



REQUEST FOR PROPOSAL (RFP)

Climate Foresight scenario analysis and anticipatory policy and programmatic recommendations	DATE: May 31, 2022
	REFERENCE: RFP-2022-21

Dear Sir / Madam:

We kindly request you to submit your Proposal for the services for **Climate foresight scenario analysis and anticipatory policy and programmatic recommendations**.

Please be guided by the forms attached hereto as Annex 3 and Annex 4, in preparing your Proposal.

Proposal must be submitted on or before the deadline indicated in the e-tendering system. Proposal must be submitted through online e-tendering system in the following link: <https://etendering.partneragencies.org> using your username and password.

If you have not registered in the system before, you can register now by logging in using the below credentials and follow the registration steps as specified in the system user guide

Username: event.guest

Password: why2change

Your Proposal must be expressed in English language and valid for a minimum period of 120 days

You are requested to indicate whether your company intends to submit a proposal by clicking "Accept Invitation" in the system. In the course of preparing your Proposal, it shall remain your responsibility to ensure that it is submitted through e-tendering on or before the deadline.

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

IMPORTANT NOTE: The amount of the Financial proposal **MUST NOT** be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.

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

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

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

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

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

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions (<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>). The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP.

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

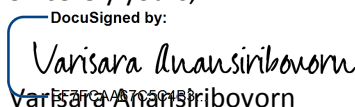
UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

DocuSigned by:

Varisara Anansinibovorn

Procurement and Administrative Analyst

31 May 2022

Annex 1

Description of Requirements

Context of the Requirement	<p>The ways in which climate events and change shape human mobility – whether forced or otherwise – are varied and complex, with gaps in knowledge and data widespread. What is known, however, is that the world is seeing more displacement because of disasters – both sudden- and slow-onset – than ever before. In 2020, of the 40.5 million internally displaced people, over three quarters – 30.7 million – were displaced by disasters. This represents a substantial increase on previous years, with 2018 and 2019 seeing 17.2 million and 24.9 million new internal displacements due to disasters respectively. Predictions about the impact of climate change on future human mobility vary significantly, with estimates ranging from 50 million to 1 billion ‘climate migrants’ by the end of the century. The World Bank’s Groundswell report suggests that – without significant action to address climate change – the world could see 143 million internal ‘climate migrants’ by 2050. More nuanced modelling predicts climate-related human mobility patterns at higher resolution and for specific contexts with more utility for policy formulation, but at present has only been conducted for areas in Central and Latin America and the US.</p> <p>While displacement risks – and decisions to move in general – derive from a complex interaction between social, political, economic, environmental, and individual factors, the emerging consensus suggests that climate change does exacerbate risks for millions of people around the world and will likely result in more climate-related migration and displacement in the future. Empirical research also shows that climate-related mobility most commonly occurs as long-distance internal migration, rather than international or short-distance movements. These movements are likely to feed into ongoing patterns of mobility, with most migrants and displaced people moving to cities, often informal urban settlements, in search of livelihood opportunities and access to key services. Without proactive, inclusive urban planning and development, such movements can put a strain on infrastructure and services, and lead to conflict and further exclusion of already marginalized populations.</p> <p><i>(Please see details in the TOR attached as Annex 2)</i></p>
Implementing Partner of UNDP	N/A
Brief Description of the Required Services	<p>The contractor will be part of a broader partnership on this topic that brings together predictive analytics, climate and human mobility policy as well as qualitative strategic foresight.</p> <p>The project focus is on two geographic locations: Ho Chi Minh City/Viet Nam and Karachi/Pakistan - two densely populated and fast-growing urban centres of the Asia-Pacific in some of the world’s most impacted countries by climate change and events.</p> <p>The contractor will draw on modelled data projections and trends of potential population movements into these cities within their respective countries by 2050 (accounting for the impacts of climate change) and will design and run</p>

	<p>participatory scenarios processes with a wide range of constituents within these three locations to map out plausible impacts and implications of these trajectories on economic, social, health, political developments. The contractor will also then be responsible for back casting final scenario outcomes into anticipatory policy and programmatic recommendations.</p> <p><i>(for detail please see the TOR attached as Annex 2)</i></p>	
List and Description of Expected Outputs to be Delivered	<p style="text-align: center;">Outputs</p>	Due Dates
	<p>Drawing on the models and projections provided by the predictive analytics and modelling component of this project, design and run a set of participatory scenarios processes across the three site locations (virtually). The scenarios workshops will need to be run with a wide variety of constituents across government, civil society and multilateral agencies.</p> <p>The aim of the scenarios process is to stress-test the modelling projections, and provide analysis of plausible, possible and probable future impacts and implications across set domains of inquiry.</p> <p>Tangible outputs: Facilitated scenarios workshops in two locations and written scenarios reports</p>	31 July 2022
	<p>Run a back-casting process to analyze and stress-test current gaps between existing UNDP policy frames and provide a range of anticipatory policy and programmatic recommendations for UNDP and partner governments. These back-casted policy recommendations would then be integrated back into the baseline modelling to test potential outcomes with these recommendations.</p> <p>Tangible outputs: Facilitated back casting process (or similar methodology) with written anticipatory policy and programmatic recommendations.</p>	20 Sep 2022
	<p>In consultation with RBAP, develop 2 communication communication products to effectively disseminate the findings of the brief.</p>	20 Sept 2022
	<p><i>(for detail please see the TOR attached as Annex 2)</i></p>	
Person to Supervise the Work/Performance of the Service Provider	Strategic Advisor (Foresight) of the SPP team - UNDP RBAP	
Frequency of Reporting	As indicated in the ToR attached as Annex 2	
Progress Reporting Requirements	As indicated in the ToR attached as Annex 2	

Location of work	<input checked="" type="checkbox"/> At Contractor's Location Travel only required for on-site workshop.			
Expected duration of work	40 working days			
Target start date	25 June 2022			
Latest completion date	End of September 2022			
Travels Expected	As indicated in the ToR attached as Annex 2			
Special Security Requirements	N/A			
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	As indicated in the ToR attached as Annex 2			
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required			
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required			
Currency of Proposal	<input checked="" type="checkbox"/> US Dollar If needed 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;			
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.			
Partial Quotes	<input checked="" type="checkbox"/> Not permitted			
Payment Terms	Outputs	Percentage	Timing	Condition for Payment Release
	Delivery of the participatory scenario workshops with written reports.	45%	31 July 2022	Within thirty (30) days from the date of meeting the following conditions:
	Final policy recommendations and product output	50%	20 September 2022	

	Communication products	5%	20 September 2022	a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Person(s) to review/ inspect/ approve outputs/completed services and authorize the disbursement of payment	Strategic Advisor (Foresight) of the SPP team - UNDP RBAP			
Type of Contract to be Signed	<input checked="" type="checkbox"/> UNDP Contract for Goods and/or Services https://www.undp.org/procurement/business/how-we-buy			
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.			
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm- 30% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan - 30% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel - 40% <i>(Passing Threshold in Technical Evaluation is 70% or above)</i>			
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider			
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at:			

	<p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p> <p><i>Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.</i></p>
Annexes to this RFP	<p><input checked="" type="checkbox"/> Detailed TOR (Annex 2)</p> <p><input checked="" type="checkbox"/> Form for Submission of Technical Proposal (Annex 3)</p> <p><input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 4)</p>
Contact Person for Inquiries (Written inquiries only)	<p>Mostaq Ahmed Procurement Analyst; Email: mostaq.ahmed@undp.org</p> <p>Requests for clarifications must be submitted to UNDP by email to the address mentioned above until 3 days before submission deadline. Answers to clarifications will be uploaded to the Procurement Notices Website and on the e-tendering platform.</p> <p>This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Required Documents that must be Submitted to Establish minimum Qualification of Proposers (Failure to submit the documents shall result in disqualification)	<p><input checked="" type="checkbox"/> Technical Proposal submission form & Detail Technical Proposal as per the Template Annex 3;</p> <p><input checked="" type="checkbox"/> Password protected Financial proposal Annex 4;</p> <p><input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</p> <p><input checked="" type="checkbox"/> Certificate of Registration of the business, including, Articles of Incorporation, or equivalent document if Bidder is not a corporation;</p> <p><input checked="" type="checkbox"/> 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;</p> <p><input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 3 years (2018, 2019 & 2020 and 2021 if available);</p> <p><input checked="" type="checkbox"/> List of similar projects successfully completed within the last 5 years (the list should include: Project Title, Contract Value, Start and end Date, Client/Organization name and contact details who may be contacted for further information/reference check on those contracts);</p> <p><input checked="" type="checkbox"/> List and Value of ongoing Projects with contact details of clients and current completion ratio of each ongoing project;</p> <p><input checked="" type="checkbox"/> Documents to establish the minimum experience requirement (<u>Reference documents such as: copy of contracts /completion certificates</u>) as below:</p> <ul style="list-style-type: none"> • Minimum 2 years experience in blending quantitative data and modelling with qualitative foresight processes, and importantly have experience in designing rigorous anticipatory policy recommendations.

	<input checked="" type="checkbox"/> Proposed composition of team structure, and Completed and signed CVs of the proposed key personnel <input checked="" type="checkbox"/> Written Self Declaration that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council <input checked="" type="checkbox"/> Any other documents to substantiate eligibility and qualification of the bidder as required in the Terms of Reference
Other Information (e-tendering submission)	<p>Electronic submission through e-Tendering shall be governed as follows:</p> <ul style="list-style-type: none"> • Electronic files that form part of the proposal must be in PDF format; • 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. <p>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. <u>Failure to provide the correct password may result in the proposal being rejected;</u></p> <p>IMPORTANT NOTE: The amount of the Financial proposal MUST NOT be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.</p> <p>PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT "1" AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE</p>

DETAILS OF EVALUATION OF PROPOSALS

Evaluation of Proposal:

Prior to technical evaluation all proposals will be screened (Pass/Fail) based on the minimum eligibility criteria mentioned in the ToR

Minimum Eligibility criteria for the consultancy Firm:

- Submission of signed and stamped Proposal (Technical & Financial) as per the Provided Template and Instructions;
- Acceptance of the UNDP General Terms and Conditions for contracts;
- Bid Validity – 120 days
- Business Licenses – Registration papers;
- 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;
- Written Self Declaration that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- Minimum qualifying experience requirement:
 - Minimum 2 years experience in blending quantitative data and modelling with qualitative foresight processes, and importantly have experience in designing rigorous anticipatory policy recommendations

Note: Necessary documentation must be submitted to substantiate the above eligibility criteria

Technical Evaluation:

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	300
3.	Management Structure and Key Personnel	400
Total		1,000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Minimum 2 years experience in blending quantitative data and modelling with qualitative foresight processes, and importantly have experience in designing rigorous anticipatory policy recommendations	100
1.2	Experiences of working internationally	100
1.3	Organizational Commitment to Sustainability (mandatory weight) -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 60 points -Organization is a member of the UN Global Compact -20 points -Organization demonstrates significant commitment to sustainability through some other means- 20 points (for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues)	100
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? (35 points) Are the different components of the project adequately weighted relative to one another? (35 points) Details on how the different service elements shall be organized, controlled and delivered (sufficient details 35 points, otherwise none)	105
2.2	Description of the Offeror's approach and methodology for meeting	60
2.3	Quality assurance procedures and risk mitigation measures:	40
2.4	Description of available performance monitoring and evaluation mechanisms and tools and how they shall be adopted and used for a specific requirement	35
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	30
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	30
Total Section 2		300

Section 3. Management Structure and Key Personnel			Points obtainable
Qualifications of key personnel proposed			
3.1	Team Leader/Senior Expert		250
3.1.1	Minimum Master's degree in in economics, social science, international relations, international development or related fields.	50	
3.1.2	A track record of participatory foresight research experience, with a particular focus on running scenarios workshops and processes with a wide array of constituents for a minimum of 8 years.	50	
3.1.3	Experience in designing anticipatory policy or programmatic recommendations, with a minimum of 8 policy or programmatic research outputs produced that are coherently written.	50	
3.1.4	Experience in working with both quantitative data sets and modelling to compliment qualitative foresight processes for a minimum of 5 years.	50	
3.1.5	- Language: Fluency in English	50	
3.2	Junior Expert		150
3.2.1	Minimum Bachelor's degree in economics, social science, international relations, international development or related fields	30	
3.2.2	Foresight research experience, with a particular focus on running scenarios workshops and processes with a wide array of constituents for a minimum of 4 years.	40	
3.2.3	Experience in designing anticipatory policy or programmatic recommendations, with a minimum of 4 policy or programmatic research outputs produced that are coherently written.	40	
3.2.4	Experience in working with both quantitative data sets and modelling to compliment qualitative foresight processes for a minimum of 2 years	40	
Total Section 3			400

Terms of Reference

Assignment Title: Climate foresight scenario analysis and anticipatory policy and programmatic recommendations

Project Title: RBAP Climate Foresight Project

a. Background Information and Rationale, Project Description

The ways in which climate events and change shape human mobility – whether forced or otherwise – are varied and complex, with gaps in knowledge and data widespread. What is known, however, is that the world is seeing more displacement because of disasters – both sudden- and slow-onset – than ever before. In 2020, of the 40.5 million internally displaced people, over three quarters – 30.7 million – were displaced by disasters.¹ This represents a substantial increase on previous years, with 2018 and 2019 seeing 17.2 million and 24.9 million new internal displacements due to disasters respectively.² Predictions about the impact of climate change on future human mobility vary significantly, with estimates ranging from 50 million to 1 billion ‘climate migrants’ by the end of the century.³ The World Bank’s *Groundswell* report suggests that – without significant action to address climate change – the world could see 143 million internal ‘climate migrants’ by 2050.⁴ More nuanced modelling predicts climate-related human mobility patterns at higher resolution and for specific contexts with more utility for policy formulation, but at present has only been conducted for areas in Central and Latin America and the US.⁵

While displacement risks – and decisions to move in general – derive from a complex interaction between social, political, economic, environmental, and individual factors, the emerging consensus suggests that climate change does exacerbate risks for millions of people around the world and will likely result in more climate-related migration and displacement in the future. Empirical research also shows that climate-related mobility most commonly occurs as long-distance internal migration, rather than international or short-distance movements.⁶ These movements are likely to feed into ongoing patterns of mobility, with most migrants and displaced people moving to cities, often informal urban settlements, in search of livelihood opportunities and access to key services. Without proactive, inclusive urban planning and development, such movements can put a strain on infrastructure and services, and lead to conflict and further exclusion of already marginalized populations.

Given this reality, it is imperative that development actors consider how best to anticipate and prepare for future mobility patterns, especially into cities, to ensure that those who migrate – in part or entirely – due to environmental change have their human rights protected and are enabled to contribute meaningfully to the communities in which they arrive. Large movements of people – of the sort forecasted by many – require a

¹ IDMC. (2021). *Global Report on Internal Displacement*. Geneva: IDMC.

² IDMC. (2020, 2019). *Global Report on Internal Displacement*. Geneva: IDMC.

³ Ferris, E. (2020). Research on climate change and migration: Where are we and where are we going? *Migration Studies*, 8(4), 612-625.

⁴ World Bank. (2018). *Groundswell: Preparing for Internal Climate Migration*. Washington, DC: World Bank.

⁵ E.g., Jones, B. (2020). *Modeling Climate Change-Induced Migration in Central America & Mexico. Methodological Report*. Retrieved from the ProPublica website <https://assets-c3.propublica.org/Climate-Migration-Modeling-Methodology.pdf>; or Poon, L. (2020, February 3). *Where America’s Climate Migrants Will Go As Sea Level Rises*. Retrieved from the Bloomberg CityLab website <https://www.bloomberg.com/news/articles/2020-02-03/mapping-migration-in-the-face-of-climate-change>.

⁶ Kaczan, J. & Orgil-Meyer, J. (2020). The impact of climate change on migration: A synthesis of recent empirical insights. *Climate Change*, 153(3), 281-300.

rethink of interventions in spatial planning and development, resilience and adaptation, livelihoods and inclusive growth, social cohesion, and accessibility of key services in urban contexts.

b. Specific Objectives

The overall research seeks to model migratory patterns into select urban locations and to examine the anticipated impact of specific policy interventions in those areas. Anticipatory analysis such as this is aimed at mitigating further systemic risks and to better prepare UNDP and our partners for possible mid- and long-term future impacts. To achieve this, predictive analytics and qualitative foresight will be used to model how many people will move to select cities by 2050 accounting for the impact of climate change, and to evaluate what impact this will have across key social and economic variables in these places based on different scenarios.

Based on the analysis, the research seeks to provide anticipatory policy and programmatic recommendations, enabling stakeholders to make informed decisions about adaptive responses to prepare for the potential influx of people in ways that ensure both incoming and host communities are able to contribute to inclusive development in the mid- and long-term.

This Terms of Reference are for the foresight component only, which must be closely coordinated with a separate stream of work utilizing predictive analytics to understand forecasted numbers and projected modelling of impacts.

c. Scope

The contractor will be part of a broader partnership on this topic that brings together predictive analytics, climate and human mobility policy as well as qualitative strategic foresight.

The project focus is on two geographic locations: Ho Chi Minh City/Viet Nam and Karachi/Pakistan - two densely populated and fast-growing urban centres of the Asia-Pacific in some of the world's most impacted countries by climate change and events.

The contractor will draw on modelled data projections and trends of potential population movements into these cities within their respective countries by 2050 (accounting for the impacts of climate change) and will design and run participatory scenarios processes with a wide range of constituents within these three locations to map out plausible impacts and implications of these trajectories on economic, social, health, political developments. The contractor will also then be responsible for back casting final scenario outcomes into anticipatory policy and programmatic recommendations.

d. Approach and Methodology

UNDP is open to different approaches and methodologies in order to leave room for the bidders to propose a more detailed methodology that align with the prescribed scope and objectives. Bidders should submit a comprehensive approach and/or methodology as to how they will complete the proposed deliverables within the timeframe proposed, as include a mitigation or risk assessment plan in order to account for any challenges along the way. The overall approach is as follows, which combines predicative analytics with qualitative foresight in developing a set of scenarios, as follows:

Pillar 1

- Human mobility flows into *Ho Chi Minh City* and *Karachi* by 2050 are projected under different climate, demographic and socio-economic scenarios. Work includes a combination of spatially explicit models of climate change, sectoral impacts, and socio-economically/demographically informed population change. To characterize the uncertainty in outcomes across alternative climate and societal developments, two different scenarios are developed. The projections account for human mobility trends being a function of the complex relationship between physical/environmental change, socio-economic and demographic characteristics of populations, history and existing connections, political systems, and geographic characteristics of the landscape. Modelling draws on similar work done in Central/Latin America as outlined [here](#), coupled with more granular projections in sub-national contexts as introduced [here](#).

Pillar 2

- The above scenarios are zoomed in on to examine the impact of migratory patterns into *Ho Chi Minh City* and *Karachi* along the aforementioned domains. The first two domains, i.e. spatial development and climate change in urban contexts, are relevant for both quantitative modelling and qualitative foresight approaches, while jobs/livelihoods, access to key services and social cohesion are addressed through the latter only. The foresight approaches are explicitly participatory, leveraging expertise of relevant local and international stakeholders. In effect, the results in response to this provide a 'state 0', highlighting the consequences of human mobility flows into *Ho Chi Minh City* and *Karachi* based on the above scenarios without targeted adaptive interventions beyond macro-level developments as captured in the former.

Pillar 3

- The results in Pillar 2 are used for backcasting to analyze gaps between existing policy frameworks, institutional and other capacities, resources and investment, etc. and those needed for two envisaged future pathways, 'state 1' [middle path] and 'state 2' [ideal path], across the aforementioned domains. This is done through qualitative foresight approaches and by feeding changing parameters back into the quantitative model to generate updated results. The findings inform a series of anticipatory policy and programmatic options, enabling stakeholders to make evidence-based decisions about adaptive responses in ways that, to different degrees, harness the developmental potential of in-migration while also mitigation the associated challenges.

e. Deliverables and Schedules/Expected Outputs

Outputs	Due Dates	Payment %
<p>Drawing on the models and projections provided by the predictive analytics and modelling component of this project, design and run a set of participatory scenarios processes across the three site locations (virtually). The scenarios workshops will need to be run with a wide variety of constituents across government, civil society and multilateral agencies.</p> <p>The aim of the scenarios process is to stress-test the modelling projections, and provide analysis of plausible, possible and probable future impacts and implications across set domains of inquiry.</p> <p>Tangible outputs: Facilitated scenarios workshops in two locations and written scenarios reports</p>	31 July 2022	45%
Run a back-casting process to analyze and stress-test current gaps between existing UNDP policy frames and provide a range of anticipatory policy and programmatic recommendations for UNDP and partner governments. These	20 Sep 2022	50%

back-casted policy recommendations would then be integrated back into the baseline modelling to test potential outcomes with these recommendations. Tangible outputs: Facilitated back casting process (or similar methodology) with written anticipatory policy and programmatic recommendations.		
In consultation with RBAP, develop 2 communication products to effectively disseminate the findings of the brief.	20 Sept 2022	5%

f. Key Performance Indicators and Service Level

- (a) Produce the methodology, framework and approach for participatory scenarios, including data sets that will be used
- (b) Design, coordinate and facilitate scenarios workshops in the two locations – determining ideal amount of participants and stakeholder groups – working with the local Country Offices and UNDP Foresight and Human Mobility teams
- (c) Produce written set of scenarios – the number of scenarios to be agreed in advance with the team
- (d) Design and facilitate a back casting process – or similar methodology
- (e) Produce written set of anticipatory policy and programmatic recommendations as a result of the above process

All service outputs above will need to incorporate rounds of feedback from UNDP and will need UNDP approvals.

g. Governance and Accountability

- The contractor shall perform tasks under the direct supervision of the Strategic Foresight Advisor UNDP RBAP in coordination with the Regional Advisor – Recovery, Livelihoods and Human Mobility – UNDP Bangkok Regional Hub and UNDP Country Offices to ensure coherence of approach among the countries taking part in this project. The supervision will include approvals/acceptance of the outputs and deliverables as identified in the previous section.
- The contractor is expected to consult and coordinate with UNDP RBAP Strategic Foresight Advisor throughout the process, to ensure coherence across the wider initiative
- The contractor is expected to participate in joint meetings with participating teams, the modelling consultant hired for the predictive analytics component for exchange of experience and ensuring coherence with the overall methodology.
- The contractor is expected to liaise and collaborate regularly throughout the course of performing the work with UNDP colleagues from the selected country offices keeping relevant regional colleagues in copy.
- The contractor is required to maintain close communication with the UNDP team on a weekly or as needed basis throughout the assignment in order to monitor progress. In the event of any delay, they will inform UNDP promptly so that decisions and remedial action may be taken accordingly.

h. Facilities to be provided by UNDP

The contractor shall work from their own location. While on the testing missions to the pilot cities, UNDP country office will provide office space for the duration of the missions.

i. Expected duration of the contract/assignment

From 25 June 2022 to 30 Sep 2022 for a maximum of 40 working days

i. Duty Station

The work being contracted under these Terms of Reference is expected to be developed and finalized at Contractors own location. Travel only required for on-site workshop.

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

Minimum Qualification requirement for the Contractor Firm/Bidder

- Minimum 2 years experience in blending quantitative data and modelling with qualitative foresight processes, and importantly have experience in designing rigorous anticipatory policy recommendations.

Qualification Requirement for the Key personnel

A minimum of 2 members of the team is expected to carry out the work.

1. Lead expert:

Education:

- Minimum Master's degree in in economics, social science, international relations, international development or related fields.

Experience:

- A track record of participatory foresight research experience, with a particular focus on running scenarios workshops and processes with a wide array of constituents for a minimum of 8 years. ***[Summary of workshops, outcomes and clients (if not confidential) to be provided with the proposal]***
- Experience in designing anticipatory policy or programmatic recommendations, with a minimum of 8 policy or programmatic research outputs produced that are coherently written. ***(Examples of research outputs or links to be provided with the proposal.)***
- Experience in working with both quantitative data sets and modelling to compliment qualitative foresight processes for a minimum of 5 years ***(Short descriptors and examples of this to be included in the proposal.)***

Language requirement:

- Fluency in English; knowledge of other UN languages (French, Spanish, Arabic) an asset.

2. Junior team member:

Education:

- Minimum Bachelor's degree in economics, social science, international relations, international development or related fields.

Experiences:

- Foresight research experience, with a particular focus on running scenarios workshops and processes with a wide array of constituents for a minimum of 4 years.
- Experience in designing anticipatory policy or programmatic recommendations, with a minimum of 4 policy or programmatic research outputs produced that are coherently written.
- Experience in working with both quantitative data sets and modelling to compliment qualitative foresight processes for a minimum of 2 years

Proposed composition and team structure, with clear information of job division between management role and implementation role (additional personnel as required, including in data analysis, research, policy

recommendations etc.)

k. Price and Schedule of Payments

The contract is a fixed output based. Payment will follow the manner set out in the Timeframe above, with

Deliverable	Payment %	Person(s) to review/ inspect/ approve outputs/ completed services and authorize the disbursement of payment
delivery of the participatory scenario workshops with written reports.	45%	Strategic Advisor (Foresight) of the SPP team
final policy recommendations and product output	50%	
communication products	5%	

TECHNICAL PROPOSAL SUBMISSION FORM

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁷)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, offer to provide the services for **Climate foresight scenario analysis and anticipatory policy and programmatic recommendations** in accordance with your Request for Proposal No. **RFP-2022-21** dated: 31 May 2022 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal (password protected) submitted separately.

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) 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);
- d) 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;
- e) 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

⁷ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Our Proposal shall be valid and remain binding upon us for the period of **120 days** from the last day of submission of proposal as per the RFP requirement.

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: _____

Contact:

Telephone: _____

Email: _____

FORMAT OF TECHNICAL PROPOSAL⁸

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor’s Report for the past 3 years (2018, 2019 & 2020 and 2021 if available); ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
 - List of similar projects successfully completed within the last 5 years (the list should include: Project Title, Contract Value, Start and end Date, Client/Organization name and contact details who may be contacted for further information/reference check on those contracts);*
 - List and Value of ongoing Projects with contact details of clients and current completion ratio of each ongoing project;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and required documentation as per TOR*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

[Name and Signature of the Service Provider’s Authorized Person]

[Designation]

⁸ This serves as a guide to the Service Provider in preparing the Technical Proposal.

[Date]

Annex 4

FORM FOR SUBMITTING FINANCIAL PROPOSAL⁹**(Must be Password Protected)*****(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery)***

[insert: Location].

[insert: Date]

We, the undersigned, offer to provide the services for **Climate foresight scenario analysis and anticipatory policy and programmatic recommendations** in accordance with your Request for Proposal No. **RFP-2022-21** dated **31 May 2022**. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal (password protected) submitted separately

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 120 days from the last day of submission of proposal as per the RFP requirement.

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

[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]

A. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Delivery of the participatory scenario workshops with written reports.	45%	
2	Final policy recommendations and product output	50%	
	Communication products	5%	
	Total	100%	

**This shall be the basis of the payment tranches*

Cost Breakdown by Cost Component **[This is only an Example]:**

Table 1: Summary of Overall Prices

	Amount(s)
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⁹ This serves as a guide to the Service Provider in preparing the Proposal.

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:				

Name: _____

Title: _____

Date: _____

Signature: _____

Contact:

Telephone: _____

Email: _____