



REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

NAME & ADDRESS OF BIDDER	DATE: June 18, 2022
	REFERENCE: MyRFP2022-006

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Assessment and Profiling of Biodiversity & Ecosystems and Review of Environmental Assessment Tools for Mainstreaming Biodiversity in Sarawak.**

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Friday, July 08, 2022** and via email, courier mail or fax to the address below:

United Nations Development Programme
Procurement Team
procurement.my@undp.org

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

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

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

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

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

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

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

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

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

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

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,
Patrick Pee
Assistant Resident Representative (O)
6/18/2022

Description of Requirements

Context of the Requirement	<p><i>Assessment and Profiling of Biodiversity & Ecosystems and Review of Environmental Assessment Tools for Mainstreaming Biodiversity in Sarawak</i></p> <p>UNDP is looking to engage the technical expertise of an entity or organization for the assessment and profiling of biodiversity and ecosystems as well as review of different environmental assessment tools on land use and natural resource management for mainstreaming biodiversity in Sarawak as technical input to the formulation of Sarawak Biodiversity Master Plan.</p>
Implementing Partner of UNDP	Not applicable.
Brief Description of the Required Services ¹	<p>United Nations Development Programme (UNDP) and the State Government of Sarawak have initiated a partnership in Sarawak's development planning under the current and new Country Programme between Government of Malaysia and UNDP. One of the projects in partnership with the Ministry of Natural Resources and Urban Development, Sarawak is to formulate the Sarawak Biodiversity Master Plan. The project titled "Sarawak Biodiversity Master Plan – Support to Policy Formulation, Institutional Framework and Institutional Capacity Building" (SBMP) will contribute to mainstreaming biodiversity and ecosystem considerations into Sarawak's development planning to advance effective conservation and safeguard natural resources. The formulation of Sarawak Biodiversity Master Plan and its implementation is aligned with Sarawak's development objectives as well as the international call for stronger sub-national commitment on addressing threats to biodiversity and ecosystems, and full integration of conservation and sustainable use of biodiversity into development planning to ensure sustainable economic growth and social wellbeing in Sarawak.</p> <p>There are three outcomes to this project namely:</p> <ol style="list-style-type: none"> 1. Development and sectoral policies are harmonized and strengthened through formulation of SARAWAK BIODIVERSITY MASTER PLAN to enable effective conservation, management & sustainable use of biodiversity 2. INSTITUTIONAL MANDATES for biodiversity & ecosystems are clarified to strengthen intra-governmental coordination and multiple stakeholder participation in biodiversity planning & decision-making process 3. CAPACITY to implement the Sarawak Biodiversity Master Plan enhanced among the government ministries and agencies

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

List and Description of Expected Outputs to be Delivered	<p>Scope of Work:</p> <ul style="list-style-type: none"> • Carry out rapid technical assessments and/or use available, recent secondary information and consultations with respective stakeholders to update the status of biodiversity and ecosystems in Sarawak. • Profiling of critical and significant biodiversity landscapes, including working with Land & Survey Department and Forest Department Sarawak on identifying and mapping vulnerable areas in Sarawak. • Review all different environmental assessment tools on land use and natural resource management such as but not limited to Environmental Impact Assessment (EIA) and Strategic Environmental Assessment Tool (SEA), etc. with identification of opportunities and recommendations to expand the usability of the assessment tools for biodiversity mainstreaming. • Provide technical inputs on conservation and management of biodiversity and ecosystems including forests, riparian and marine habitats, opportunities for establishing ecological connectivity between totally protected areas, permanent forest estates and plantation areas through soil and water conservation, and other environmentally sustainable plantation practices. • Provide critical inputs to the proposed policy strategies and actions in the Sarawak Biodiversity Master Plan to enable mainstreaming of biodiversity across institutions and sectors in Sarawak. • Provide critical inputs to the proposed policy strategies and actions in the Sarawak Biodiversity Master Plan to enable mainstreaming of biodiversity across institutions and sectors in Sarawak. <p>List of Expected Outputs to be Delivered</p> <ol style="list-style-type: none"> 1. Detailed work plan by 7 August 2022. 2. Stocktaking report on the status of biodiversity and ecosystems of both terrestrial and marine in Sarawak by 31 August 2022. 3. First draft of updated profile of critical and significant biodiversity biodiversity and ecosystems, and important landscapes such as Heart of Borneo in Sarawak by 15 September 2022 and final draft to be by 1 February 2023. 4. First draft of maps (including raw GIS compatible softcopy files) detailing biodiversity vulnerable areas in Sarawak to be delivered by 30 September 2022 and final draft by 1 March 2023. 5. Report on review of all existing environmental assessment tools for Sarawak, identifying opportunities and recommendations for expanding usability of existing assessment tools for mainstreaming by 30 September 2022. 6. Inputs to the validation workshop report and draft of the Sarawak Biodiversity Master Plan by 15 December 2022.
Person to Supervise the Work/Performanc	<i>Project Manager and Head of Sustainable & Resilient Development</i>

e of the Service Provider																
Frequency of Reporting	Bi-weekly reporting to Project Manager and monthly reporting to both Project Manager and the UNDP Head of Sustainable & Resilient Development.															
Progress Reporting Requirements	Update on progress of consultancy & consultancy deliverables															
Location of work	<input checked="" type="checkbox"/> Exact Address/es (Kuching, Sarawak) <input checked="" type="checkbox"/> At Contractor's Location															
Expected duration of work	120 days															
Target start date	1 August 2022															
Latest completion date	30 July 2023															
Travels Expected	<table border="1"> <thead> <tr> <th>Destination/s</th> <th>Estimated Duration</th> <th>Brief Description of Purpose of the Travel</th> <th>Target Date/s</th> </tr> </thead> <tbody> <tr> <td>Kuching</td> <td>30 days</td> <td>Stakeholder workshops, meeting with relevant agencies for information</td> <td>July to December 2022</td> </tr> <tr> <td>Other parts of Sarawak</td> <td>15 days</td> <td>Field visits, stakeholder workshops, meeting with relevant agencies for information</td> <td>July to December 2022</td> </tr> </tbody> </table>				Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s	Kuching	30 days	Stakeholder workshops, meeting with relevant agencies for information	July to December 2022	Other parts of Sarawak	15 days	Field visits, stakeholder workshops, meeting with relevant agencies for information	July to December 2022
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Special Security Requirements	<input checked="" type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input checked="" type="checkbox"/> Comprehensive Travel Insurance															
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Not applicable															
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required															
Names and curriculum vitae of individuals who will be involved in	<input checked="" type="checkbox"/> Required															

completing the services																							
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency_Malaysia Ringgit																						
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes																						
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																						
Partial Quotes	<input checked="" type="checkbox"/> Not permitted																						
Payment Terms ³	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th rowspan="6">Condition for Payment Release Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.</th> </tr> </thead> <tbody> <tr> <td>Detailed work plan</td> <td>10%</td> <td>7 August 2022</td> </tr> <tr> <td>Stocktaking report on the status of biodiversity and ecosystems including terrestrial and marine in Sarawak</td> <td>20%</td> <td>31 August 2022</td> </tr> <tr> <td>First draft of updated profile of critical and significant biodiversity biodiversity and ecosystems, and important landscapes such as Heart of Borneo in Sarawak</td> <td>10%</td> <td>15 September 2022</td> </tr> <tr> <td>First draft of maps (including raw GIS compatible softcopy files) detailing biodiversity vulnerable areas in Sarawak.</td> <td>10%</td> <td>30 September 2022</td> </tr> <tr> <td>Report on review of all existing environmental assessment tools for Sarawak, identifying opportunities and recommendations for expanding usability of</td> <td>20%</td> <td>30 September 2022</td> </tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	Detailed work plan	10%	7 August 2022	Stocktaking report on the status of biodiversity and ecosystems including terrestrial and marine in Sarawak	20%	31 August 2022	First draft of updated profile of critical and significant biodiversity biodiversity and ecosystems, and important landscapes such as Heart of Borneo in Sarawak	10%	15 September 2022	First draft of maps (including raw GIS compatible softcopy files) detailing biodiversity vulnerable areas in Sarawak.	10%	30 September 2022	Report on review of all existing environmental assessment tools for Sarawak, identifying opportunities and recommendations for expanding usability of	20%	30 September 2022
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² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in e same amount as the payment advanced by UNDP to the Service Provider.

	existing assessment tools for mainstreaming.			
	Inputs to validation workshop report and draft of the Sarawak Biodiversity Master Plan	10%	15 December 2022	
	Final draft of updated profile of critical and significant biodiversity and ecosystems, and important landscapes such as Heart of Borneo in Sarawak	10%	1 February 2023	
	Final draft of maps (including raw GIS compatible softcopy files) detailing biodiversity vulnerable areas in Sarawak.	10%	1 March 2023	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Head of Sustainable Resilient Development Programme Project Manager			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services			
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.			
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm 20% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 10% <u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.			
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider			

Contract General Terms and Conditions ⁴	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Detailed Terms Of Reference (ToR) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Form for Financial Proposal (Annex 3) <input checked="" type="checkbox"/> Form for Submitting Self-Declaration (Annex 4) <input checked="" type="checkbox"/> Joint Venture/Consortium/Association Information Form (Annex 5)
Contact Person for Inquiries (Written inquiries only) ⁶	<p>procurement.my@undp.org</p> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

⁴ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Terms of Reference

A. PROJECT DESCRIPTION

Title:	Assessment and Profiling of Biodiversity & Ecosystems and Review of Environmental Assessment Tools for Mainstreaming Biodiversity in Sarawak
Location:	Kuching, Sarawak
Languages Required:	English and Bahasa Malaysia
Starting Date:	1 August 2022
Number of Days	Up to 120 working days including 45 days of travel within Sarawak
Expected Duration of Assignment:	1 August 2022 until 30 June 2023

United Nations Development Programme (UNDP) and the State Government of Sarawak have initiated a partnership in Sarawak's development planning under the current and new Country Programme between Government of Malaysia and UNDP. One of the projects in partnership with the Ministry of Natural Resources and Urban Development, Sarawak is to formulate the Sarawak Biodiversity Master Plan. The project titled "Sarawak Biodiversity Master Plan – Support to Policy Formulation, Institutional Framework and Institutional Capacity Building" (SBMP) will contribute to mainstreaming biodiversity and ecosystem considerations into Sarawak's development planning to advance effective conservation and safeguard natural resources. The formulation of Sarawak Biodiversity Master Plan and its implementation is aligned with Sarawak's development objectives as well as the international call for stronger sub-national commitment on addressing threats to biodiversity and ecosystems, and full integration of conservation and sustainable use of biodiversity into development planning to ensure sustainable economic growth and social wellbeing in Sarawak.

There are three outcomes to this project namely:

1. Development and sectoral policies are harmonized and strengthened through formulation of **SARAWAK BIODIVERSITY MASTER PLAN** to enable effective conservation, management & sustainable use of biodiversity
2. **INSTITUTIONAL MANDATES** for biodiversity & ecosystems are clarified to strengthen intra-governmental coordination and multiple stakeholder participation in biodiversity planning & decision-making process
3. **CAPACITY** to implement the Sarawak Biodiversity Master Plan enhanced among the government ministries and agencies

UNDP is looking to engage the technical expertise of an entity or organization for the assessment and profiling of biodiversity and ecosystems as well as review of different environmental assessment tools on land use and natural resource management for mainstreaming biodiversity in Sarawak as technical input to the formulation of Sarawak Biodiversity Master Plan.

B. SCOPE OF WORK

Role

The national expert team will be part of the policy and technical expert team led by UNDP Malaysia, Singapore and Brunei Darussalam to provide technical expertise and inputs to the formulation of the Sarawak Biodiversity Master Plan.

Scope of Work and Responsibilities

- Carry out rapid technical assessments and/or use available, recent secondary information and consultations with respective stakeholders to update the status of biodiversity and ecosystems in Sarawak.
- Profiling of critical and significant biodiversity landscapes, including working with Land & Survey Department and Forest Department Sarawak on identifying and mapping vulnerable areas in Sarawak.
- Review all different environmental assessment tools on land use and natural resource management such as but not limited to Environmental Impact Assessment (EIA) and Strategic Environmental Assessment Tool (SEA), etc. with identification of opportunities and recommendations to expand the usability of the assessment tools for biodiversity mainstreaming.
- Provide technical inputs on conservation and management of biodiversity and ecosystems including forests, riparian and marine habitats, opportunities for establishing ecological connectivity between totally protected areas, permanent forest estates and plantation areas through soil and water conservation, and other environmentally sustainable plantation practices.
- Provide critical inputs to the proposed policy strategies and actions in the Sarawak Biodiversity Master Plan to enable mainstreaming of biodiversity across institutions and sectors in Sarawak.
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C. INSTITUTIONAL ARRANGEMENT

The Specialist will report to the Project Manager, Sarawak Region and seek technical clearance of outputs/deliverables from the Head of Sustainable and Resilient Development of UNDP Country Office in Malaysia. The Specialist is also expected to liaise closely with project team on project management and other relevant matters.

- Estimated level of effort: up to 120 days;
- The Specialist will be given access to relevant information necessary for execution of the tasks under this assignment;
- The Specialist will be responsible for providing her/his own working station (i.e., laptop, internet, phone, scanner/printer, camera, etc.) and must have access to a reliable internet connection;
- The Specialist is expected to be reasonably flexible with his/her availability during the assignment;
- Payments will be made upon submission of a Certification of Payment (COP) form, and acceptance and confirmation by the Supervisor on the outputs delivered.

D. DURATION OF THE WORK

The assignment will require up to 120 working days starting from 1 August 2022 until 30 June 2023 including 45 days of travel in Kuching and other parts of Sarawak, where relevant.

E. DUTY STATION

Home-based and travel to Sarawak.

F. SCHEDULE OF PAYMENT

Deliverable	Payment Schedule	Percentage of Payment (MYR)
1. Upon submission and acceptance of the detailed work plan by UNDP	By 7 August 2022	10%
2. Upon submission and acceptance of the stocktaking report on the status of biodiversity and ecosystems of both terrestrial and marine in Sarawak by UNDP	By 31 August 2022	20%
3. Upon submission and acceptance of the first draft of updated profile of critical and significant biodiversity and ecosystems, and important landscapes such as Heart of Borneo in Sarawak by UNDP	By 15 September 2022	10%
4. Upon submission and acceptance of first draft of maps (including raw GIS compatible softcopy files) detailing biodiversity vulnerable areas in Sarawak by UNDP	By 30 September 2022	10%
5. Report on review of all existing environmental assessment tools for Sarawak, identifying opportunities and recommendations for expanding usability of existing assessment tools for mainstreaming.	By 30 September 2022	20%
6. Upon submission and acceptance of the validation workshop report on the Sarawak Biodiversity Master Plan by UNDP	By 15 December 2022	10%
7. Upon submission and acceptance of the final draft of updated profile of critical and significant biodiversity and ecosystems, and important landscapes such as Heart of Borneo in Sarawak by UNDP	By 1 February 2023	10%
8. Upon submission and acceptance of final draft of maps (including raw GIS compatible softcopy files) detailing biodiversity vulnerable areas in Sarawak by UNDP	By 1 March 2023	10%
TOTAL		100%

G. EXPERTISE REQUIREMENT

The national expert team should consist of at least three members with technical expertise in terrestrial biodiversity & ecosystems, marine biodiversity & ecosystems, land use planning & management, and/or natural resource management in Sarawak and/or Malaysia. The team should not have more than 4 technical experts.

Functional competencies:

- Proven ability to be flexible in a team-oriented approach with diverse groups of people;
- Capable of working in a high-pressure environment with sharp and frequent deadlines, managing many tasks simultaneously;
- Exercises the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner;
- Welcomes constructive feedback;
- Excellent communication and writing skills; and
- Excellent planning, organizational, multi-task and time management skills.

Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favouritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment;
- Demonstrates integrity by modelling the UN's values and ethical standards.

Education

- Master's degree or higher in a relevant field, such as Biodiversity, Botany, Conservation Biology, Ecology, Marine Science, Veterinary Science (Wildlife), Nature Conservation, Natural Resource Management, Land Use Planning and/or Management, and relevant field;

Experience

- Minimum 10 years of demonstrable experience in the technical area of biodiversity conservation and management, land use planning and management, and natural resource management;
- Minimum 5 years of experience in using GIS software and mapping of biodiversity areas;
- Knowledge and/or good understanding of biodiversity and ecosystems in Sarawak;
- Demonstrated understanding of political, legal and institutional context and priorities for conservation and sustainable use of biodiversity and ecosystems in Sarawak;
- Experience working with Sarawak Government and/or UNDP an advantage; and
- Excellent written and oral communication skills in English and fluency in Bahasa Malaysia.

TECHNICAL PROPOSAL SUBMISSION FORM⁷*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)*

[insert: Date]

To: UNDP Malaysia

Dear Sir/Madam:

We, the undersigned, offer to provide the services for **Assessment and Profiling of Biodiversity & Ecosystems and Review of Environmental Assessment Tools for Mainstreaming Biodiversity in Sarawak** in accordance with your Request for Proposal No. **MyRFP2022-006** dated: **18 May 2022** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal (password protected) submitted separately.

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

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

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

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

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

Contact Telephone: _____

Email: _____

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[insert: Location].

[insert: Date]

To: UNDP Malaysia

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List. (Annex 4)*

B. Proposed Methodology for the Completion of Services

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

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

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

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

*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*

(MUST BE PASSWORD PROTECTED)

FORM FOR SUBMITTING FINANCIAL PROPOSAL

Ref: MyRFP2022-006

[insert: Date]

We, the undersigned, offer to provide the services for We, the undersigned, offer to provide the services for **Assessment and Profiling of Biodiversity & Ecosystems and Review of Environmental Assessment Tools for Mainstreaming Biodiversity in Sarawak** in accordance with your Request for Proposal No. **MyRFP2022-006** dated: **18 June 2022** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal (password protected) submitted separately.

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

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

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

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

Cost Breakdown per Deliverable***Table 1: Breakdown of Price per Deliverables/Activity**

No.	Deliverable (refer to output and scope of work above)	% of Fees payable	Price (Lump Sum, All Inclusive)
1	Upon submission and acceptance of the detailed work plan by UNDP	10%	
2	Upon submission and acceptance of the stocktaking report on the status of biodiversity and ecosystems of both terrestrial and marine in Sarawak by UNDP	20%	
3	Upon submission and acceptance of the first draft of updated profile of critical and significant biodiversity and ecosystems, and important landscapes such as Heart of Borneo in Sarawak by UNDP	10%	
4	Upon submission and acceptance of first draft of maps (including raw GIS compatible softcopy files) detailing biodiversity vulnerable areas in Sarawak by UNDP	10%	

5	Report on review of all existing environmental assessment tools for Sarawak, identifying opportunities and recommendations for expanding usability of existing assessment tools for mainstreaming.	20%	
6	Upon submission and acceptance of the validation workshop report on the Sarawak Biodiversity Master Plan by UNDP	10%	
7	Upon submission and acceptance of the final draft of updated profile of critical and significant biodiversity and ecosystems, and important landscapes such as Heart of Borneo in Sarawak by UNDP	10%	
8	Upon submission and acceptance of final draft of maps (including raw GIS compatible softcopy files) detailing biodiversity vulnerable areas in Sarawak by UNDP	10%	
	Total	100%	MYR

Table 2: Cost Breakdown by Cost Component

Personnel Name	Position	No. of Personnel	Fee Rate (MYR)	No of Days	Total Amount
			A	B	C=A*B
	Eg. Team Leader / Lead account Manager				
	Subtotal Professional Fees:				MYR

Table 3: Breakdown of Other Cost

Description	UOM	Quantity	Unit Price (MYR)	Total Amount (MYR)
Transportation	1	Lumpsum		
Insurance				
Other Costs (Communication, internet, Survey, study tools, equipment, and requirements, etc.) please specify				
Subtotal Other Costs				MYR

NOTE: Cost breakdown at Table 2 & Table 3 must be equal with Table 2 total.

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

Form for Submitting Self-Declaration

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹¹)

We, the undersigned hereby declare that we are not in the removed or suspended ineligibility list of the UN, UN Procurement Division list or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council.

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

[Designation]

[Date]

Yours sincerely,

¹¹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Joint Venture/Consortium/Association Information Form (If applicable)

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

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

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

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

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

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

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____