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# REQUEST FOR PROPOSAL

## Developing Asian Air Quality Management Program (AAQMaP) and Model for Clean Air for Blue Sky Asia (CABSA)

RFP No.: **RFP-2022-22**

Project: **Clean Air for Blue Sky Asia**

Country: **Cambodia, Lao PDR and Thailand**

Issued on: **15 June 2022**

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## SECTION 1. LETTER OF INVITATION

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

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

Section 1: This Letter of Invitation

Section 2: Instruction to Bidders

Section 3: Bid Data Sheet (BDS)

Section 4: Evaluation Criteria

Section 5: Terms of Reference

Section 6: Returnable Bidding Forms

- Form A: Technical Proposal Submission Form
- Form B: Bidder Information Form
- Form C: Joint Venture/Consortium/Association Information Form
- Form D: Qualification Form
- Form E: Format of Technical Proposal
- Form F: Financial Proposal Submission Form (Must be Password protected)
- Form G: Financial Proposal Form (Must be Password protected)

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

You may acknowledge receipt of this RFP utilizing the "Accept Invitation" function in eTendering system. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Data Sheet as the focal point for queries on this RFP.

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

Bidders, who registered on the e-tendering, will be able to download the complete bidding documents from the e-tendering website at: <https://etendering.partneragencies.org>

**IMPORTANT NOTE:** The amount of the Financial Offer **MUST NOT** be mentioned anywhere in the submitted documents or eTendering system other than the Financial Proposal. Submitted **Financial Proposal Submission Form (Form F)** and **Financial Proposal Form (Form G)** must be password protected and the Password should be provided only when requested by UNDP. Failure in compliance with the mentioned condition shall result in rejection of the offer.

**A pre-proposal conference is scheduled to be held through Zoom:**

**Time: 03:30 PM (Bangkok Time)**

**Date: 24 June 2022 [Friday]**

**Meeting ID: 879 9808 3526**

**Password: 388003**

Interested bidders are encouraged to participate on the pre-proposal conference for better understanding of the Technical and administrative requirement of the Tender

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

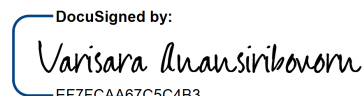
Issued by:



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Name: Mostaq Ahmed  
Title: Procurement Analyst  
Date: June 15, 2022

Approved by:

DocuSigned by:  


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Name: Varisara Anansiribovorn  
Title: Procurement and Administrative Analyst  
Date: June 15, 2022

## SECTION 2. INSTRUCTION TO BIDDERS

<b>A. GENERAL PROVISIONS</b>	
<b>1. Introduction</b>	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a></p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (<a href="http://www.ungm.org">www.ungm.org</a>). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
<b>2. Fraud &amp; Corruption, Gifts and Hospitality</b>	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP            (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;            (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p>
<b>3. Eligibility</b>	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers</p>

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



<i>6. Cost of Preparation of Proposal</i>	6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
<i>7. Language</i>	7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
<i>8. Documents Comprising the Proposal</i>	8.1 The Proposal shall comprise of the following documents: a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
<i>9. Documents Establishing the Eligibility and Qualifications of the Bidder</i>	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
<i>10. Technical Proposal Format and Content</i>	10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP. 10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive. 10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP 10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.
<i>11. Financial Proposals</i>	11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs. 11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price. 11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.
<i>12. Proposal Security</i>	12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal. 12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found

	<p>along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> <li>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</li> <li>b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> <li>i. to sign the Contract after UNDP has issued an award; or</li> </ul> </li> </ul> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
<i>13. Currencies</i>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ul style="list-style-type: none"> <li>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</li> <li>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</li> </ul>
<i>14. Joint Venture, Consortium or Association</i>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in</p>

	<p>the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> <li>a) Those that were undertaken together by the JV, Consortium or Association; and</li> <li>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ul> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<i>15.Only One Proposal</i>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>f) they have at least one controlling partner, director or shareholder in common; or</li> <li>g) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>h) they have the same legal representative for purposes of this RFP; or</li> <li>i) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process;</li> <li>j) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or</li> <li>k) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.</li> </ul>
<i>16.Proposal Validity Period</i>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<i>17.Extension of Proposal Validity</i>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of</p>

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

### **C. SUBMISSION AND OPENING OF PROPOSALS**

<i>22.Submission</i>	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
<b>eTendering submission</b>	<p>a) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link:  <a href="https://www.undp.org/procurement/business/resources-for-bidders">https://www.undp.org/procurement/business/resources-for-bidders</a></p>
<i>23.Deadline for Submission of Proposals and Late Proposals</i>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<i>24.Withdrawal, Substitution, and Modification of Proposals</i>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
<i>25.Proposal Opening</i>	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>

#### **D. EVALUATION OF PROPOSALS**

26. <i>Confidentiality</i>	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. <i>Evaluation of Proposals</i>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ul style="list-style-type: none"> <li>a) Preliminary Examination</li> <li>b) Minimum Eligibility and Qualification (if pre-qualification is not done)</li> <li>c) Evaluation of Technical Proposals</li> <li>d) Evaluation of Financial Proposals</li> </ul>
28. <i>Preliminary Examination</i>	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29. <i>Evaluation of Eligibility and Qualification</i>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> <li>e) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;</li> <li>f) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>g) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;</li> <li>h) They are able to comply fully with UNDP General Terms and Conditions of Contract;</li> <li>i) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>j) They have a record of timely and satisfactory performance with their clients.</li> </ul>
30. <i>Evaluation of Technical and Financial Proposals</i>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria,</p>



	<p>sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 5px;"> <p><u>Rating the Technical Proposal (TP):</u>  <b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u>  <b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u>  <b>Combined Score</b> = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
31. Due Diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;</li> <li>e) Physical inspection of the Bidder's offices, branches or other</li> </ul>

	<p>places where business transpires, with or without notice to the Bidder;</p> <p>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p>
<i>32. Clarification of Proposals</i>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
<i>33. Responsiveness of Proposal</i>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<i>34. Nonconformities, Reparable Errors and Omissions</i>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;</li> <li>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</li> <li>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</li> </ul> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP,</p>



	its Proposal shall be rejected.
<b>E. AWARD OF CONTRACT</b>	
<i>35.Right to Accept, Reject, Any or All Proposals</i>	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
<i>36.Award Criteria</i>	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
<i>37.Debriefing</i>	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
<i>38.Right to Vary Requirements at the Time of Award</i>	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
<i>39.Contract Signature</i>	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
<i>40.Contract Type and General Terms and Conditions</i>	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
<i>41.Performance Security</i>	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP POPP DOCUMENT LIBRARY/Public/PSU Solicitation Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP POPP DOCUMENT LIBRARY/Public/PSU Solicitation Performance%20Guarantee%20Form.docx&amp;action=default</a> within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
<i>42.Bank Guarantee for Advanced Payment</i>	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP POPP DOCUMENT LIBRARY/Public/PSU Contract%20Management%20Payment%20and%20Taxes Advanced%20Payment%20Gua">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP POPP DOCUMENT LIBRARY/Public/PSU Contract%20Management%20Payment%20and%20Taxes Advanced%20Payment%20Gua</a>

	<a href="#">rantee%20Form.docx&amp;action=default</a>
<i>43.Liquidated Damages</i>	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
<i>44.Payment Provisions</i>	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
<i>45.Vendor Protest</i>	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</a>
<i>46.Other Provisions</i>	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></p>

## SECTION 3. BID DATA SHEET

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	<b>English</b>
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	<b>Not Allowed</b>
3	20	Alternative Proposals	<b>Shall not be considered</b>
4	21	Pre-proposal conference	<p><b>Will be Conducted – through Zoom</b>  <a href="https://undp.zoom.us/j/87998083526?pwd=ZW5WSW16RDd0cnl1ZTFGVdH2azlOUT09">https://undp.zoom.us/j/87998083526?pwd=ZW5WSW16RDd0cnl1ZTFGVdH2azlOUT09</a></p> <p>Time: <b>03:30 PM (Bangkok Time)</b>  Date: <b>24 June 2022 [Friday]</b>  Meeting ID: <b>879 9808 3526</b>  Password: <b>388003</b></p> <p>The UNDP focal point for the arrangement is:  Mostaq Ahmed, Procurement Analyst, UNDP BRH  E-mail: <a href="mailto:mostaq.ahmed@undp.org">mostaq.ahmed@undp.org</a></p>
5	10	Proposal Validity Period	<b>120 Days</b>
6	14	Bid Security	<b>Not Required</b>
7	41	Advanced Payment upon signing of contract	<b>Not Allowed</b>
8	42	Liquidated Damages	<p><b>Will be imposed</b>  As follows:  0.5% Percent of contract price will be deducted for per day of delay for Maximum 30 calendar days of delay. After which UNDP may terminate the contract.</p>
9	40	Performance Security	<b>Not Required</b>

10	18	Currency of Proposal	<b>United States Dollar</b> 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;
11	31	Deadline for submitting requests for clarifications/ questions	Minimum <b>3 days</b> before the submission deadline
12	31	Contact Details for submitting clarifications/ questions	Focal Person in UNDP: Mostaq Ahmed, Procurement Analyst, UNDP BRH E-mail address: <a href="mailto:mostaq.ahmed@undp.org">mostaq.ahmed@undp.org</a>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/ clarifications to queries	<b>Direct communication to prospective Proposers by email and Posting on the eTendering event and UNDP Procurement Notice</b>
14	23	Deadline for Submission	<b>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</b>
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> <b>e-Tendering</b> <b>(any other manner of submission will not be allowed)</b>
15	22	Proposal Submission Address	<a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a>  <b><u>BU Code: BRC10 and Event ID: 0000012836</u></b>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> <li>▪ Format: PDF files only</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP</li> <li>▪ If you are uploading a large number of files (ex. 15 or more), please zip the files into a ZIP folder and upload the folder instead of each file individually. You can upload several ZIP folders, but if you do this, please note that the total size of each ZIP folder uploaded cannot exceed 50MB.</li> </ul>

17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively  The minimum technical score required to <b>pass is 70%.</b>
18		Expected date for commencement of Contract	<b><i>July 15, 2022</i></b>
19		Maximum expected duration of contract	<b>30 Months</b>
20	35	UNDP will award the contract to:	<b>One Proposer Only</b>
21	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP  <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>
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services  <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>
23		Other Information Related to the RFP	<b>IMPORTANT NOTE: The amount of the Financial Offer MUST NOT be mentioned anywhere in the submitted documents or eTendering system other than the Financial Proposal. Submitted <b>Financial Proposal Submission Form (Form F)</b> and <b>Financial Proposal Form (Form G)</b> must be password protected and the Password should be provided only when requested by UNDP. Failure in compliance with the mentioned condition shall result in rejection of the offer.</b>  <b>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</b>

## SECTION 4. EVALUATION CRITERIA

### Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Submission of Returnable Bidding Forms (as per the template provided in Section 6)
- Submission of Minimum Required documents (as listed in the Form B, Section 6)
- Bid Validity (120 Days)
- Financial Proposal information is not disclosed anywhere in the proposal other than the Financial Proposal Submission Form (Form F) and Financial Proposal Form (Form G) - **Must be Password protected**

### Minimum Eligibility and Qualification Criteria

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

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

Subject	Criteria	Document Submission requirement
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Form B: Bidder Information Form
<b>Eligibility</b>	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
<b>Conflict of Interest</b>	No conflicts of interest in accordance with RFP clause 4 (Bid data sheet0	Form A: Technical Proposal Submission Form
<b>Bankruptcy</b>	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
<b>Certificates and Licenses</b>	Certificate of Registration of the business; including Articles of Incorporation, or equivalent document if Bidder is not a corporation.	
<b>QUALIFICATION</b>		
<b>History of Non-Performing Contracts<sup>1</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form

<sup>1</sup> Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the

<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
<b>Previous Experience</b>	<ul style="list-style-type: none"> <li>A successful contractor must have at least 7 years of proven experience in research related works, mostly in the design and implementation of climate risk and air quality monitoring and management.</li> <li>At least 7 years of proven experience to establish effective working relations with government institutions, communities, financial partners and other development partners in Asia and the Pacific region particularly work experience in Cambodia, Lao PDR and Thailand is an advantage.</li> </ul>	Form D: Qualification Form
	<p>Minimum 2 contracts valued USD200K each in similar nature and complexity implemented over the last 5 years.  <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement – Lead party must meet the minimum requirement).</i></p>	Form D: Qualification Form
<b>Financial Standing</b>	<p>Minimum average annual turnover of USD150,000/- for the last 3 years. [year 2021, 2020, 2019 – year 2018 will be considered if the audit is not completed for 2021]  <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement – Lead party must meet the minimum requirement).</i></p>	Form D: Qualification Form
	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.  Note: Additionally, UNDP may request other financial documents such as Credit Line Facility, Bank Statements etc. in order to see the bidders' financial soundness as required.  UNDP shall verify the financial capacity of the bidder and has the authority to seek references from concerned parties &amp; banks on the bidder' financial standing.  UNDP has the right to reject any bid if submitted by a contractor whom investigation leads to a result that he is not Financially capable and/ or had serious financial problems.  <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement)</i></p>	Form D: Qualification Form

dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

<b>Important Note</b>	UNDP has zero tolerance for fraud and corruption, meaning that UNDP vendors are not to engage in fraud or corruption. Vendors engaged in fraud and corruption will be subject to sanctions. Fraud includes but not limited to the submission of fraudulent or misrepresented documents, such as bid securities and financial statements.	
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## Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	200
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	400
<b>Total</b>		<b>1000</b>

**Passing Thershold in Technical evaluation is 70% or above**

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Must have at least 7 years of proven experience in research related work, mostly in the design and implementation of climate risk and air quality monitoring and management.	100
1.2	Must have at least 7 years of proven experience to establish effective working relations with government institutions, communities, financial partners and other development partners in Asia and the Pacific. Work experience in Cambodia, Lao PDR and Thailand is an advantage.	50
1.3	Rich experience of working in the Asia-Pacific Region and has previously successful experience in implementing similar air quality researches/projects in the past 5 years (Minimum 2 contracts valued USD200K each in similar nature and complexity implemented over the last 5 years.)	50
<b>Total Section 1</b>		<b>200</b>

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	To what degree does the proposer understand the task?	150
2.2	Have the important aspects of the task been addressed in sufficient detail?	100
2.3	Are the approach and methodology well defined and meet or exceed the requirements of the TOR?	100
2.4	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	50
<b>Total Section 2</b>		<b>400</b>

Section 3. Management Structure and Key Personnel		Points obtainable
3.1	Team Leader/Advisor	<b>90</b>
3.1.1	At least Master's degree or higher in relevant fields of environmental science, climate change, DRR, environmental engineering, mathematics, data analysis, public policy, or other air pollution control relevant fields	20
3.1.2	At least 10 years of professional experience in air-related climate risk assessment, air pollution study and analysis, environmental risk management, data analysis, policy development, financial analysis, development of sustainable development strategies or other related fields to the assignment and competencies to deliverer the outputs stated in the ToR.	20

3.1.3	Demonstrated experience working with governments and international organizations in a developing country context, where such experience in Cambodia, Lao PDR and Thailand is an added advantage.	15
3.1.4	Demonstrated experience working with Korean Government and understanding the work approach and communication style of Korean government are essential for this position.	15
3.1.5	Demonstrated experience in project management, leading and managing expert teams. Experience in designing and facilitating capacity building processes, consultations, meetings, and coordination processes.	10
3.1.6	Proficiency in Korean	10
<b>3.2</b>	<b>Policy Analyst</b>	<b>80</b>
3.2.1	Master's degree or higher in fields of public policy, economics, strategic design, environmental science or other relevant fields	20
3.2.2	At least 10 years of professional experience in policy analysis, environment and climate change researches, financial analysis, political, economics or other related fields to the assignment and competencies to deliver the outputs stated in the ToR.	20
3.2.3	Demonstrated experience working with governments and international organizations in regional/national policy context, where such experience in Cambodia, Lao PDR and Thailand is an added advantage.	10
3.2.4	Demonstrated experience working with Korean Government and understanding the work approach and communication style of Korean government are essential for this position.	10
3.2.5	Demonstrated experience working in projects related to air quality and emission issues and related environmental policy particularly in Cambodia, Lao PDR and Thailand with ability to analyse regional/national policy issues and write in a regional/national policy context.	10
3.2.6	Proficiency in Korean	10
<b>3.3</b>	<b>Modeler</b>	<b>70</b>
3.3.1	Master's degree or higher in the fields of engineering, computer science, mathematics, statistics, data science, or other relevant fields	20
3.3.2	At least 7 years of professional experience in air quality modelling, data collection, data analysis, simulation models for prediction of future scenarios and development of sustainable development strategies or other related fields to the assignment and competencies to deliver the outputs stated in the ToR.	20
3.3.3	Demonstrated experience working in projects on developing air quality models	20
3.3.4	Demonstrated experience to design and conduct trainings and capacity building processes	10
<b>3.4</b>	<b>Data Analyst</b>	<b>70</b>
3.4.1	Master's degree or higher in the fields of data engineering, computer science, mathematics, statistics, data science, or other relevant fields	20
3.4.2	At least 7 years of professional experience in data collection, data assessment and analysis, database development and management, data integration, or other related fields to the assignment and competencies to deliver the outputs stated in the ToR.	20
3.4.3	Demonstrated experience working in projects to assess air quality data and	20

	analysis	
3.4.4	Proficiency in Korean	10
3.5	Programmer/IT Expert	<b>70</b>
3.5.1	Master's degree or higher in computer science, computer programming, computer engineering, IT, informatics, database development and management, or other relevant fields	20
3.5.2	At least 5 years of professional experience in data programming, database design and platform development, data integration, data processing, building data sharing platform/system, modelling system/platform and reporting tools, or other related fields to the assignment and competencies to deliver the outputs stated in the ToR.	20
3.5.3	Demonstrated experience working in projects to design and develop air quality management programme	20
3.5.4	Demonstrated experience working in projects those required advanced IT and programming skills	10
3.6	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?	<b>20</b>
<b>Total Section 3</b>		<b>400</b>

## SECTION 5. TERMS OF REFERENCE

### 1. Assignment Information

<b>Title:</b>	<b>Developing Asian Air Quality Management Program (AAQMaP) and Model for Clean Air for Blue Sky Asia (CABSA)</b>
<b>Type of Contract:</b>	Professional Contract for Services
<b>Start/End Dates</b>	July 2022 – December 2024
<b>Duration</b>	30 months
<b>Duty Station:</b>	Work from contractors own location

### 2. Project Description and Background Information

UNDP is the knowledge frontier organization for sustainable development in the UN Development System and serves as the integrator for collective action to realize the 2030 Agenda for Sustainable Development and its 17 Sustainable Development Goals (SDGs). As an organization, UNDP promotes an integrated approach that tackles the connected social, economic and environmental dimensions of development, while enhancing knowledge, skills and production technologies to reduce risks and sustain development gains.

In recent years, as air pollution is a growing environmental threat that calls for sustained regional cooperation, decision-makers are looking to the scientific community and private sector for help when monitoring and managing these harmful consequences to the overall SDGs agenda. Scientific identification and prediction of the air quality response to emission changes is a prerequisite for an integrated assessment system in developing effective control policies. Yet, representing the nonlinear response of air quality to emission controls with accuracy remains a major barrier in air quality-related scientific understanding, decision making, public health and social-economic system. In December 2021, UNDP received funding from Ministry of Environment (MOE) the Government of Republic of Korea for implementing the "Clean Air for Blue Sky Asia". The objective of the project is to prototype the first of its kind Asian Air Quality Management Program (AAQMaP) to support Thailand, Lao PDR, and Cambodia in their collaborative efforts to tackle for regional air pollution challenges. Ultimately, the AAQMaP and its process will inform government's decisions on policies and investments that promote a cleaner, greener environment.

The project main activities are to integrate regional air emission inventory, to enable regional air quality modelling & forecasting, and to promote regional air quality policy capabilities to enable coping regional air pollution study and management. The project has three key outputs (for full details of project outputs and key activities, please refer to Annex 1 Approved Clean Air for Blue Sky Asia concept note for engagement facility):

- 1) Air quality information gap is addressed in targeted countries (Thailand, Lao PDR, and Cambodia), through a prototype Asian Air Quality Management Program (AAQMaP)
- 2) National Counterparts in targeted countries have the capacity to address air pollution challenges by utilizing integrated science-based air quality models
- 3) Existing initiatives to address air pollution management and policy measures are scaled-up and catalysed

Based on Korea's successful cases of overcoming air pollution (by the MOE and National Institute of Environmental Research (NIER), the project will serve as a milestone for expanding measures to knowledge development and environmental technology in overcoming climate change and air

pollution. With collaboration between UNDP and MOE, Korea and Asian academia and experts can participate in preparing from a roadmap or designing a comprehensive strategy and modelling to policy recommendation and its effects. Through in-depth analysis and cooperative projects, the MOE and UNDP will lead a new era for integrating energy, health, climate change and a carbon-neutral society in Asia for Sustainable Development Goals.

The focus aims to drive transformation by leveraging on a consortium of expertise from a multitude of sectors that can inform on the application of the latest scientific data and knowledge. These are strong partnerships at the global, regional, and national level covering a wide array of stakeholders from private, public sectors, academia, research institutions, expert groups, civil societies, and local governments.

At the center of the strategy, available data science technology will leverage regional air quality data from existing air quality monitoring network and satellite technology, coupled with ground-sensor data, machine-learning, air quality modelling and analysis capabilities, to enable monitoring and forecasting regional air pollution. This information would help stakeholders, public and private to develop data-driven policies, strategies, and initiative to understand and collaborate onto the regional air pollution in Asian region. The project will collaborate with existing platforms such as the Global Environment Monitoring System for Asia (GEMS Asia), explore private sector engagement to ensure financial sustainability of the initiative in the long term.

This TOR seeks to address work in the former space of AAQMaP, with an eye to equipping these three countries with a stage 1, custom-built air quality model that will consider their unique emissions, energy use, geography, weather, and environmental contexts. In this way it is hoped it can simulate various scenarios and derive air quality required to shape integrated policy and investment responses. Based on the Republic of Korea (ROK)'s successful experience of overcoming air pollution over the decades, the project will serve as a milestone for expanding air quality measures to knowledge development and environmental technology in overcoming climate change and air pollution.

### 3. Specific Objective

As this is the phase 1, the project serves as a foundation for the UNDP and the ROK's regional Initiative "Clean Air for Blue Sky Asia" (CABSA), which an aim to expand beyond these initial countries of Thailand, Lao PDR and Cambodia, ultimately covering 13~20 countries by phase 4 of the strategic initiatives. Several agencies are envisioned in the partnership, with UNDP working across all four phases. This project serves as the first step in this phased effort. One of aims of phase 1 is to ***focus on driving transformation by leveraging on collective expertise from a multitude of stakeholders that can inform on the application of the latest scientific know-how. These are strong partnerships at the global, regional, and national level covering a wide array of stakeholders from public sectors, academia, research institutions, expert groups, civil societies and local governments.***

### 4. Scope of Work

Working closely with the Nature, Climate, Energy (NCE) Team in BRH, and given the current restriction on travel due to the COVID-19 pandemic, a company/ organization/ institution/ consortium/ association (hereinafter "the Contractor") will work remotely to conduct research/project for each country, and, to create country's specific output. Air quality related experience from the local partners will be also invited and integrated from dialogues/ consultations for this project collaboration and future potential development.

To achieve the objective of this assignment the Contractor will:

- Develop an inception report outlining the detailed workplan, methodology/approach, schedule/timeframe and deliverables;
- Conduct an inception workshop (virtually) to inform UNDP Country Offices, partners and stakeholders;
- Collect data from national and international databases including air quality data, emission data, satellite datasets and monitoring data;
- Conduct a comprehensive assessment to identify air quality information gap in targeted countries;
- Build air emission inventories and conduct data-integration and analysis;
- Identify regional air pollution characteristics and air quality/satellite/emission data mapping;
- Conduct data-linking and build a prototype Asian Air Quality Management Program (AAQMaP);
- Design and develop air quality modelling including validation;
- Implement Business as Usual (BAU) analysis, Policy Scenario simulation & analysis;
- Conduct assessment of regional air pollution modelling and its results;
- Develop training materials and a series of hands-on trainings courses for air quality modelling technology and data analysis;
- Organize workshops/consultation meetings with UNDP, experts/stakeholders in close collaboration with Korean government as needed
- Conduct lessons learnt analysis of Korea's National Air Quality Management Plan and air quality policies for policy advocacy and knowledge sharing;
- Identify potential partners whom synergies and cooperation would be essential for the success of the project;
- Conduct an assessment on financing requirements and cost-effective measures for implementing policy options and interventions needed to address regional air pollution;
- Generate a portfolio of actions and identify scalable initiatives offering disruptive technologies, solutions, and services to address regional air pollution management and policy measures;
- Come up with a roadmap for Phase II work, and the additional elements that could be pursued to institutionalize AAQMaP and the air quality model;
- Prepare Progress Reports and Final Report.

The table below suggests timelines for major activities described above in accordance with the project's outputs.

Deliverable	Year 1				Year 2				Year 3	
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
<b>Inception Phase</b>										
Develop an inception report outlining the detailed workplan, methodology/approach, schedule/timeframe and deliverables;										
Conduct an inception workshop to inform UNDP Country Offices, partners and stakeholders;										
<b>Output 1: A prototype Asian Air Quality Management Program (AAQMaP)</b>										
Conduct a comprehensive assessment to identify air quality information gap in targeted countries and submit a report										
Collect data, build air emission inventories										

	Year 1				Year 2				Year 3	
Deliverable	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
and conduct data-integration and analysis										
Identify regional air pollution characteristics, map data and submit a report on air emission inventory and data mapping										
Conduct data linking and build a prototype AAQMaP										
<b>Output 2: Integrated science-based air quality models</b>										
Design and develop air quality modelling including validation										
Implement Business-as-usual (BAU) analysis, policy scenario simulation and analysis										
Conduct assessment of regional air pollution modelling and its results and submit a report										
Develop training materials and a series of hands-on trainings courses for air quality modelling technology and data analysis, and submit a training completion report										
<b>Output 3: Scaled Initiatives to address air pollution management and policy measures</b>										
Conduct lessons learnt analysis of Korea's National Air Quality Management Plan and air quality policies for policy advocacy and knowledge sharing and submit a report										
Conduct an assessment on financing requirements and cost-effective measures for implementing policy options and interventions needed to address regional air pollution and submit a report										
Generate a portfolio of actions and identify scalable initiatives offering disruptive technologies, solutions, and services to address regional air pollution management and policy measures and submit a report										
<b>Model refinement and Final Deliverables</b>										
Final Model refinement, its documentation (including development, validation, analysis) and the user manual										
Develop a report on Roadmap for Phase II work, and the additional elements that could be pursued to institutionalize AAQMaP and the air quality model										
A comprehensive completion report including activity results, assessments and analyses										

## 5. Approach and Methodology

Whilst the Contractor will be expected to present its specific methodology in applying for this work, UNDP proposes that deliverables be shaped along the scope presented in Section 3 above. UNDP would like a modality that permits countries to make national decisions; but also, to be able to take into account variables and impacts of decisions that may be made in neighbouring countries. Therefore, in submitting their bid, it would be helpful if the contractor shows the

methodology by which this might be achieved.

## 6. Expected Outputs and Deliverables

The scope of the assignment can be broken down into indicative set of steps below. Depending on the proposed methodology, minor adjustment and refining of activities may be done, with the exception to the key milestone (mark with \* asterisk) for which indicated timeframe must be strictly followed:

Deliverables		Tentative Timeframe
<b>Inception and Progress Updates</b>		
I.1	<b>Inception report*</b> outlining detailed workplan, methodology/approach, schedule/timeframe and deliverables both in English and Korean <i>This involves close consultations with the NCE Team at UNDP Bangkok Regional Hub, focal points in UNDP Thailand, UNDP Lao PDR, and UNDP Cambodia</i>	Within 30-- days after contract signing*.
I.2	<b>Quarterly Progress updates</b> outlining work progress and deliverables both in English and Korean	Every 3 months
<b>Output 1: A prototype Asian Air Quality Management Program (AAQMaP)</b>		
1.1	A report on comprehensive assessment to identify air quality information gap in targeted countries	Within 3 months
1.2	A report on Air emission inventory and data mapping*	Within 6 months
1.3	Data-linking and building a prototype AAQMaP	Within 12 Months
<b>Output 2: Integrated science-based air quality models</b>		
2.1	Air Quality Model development, simulation and validation	Within 18 months
2.2	Implement Business-as-usual (BAU) and Policy intervention scenarios	Within 20 months
2.3	A series of training courses and workshops and a report on the completion. <i>This includes scenario simulation and analysis</i>	Within 22 months
2.4	A report on comprehensive assessment of regional air pollution modelling and its results*	Within 24 months*
<b>Output 3: Scaled Initiatives to address air pollution management and policy measures</b>		
3.1	A report on Analysis of Korea's policies for policy advocacy and knowledge sharing* <i>This shall serve to help stakeholders the range of research questions to be analysed and prioritization of environmental policies.</i>	Within 25 months
3.2	A report on assessment of financing requirements and cost-effective measures for implementing policy options and interventions needed* <i>Detailed analysis of the agreed policy intervention scenarios, and implications for investment and technology.</i>	Within 26 months
3.3	A report on Portfolio of actions and initiatives with scalable initiatives to address air pollution management and policy measures*	Within 28 months
<b>Model Refinement and Final Deliverables</b>		
F.1	Final Model refinement, its documentation (including development, validation, analysis) and the user manual	Within 30 months
F.2	A report on Roadmap for Phase II work, and the additional elements that could be pursued to institutionalize AAQMaP and the air quality	Within 30 months*



Deliverables		Tentative Timeframe
	model both in English and Korean*	
	A comprehensive completion report including activity results, assessments and analyses.*	Within 30 months

Deliverables related to the internal management of the project, including an inception report, quarterly progress updates and a report on roadmap for phase II, are reported in English and Korean. Other key deliverables are basically reported in English, and a Korean summary or presentation is provided in Korean at the request of the donor organization as needed.

At the regional level, the Contractor will report to the NCE team lead, based in UNDP Bangkok Regional Hub, who will provide overall guidance. NCE environment advisor reviews and approves deliverables/ payments and evaluate the Contractor's performance. The contractor will also work closely with NCE programme coordinator and other colleagues in NCE team. The relevant thematic advisors and specialists in the GPN will be engaged during the course of work to provide technical guidance, necessary information and documents to accomplish the assignment. At the country level, the Contractor will work in collaboration with focal points and representatives from UNDP Thailand, Lao PDR and Cambodia Country Offices.

## 7. Institutional Arrangements

- The Contractor will take full responsibility for the overall management of activities, and bear all substantive, operational, financial and monitoring responsibilities.
- The Contractor shall work in close collaboration with the UNDP NCE Environment Advisor/Project Coordinator/Regional Technical Advisor who will provide day-to-day technical guidance and supervision of the tasks enlisted in the scope of work.
- The Contractor informs and consults with UNDP NCE Environment Advisor/Project Coordinator on all related activities and needs to maintain communication with UNDP NCE Environment Advisor/Project Coordinator as and when problems emerge during the assignment period, especially if they affect the scope of the work.
- A detail methodology and work plan, along with a schedule will be developed by the Contractor in consultation with UNDP NCE Environment Advisor/Project Coordinator .
- The Contractor is expected to provide quarterly progress report including updates on implementation progress, results achieved, challenges, forward planning.
- At the end of the assignment the Contractor is expected to submit a comprehensive completion report which includes activity results, assessments and analyses.
- The Contractor will prepare the reports and deliverables to the highest standard as required. UNDP and the Contractor will agree on the quarterly, specific and completion reporting formats.
- The Contractor is also expected to provide updates and inputs to UNDP where these are needed to respond to donor, corporate and external partners.
- UNDP will help to identify national and local data sources in each country. UNDP will work closely with the Contractor to secure regional data (e.g., ASEAN Air Pollution data, et. al.), or other data that is proving difficult to obtain through public websites.
- UNDP will be on hand to help the Contractor get national level policy, financial, planning and other relevant national level information, as is available.
- UNDP will facilitate access to stakeholders and would support in the administrative and logistical preparation of visits and meetings.

- There is no additional provision to cover transportation, accommodation, and other administrative and logistics costs associated with the assignment. The Contractor is expected to arrange those expenses within the limits of overall contract budget.
- The Contractor will be expected to possess complete project management set up, including for administrative and operational matters. UNDP will not provide any administrative support.
- Maintain copies of original receipts for payments of goods, services, labor charges for auditing.

## 8. Expected Duration of the Contract

The expected duration of this assignment is 30 months, tentatively between July 2022 to December 2024.

## 9. Duty Station

The Contractor will be home-based/work from their own location and is strongly encouraged to utilize virtual engagement tools in its delivery throughout the duration of this contract. In case travel is deemed necessary for the delivery of particular output(s), and the client country government permits entry of foreign nationals, the Contractor must detail the in-country activities and include all eligible related travel costs in its financial proposal. **The Contractor will have to stand any additional costs for mandatory quarantine in countries and will stand liable for any illness or related medical bills, should there be insistence on travel.**

## 10. Payment Milestones

The Contractor will be paid on a lump sum basis (all incurred costs are included), with the following instalments:

Deliverables	Payment Schedule	Total Budget Amount (%)
1. Submission and approval of Inception report	August 2022	10%
2. Submission and approval of Output 1: Deliverables 1.1-1.2	December 2022	20%
3. Submission and approval of Output 1: Deliverables 1.3	June 2023	15%
4. Submission and approval of Output 2: Deliverables 2.1	December 2023	20%
5. Submission and approval of Output 2: Deliverables 2.2 - 2.4	June 2024	20%
6. Submission and approval of Output 3: Deliverables 3.1 – 3.4 & Model refinement and final deliverables	October 2024	15%
<b>Total</b>		<b>100%</b>

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

- A successful contractor must have at least 7 years of proven experience in research related works, mostly in the design and implementation of climate risk and air quality monitoring and management..
- At least 7 years of proven experience to establish effective working relations with government institutions, communities, financial partners and other development partners in Asia and the Pacific region particularly work experience in Cambodia, Lao PDR and Thailand is an advantage.
- Specifically, demonstrated rich experience working in the Asia-Pacific Region and has previously successful experience in implementing similar air quality researches/projects in

the past 5 years. (Minimum 2 contracts valued USD200K each in similar nature and complexity implemented over the last 5 years.)

- Minimum average annual turnover of USD150,000/- for the last 3 years. [year 2021, 2020, 2019]

The Contractor shall form a team of experts and submit the proposed team structure to successfully deliver the assignment.

The expert team of at least 5 members consisting of a team leader and experts in policy analysis, modelling, data analysis and programming who have experiences in implementing similar air quality researches/projects are recommended.

#### Proposed Key Personnel and Minimum Qualification

1	Team Leader/Advisor
	At least Master's degree or higher in relevant fields of environmental science, climate change, DRR, environmental engineering, mathematics, data analysis, public policy, or other air pollution control relevant fields
	At least 10 years of professional experience in air-related climate risk assessment, air pollution study and analysis, environmental risk management, data analysis, policy development, financial analysis, development of sustainable development strategies or other related fields to the assignment and competencies to deliverer the outputs stated in the ToR.
	Demonstrated experience working with governments and international organizations in a developing country context, where such experience in Cambodia, Lao PDR and Thailand is an added advantage.
	Demonstrated experience working with Korean Government and understanding the work approach and communication style of Korean government are essential for this position.
	Demonstrated experience in project management, leading and managing expert teams. Experience in designing and facilitating capacity building processes, consultations, meetings, and coordination processes.
	Ability to convey analysis and information orally through briefings, consultations and other presentations. Excellent inter-personal and communication skills with wide ranging stakeholders.
	Excellent writing, editing and oral communication skills in English is strongly required. Proficiency in Korean will be an advantage.
2	Policy Analyst
	At least Master's degree or higher in fields of public policy, economics, strategic design, environmental science or other relevant fields
	At least 10 years of professional experience in policy analysis, environment and climate change researches, financial analysis, political, economics or other related fields to the assignment and competencies to deliverer the outputs stated in the ToR.
	Demonstrated experience working with governments and international organizations in regional/national policy context, where such experience in Cambodia, Lao PDR and Thailand is an added advantage.
	Demonstrated experience working with Korean Government and understanding the work approach and communication style of Korean government are essential for this position.
	Knowledge in air quality and emission issues and related environmental policy particularly in Cambodia, Lao PDR and Thailand with ability to analyse regional/national

	policy issues and write in a regional/national policy context.
	Excellent inter-personal and communication skills with wide ranging stakeholders
	Excellent analytical skills, report writing in English is strongly required. Proficiency in Korean will be an advantage.
3	<b>Modeler</b>
	At least Master's degree or higher in the fields of engineering, computer science, mathematics, statistics, data science, or other relevant fields
	At least 7 years of professional experience in air quality modelling, data collection, data analysis, simulation models for prediction of future scenarios and development of sustainable development strategies or other related fields to the assignment and competencies to deliver the outputs stated in the ToR.
	Proven experience in developing air quality models
	Ability to design and conduct trainings and capacity building processes
	Excellent analytical skills, report writing in English.
4	<b>Data Analyst</b>
	At least Master's degree or higher in the fields of data engineering, computer science, mathematics, statistics, data science, or other relevant fields
	At least 7 years of professional experience in data collection, data assessment and analysis, database development and management, data integration, or other related fields to the assignment and competencies to deliver the outputs stated in the ToR.
	Knowledge in air quality data assessment and analysis
	Excellent analytical skills, report writing in English is strongly required. Proficiency in Korean will be an advantage.
5	<b>Programmer/IT Expert</b>
	At least Master's degree or higher in computer science, computer programming, computer engineering, IT, informatics, database development and management, or other relevant fields
	At least 5 years of professional experience in data programming, database design and platform development, data integration, data processing, building data sharing platform/system, modelling system/platform and reporting tools, or other related fields to the assignment and competencies to deliver the outputs stated in the ToR.
	Ability to design and develop air quality management programme
	Advanced IT and programming skills

## 12. Additional Reference.

Proposers may find it useful to refer to the following in developing assignment proposals and contract bids (and subsequently delivering the work):

- Clean Air for Blue Sky Asia Concept Note for Engagement Facility

## SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

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

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

### Technical Proposal Envelope:

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

### Financial Proposal Envelope

**(Must be submitted in a separately and password protected)**

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

**IMPORTANT NOTE:** The amount of the Financial Offer **MUST NOT** be mentioned anywhere in the submitted documents or eTendering system other than the Financial Proposal. Submitted **Financial Proposal Submission Form (Form F)** and **Financial Proposal Form (Form G)** must be password protected and the Password should be provided only when requested by UNDP.

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**

**FORM A: TECHNICAL PROPOSAL SUBMISSION FORM**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-2022-22		

We, the undersigned, offer to provide the services for **Developing Asian Air Quality Management Program (AAQMaP) and Model for Clean Air for Blue Sky Asia (CABSA)** in accordance with your Request for Proposal No. **RFP-2022-22** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

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

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

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

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

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

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

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

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

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

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

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

*[Stamp with official stamp of the Bidder]*

## FORM B: BIDDER INFORMATION FORM

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
<b>Are you a UNDP vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</b>	[Complete]
<b>Contact person UNDP may contact for requests for clarification during Proposal evaluation</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Please attach the following documents:</b>	<ul style="list-style-type: none"> <li>▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</li> <li>▪ Certificate of Incorporation/ Business Registration</li> <li>▪ 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</li> <li>▪ Trade name registration papers, if applicable</li> <li>▪ Local Government permit to locate and operate in assignment location, if applicable</li> <li>▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country</li> <li>▪ Power of Attorney</li> <li>▪ Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 3 years (2018, 2019 &amp; 2020 and 2021 if available);</li> </ul>

- List of similar projects successfully completed within the last 7 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;
- Documents to establish the minimum experience requirement (Reference documents such as: copy of contracts /completion certificates) as below:
  - A successful contractor must have at least 7 years of proven experience in research related works, mostly in the design and implementation of climate risk and air quality monitoring and management.
  - At least 7 years of proven experience to establish effective working relations with government institutions, communities, financial partners and other development partners in Asia and the Pacific region particularly work experience in Cambodia, Lao PDR and Thailand is an advantage.
  - Specifically, demonstrated rich experience working in the Asia-Pacific Region and has previously successful experience in implementing similar air quality researches/projects in the past 5 years. (Minimum 2 contracts valued USD200K each in similar nature and complexity implemented over the last 5 years.)
- Proposed composition of team structure, and Completed and signed CVs of the proposed key personnel
- 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
- Any other documents to substantiate eligibility and qualification of the bidder as required in the Terms of Reference



FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-2022-22		

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

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

<b>Name of leading partner</b> (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

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

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

Name of partner: _____	Name of partner: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

Name of partner: _____	Name of partner: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

## FORM D: QUALIFICATION FORM

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

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

### Historical Contract Non-Performance

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

### Litigation History (including pending litigation)

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

### Previous Relevant Experience

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

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

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

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

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

## Financial Standing

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

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

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

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

## FORM E: FORMAT OF TECHNICAL PROPOSAL

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-2022-22		

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

### SECTION 1: Bidder's qualification, capacity and expertise

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

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

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

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

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

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

### SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and

designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.

- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

### Format for CV of Proposed Key Personnel

NAME OF PERSONNEL	[INSERT] _____
POSITION FOR THIS ASSIGNMENT	[INSERT] _____
NATIONALITY	[INSERT] _____
LANGUAGE PROFICIENCY	[INSERT] _____
EDUCATION/ QUALIFICATIONS	<i>[SUMMARIZE COLLEGE/UNIVERSITY AND OTHER SPECIALIZED EDUCATION OF PERSONNEL MEMBER, GIVING NAMES OF SCHOOLS, DATES ATTENDED, AND DEGREES/QUALIFICATIONS OBTAINED.]</i> [INSERT] _____
PROFESSIONAL CERTIFICATIONS	<i>[PROVIDE DETAILS OF PROFESSIONAL CERTIFICATIONS RELEVANT TO THE SCOPE OF SERVICES]</i> ▪ NAME OF INSTITUTION: [INSERT] ▪ DATE OF CERTIFICATION: [INSERT] _____
EMPLOYMENT RECORD/ EXPERIENCE	<i>[LIST ALL POSITIONS HELD BY PERSONNEL (STARTING WITH PRESENT POSITION, LIST IN REVERSE ORDER), GIVING DATES, NAMES OF EMPLOYING ORGANIZATION, TITLE OF POSITION HELD AND LOCATION OF EMPLOYMENT. FOR EXPERIENCE IN LAST FIVE YEARS, DETAIL THE TYPE OF ACTIVITIES PERFORMED, DEGREE OF RESPONSIBILITIES, LOCATION OF ASSIGNMENTS AND ANY OTHER INFORMATION OR PROFESSIONAL EXPERIENCE CONSIDERED PERTINENT FOR THIS ASSIGNMENT.]</i> [INSERT] _____
REFERENCES	<i>[PROVIDE NAMES, ADDRESSES, PHONE AND EMAIL CONTACT INFORMATION FOR TWO (2) REFERENCES]</i> REFERENCE 1: [INSERT] _____ REFERENCE 2: [INSERT] _____

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

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

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

FORM F: FINANCIAL PROPOSAL SUBMISSION FORM

(MUST BE PASSWORD PROTECTED)

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-2022-22		

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

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

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

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

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

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

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

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

[Stamp with official stamp of the Bidder]

**FORM G: FINANCIAL PROPOSAL FORM****(MUST BE PASSWORD PROTECTED)**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-2022-22		

The Bidder is required to prepare the Financial Proposal following the below sample format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders.

Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification. The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

**Currency of the proposal:** [Insert Currency]

**Table 1: Summary of Overall Prices**

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

**Table 2: Breakdown of Professional Fees**

Position	Fee Rate (daily)	No. of Days	Total Amount
	A	B	C=A * B
Team Leader/Advisor			
Policy Analyst			
Modeller			
Data Analyst			
Programmer/IT Expert			
<b>Subtotal Professional Fees</b>			

**Table 3: Breakdown of Other Costs (Suggested Items – please add as appropriate)**

Description	UOM	Quantity	Unit Price	Total Amount
Field data collection				
International flights	Trip			
Local flights				
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			

Out-of-Pocket Expenses				
Data acquisition				
Hardwares/Softwares				
On-line trainings				
In-person training				
In-person consultation meeting/workshop				
Other Costs: (please specify)				
Miscellaneous				
<b>Subtotal Other Costs:</b>				

**Table 4: Breakdown of Price per Deliverable/Activity**

<b>Deliverable/ Activity description</b>	<b>Time (person days)</b>	<b>Professional Fees</b>	<b>Other Costs</b>	<b>Total</b>
Submission and approval of Inception report				
Submission and approval of Output 1: Deliverables 1.1-1.2 (Per TOR)				
Submission and approval of Output 1: Deliverables 1.3 (Per TOR)				
Submission and approval of Output 2: Deliverables 2.1 (Per TOR)				
Submission and approval of Output 2: Deliverables 2.2 - 2.4 (Per TOR)				
Submission and approval of Output 3: Deliverables 3.1 – 3.4 & Model refinement and final deliverables (Per TOR)				