



## REQUEST FOR PROPOSAL (RFP)

To: All Proposers:	DATE: June 9, 2022
	REFERENCE: <b>UNDP/SOM/RCC/RFP/2021/163931</b>

Dear Proposer,

We kindly requests you to submit your Proposal **Support for Strengthening Climate Change Adaptation Planning for the Federal Republic of Somalia** Please be guided by the form attached hereto as Annex 2 in preparing your proposal

Your proposal must be submitted electronically through the UNDP ATLAS e-Tendering system at <https://etendering.partneragencies.org> by or before the submission deadline (closing date and time) displayed on the main screen of this Event in the e-Tendering system under **BU SOM10**; Hard copy and email submissions will not be accepted.

Detailed instructions on how to register, submit, modify, or cancel a bid in the UNDP e-Tendering system are provided in the UNDP eTendering User Guide for Bidders and instructional videos available at the following link: <https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html>.

Please acknowledge receipt of this RFP by utilizing the “**Accept Invitation**” function in the e-Tendering system. This will enable you to receive amendments or updates to the RFP.

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

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it is submitted in the e-tendering system by or before the submission deadline. If you require any clarification related to this RFP, please send an email to [procurement.so@undp.org](mailto:procurement.so@undp.org)

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

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

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

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

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

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

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a 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/condict\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/condict_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Benard Korir  
Procurement Specialist a.i  
Somalia Country Office

### Annex 1: Description of Requirements

Context of the Requirement	<b>Support for Strengthening Climate Change Adaptation Planning for the Federal Republic of Somalia.</b>
Brief Description of Services Required	Please refer to the detailed Terms of Reference attached hereto as Annex 4
List and Description of Expected Outputs to be Delivered	Detailed Outputs and Deliverables are provided in the Terms of Reference attached hereto as Annex 4
Person to supervise the Work/performance of the Service Provider	Please refer to the detailed Terms of Reference attached hereto as Annex 4
Frequency of Reporting	As specified in the Terms of Reference attached hereto as Annex 4
Progress Reporting Requirements	Deliverables Based
Location of Work	As specified in the Terms of Reference attached hereto as Annex 4
Expected Duration of Work	As specified in the Terms of Reference attached hereto as Annex 4
Target Start Date	Estimated as July 1st, 2022
Latest Completion Date	Estimated as January 31 <sup>st</sup> , 2023
Travels Expected	As specified in the Terms of Reference attached hereto as Annex 4
Special Security Requirements	Welfare for contactor's personnel solely lies with the Contractor with no responsibility whatsoever on the part of UNDP, thus it will be the sole responsibility of the Contractor to provide security for its personnel taking into consideration the security situation in Somalia.
Implementation Schedule indicating breakdown and timing of activities/sub activities	Please refer to the Terms of Reference (Annex 4)
Names and Curriculum Vitae of Individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required. Please submit detailed CVs
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> Should not be included  Further the United Nations, including its subsidiary organs is tax exempt from all direct taxes except charges for direct utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refused to recognize the United Nations' exemption from such taxes, duties or charges, the Contractor shall immediately consult with UNDP to determine a mutually acceptable procedure.

Validity Period of Proposals	<input checked="" type="checkbox"/> 90 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	<b>Deliverables and Payment Schedule</b> <table border="1"> <thead> <tr> <th>No.</th><th>Deliverables/Outputs</th><th>Weighted percentage of Deliverable</th><th>Est. Target Due Date</th><th>Review and Approvals Required</th></tr> </thead> <tbody> <tr> <td>1</td><td> <b>Deliverable 1</b> <ul style="list-style-type: none"> <li>Inception report received and approved</li> </ul> </td><td>25%</td><td>July 2022</td><td rowspan="3">Portfolio Manager, RCC</td></tr> <tr> <td>2</td><td> <b>Deliverable 2</b> <ul style="list-style-type: none"> <li>Guidelines and methodology for vulnerability assessments are produced</li> </ul> </td><td>30%</td><td>August-September 2022</td></tr> <tr> <td>3</td><td> <b>Deliverable 3</b>            One State Level Vulnerability Assessment report completed         </td><td>45%</td><td>October - January 2023</td></tr> </tbody> </table> <p>Payment will be made within 30 days of receipt of invoice upon final and approved submission of each deliverable related to each activity and certification of payment by the designated UNDP manager that services have been delivered satisfactorily.</p>	No.	Deliverables/Outputs	Weighted percentage of Deliverable	Est. Target Due Date	Review and Approvals Required	1	<b>Deliverable 1</b> <ul style="list-style-type: none"> <li>Inception report received and approved</li> </ul>	25%	July 2022	Portfolio Manager, RCC	2	<b>Deliverable 2</b> <ul style="list-style-type: none"> <li>Guidelines and methodology for vulnerability assessments are produced</li> </ul>	30%	August-September 2022	3	<b>Deliverable 3</b> One State Level Vulnerability Assessment report completed	45%	October - January 2023
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Person(s) to Review/Inspect/approve outputs/completed services and authorize the disbursement of payment.	Portfolio Manager, RCC Portfolio.																		
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Institutional Services																		
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	Technical evaluation will be conducted after screening of proposals based on the following preliminary examination, eligibility, and qualification criteria.		
	No.	Basic Criteria (Pass/Fail)	Provided Y    N
	1	Bid submitted through e-Tendering	✓
	2	Annexes 2 and 3 completed, signed by Proposer’s authorized representative, and stamped with official stamp of the Bidder together with <b>ALL</b> supporting documents listed in the RFP.	✓
	3	Technical and Financial Proposals submitted separately.	✓
	4	Financial Proposal Submission (Annex 3) <b>must be submitted in a signed password protected PDF file.</b>	✓
	5	Language of proposal is English (where applicable, supporting documents in other languages accompanied by a translation)	✓
	6	Screening against <i>UN Security Council 1267/1989 List, UNPD List or Other UN Ineligibility List</i>	✓
	7	Acceptance of UNDP General Terms & Conditions	✓
	8	Acceptance of Bid Validity (90 days) from date of submission deadline.	
	Passed for Technical Evaluation		✓
	Only proposals found compliant at this stage will be passed for technical evaluation.		
	<b><u>Technical Proposal (70%) of total Evaluation</u></b>		

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of NGO/Organization	30%	300
2	Proposed Methodology, Approach, and Implementation Plan	40%	400
3.	Management Structure & Qualifications of Key personnel	30%	300
	<b>Total</b>	<b>100%</b>	<b>1000</b>

Technical Proposal Evaluation Form 1		Points obtainable
Expertise of the Organization		
1.1	<b>Reputation of Organization and Staff/credibility/Reliability/ Industry Standing</b> <ul style="list-style-type: none"><li>Is the organization legally registered and, is its mandate in line with the required service?</li><li>At least 3 years’ experience in similar nature of projects handled in the past especially on research</li></ul>	50

			and awareness around Climate Change Adaptation and National Planning		
			<ul style="list-style-type: none"><li>• Competence and reliability in provision of similar services evidenced by at least two positive Letters of Satisfactory Performance from different clients in the past 3 years?</li></ul>		
		1.2	<b>General Organizational capacity which is likely to affect implementation:</b> <ul style="list-style-type: none"><li>• How suitable is the overall management structure and does the organization demonstrate ability to engage a managerially and technically sound team? How is this likely to positively influence the desired result?</li><li>• Is the organization financially sound and, based on the submitted annual financial statements (should not show concerns such as negative net worth, bankruptcy proceedings, insolvency, major litigation, judgements, or bad credit/payment history) demonstrate the capacity to deliver activities described in the TOR?</li></ul>	90	
		1.3	<b>Relevance of specialized knowledge and experience on similar engagements:</b> <p>Does the organization have a successful track record of implementing similar projects, especially those focusing on climate change adaptation relevant activities in conflict, humanitarian, and development contexts and excellent networks with CSOs, UN and other multilateral actors working closely with national governments.</p>	90	
		1.4	<b>Quality assurance procedures and risk mitigation measures.</b> <p>How detailed are the Proposer’s internal quality assurance and reporting mechanisms? Are they technically sound and justifiably expected to ensure the desired result?</p>	50	
		1.5	<b>Organizational Commitment to Sustainability</b> <ul style="list-style-type: none"><li>• Is Proposer compliant with ISO 14001 or ISO 14064 or equivalent -</li></ul> <p>Does the Organization demonstrate significant commitment to sustainability through some other means such as internal company policy documents on Environmental management and and other environmentally oriented requirements.</p>	20	
		<b>Total Part 1</b>			<b>300</b>
<b>Technical Proposal Evaluation</b>					

Form 2			Points Obtainable
Methodology, its Appropriateness to the Condition & Timeliness of the implementation Plan			
2.1	<ul style="list-style-type: none"><li>• How well does the Proposer demonstrate a thorough understanding of the purpose/scope of the RFP as outlined in the TOR?</li><li>• Does the proposal focus on raise awareness and conducting outreach materials on climate change adaptation among key stakeholders, staff training program for priority sector agencies and developing guidelines and methodology for vulnerability assessments.</li><li>• How detailed is the approach and methodology? Does it consider the local project environment and, is it appropriate, realistic, feasible with potential to achieve the desired outcome or the TORs?</li></ul>		150
2.2	Does the proposal identify potential risks and corresponding mitigation strategies and are these described extensively and addressed in sufficient detail? How relevant are they to the local project context?		50
2.3	Is the work plan well-detailed? Is the sequence of activities and planning logical, realistic and does it explain how work will be undertaken for each deliverable to ensure completion within prescribed timeline? Does it promise efficient implementation of project?		100
2.4	How sound are the Proposer’s internal quality assurance and reporting mechanisms? Are they justifiably expected to ensure efficient and effective delivery of the project?		50
2.5	Does the Proposal demonstrate knowledge, experience, and a track record of delivery on similar projects in similar contexts/settings in the region for UN and other multilateral actors working closely with national governments?		50
Total Part 2			400

Technical Proposal Evaluation Form 3			Points Obtainable
Management Structure and Qualification of Key Personnel			
3.1.	Experience and Competencies:		180
	Team Leader/project Manager		
	Master’s degree in Environmental Management/ Climate change/natural studies/ Economics/ Public Administration/ Law/ International development or other related field.	40	

		Minimum 7 years of relevant practical professional work experience in the implementation development projects in environment and/or projects in the field of Sustainable Development and/ or Climate Change, Natural Resources Management and/ or working in a relevant position to this post.	30	
		<ul style="list-style-type: none"> <li>- A broad understanding of the various aspects of climate change adaptation, particularly vulnerability assessments, Climate change awareness and strategies and tools for implementation.</li> <li>- Ability to lead and manage activities in all phases of project management involving multiple partners and in conflict settings.</li> <li>- Good knowledge of the legislative and policy aspects of the adaptation framework in Somalia.</li> <li>- Strong knowledge about the political and socio-economic context related to the Somalis climate change development context, including legal and policy enforcement at national and subnational levels;</li> <li>- Experience in collaborating with government agencies, international organizations, and community leaders.</li> <li>- Excellent skills in problem-solving, conflict resolution, advocacy, and stakeholder coordination;</li> <li>- Demonstrated ability in writing good quality project reports and policy briefs</li> <li>- Proven field experience in climate adaptation activities in conflict-prone communities;</li> </ul>	90	
		Fluent in spoken and written English and Somali languages.	20	
	<b>3.2</b>	<b>Finance Officer (1 position)</b>		<b>120</b>
		Bachelor's degree in Business Administration/ accounting and any other related qualifications	30	
		minimum of 3 years of relevant experience in finance, administration and programme support service.	20	
		<ul style="list-style-type: none"> <li>- Experience in the usage of computers and office software packages (MS Word, Excel, etc.),</li> <li>- Advanced knowledge of spreadsheet and database packages,</li> <li>- Experience in handling of web-based management systems and ERP financials.</li> </ul>	30	



		- Excellent communication, relationship skills and a strong team player.	20	
		Fluent in spoken and written English and Somali languages	20	
	Total Part 3			300
	Grand Total (forms 1, 2 and 3)			1000
	Only offers that score at least 70% (700 points) in the technical evaluation will be considered for financial evaluation.			
<b>Financial Proposal (30%)</b> To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.				
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider			
Contract General Terms and Conditions <sup>1</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only) Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>			
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submitting Service Provider’s Technical Proposal (Annex 2) <input checked="" type="checkbox"/> Form for Submitting Service Provider’s Financial Proposal (Annex 3) <input checked="" type="checkbox"/> Terms of Reference (Annex 4)			
Contact Person for Inquiries (Written inquiries only) <sup>2</sup>	<b>Focal Point:</b> Procurement Unit <b>Email Address:</b> <a href="mailto:Procurement.so@undp.org">Procurement.so@undp.org</a>  <b>Note: Only requests for clarifications should be sent to this email address. Proposals must be submitted through the UNDP e-Tendering system. Proposals submitted to this email address will not be accepted.</b>  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.			
Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<b>Posted directly to e-Tendering</b>  <b>Note:</b> Once supplemental information to the RFP and responses/clarifications are uploaded to the e-Tendering system by UNDP, prospective bidders (i.e., bidders who have utilized the “Accept Invitation” function in the e-Tendering system) will be notified via email that changes have occurred. It is the responsibility of the Bidders to view the respective changes and clarifications in the e-Tendering system.			
Deadline for Bid Submission	<b>As per the submission deadline (date and time) displayed on the main screen of this Event in the e-Tendering system.</b>			

<sup>1</sup> 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.

<sup>2</sup> 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.

	<ol style="list-style-type: none"> <li>1. The submission deadline (closing date and time) displayed on the main screen of this Event will be <b>Wednesday 15<sup>th</sup> June 2022, 7:00 A.M New York time</b>.</li> <li>2. The e-Tendering system automatically blocks bid submission after the submission deadline.</li> </ol>
<b>Other Information</b> <b>Electronic submission</b> <b>(eTendering)</b> <b>requirements</b>	<ul style="list-style-type: none"> <li>• Technical and financial proposals must be uploaded in the e-Tendering system in separate PDF files</li> <li>• Format: PDF files only. Proposers are encouraged to check the attachment formats prior to submission as UNDP will not be responsible if attachments are in other formats that cannot be opened without additional software.</li> <li>• All files must be free of viruses and not corrupted. Bidders are solely responsible for ensuring that any uploaded file is readable, that it is uncorrupted and free from viruses and malware. <b>Failure to submit readable files will result in rejection of the proposal.</b></li> <li>• <b>Digital certification/signature: Signed and stamped copy.</b></li> <li>• Time zone to be recognized: <b>EST/EDT (New York) time zone.</b></li> </ul> <p><b>Please note that when uploading files in the UNDP e-Tendering System, the following restrictions and specifications must be followed:</b></p> <ul style="list-style-type: none"> <li>• Make sure that all bid factors are answered, bid price is entered and all documents are uploaded before submitting the bid. Ensure your bid is submitted once it is complete.</li> <li>• Bidders are requested to ensure appropriate and self-explanatory file names, organized structure and clear content which should correspond to the structure of the RFP requirements and the required content of the bid.</li> <li>• Bidders are encouraged to use zip files up to maximum size of 50 MB. In such case, they should not include multiple lower sub-folders or directories. If you are uploading many files (Ex. 15 or more), <b>please zip the files into a ZIP folder and upload the folder instead of each file individually.</b></li> <li>• The name of each file must not be longer than 60 characters. In addition, the file name should not contain any special characters or letters from different alphabets/keyboards other than English, as per system restrictions.</li> <li>• You can use the .xml upload function only once to upload your initial bid. If you need to make changes, you must make them online. You cannot attach documents through the .xml file, they must be uploaded directly into the e-Tendering system.</li> <li>• You can start creating a bid response in the system at any time. You can use the "Save for later" function to save it as a draft. You can update your draft at any time before deadline by opening it from "View, Edit, or Copy from Saved bids" link and start editing the bid response. Make sure to click on "Submit bid" once you have completed your bid.</li> <li>• Be careful when using the "Save for Later" function. It does not submit your bid, and in addition, it will remove the bid that you have submitted previously.</li> <li>• If you want to edit a bid that has already been posted, you first must cancel your bid. You can do so by opening it from "View, Edit, or Copy from Saved bids" link and then click on "Cancel" link. Once this is done, you can create a new bid response. You can copy from the cancelled bid and then make needed changes.</li> <li>• Proposers are advised to submit proposals well in advance of the submission deadline. Do not wait until the last minute because in the event you encounter</li> </ul>

a problem in submitting your proposal just before the deadline, UNDP cannot guarantee last minute Help-Desk support. It is the Proposer's responsibility to ensure bids are posted in the system before the submission deadline.

**Important Note on Submission of Financial Proposal:**

The Proposer is required to prepare and submit the Form for Submitting Service Provider's Financial Proposal (Annex 3) in a signed and stamped password protected PDF file **separate from the Form for Submitting Service Provider's Technical Proposal (Annex 2). Form for Submitting Service Provider's Financial Proposals (Annex 3) that are not password protected will be disqualified.**

**DO NOT disclose the value of your financial proposal in the e-Tendering system. Indicate your bid price in the e-Tendering system as USD 1.**

**The value of your financial proposal should only be indicated in the password protected Form for Submitting Service Provider's Financial Proposal Submission (Annex 3) uploaded in the e-Tendering system. Proposers who disclose the value of their financial proposal in the e-Tendering system will be disqualified.**

The Password for Financial Proposal Submission Form (Annex 3) must not be provided to UNDP until it is formally requested by UNDP if the proposal is deemed technically qualified. Proposers will have 48 hours to respond to the request for password from UNDP.

Proposers are advised to note their passwords in a secure place. Should UNDP be unable to open the file due to forgotten password, the Proposal will be disqualified.

**Annex 2: Form for Submitting Service Provider's Technical Proposal**  
**(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery)**

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RFP Ref: UNDP/SOM/RCC/RFP/2021/163931

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

**A. Qualifications of the Service Provider**

*The 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) *Company Profile describing the nature of business, field of expertise, licenses, certifications, accreditations; (**attach**).*
- b) *Business Licenses – Registration Papers, Tax Payment Certification (**attach copies**).*
- c) *Latest Audited Financial Statement – income statement and balance sheet for the last two Financial Years (2020 & 2021) to indicate its financial stability, liquidity, credit standing, and market reputation, etc., (**attach copies**).*
- d) *Track Record – list of clients for similar services as those required in the TORs for this RFP, indicating description of contract scope, contract duration, contract value in table format and also attach Statements of Satisfactory Performance from top three clients in the past five year.*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, and/or demonstration of significant commitment to sustainability through some other means such as internal company policy documents on women empowerment, or membership of trade institutions promoting such issues etc. - **attach if any**.*
- 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. **Attach an implementation schedule preferably in Gantt chart format.***

C. **Qualifications of Key Personnel**

*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; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

**Signed by  
authorized  
signatory and  
stamp with**

### Annex 3 - Form for Submitting Service Provider's Financial Proposal

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

RFP Ref: UNDP/SOM/RCC/RFP/2021/163931

The Proposer is required to prepare the Financial Proposal following the below format and **submit it in a password protected PDF FILE in the e-Tendering system separate from the Technical Proposal**. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification. Financial proposals that are not password protected will be disqualified.

#### A. Cost Breakdown per Deliverable\*

No.	Deliverables/Outputs	Weighted percentage of Deliverable	Est. Target Due Date	Price (USD) (Lump sum, all inclusive)
1	<b>Deliverable 1</b> <ul style="list-style-type: none"> <li><b>Inception report received and approved.</b> The inception report should be included the detailed work plan, approach and methodology of the assignment. The inception report should outline how each deliverable will be achieved.</li> </ul>	25%	July 2022	
2	<b>Deliverable 2</b> <ul style="list-style-type: none"> <li><b>Vulnerability assessment methodology and guidelines developed.</b> This is intended to develop a standardized methodology for conducting vulnerability assessments at the state level. The vulnerability assessment will cover priority sectors identified by the Federal Government of Somalia (FGS) and Federal member states (FMS). Priority sectors that have been identified at the federal level include land use, agriculture, water, food security, DRR, marine and coastal resources, health and biodiversity. The decision on which sector/s to concentrate the vulnerability assessments on will require discussions between the central and state levels. Methodological approaches selected will depend upon a range of considerations, including the data/information available for each of the states, the human resources committed to the task by the state governments, the specific vulnerability profile of the individual states, and other factors. A primary consideration that will be addressed early on by the project team and federal and state partners will be whether to conduct a risk-based vulnerability</li> </ul>	30%	August-September 2022	

	assessment or a social-economic vulnerability assessment (e.g., following IPCC AR5 methodology where $V=(e*s)/ac$ ).			
3	<b>Deliverable 3</b> <ul style="list-style-type: none"> <li>One State Level Vulnerability Assessment report completed. After the Guidelines and methodology of vulnerability assessment is completed and endorsed by Directorate of Environment and Climate Change (DoECC), the international NGO will support for the local NGO to conduct vulnerability assessment in one state level and be able to replicate to other 5 remaining states level</li> </ul>	45%	October-January, 2023	
	<b>Total Percentage</b>	<b>100%</b>	January, 2023	

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

**B. Cost Breakdown by Cost Component**

Description of Activity	Unit of Measure	No. of Persons	Quantity	Unit Rate (USD)	Total Rate (USD)
<b>I. Personnel Services:</b> Unit rates for this sub-section should be inclusive of all costs except travel-related costs					
Project Manager/Team Leader	Month	1			
Finance Officer	Month	1			
<b>Sub-Total Personnel Services</b>					
<b>II. Other Costs:</b> E.g., field transport, air travel (if applicable). Please specify unit of measure, itemize in separate lines, and add rows for cost components as needed.					
..					
<b>Sub-Total Other Costs</b>					
<b>TOTAL</b>					

- **International flights (if applicable):** Economy class on the most direct route (please specify routing).
- **Living Allowance (Food & accommodation at field level):** Only applicable when staff travel outside their operational base.
- **Local flights:** Only applicable in locations not accessible by road or, for security reasons with prior UNDP approval.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

**Signed by  
authorized  
signatory and  
stamp with**

## Annex 4: Terms of Reference

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

**PROJECT TITLE:** Support for Strengthening Climate Change Adaptation Planning for the Federal Republic of Somalia

The Federal Government of Somalia (FGS) has committed to establishing a national climate change adaptation planning framework to serve as a Baseline and to guide future climate change adaptation policies and projects. To achieve its adaptation goals, the FGS and its constituent States must overcome several obstacles, including institutional coordination and capacity for adaptation planning and implementation at the federal level, limited technical, institutional, and managerial capacity for Climate Change Adaptation (CCA) planning at the state level, and a lack of investment planning and enabling conditions for financing climate change adaptation interventions. The project addresses each of these issues and builds upon the foundation that was created when the country formulated its National Adaptation Programme of Action (NAPA) in 2013. The project also addresses the priorities that were elucidated in the country's Nationally Determined Contribution (NDC) and is consistent with the recently ratified National Development Plan. Finally, the project is consistent with UNDP's Country Programme for Somalia (2018-2020), the Somalia Partnership Agreement (a blueprint to guide international partner efforts), and the GCF's investment priorities. This will be achieved through three strategically linked outcomes, including 1) Robust National institutional coordination and capacity for Climate Change Adaptation (CCA) planning; 2) Enhanced State-level technical capacity for climate change adaptation planning, and 3) Accelerated Financial planning for CCA at the national and sub-national level.

The DOECC will receive technical support to develop a standardized methodology for conducting vulnerability assessments at the state level. The vulnerability assessment will cover priority sectors identified by the FGS and FMS. Priority sectors that have been identified at the federal level include land use, agriculture, water, food security, DRR, marine and coastal resources, health and biodiversity. Specific priority sectors will be validated at the state level through activities associated with Outcome 2 (below). The decision on which sector/s to concentrate the vulnerability assessments on will require discussions between the central and state levels; it is highly likely given the political circumstances in Somalia that pre-determining focal sectors without consultation and involvement would be received poorly by the states and would negatively impact the likelihood of successful implementation (see project risks).

A national NGO to be determined by the project team in consideration of local input will conduct a vulnerability assessment in coordination with the state government. The vulnerability assessment will follow procedures established by the DOECC in 1.3, but the geographic focus will be determined by state-level stakeholders. The results of the vulnerability assessment fieldwork will be compiled, analyzed, and validated at a state-level workshop similar to the one described in 2.2.1.

UNDP and Directorate of Environment and Climate Change Office of The Prime Minister through this request for proposal will be implementing this activity by contracting local NGOs who are currently working on climate change adaptation relevant activities. The selection of NGOs will be based on a set of criteria to be established by the DOECC and UNDP maintaining employment and meeting the demands of the customers in crises. The proposed activities will be undertaken in partnership with organizations selected through a competitive process in response to this request for proposals.



## **B. Overall Objectives**

The overall objective is to support the local NGO for the development of a standardized guidelines and methodology of vulnerability assessment and conducting vulnerability assessments at one state level. This aimed at familiarized the local NGOs the vulnerability assessment process and be able to replicated to other 5 remaining states level

## **C. Scope**

1. Work with local NGO on a pilot basis in one state as training activity for the national NGO in coordination with UNDP and DOECC
2. The International NGO will support with local NGOs for the development of guidelines and methodology of Vulnerability assessment
3. Support local NGO to conduct the vulnerability assessment in one federal member state as pilot basis to enable the local NGO to carry out the other 5-member states.

## **D. Approach and Methodology**

- The proposals should demonstrate understanding of the objectives to be attained, must be realistic, and should be well-structured
- The proposals should clearly define a strategy for implementation, detailing a step-by-step project plan, geographical focus, target groups, and clear timelines for activity duration.
- The proposals should demonstrate the ability of the organization to effectively provide in developing the guidelines and tools for vulnerability assessment and support the local organization to carry out the Vulnerability assessment for 6 states in Somalia
- Previous experience in related fields, availability of skills and capacities should be demonstrated

## **E. Deliverables and Schedules/Expected Outputs**

### **Output 1: Tools, Methodologies, and information platform to support NAP process developed**

#### **Activity result**

- Develop guidelines and methodology for vulnerability assessments

### **Output 2: State-level technical capacity for climate change adaptation planning strengthened**

#### **Activity result**

- Conduct climate vulnerability assessment

Key Activity Results	Sub activity result	Key deliverables	Indicators	Mean of Verification (Source of Data)
Guidelines and methodology for vulnerability assessments Established	Prepared Work plan and inception report	Inception report received and approved	Plans of assignment shared, inception report produced	Final of inception report
	develop guidelines and methodology for vulnerability assessments	Guidelines and methodology for vulnerability assessments are produced	Standardized guidelines and methodology for vulnerability assessments produced	Final content/quality of Guidelines produced
Vulnerability assessment Conducted	Conduct 1 vulnerability assessments	State Level Vulnerability Assessments completed (1)	1 vulnerability assessment report	Vulnerability assessments reports

**Geographic Locations and Target beneficiaries:**

The activities all the target location at the federal level and 6 federal member states

The one state that to focus on will be determined by UNDP and DOECC

**F. Key Performance Indicators and Service Level**

**Output 1:** Development of guidelines and methodology for vulnerability assessments

**Indicators:** Standardized guidelines and methodology for vulnerability assessments produced

**Output 2:** Conduct climate change vulnerability assessments

**Indicators:** One state vulnerability assessment report produced

**G. Governance and Accountability**

- UNDP will support the NGO in selecting university partners based on UNDP's current and ongoing work with tertiary educational institutions throughout Somalia, in particular, Master's level CCA curriculum developed as part of the Least Developed Countries Climate Fund project.
- When necessary, UNDP will provide adequate project execution Support to the NGOs in each target location by linking to the relevant local authorities in the project target locations to the NGO(s).
- Regular monitoring, which will include progress reports.
- Periodical monitoring and to the sites will be undertaken by UNDP when possible and third-party monitoring will be used where the feedback will be shared with the implementing institution. The monitoring of activities should be properly documented in monitoring reports and forms, which will form an integral part of the project documentation.
- Ad-hoc reports: Upon the request of UNDP.
- Success stories and case studies.
- Project signboards, banners, and all visibility materials should be consulted to UNDP before printing out.
- Final financial report and final narrative/substantive report, reflecting results against the targets set, challenges/issues, risks, lessons learned, best practices, roles of various stakeholders - reporting template will be provided by UNDP project team. Photos and videos showing the development in the project progress (before, during, and after).
- Oversee and administer all payments requested and effected within the project.
- Inform and advise UNDP on all issues relating to and/ or potentially affecting project implementation.
- Keep logs of issues on project implementation as well as the general security of the given area.

**Reporting and Visibility:**

- As part of the technical proposal, the service provider/organization is required to propose a comprehensive reporting and visibility plan of action with methodology, channels, approach, capacities including project management and communication. UNDP requires a minimum monthly progress narrative reports with financial status and achieved results.

**Accounting, Filing, and Data Entry**

- Set up and maintain a separate project filing system, both physical and electronic, and keep all relevant papers, documents, such as payment requests and receipts, vouchers, invoices attendance sheets,

monitoring reports, pictures, video clips, and progress and final reports.

- Set up and maintain a project accounting system and track project payments within that system. Maintain the inventory lists of the items purchased for the projects and handover documentation.
- The service provider's financial books/documents related to the subproject are subjected to auditing upon the request of UNDP within a minimum period of 5 years after completion of the project. So, it is the responsibility of the service provider to keep and maintain these books during this period.

#### **H. Service provider's administration and management**

- Ensure the safety and security of staff working for the service provider (NGOs).
- Ensure that the equipment and assets procured under the project by the service provider are maintained properly and are kept and administered in line with UNDP Rules and Regulations.
- Monitor staff movements, their attendance and leave records, work plans, and ensure timely and correct salary payments.

#### **I. Knowledge and Skills Sharing for Capacity Building**

Participate actively in local coordination meetings especially during the community mobilization and meeting relevant government authorities, and share knowledge and skills amongst the stakeholders, including local authorities and communities.

#### **J. Language**

All reports, surveys, and other written project documentation produced by the Service Provider will be in English. All written and oral communications between UNDP and the service provider's staff will take place in English.

#### **K. Facilities to be provided by UNDP**

Where possible or needed UNDP will support service providers by connecting them locally and authorities /relevant ministries in the project target locations, furthermore UNDP will provide guidance to service providers.

#### **L. Expected duration of the contract/assignment**

7 months- July-January 2023

#### **M. Duty Station**

Federal level and state level

#### **N. Professional Qualifications of the Successful Contractor and its key personnel**

##### **Organization**

- The interested organizations/firms should be registered under the relevant Acts/Rules hosted country
- The international NGO must be recognized by the national authority governing a specific area of operation, permitting it to carry out activities in the country or area.
- They should have Legal compliance such as tax deduction and deposit in the tax office/bank, independent auditor appointment, renewal, tax exemption, and other local laws strongly followed in registered country
- They should have their office network in the region or district where they apply to be the Lead NGO.
- They should have their experience and reputation (locally and internationally) carrying out the Vulnerability assessment for climate change

- Have proven experience in supporting the local NGOs for conducting assessments specially vulnerability assessment in same geographical zone like Somalia
- They should have had to experience a similar nature of projects handled in the past especially Vulnerability assessment around Climate Change Adaptation and National Planning
- They must have a strong presence and a good track record in the region and districts targeted by the NAP Project.
- They should have enough qualified and experienced staff who are capable of handling climate change adaptation technical issues.
- Sensitivity towards group action/conflict resolution and equity for the marginalized community.
- Teaching Experience
- They should have the best social and moral values and be engaged in social developments in the context of Resilience and climate change Adaptation