also be displayed on relevant related activities, press-information, publications, banners, etc., so as to underline their engagement.

8.5 Copyright

The copyright for all materials prepared under this assignment will belong to UNDP. The Service Provider will hand over the final documents in electronic and print form to UNDP and acknowledges and agrees that such documents constitute work made for UNDP.

8.6 Facilities to be provided by UNDP

UNDP/RESEAL will support the Service Provider in accessing local resources, establish relations with local, regional, and central institutions when needed. UNDP/RESEAL, through the three local project coordinators, will facilitate faster access to the respective municipalities for a more efficient implementation of tasks.

Each of the three RESEAL local project coordinators who will be mobilized by UNDP/RESEAL, will be covering two out of the six Fier qark's municipalities, grouped as follows:

Group 1: Municipalities of Fier and Patos;

Group 2: Municipalities of Lushnja and Divjaka;

Group 3: Municipalities of Mallakastra and Roskoveci.

These local project coordinators will also serve as liaison agents with the respective municipalities and other local and regional institutions, as community mobilization and local focal points for identifying and organizing the collection of information, relevant stakeholders, and sources of interest to the present tasks. These experts will collaborate closely with the Service Provider and report to UNDP Programme Officers and RESEAL Project Manager.

9 IMPLEMENTATION DURATION

The implementation period of the assignment will be 9 months. The Service Provider will be required to implement the planned tasks according to the timelines indicated in the schedule of payments.

10 DUTY STATION

The Service Provider will engage in intensive field work in Fieri qark and all its municipalities (including administrative units), namely **Fieri, Divjaka, Lushnja, Mallakstra, Patos, Roskovec**. Therefore, the Service Provider will have to make sure to access all the six municipalities at different times during the implementation, which calls for a well-designed plan of distribution of resources and presence in the field.

11 QUALIFICATIONS OF THE SERVICE PROVIDER

11.1 Service Provider profile

- ✓ Minimum 7 years of experience working in with local government entities
- ✓ Expert knowledge on issues related to disaster risk management, environment and climate change
- ✓ Proven experience in projects related to disaster risk reduction, environment, local social and economic development and urban development
- ✓ Experience in conducting training programmes and awareness campaigns at national and subnational levels
- ✓ Adequate staff and expertise to collect and interpret data and information, develop analysis and reports with special focus on disaster risks assessments
- ✓ Previous experience working with donor-funded international agencies, work experiences with UNDP is an asset
- ✓ Ability to provide at least three references from vendors to whom similar services have been provided.

The potential Bidders who wish to participate should also meet qualification sets of criteria in terms of expertise, methodology, management and satisfy minimum eligibility requirements as described in the Datasheet section of the RfP.

11.2 Service Provider personnel

The Service Provider should make available a team of highly experienced and qualified experts and possess sufficient resources to provide the service with effectiveness, efficiency, quality, and professionalism. In consideration of the number of municipalities in the scope of this assignment, the volume of work, and the limited duration of the implementation, the experts' team should comprise an appropriate number of professionals with adequate experience and professional qualifications for the assignment as set forth below.

The Service Provider shall take all reasonable measures necessary to ensure that the personnel deployed under this TOR shall respect local customs and conform to the highest moral and ethical conduct standards. UNDP may at any time request the withdrawal or replacement of any of the Service Provider personnel if these standards are not adhered to. Replacement will be at the Service Provider's expense.

Expert profiles should meet the following criteria:

POSITION	EDUCATION AND SKILLS	WORK EXPERIENCE
Team Leader Responsible for the overall coordination and quality control of the products delivered. S/He is expected to provide guidance and leadership to the team of experts with the aim of achieving the tasks assigned. The Team Leader will also be responsible for the final delivery of the products and will act as the main counterpart with the UNDP, municipality, Prefect and NCPA.	<ul style="list-style-type: none"> • A postgraduate qualification (and/or equivalent work experience) in environment sciences, disaster risk management, civil engineering, local development/territory planning, or other relevant subjects. • Excellent managerial and coordination skills. • Excellent analytical skills 	<ul style="list-style-type: none"> • At least 10 years of demonstrated experience in managing projects up to successful completion • Work experience in DRR, including design and execution of relevant projects at national / subnational level is desired. • Knowledge and understanding of past and contemporary DRM issues facing Albania • Understanding and familiarity with disaster prevention, preparedness, response and recovery coordination in the local/regional level • Leadership skills, including coordination and mentoring of staff

		<ul style="list-style-type: none"> • Ability to design, manage and implement complex development assistance programmes at national, regional and local levels, • Project management experience including an understanding of project-cycle principles, log-frames, monitoring and evaluation • Effective networking capacity and ability to develop and maintain robust working relationships with national counterparts and regional partners
DRR Expert	Postgraduate in Engineering, Environmental Sciences, Disaster risk management or similar	<ul style="list-style-type: none"> • Minimum 7 years of experience in DRR, crisis management, early warning systems, preparedness and response mechanisms, emergency communications, civil protection or any equivalent/applicable combination of training and experience • Work experience with local government units in Albania, previous work on Fieri region will be an asset. • Direct experiences working with disaster risk assessment at regional/local level would be preferred;
Biological Hazards Risk Assessment Expert	Postgraduate in biology, microbiology, biological engineering, and/or any related relevant field of study	<ul style="list-style-type: none"> • A minimum of 7 years of professional experience in the area of public health • Demonstrated outstanding technical expertise as relevant for the respective assignments; • Direct experiences working with biological risk assessment at regional/local level would be preferred;
Floods Risk Assessment Expert	Postgraduate in hydrology and hydraulic engineering, meteorology, or any other relevant field of study.	<ul style="list-style-type: none"> • A minimum of 7 years in the area of Flood risk assessment and water management; • Demonstrated outstanding technical expertise as relevant for the respective assignments; • Direct experiences working with flood risk assessment activities at regional/local level would be preferred;
Seismic Risk Assessment Expert	Postgraduate in earthquake/civil engineering, seismology, geology, geotechnical engineering or other related discipline	<ul style="list-style-type: none"> • A minimum 7 years of professional experience or equivalent combination of education and professional experience in seismic hazard and risk assessments • Direct experiences working with seismic assessments at regional/local level would be preferred.
Landslides Risk Assessment Expert	Postgraduate in geology, geotechnical engineering or other related discipline	<ul style="list-style-type: none"> • A minimum 7 years of professional experience or equivalent combination of education and professional experience in landslides risk assessments • Direct experiences working with landslide risk assessments at regional/local level would be preferred.
Technological (Industrial) Risk Assessment Expert	Postgraduate in, chemical engineering, biotechnology engineering, biochemical engineering, and/or any related relevant field of study	<ul style="list-style-type: none"> • A minimum of 7 years of professional experience in industrial sector and risk assessment • Demonstrated outstanding technical expertise as relevant for the respective assignments; • Direct experiences working with technological disaster management

		activities at regional/local level would be preferred;
Wildfire Risk Assessment Expert	Postgraduate in forest ecology, forest management, environment, agriculture, agro-industry or any other related relevant field of study	<ul style="list-style-type: none"> • A minimum of 7 years' experience in the area Forestry and wildfire management. • Experience and good knowledge of the regional context of wildfire, climate change risks; • Demonstrated outstanding technical expertise as relevant for the respective assignments; • Experience and good knowledge of the disaster risk/disaster loss data in the agriculture sector. • Direct experiences working with wildfires risk assessment at regional/local level would be preferred;
GIS expert	Graduate in GIS and/or with related degree in Urban Planning, Geodesy, or other related fields, Excellent analytical skills	Minimum of 5 years of work experience in GIS and its application to various mapping and assessment, including also preferably natural hazards and risk assessment
Local Government Expert	Postgraduate in Development Sciences, Public Administration or any other related fields and disciplines	Minimum 7 years of work experience with local governments in the field of institutional capacity building, change management, financial management, or similar.

12 PRICE AND SCHEDULE OF PAYMENTS

12.1 Price

The contract price will be a fixed output-based price.

The Proposer, in complying with **RfP Section 7A and 7B – Financial Proposal Form**, is requested to break down / itemize costs per deliverables and per cost components. **The financial proposal should be VAT included. If not specified the offer will be considered VAT included.**

The Service Provider shall ensure that experts are adequately supported and equipped. In particular, it shall ensure that there is sufficient administrative and management provision to enable experts to concentrate on their primary responsibilities.

In accordance with requirements set in the Section C.2 "Technical Offer", the proposed schedule of payments will be the following:

12.2 Schedule of Payments

Instalments (Linked to deliverables)	Indicative timeline¹⁸ (months from contract start)	Payment (% of contract price)	Description

¹⁸ The Service Provider may tackle any of the tasks earlier than the indicated month, as suggested in Section C. Assignment Milestones, but should complete them within the indicated end month above.

<u>Instalment 1</u> 1. Mobilization 2. Introduction to municipalities 3. Support in the consolidation of six municipal Civil Protection Commissions	0 - 2	20%	✓ All participating municipalities have in place their MCPC and established a counterpart working group interacting with the project. ✓ Due monthly progress reports submitted
<u>Instalment 2</u> 1. VCA Report for six municipalities 2. Training of six MCPC-s on DRR, Sendai Framework and Municipal Level VCA toolkit and approach	3 – 6	40%	✓ Field work for VCA completed ✓ Due monthly progress reports submitted ✓ VCA Report finalized, edited and submitted ✓ VCA Report reviewed and approved by MCPC ✓ Training of six MCPC-s on DRR, Sendai Framework and Municipal Level VCA toolkit, and approach, are carried out
<u>Instalment 3</u> 1. Local Disaster Risk Assessments for six municipalities 2. Training of Trainers delivery of six MCPC-s on Municipal Level DRA for local experts to ensure ownership and sustainability 3. General findings and recommendations on revising the local DRA and developing a local disaster risk assessment methodology	7-9	40%	✓ Due monthly progress reports submitted ✓ Disaster Risk Assessment Report finalized, edited and submitted ✓ Disaster Risk Assessment Reports reviewed, approved by MCPC and the set of documents prepared and sent to the Municipal Council for its approval. ✓ ToT of six MCPC-s on Municipal Level DRA for local experts to ensure ownership and sustainability are carried out ✓ General findings and recommendations on revising the local DRA and developing a local disaster risk assessment methodology submitted

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

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

Financial Proposal Envelope

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

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

Form A: Technical Proposal Submission Form

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

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

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

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

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

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

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

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

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

Form C: Joint Venture/Consortium/Association Information Form

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

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

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

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

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

☐ Contract(s) not performed for the last 3 years

Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

☐ No litigation history for the last 3 years

☐ Litigation History as indicated below

Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

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

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

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

Financial Standing

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

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			

Current Ratio			
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☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form E: Format of Technical Proposal

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

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

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

SECTION 2: Proposed Methodology, Approach and Implementation Plan

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

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

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

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

SECTION 3: Management Structure and Key Personnel

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

Format for CV of Proposed Key Personnel

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

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

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

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

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

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

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

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

Name: _____
Title: _____
Date: _____
Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

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

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

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

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices

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

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		A	B	C=A+B
In-Country				
Home Based				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			

Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1				
Deliverable 2				
Deliverable 3				
.....				

Form H: Form of Proposal Security

**Proposal Security must be issued using the official letterhead of the Issuing Bank.
Except for indicated fields, no changes may be made on this template.**

To: UNDP

[Insert contact information as provided in Data Sheet]

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Proposal to UNDP dated [Click here to enter a date](#) to execute Services [Insert Title of Services] (hereinafter called "the Proposal"):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Proposal after the date of the opening of the Proposals;
- c) Fails to comply with UNDP's variation of requirement, as per RFP instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____

Name: _____

Title: _____

Date: _____

Name of Bank _____

Address _____

[Stamp with official stamp of the Bank]