*United Nations Development Programme*

**AMENDED REQUEST FOR PROPOSAL**

**Development of overall municipal/city financial and policy mechanisms for implementation of energy efficiency measures enabling increase of energy efficiency in residential sectors:**

* **LOT 01: Development of financial and policy mechanisms for the cities/municipalities of Doboj, Bihac, Doboj Istok, Banja Luka, Laktasi, Gradiska, Maglaj, Bosanska Krupa, Cazin, Buzim, Sanski Most, Novi Grad;**
* **LOT 02: Development of financial and policy mechanisms for the cities/municipalities of Tuzla, Lukavac, Tesanj, Teslic, Banovici, Bijeljina, Zvornik, Vlasenica, Odzak, Brcko, Foca, Modrica;**
* **LOT 03: Development of financial and policy mechanisms for the cities/municipalities of Konjic, Citluk, Rogatica, Sekovici, Doboj Jug, Kotor Varos, Jezero, Novi Travnik, Novo Gorazde, Livno, Visoko, Cajnice.**

RFP No.: **BiH/RfP/015/22**

Project: “Decarbonization of Residential sector in BiH”

Country: Bosnia and Herzegovina

Issued on: 31 May 2022

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# Section 1. Letter of Invitation

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

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

Section 1: This Letter of Invitation

Section 2: Instruction to Bidders

Section 3: Bid Data Sheet (BDS)

Section 4: Evaluation Criteria

Section 5: Terms of Reference

Section 6: Returnable Bidding Forms

* Form A: Technical Proposal Submission Form
* Form B: Bidder Information Form
* Form C: Joint Venture/Consortium/Association Information Form
* Form D: Qualification Form
* Form E: Format of Technical Proposal
* Form F: Financial Proposal Submission Form
* Form G: Financial Proposal Form
* Form H: Form of Proposal Security

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet through the UNDP ATLAS E-Tendering system, which can be accessed at <https://etendering.partneragencies.org>.

**Insert BU Code: BIH10**

**Event ID: 0000012650**

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

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

 Sincerely,

UNDP BiH

# Section 2. Instruction to Bidders

|  |
| --- |
| GENERAL PROVISIONS |
| Introduction | * 1. Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d>
	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.
	3. As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website ([www.ungm.org](http://www.ungm.org)). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.
 |
| Fraud & Corruption, Gifts and Hospitality | * 1. UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at <http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti>
	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.
	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.
	4. All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <http://www.un.org/depts/ptd/pdf/conduct_english.pdf>
 |
| Eligibility | * 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.
	2. It is the Bidder’s responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.
 |
| Conflict of Interests | * 1. Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:
	2. 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;
	3. Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or
	4. Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.
	5. 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.
	6. Similarly, the Bidders must disclose in their proposal their knowledge of the following:
	7. 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
	8. All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.

Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.* 1. 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.
 |
| PREPARATION OF PROPOSALS |
| General Considerations | * 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.
	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.
 |
| Cost of Preparation of Proposal | * 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.
 |
| Language  | * 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.
 |
| Documents Comprising the Proposal | * 1. The Proposal shall comprise of the following documents:
	2. Documents Establishing the Eligibility and Qualifications of the Bidder;
	3. Technical Proposal;
	4. Financial Proposal;
	5. Proposal Security, if required by BDS;
	6. Any attachments and/or appendices to the Proposal.
 |
| Documents Establishing the Eligibility and Qualifications of the Bidder | * 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.
 |
| Technical Proposal Format and Content | * 1. The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.
	2. The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.
	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
	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.
 |
| Financial Proposals | * 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.
	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.
	3. Prices and other financial information must not be disclosed in any other place except in the financial proposal.
 |
| Proposal Security | * 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.
	2. The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.
	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.
	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.
	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:
		1. If the Bidder withdraws itsoffer during the period of the Proposal Validity specified in the BDS, or;
		2. In the event that the successful Bidder fails:
		3. to sign the Contract after UNDP has issued an award; or
	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.
 |
|  Currencies | * 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:
1. 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
2. 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.
 |
|  Joint Venture, Consortium or Association | * 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.
	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.
	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.
	4. The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement.  All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.
	5. A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:
1. Those that were undertaken together by the JV, Consortium or Association; and
2. Those that were undertaken by the individual entities of the JV, Consortium or Association.
	1. 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.
	2. 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.
 |
| Only One Proposal | * 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.
	2. Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:
	3. they have at least one controlling partner, director or shareholder in common; or
	4. any one of them receive or have received any direct or indirect subsidy from the other/s; or
	5. they have the same legal representative for purposes of this RFP; or
	6. 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;
	7. 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
	8. 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.
 |
| Proposal Validity Period | * 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.
	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.
 |
| Extension of Proposal Validity Period | * 1. In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.
	2. If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.
	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.
 |
| Clarification of Proposal | * 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.
	2. UNDP will provide the responses to clarifications through the method specified in the BDS.
	3. UNDP shall endeavour 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.
 |
| Amendment of Proposals | * 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.
	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.
 |
| Alternative Proposals | * 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.
	2. If multiple/alternative proposals are being submitted, they must be clearly marked as “Main Proposal” and “Alternative Proposal”.
 |
| Pre-Bid Conference | * 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.
 |
| SUBMISSION AND OPENING OF PROPOSALS |
| Submission  | * 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.
	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.
	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.
 |
| **Hard copy (manual) submission****Email submission****eTendering submission** | * 1. Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:
	2. The signed Proposal shall be marked “Original”, and its copies marked “Copy” as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.
	3. The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall:

i. Bear the name and address of the bidder;ii. Be addressed to UNDP as specified in the BDSiii. Bear a warning that states *“Not to be opened before the time and date for proposal opening”* as specified in the BDS. If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.* 1. Email submission, if allowed or specified in the BDS, shall be governed as follows:
1. Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;
2. The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.
3. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.
	1. Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:
4. Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;
5. The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.
6. The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.
7. Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.
8. Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>
 |
| Deadline for Submission of Proposals and Late Proposals | * 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
	2. UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.
 |
| Withdrawal, Substitution, and Modification of Proposals | * 1. A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.
	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”
	3. eTendering: A Bidder may withdraw, substitute or modify its Proposal by Cancelling, 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.
	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
 |
| Proposal Opening  | * 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.
 |
| EVALUATION OF PROPOSALS |
| Confidentiality | * 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.
	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.
 |
| Evaluation of Proposals | * 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.
	2. Evaluation of proposals is made of the following steps:
	3. Preliminary Examination
	4. Minimum Eligibility and Qualification (if pre-qualification is not done)
	5. Evaluation of Technical Proposals
	6. Evaluation of Financial Proposals
 |
| Preliminary Examination  | * 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.
 |
| Evaluation of Eligibility and Qualification | * 1. Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).
	2. In general terms, vendors that meet the following criteria may be considered qualified:
	3. 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;
	4. They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,
	5. 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;
	6. They are able to comply fully with UNDP General Terms and Conditions of Contract;
	7. They do not have a consistent history of court/arbitral award decisions against the Bidder; and
	8. They have a record of timely and satisfactory performance with their clients.
 |
| Evaluation of Technical and Financial Proposals | * 1. The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.
	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.
	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.
	4. When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:

Rating the Technical Proposal (TP): **TP Rating** = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100 Rating the Financial Proposal (FP): **FP Rating** = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100Total Combined Score:**Combined Score =** (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%) |
|  Due Diligence | * 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:
		1. Verification of accuracy, correctness and authenticity of information provided by the Bidder;
		2. Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;
		3. 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;
		4. Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;
		5. Physical inspection of the Bidder’s offices, branches or other places where business transpires, with or without notice to the Bidder;
		6. Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
 |
| Clarification of Proposals | * 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.
	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.
	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.
 |
| Responsiveness of Proposal | * 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.
	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.
 |
| Nonconformities, Reparable Errors and Omissions | * 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.
	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.
	3. For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:
1. 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;
2. 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
3. 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.
	1. If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.
 |
| AWARD OF CONTRACT |
| Right to Accept, Reject, Any or All Proposals | * 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.
 |
| Award Criteria | * 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.
 |
| Debriefing | * 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.
 |
| Right to Vary Requirements at the Time of Award | * 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.
 |
| Contract Signature | * 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.
 |
| Contract Type and General Terms and Conditions  | * 1. The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>
 |
| Performance Security | * 1. 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at

<https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default> within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective. |
| Bank Guarantee for Advanced Payment | * 1. Except when the interests of UNDP so require, it is UNDP’s preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at <https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default>
 |
| Liquidated Damages | * 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.
 |
| Payment Provisions | * 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.
 |
| Vendor Protest | * 1. UNDP’s vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: <http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>
 |
| Other Provisions | * 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.
	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.
	3. The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 <http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer>
 |

# Section 3. Bid Data Sheet

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

|  |  |  |  |
| --- | --- | --- | --- |
| **BDS No.** | **Ref. to Section.2** | **Data** | **Specific Instructions / Requirements** |
| 1 | 7 | Language of the Proposal  | English |
| 2 |  | Submitting Proposals for Parts or sub-parts of the TOR (partial bids) | Allowed - The Proposer can submit its proposal for one or more LOTs. Submitting proposals for parts or sub-parts of the TOR within one LOT is not allowed. In case of applying for two or more LOTs, proposer must present its capacity for performing services on all offered LOTs concurrently from the contract commencement date by providing spreadsheet to show the activities of each personnel and the time allocated for their involvement. |
| 3 | 20 | Alternative Proposals  | Shall not be considered |
| 4 | 21 | Pre-proposal conference  | Will not be conducted |
| 5 | 10 | Proposal Validity Period | 90 days |
| 6 | 14 | Bid Security  | Required in the amount of BAM 6,000 per LOT (or in equivalent amount in EUR or USD in accordance with the prevailing UN operational rate of exchange on the last day of submission of Bids) Acceptable Forms of Proposal Security - Bank Guarantee ( Form H: Form of Proposal Security for template) Note: The Proposal Security should be submitted in hard copy on the address: UNDP BIH, Zmaja od Bosne bb, 71000 Sarajevo, not later than 5 working days after bid submission date and time, with note ‘’Proposal Security RFP-015-22 |
| 7 | 41 | Advanced Payment upon signing of contract  | Not Allowed |
| 8 | 42 | Liquidated Damages | Will not be imposed |
| 9 | 40 | Performance Security | Not Required |
| 10 | 18 | Currency of Proposal  | EUR, USD or local currency BAM; (UN Operational Exchange Rate on bid opening date will be applied). The payment to the local vendor will be made in BAM |
| 11 | 31 | Deadline for submitting requests for clarifications / questions | 7 days before the submission deadline |
| 12 | 31 | Contact Details for submitting clarifications/questions  | Focal Person in UNDP: Registry UNDP BiHE-mail address: registry.ba@undp.org Ref.: RfP – 015/22, Development of overall municipal/city financial and policy mechanisms for implementation of energy efficiency measures enabling increase of energy efficiency in residential sectorsOffer for LOT (number and title of LOT offered) |
| 13 | 18, 19 and 21 | Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries | -Direct communication to prospective Proposers by email and Posting on the website UNDP and UNGM-**Uploading in the E-tendering system. Once uploaded,****Prospective bidder (i.e. bidder that have accepted the bid****Invitation in the system) will be notified via email that changes have occurred. It is the responsibility of the bidder to view the respective changes and clarifications in the system** |
| 14 | 23 | Deadline for Submission  | **04th of July 2022 at 14:00 CET**Note that system time zone is in EST/EDT (New York) time zone.Try to submit your proposal a day prior or well before the closing time.  Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.  |
| 14 | 22 | Allowable Manner of Submitting Proposals | 🗵 e-TenderingDetailed instructions on how to register, submit, modify or cancel a bid in the e-Tendering system are provided in Bidder User Guide and Video available on link:<http://www.ba.undp.org/content/bosnia_and_herzegovina/bs/home/presscenter/vijesti/2019/introductionofetendering.html> <http://www.ba.undp.org/content/bosnia_and_herzegovina/en/home/presscenter/articles/2019/introductionofetendering.html> |
| 15 | 22 | Proposal Submission Address  | [**https://etendering.partneragencies.org**](https://etendering.partneragencies.org)**Insert BU Code: BIH10****Event ID: 0000012650** |
| 16 | 22 | Electronic submission (email or eTendering) requirements | * Format: PDF files only
* File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.
* All files must be free of viruses and not corrupted*.*
* Max. File Size per transmission: 50MG
* 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.

**The Proposer is required to submit the Financial Proposal and Financial Proposal Submission Form in a password protected PDF file separate from the rest of the proposal submission. The password for financial proposal must not be provided until requested by UNDP BiH** |
| 17 | 2736 | Evaluation Method for the Award of Contract | Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively, where minimum passing score of technical proposal is 70% per LOT separately. |
| 18 |  | Expected date for commencement of Contract | *July 22, 2022* |
| 19 |  | Maximum expected duration of contract  | 09 months, July 2022 – March 2023 (LOT 1 and LOT 2)17 Months, July 2022 – November 2023 (LOT 3) |
| 20 | 35 | UNDP will award the contract to: | One or more Proposers, based on best-evaluated proposal for each LOT respectively and performed capacity assessment of the proposers. In case of applying for more than one LOT, proposer must indicate capacity for performing services on those LOTs concurrently from the contract commencement date, by providing spreadsheet to show the activities of each personnel and the time allocated for their involvement. In the best interest of the organization, UNDP reserves the right not to award the Contract to the best-evaluated proposal only in case when one bidder is selected as best-evaluated proposal for more than one LOT but has no capacity to perform services concurrently on all offered LOTs. The bidder/s in subject will be awarded with LOT/LOTs according to assessed and proved capacity and for LOT with highest cost difference to next ranked bidder. For LOTs where the best-evaluated proposal was already awarded with other LOT/s, the criteria for awarding not the best-evaluated proposal will be based on calculating the least price difference between the lowest and next ranked bidders  |
| 21 | 39 | Type of Contract  | Contract for Goods and Services on behalf of UN Entities<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |
| 22 | 39 | UNDP Contract Terms and Conditions that will apply | UNDP General Terms and Conditions for Professional Services<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |
| 23 |  | Other Information Related to the RFP | **Important Note: While entering financial proposal in the e-Tendering system, always insert your Bid Price as “1”. The proposals of those bidders that insert their financial proposal value in the e-Tendering system will be disqualified**.The Only One Proposal instruction under Point 15. Section 2 Items 15.1 and 15.2 e, refers to Only One Proposal in each LOT. |

# Section 4. Evaluation Criteria

**Preliminary Examination Criteria**

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

* Appropriate signatures
* Power of Attorney
* Minimum documents provided
* Technical and Financial Proposals submitted separately
* Bid Validity
* Bid Security submitted as per RFP requirements with compliant validity period

**Minimum Eligibility and Qualification Criteria**

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

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

|  |  |  |
| --- | --- | --- |
| **Subject** | **Criteria** | **Document Submission requirement** |
| **ELIGIBILITY**  |  |  |
| **Legal Status** | Vendor is a legally registered entity. | Form B: Bidder Information Form  |
| **Eligibility** | Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with RFP clause 3.  | Form A: Technical Proposal Submission Form |
| **Conflict of Interest** | No conflicts of interest in accordance with RFP clause 4.  | Form A: Technical Proposal Submission Form |
| **Bankruptcy** | Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future. | Form A: Technical Proposal Submission Form |
| **QUALIFICATION** |  |  |
| **History of Non-Performing Contracts[[1]](#footnote-2)**  | Non-performance of a contract did not occur as a result of contractor default for the last 3 years. | Form D: Qualification Form |
| **Litigation History** | No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.  | Form D: Qualification Form |
| **Previous Experience** | Minimum 5 years of relevant experience*(For JV/Consortium/Association, Consortium leader should meet requirements).* | Form D: Qualification Form |
| Minimum three (3) contracts of similar scope, nature and complexity, *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Form D: Qualification Form |
| **Financial Standing** | Minimum average annual turnover for the last 3 years is USD 200,000 (per LOT)(*For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Form D: Qualification Form |
| Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.  | Form D: Qualification Form |

|  |  |  |
| --- | --- | --- |
| **Personnel** | **For each LOT (LOT 1, LOT 2 and LOT 3):** - The Contractor (Consortium) must have a proposed team of at least ten (10) required experts as per this ToR. - Out of this number, there must be three (3) key experts out of which Team Leader and at least one more key expert must be full-time employees of Contractor (Consortium). - Besides (3) key experts there must be minimum seven (7) other experts, out of which at least three (3) must be full-time employees of Contractor (Consortium). In case of applying for more than one LOT, all three (3) required Key Experts must be different for each LOT, while other experts could be shared. Also proposer must indicate capacity for performing services for all offered LOTs concurrently from the contract commencement date by providing spreadsheet to show the activities of each personnel and the time allocated for her/his involvement.*(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Form B: Bidder Information Form |

**Technical Evaluation Criteria for LOT 1, LOT 2 and LOT 3**

**Technical Evaluation Criteria**

|  |  |
| --- | --- |
| **Summary of Technical Proposal Evaluation Forms** | **Points obtainable** |
| 1. | Bidder’s qualification, capacity and experience  | 300 |
| 2. | Proposed Methodology, Approach and Implementation Plan | 400 |
| 3. | Management Structure and Key Personnel | 300 |
|  | **Total** | **1000** |

|  |  |
| --- | --- |
| **Section 1.** **Bidder’s qualification, capacity and experience** | **Points obtainable** |
| 1.1 | Reputation of Organization and Staff Credibility / Reliability / Industry Standing  | 30 |
| 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;* + - 1. Management structure: max 20 points
			2. Financial stability: max 20 points
			3. Project management controls: max 10 points
 | 50 |
| 1.3 | Relevance of specialized knowledge and experience on similar engagements, proven through reference letters and/or contract. References must include investors’ contact details, project values, etc.;* Experience in conducting financial analysis related to improvement of energy efficiency in buildings – maximum 70 points
* Experience in conducting financial analysis related to energy efficiency action plans and/or sustainable energy action plans for different levels of authorities – maximum 70 points
 | 140 |
| 1.4 | Quality assurance procedures and risk mitigation measures | 50 |
| 1.5 | Organizational Commitment to Sustainability (mandatory weight)-Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points-Organization is a member of the UN Global Compact -5 points-Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues | 30 |
| **Total Section 1** | **300** |
| **Section 2. Proposed Methodology, Approach and Implementation Plan** | **Points obtainable** |
| 2.1 | Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another? | 100 |
| 2.2 | Description of the Offeror’s approach and methodology for meeting or exceeding the requirements of the Terms of Reference | 100 |
| 2.3 | Details on how the different service elements shall be organized, controlled and delivered, as well as details on risk assessment and mitigation measures.  | 60 |
| 2.4 | Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement | 60 |
| 2.5 | Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic | 40 |
| 2.6 | Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract  | 40 |
| **Total Section** **2** | **400** |

|  |  |
| --- | --- |
| **Section 3. Management Structure and Key Personnel – Lot 1** | **Points obtainable** |
| 3.1 | Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services? |  | **60** |
| 3.2 | Qualifications of key personnel proposed |  |  |
|  | **Key Expert 1 / Team Leader**:  | **70** |  |
|  | General experience: | 10 |  |
| Specific experience in:* + - Experience in leading teams of experts in developing expert documents of similar nature and complexity – i.e. financial schemes; - 20 points
		- Experience in developing financial modelling for energy efficiency in building sector; - 20 points
		- Experience in developing complex documents related to energy efficiency, including cross-sectoral fields (i.e. civil engineering, mechanical engineering, electrical engineering, financial analysis etc.); - 10 points
		- Experience in working with representatives of different levels of government in the fields relevant to this assignment; – 10 points
 | 60 |
|  | **Key Expert 2 - Mechanical Engineer**:  | **36** |  |
|  | - General experience: | 10 |  |
| Specific experience in:* + - Experience in developing financial analysis within mechanical engineering field in energy efficiency in building sector; - 20 points
		- Experience in working with representatives of different levels of government in the fields relevant to this assignment; – 6 points
 | 26 |
|  | **Key Expert 3 – Civil Engineer or Architect**:  | **36** |  |
|  | - General experience: | 10 |  |
| Specific experience in:* + - Experience in developing financial analysis within civil engineering/architecture field in energy efficiency in building sector; - 20 points
		- Experience in working with representatives of different levels of government in the fields relevant to this assignment; – 6 points
 | 26 |
|  | **Expert 4 – Electrical Engineer**:  | **14** |  |
|  | - General experience: | 5 |
| Specific experience in:* + - Experience in financial analysis within electrical engineering field in energy efficiency in building sector; - 6 points
		- Experience in working with representatives of different levels of government in the fields relevant to this assignment; – 3 points
 | 9  |
|  | **Expert 5 – Electrical Engineer**:  | **14** |
|  | - General experience: | 5 |
|  | Specific experience in:* + - Experience in financial analysis within electrical engineering field in energy efficiency in building sector; - 6 points
		- Experience in working with representatives of different levels of government in the fields relevant to this assignment; – 3 points
 | 9  |
|  | **Expert 6 – Civil Engineer or Architect**:  | **14** |
|  | - General experience: | 5 |
|  | Specific experience in:* + - Experience in financial analysis within civil engineering/architecture field in energy efficiency in building sector; - 6 points
		- Experience in working with representatives of different levels of government in the fields relevant to this assignment; – 3 points
 | 9  |
|  | **Expert 7 – Mechanical Engineer**:  | **14** |
|  | - General experience: | 5 |
|  | Specific experience in:* + - Experience in financial analysis within mechanical engineering field in energy efficiency in building sector; - 6 points
		- Experience in working with representatives of different levels of government in the fields relevant to this assignment; – 3 points
 | 9  |
|  | **Expert 8 – Economist**:  | **14** |
|  | - General experience: | 5 |
|  | Specific experience in:* + - Experience in financial analysis within economical field in energy efficiency in building sector; - 6 points
		- Experience in working with representatives of different levels of government in the fields relevant to this assignment; – 3 points
 | 9  |
|  | **Expert 9 – Economist**:  | **14** |
|  | - General experience: | 5 |
|  | Specific experience in:* + - Experience in financial analysis within economical field in energy efficiency in building sector; - 6 points
		- Experience in working with representatives of different levels of government in the fields relevant to this assignment; – 3 points
 | 9  |
|  | **Expert 10 – Lawyer**:  | **14** |  |
|  | - General experience: | 5 |
|  | Specific experience in:* + - Experience in legal analysis within economical field in energy efficiency in building sector; - 6 points
		- Experience in working with representatives of different levels of government in the fields relevant to this assignment; – 3 points
 | 9  |
| **Total Section 3**  | **300** |

**Section 5.** Terms of Reference

**LOT 1, 2 and LOT 3 Development of Financial Mechanisms**

**Development of overall municipal/city financial and policy mechanisms for implementation of energy efficiency measures enabling increase of energy efficiency in residential sectors in 36 municipalities and cities, split into 3 Lots as follows:**

|  |  |
| --- | --- |
| LOT 01 | Development of financial and policy mechanisms for the cities/municipalities of Doboj, Bihac, Doboj Istok, Banja Luka, Laktasi, Gradiska, Maglaj, Bosanska Krupa, Cazin, Buzim, Sanski Most, Novi Grad; |
| LOT 02 | Development of financial and policy mechanisms for the cities/municipalities of Tuzla, Lukavac, Tesanj, Teslic, Banovici, Bijeljina, Zvornik, Vlasenica, Odzak, Brcko, Foca, Modrica; |
| LOT 03 | Development of financial and policy mechanisms for the cities/municipalities of Konjic, Citluk, Rogatica, Sekovici, Doboj Jug, Kotor Varos, Jezero, Novi Travnik, Novo Gorazde, Livno, Visoko, Cajnice. |

1. **Brief Description of the Required Service**

*Residential housing sector in Bosnia and Herzegovina*

This sector has been clearly recognised as the largest final energy consumer. At the same time, it has been also recognised as the sector with the largest potential for cost-effective energy saving.

Large-scale investment in cost-effective energy efficiency retrofit measures and use of energy from renewable sources in residential buildings would bring numerous benefits to the country. This would generate robust transition towards low-carbon residential sector and significantly contribute to GHG emission reduction, thus contributing to global environmental benefits. Such investment would improve living conditions of households, most of whom are women and children, significantly reduce households' energy bills and help saving their family budgets, thus contributing to overcoming energy poverty. It would create new employment opportunities and contribute to economic growth. By reducing energy consumption, such investment would also contribute to Bosnia and Herzegovina' energy independence and improve its energy supply security.

Unfortunately, such outstanding development potential of the country' residential sector remains untapped. Vast opportunities for sustainable development through large-scale investment in low-carbon residential sector have not yet been exploited, for variety of reasons. All stakeholder groups, seen as the key drivers of change (public authorities, dwelling owners and their associations, building-management firms and other private sector' actors) face a number of financial and non-financial barriers to their low-carbon investment in residential buildings.

Authorities lack organisational, technical and managerial knowledge to develop efficient policy, regulatory and financial schemes for implementation of energy efficiency schemes in residential sector under their jurisdiction.

Majority of dwelling owners do not have own financial resources to pay for energy efficiency retrofit of their buildings. Many of them are social cases with low or no income, others are pensioners with generally low pensions, or employees with minimal salaries insufficient to cover even basic family needs. Dwelling owners in multi-dwelling buildings face additional obstacles attributed to lack of clear decision-making mechanisms and to complexity of the whole energy retrofitting process of the whole building. Dwelling owners' associations (in Republika Srpska) and building-management firms (in the Federation B&H) have limited if any financial, organisational and technical capacity and motivation to obtain required financial resources from commercial banks, to prepare and implement retrofitting projects and ensure verification of energy efficiency improvements.

At the same time, authorities do not have clear picture on the energy-related challenges placed in residential sector. They have not yet quantified total numbers of residential buildings requiring energy efficiency renovation, have no information on how much energy and which energy types these poorly isolated houses currently use. They have not established scope of works required to retrofit the whole residential housing stock located on territory under their jurisdiction and are unaware of wide variety of socio-economic and environmental benefits these works bring to society.

Use of the overall energy saving potential of Bosnia and Herzegovina' residential buildings, with consequent achievement of accompanying GHG emission reduction will certainly come at a large cost and will require significant upfront investment from dwelling owners and stakeholders. These investments are very slow to materialise under the above pictured baseline conditions, due to a great deal of financial and non-financial barriers.

**In order to build foundations and open the floor for scaling-up investment in low-carbon residential buildings in B&H,** UNDP is implementing the project that provides an integrated package of technical, managerial, financial, informational and educational assistance, designed to address the country-specific risks and barriers to energy efficiency investment in residential sector. It aims to identify intervention packages and modalities which are most efficient in the country' context, thus opening floor for larger investment volumes from both domestic and international sources. This project focuses on local level directly targeting Cities and Municipalities expressing political will for low-carbon investment in residential housing stock located on their territory. The project will pilot in overcoming a number of financial and non-financial investment barriers and assist participating Municipalities and Cities to create locally managed investment frameworks that are friendly to their dwelling-owner citizens.

One of the key project activities within the country' residential sector is the develop overall Municipal/City financial and policy mechanisms for implementation of energy efficiency measures under this project and beyond for 36 cities/municipalities (as divided per Lot 1, 2 and 3). These financial mechanisms and policies will enable large-scale EE/RES investments in residential sector.

1. **Overall objective of the assignment**

The overall objective of the assignment is to develop and establish efficient and effective policy & finance mechanisms enabling large-scale investments in residential sector in 36 municipalities/cities, namely:

|  |  |
| --- | --- |
| LOT 01 | Development of financial and policy mechanisms for the cities/municipalities of Doboj, Bihac, Doboj Istok, Banja Luka, Laktasi, Gradiska, Maglaj, Bosanska Krupa, Cazin, Buzim, Sanski Most, Novi Grad; |
| LOT 02 | Development of financial and policy mechanisms for the cities/municipalities of Tuzla, Lukavac, Tesanj, Teslic, Banovici, Bijeljina, Zvornik, Vlasenica, Odzak, Brcko, Foca, Modrica; |
| LOT 03 | Development of financial and policy mechanisms for the the cities/municipalities of Konjic, Citluk, Rogatica, Sekovici, Doboj Jug, Kotor Varos, Jezero, Novi Travnik, Novo Gorazde, Livno, Visoko, Cajnice. |

Moreover, it is expected that each scheme will incorporate the findings of municipal/city Energy Efficiency Studies for residential housing sector, the experience gained by implementing public calls for homeowners willing to improve the energy efficiency of their dwellings, lessons learned in execution of energy efficiency works and services. The financial schemes will include the preparation of a whole set of documents needed for further implementation of measures in the residential sector. To come up with appropriate schemes, various financial and implementation mechanisms that are successfully applied in other countries will be considered (i.e. Energy Efficiency Obligation Schemes – EEOs, ESCO contracting, establishment of local revolving funds, local environmental taxes, loans from local banks and/or international creditors, financial participation by the dwelling owners, etc.).

1. **Scope of work**

The main types of required assistance, to be provided by the Contractor for each LOT are:

**Development of sustainable financial schemes and required policy/regulatory documents for each municipality/city.**

Technical assistance will be provided to municipalities and cities participating in the development of sustainable financial schemes required for continuous low-carbon investment in residential housing stock, for the period after the project ends. These schemes will be developed collaborately by UNDP and local officials during the project implementation period. To ensure that they are well suited to local socio-economic context, institutional knowledge and practical experience gained throughout the project period will be widely explored. Therefore, each scheme will incorporate the findings of municipal/city Energy Efficiency Studies for residential housing sector, the experience gained by implementing public calls for homeowners wlling to improve the energy efficiency of their dwellings, lessons learned in execution of energy efficiency works and services. The most important parameters to be incorporated in these financial schemes will be the overall scope of investments required, and most significant financial and non-financial barriers such as current financial position of municipalities/cities, homeowners and the private sector, and their technical and organisational capacity and knowledge.

To come up with appropriate schemes, various financial and implementation mechanisms that are successfuly applied in other countries will be considered (i.e. Energy Efficiency Obligation Schemes – EEOs, ESCO contracting, establishment of local revolving funds, local environmental taxes, loans from local banks and/or international creditors, financial participation by the dwelling owners, etc.).

The developed schemes will include the preparation of a whole set of documents needed for further implementation of measures in the residential sector. The most significant is the development of municipal/city public calls for homeowners willing to improve energy efficiency of their dwellings.These documents will be created within the UNDP' technical assistance to target municipalities, through a collaborative process involving UNDP experts and relevant Municipal/City officials and decision makers. Each document will be tailored to specific Municipal/City' organisational, financial, technical, regulatory and managerial context of their residential sector, as presented in their energy efficiency studies. It will clearly and simply describe the whole selection process, including the selection criteria, eligible energy efficiency measures, and contractual obligations of all parties involved (dwelling owners, authorities, energy auditors, and work execution firms).

In addition to the financial structure, these mechanisms will also include accompanying non-policy and educational measures aiming to secure large-scale participation of citizens and the private sector and an effective incentive role of local authorities.

**Identification, development and delivery of educational programms on understanding and utilizing of various financial schemes for each municipality/city's stakehodler group (local authorities, dwelling-owners' associations, energy service providers, etc)**

During the development of schemes, capacity building and education of Municipal/City officials will be continuously conducted in all project implementation phases, with different immediate purposes, topics and methods.

Immediately after participating municipalities/cities have been selected, they will be presented good practices and lessons learned in the field of low-carbon residential housing by their counterparts in other European countries. This will aim to ensure their active and constructive participation in all project activities, aimed to be implemented in full partnership with officials and decision makers of participating municipalities/cities.

However, most of educational and capacity building activities will be implemented through experiential on-the-job learning of Municipal/City officials, through active participation of local officials in implementation of project activities and creation of various studies and operational project-related documentation.

1. **Outputs/ tasks**

In each LOT, the following tasks shall be carried out during this assignment:

The following tasks shall be carried out during this assignment:

1. Develop methodology for preparation of each financial scheme and required policy/regulatory documents for each municipal/city;
2. Preparation of sustainable financial schemes and required policy/regulatory documents for each municipality/city
3. Identification, development and delivery of educational programmes on understanding and utilizing of various financial schemes for each municipality/city's stakeholder group (local authorities, dwelling-owners' associations, energy service providers, etc.)
4. ***Develop methodology for preparation of each financial scheme and required policy/regulatory documents for each municipal/city;***

Being the core instrument for the successful provision of required service, the methodology proposed by the Offeror shall undoubtedly demonstrate capability to reach the envisaged results required in the ToR and show strong relevance to the specific scope, objectives and range of tasks in a complex manner. This section should propose the Offeror`s vision and approach to organizing and performing the tasks as stated within the ToR and as per the overall scope and objectives of the service in the most logical, realistic, efficient and relevant to the context in BiH manner. This part shall also contain a general work plan, which illustrates the anticipated work-flow and timeframe of implementation of the tasks and activities.

It is necessary to develop such a methodology that will ensure creation of required financial schemes, documents and educational programmes providing sufficiently documentation and understanding of newly developed schemes and thus enabling the creation of long-term policy & financial mechanisms within each municipality/city.

Within the proposed methodology the Offeror must take into account specificities of each of the following twelve local authorities (each Lot) and tailor it to the ability and capacities of local authorities to enforce different financial schemes in practice.

1. ***Preparation Development of sustainable financial schemes and required policy/regulatory documents for each municipality/city***

Through this request for proposal, UNDP seeks to select a professional service providers that will conduct delivery of **sustainable** financial schemes (for example, but not limited to - Energy Efficiency Obligation Schemes – EEOs, ESCO contracting, establishment of local revolving funds, local environmental taxes, loans from local banks and/or international creditors, financial participation by the dwelling owners, etc.) and required policy/regulatory documents for each municipality/city, tailored to the capacities of each local authority, i.e. ability to understand, implement and enforce the schemes for the household sector. In order to do so, the Offeror is expected to deliver for each municipality/city the following tasks:

**Task 1: Conduct detailed analysis of legislative frameworks in participating municipalities/cities, which directly and indirectly affect development and implementation of the Financial & Policy Mechanisms for Improving Energy Efficiency in Residential Sector**

This analysis should cover relevant regulation at the local level, as well as adopted and/or drafted policies, strategies, action plans and similar documents that entirely or partially relate to the residential sector.

This analysis should cover regulation (laws, by-laws, decisions, rulebooks, etc) covering all aspects pertaining to implementation modalities and mechanisms of energy efficiency investment in residential sector in relevant government levels in BiH, with focus on municipalities. This should include all relevant sectors and fields such as energy efficiency, renewable energy sources, spatial planning, construction, communal affairs, maintenance of residential housing stock, governance and self-governance including public budgeting, public procurement, financing, economy and entrepreneurship, public-private partnership, inspections, etc. While conducting this analysis, all governance levels should be considered.

Reports on the conducted analysis should primarily include:

1. List of all relevant legislative documents (laws and by-laws, policies, strategies, action plans, etc) aggregated per relevant sectors and fields, with detailed elaboration of each document' relevance to and influence on the Financial & Policy Mechanism in question;
2. List of relevant energy &climate goals, objectives and indicators established in the analyzed strategic and planning documents developed at all governance levels, which define relevant obligations of municipalities/cities to improve energy efficiency of their residential housing stocks;
3. Analysis of all stakeholder groups that will actively participate in development and implementation of the Financial & Policy Mechanism in question (public authorities, dwelling owners and their associations, building-management firms and other private sector' actors), that should include:
	* Description of their legal roles and responsibilities of each stakeholder group in implementation of the established mechanisms, as defined in the pertaining legislative documents analyzed;
	* Elaboration of main legal obstacles envisioned, that may jeopardize or make impossible their intended roles in implementation of the Financial and Policy Mechanism in question;
4. Practical impact of analyzed legislative framework on investment in low-carbon B&H' residential buildings, with emphasis on legislative obstacles that hinder incorporation of best international practices in implementation modalities of the required Financial & Policy Mechanisms in question.

**Task 2: Develop detailed analysis of current financial & policy mechanisms, opportunities and practices for improving energy efficiency in residential sector within participating municipalities/cities**

Reports on the conducted analysis should primarily include:

1. List and description of existing financial schemes that are available to municipalities/cities for low-carbon investment in residential housing stock located on their territory, with emphasis on:
	* Their funding sources (international – multilateral or bi-lateral, national, commercial) and operational mechanisms (loans /grants /co-financing);
	* Their application and implementation modalities (target groups, eligibility conditions, assistance-delivery mechanisms to dwelling-owners (direct financial payments, provision of contracted work, etc);
2. List and description of those above described financial schemes that have been already used by municipalities/cities for energy efficiency retrofitting of residential buildings located on their territory;
3. List and description of any other schemes developed and established with own financial resources of the municipalities/cities (i.e. establishment of energy efficiency obligation scheme within their district heating system; use of the various government level budget for energy efficiency retrofitting of dwellings; etc), and/or those resulting from their *ad hoc* bi-lateral cooperation with international and national institutions.

Description of each identified scheme should primarily incorporate:

* Policy & legislative context of the scheme;
* Horizontal /legislative measures implemented by the municipalities/cities as enabling mechanisms for implementation of the scheme in question;
* Implementation and supervisory bodies;
* Overview of the scheme' financial mechanisms (mechanisms and procedures for raising and disbursing financial resources of the scheme);
* Financial value of the scheme, implementation timeline, technical scope (number of target dwellings, type and scope of planned energy efficiency measures, etc.), climate & energy objectives and indicators established, etc.;
* Primary beneficiary groups (individual dwelling-owners and/or their associations, building-management firms, etc.), and modalities of their participation with emphasis on the way of reconstruction assistance (money, or construction materials, or sub-contracted reconstruction work) they receive;
* Practical operational mechanisms, modalities and tools (grants /subsidies /incentives /loans; eligibility requirements (general, technical, financial, environmental) and selection modalities and criteria; application process including set of pertaining documentation applied; energy saving monitoring & verification mechanisms applied;
* List of legislative documents pertaining to and covering implementation of the scheme;
* Accomplishments achieved to date (number of dwellings retrofitted, scope of energy efficiency measures implemented, energy saving and GHG emission reduction, etc);
* Summary of best practices and lessons learned through the scheme' implementation, with emphasis on main challenges and obstacles jeopardizing planned implementation of the scheme.

For available financial & policy mechanisms not used to date, this report should elaborate on reasons and barriers (economic /financial, legal and regulatory, technical and non-financial) hampering their application in each municipality/city.

**Task 3: Development of sustainable long-term Financial & Policy Mechanisms for Improving Energy Efficiency in Residential Housing Stock within participating municipalities/cities**

Each of these schemes shall fulfil the following requirements:

* They must build on and incorporate key findings from:
	+ Studies on energy efficiency of residential housing stock within participating municipalities/cities,
	+ Any other relevant document;
* Technical and financial scope of participating municipalities/cities including their energy & climate objectives and indicators.
* At the same time, financial schemes must be fully harmonized with the required energy saving targets planned in the following documents:
	+ - *Energy Efficiency Action Plan of the Federation B&H*
		- *Energy Efficiency Action Plan of the Republic of Srpska*
* Each Mechanism shall incorporate **several financial & policy options**, which are most feasible;
* The following issues should be addressed for each elaborated option:

Financial schemes & investment frameworks for mobilization of sustainable long-term finance for the scheme, with detailed description of all incorporated public and private financial sources and modalities;

Legislative & managerial context and mechanisms:

1. Pertaining legislation covering implementation of the scheme;
2. Bodies for implementation, supervision, monitoring & evaluation, and verification of GHG & energy savings achieved;
3. Regulations that need to be adopted by municipalities/cities with the aim to remove barriers under their jurisdiction, and/or to enable smooth implementation of the scheme;

Scope of intervention (as a part of overall scope of required EE-reconstruction, as defined in *Energy Efficiency Studies, if applicable:*

1. Type(s) of target dwellings (in individual houses, in multi-dwelling buildings) disaggregated per different types identified in Residential Buildings Typology;
2. Types of technical energy efficiency measures that correlate with dwelling locations;
3. Estimated financial amount required for target climate & energy improvements;

Implementation modalities and mechanisms:

1. Beneficiary groups (dwelling-owners, and/or their associations, and building-management firms, etc.), and modalities of their participation with emphasis on the type of reconstruction assistance (money, or construction materials, or sub-contracted reconstruction work) they receive; Eligibility requirements (general, technical, financial, environmental);
2. Beneficiary selection policy & mechanisms (public calls, City decisions, etc);
3. Beneficiary selection modalities & criteria;
4. Role and main tasks of each stakeholder group in planning and implementation of the option;
5. Mechanisms for delivery of energy-efficiency assistance to selected dwelling owners (direct financial grants /subsidies /loans to individual dwelling owners; reconstruction work sub-contracted by the City; financial grants /loans to dwelling-owner associations and building-management firms; etc); Socio-economic status of intended dwelling owners must be duly addressed;
6. Decision-making and managerial challenges of energy efficiency investments in multi-dwelling buildings versus individual houses;
7. Energy saving monitoring & verification mechanisms applied
* The most promising option must be elaborated in detail. In addition to the above listed issues, it should incorporate implementation tools (i.e municipal/city' decisions, documents used in beneficiary selection process, contract between the City and Beneficiary, etc).

**Task 4: Support municipalities/cities in the development of all relevant documents and procedures for implementation of EE in residential financials schemes and provide support in evaluation process for selection of residential buildings to be supported, such as**:

* Create public call
* Create criteria for ranking and evaluation of applications
* Provide support in evaluation of application, if applicable
1. ***Identification, development and delivery of educational programmes on understanding and utilizing of various financial schemes for each municipality/city's stakeholder group (local authorities, dwelling-owners' associations, energy service providers, etc)***

**Task 1: Identification of educational programmes on understanding and utilizing of various financial schemes for each municipality/city's stakeholder group (local authorities, dwelling-owners' associations, energy service providers, etc)**

Based on the identified and municipal/city relevant and applicable financial schemes and policy and regulatory requirements, the identification of educational programmes on understanding and utilizing of various financial schemes for each municipality/city's stakeholder group (local authorities, dwelling-owners' associations, energy service providers, etc) should be undertaken and presented to local authorities and UNDP. In this phase concept notes (aim, goal, target group, duration, topics, expected learning/understanding outcome, approach to delivery of training/educational programmes) for each educational programme should be developed and agreed with local authorities and UNDP.

**Task 2: Development of educational programmes**

Based on the agreed educational programmes from task 1, the Offeror shall develop detailed Agenda and materials for delivering the educational programme(s) and shall get final agreement from UNDP before executing the next task.

**Task 3: Delivery of educational programmes**

Upon development on the agreed educational programmes, the Offeror is expected to deliver and produce a report for each delivered education and for each municipality (stakeholder group).

**Description of main goal and activities:**

Reports on each of these municipalities/cities must provide local authorities crucial information and entry-data required for creation of long-term financial & policy mechanisms for provision of financial support to the residential sector on their territory. Thus, each Report shall serve as a reliable planning tool, enabling municipality/city authorities to:

* Establish transparent residential selection criteria for provision of financial support for their investments, based on:
	+ economic evaluation of these investment and effects of proposed energy efficiency measures;
	+ energy saving and GHG-emission reduction achieved through these investments.
1. **List of inputs and services which will be provided to the contractor by UNDP**

The Contractors will be provided with relevant information currently available to UNDP on contact persons and relevant data available in the target Municipalities and Cities. However, Contractor’s obligation is to ensure all required data in order to provide the required deliverables.

1. **Approach and Methodology**

This section should demonstrate the Offeror`s in-depth understanding of the purpose and objectives of the ToR and provide the Offeror`s approach to structuring and most effective implementation of the service. In addition, this section should clearly show the Offeror`s understanding and sufficient detailed consideration of all important aspects of the service.

Being the core instrument for the successful provision of the service, the Methodology proposed by the Offeror shall undoubtedly demonstrate capability to reach the envisaged results of the ToR and strong relevance to the specific scope, objectives and range of tasks in a complex manner.

This section should propose the Offeror`s vision and approach to organizing and performing the tasks as stated within the ToR and as per the overall scope and objectives of the service in the most logical, realistic, efficient and relevant to the context in BiH manner.

This part shall also contain the following:

1. A general work plan, which illustrates the anticipated work-flow and timeframe of implementation of the required tasks and proposed activities;
2. Accompanying expert-assignment plan presenting: (i) breakdown of each expert’s engagement in implementation of relevant tasks and activities, expressed in expert-days; (ii) summary engagement of each expert in implementation of the overall contract, tasks and activities, expressed in expert-days, and (iii) summarised engagement of all relevant experts per tasks and activities, also expressed in expert-days.
3. **Deliverables and Schedules/Expected Outputs**

All required deliverables will be submitted electronically.

Successful Offerors will be requested to conduct the services in accordance to the table below. This indicates **key steps** of the services to be undertaken.

**Deliverables:**

|  |  |
| --- | --- |
| **Activity (as per TOR)** | **Estimated completion deadline** |
| **Deliverable 1:** Submitted to and approved by UNDP are:**For LOT 01:** * Methodology for preparation of each financial scheme and required policy/regulatory documents for each municipal/citywithin the Lot

**For LOT 02:** * Methodology for preparation of each financial scheme and required policy/regulatory documents for each municipal/citywithin the Lot

**For LOT 03:** * Methodology for preparation of each financial scheme and required policy/regulatory documents for each municipal/citywithin the Lot
 | Early August 2022 |
| **Deliverable 2 for LOT 01:** |  |
| * Deliverable 2.1. – Completed for 7 cities/municipalities
* Preparation of sustainable financial schemes and required policy/regulatory documents for each municipality/city
* Identification, development and delivery of educational programmes on understanding and utilizing of various financial schemes for each municipality/city's stakeholder group (local authorities, dwelling-owners' associations, energy service providers, etc)
 | End of October, 2022 |
| * Deliverable 2.2. – Completed for 5 cities/municipalities
* Preparation of sustainable financial schemes and required policy/regulatory documents for each municipality/city
* Identification, development and delivery of educational programmes on understanding and utilizing of various financial schemes for each municipality/city's stakeholder group (local authorities, dwelling-owners' associations, energy service providers, etc)
 | 28th February 2023 |
| **Deliverable 2 for LOT 02:** |  |
| * Deliverable 2.1. – Completed for 5 cities/municipalities
* Preparation of sustainable financial schemes and required policy/regulatory documents for each municipality/city
* Identification, development and delivery of educational programmes on understanding and utilizing of various financial schemes for each municipality/city's stakeholder group (local authorities, dwelling-owners' associations, energy service providers, etc)
 | End of October, 2022 |
| * Deliverable 2.2. – Completed for 7 cities/municipalities
* Preparation of sustainable financial schemes and required policy/regulatory documents for each municipality/city
* Identification, development and delivery of educational programmes on understanding and utilizing of various financial schemes for each municipality/city's stakeholder group (local authorities, dwelling-owners' associations, energy service providers, etc)
 | 28th February, 2023 |
| **Deliverable 2 for LOT 03:** |  |
| * Deliverable 2.1. – Completed for 6 cities/municipalities
* Preparation of sustainable financial schemes and required policy/regulatory documents for each municipality/city
* Identification, development and delivery of educational programmes on understanding and utilizing of various financial schemes for each municipality/city's stakeholder group (local authorities, dwelling-owners' associations, energy service providers, etc)
 | 30th April, 2023 |
| * Deliverable 2.2. – Completed for 6 cities/municipalities
* Preparation of sustainable financial schemes and required policy/regulatory documents for each municipality/city
* Identification, development and delivery of educational programmes on understanding and utilizing of various financial schemes for each municipality/city's stakeholder group (local authorities, dwelling-owners' associations, energy service providers, etc)
 | 30th October, 2023 |
| **Deliverable 3 for LOT 01:** |  |
| * Deliverable 3.1.

Final version of the documents for 7 municipalities/cities | 30th November 2022 |
| * Deliverable 3.2.

Final version of the documents for 5 municipalities/cities | 31st March 2023 |
| **Deliverable 3 for LOT 02:** |  |
| * Deliverable 3.1.

Final version of the documents for 5 municipalities/cities | 30th November 2022 |
| * Deliverable 3.2.

Final version of the documents for 7 municipalities/cities | 31st March 2023 |
| **Deliverable 3 for LOT 03:** |  |
| * Deliverable 3.1.

Final version of the documents for 6 municipalities/cities | 31st May, 2023 |
| * Deliverable 3.2.

Final version of the documents for 6 municipalities/cities | 30th November, 2023 |

For each deliverable, the UNDP Project Team will have up to 15 calendar days to review outputs, provide comments / feedback and/or approve report /deliverable. In the process of this review UNDP Project Team and its Quality Controller has right to require all background data and calculations that resulted in information presented in the required Financial Mechanisms.

All outputs to be provided by Service Provider should be in BHS language. Methodology and draft Financial Mechanisms should be submitted in electronic version, while final Financial Mechanisms should be submitted in electronic version to UNDP, and hardcopy to end user, once approved by UNDP.

**NOTE: If significant errors/mistakes within the Financial Mechanisms are identified on a later stage (after contractual obligations of both parties), UNDP remains the right, and the Contractor remains with the obligation in a professional manner, to undertake their corrections at their own expense.**

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

Key performance indicators are as follows:

* All activities completed by defined deadlines and reports delivered in time.
* All key activities and deliverables will be subject to review by UNDP team and Project partners.
1. **Governance and Accountability**

Monitoring and evaluation of the Service Provider’s work will be conducted by the UNDP team. Apart from the reports specified as deliverables, the service provider is expected to report on a monthly basis, informing on the progress made; results and deliverables in place; critical reflection on issues and challenges faced, or those that may need attention in the following period. Template for these reports will be provided by UNDP.

UNDP withholds the right to request additional periodical updates/reports on particular issues. All reports will be submitted in writing to the above-mentioned persons.

Due to complexity of the tasks, Service Provider will need to appoint at least one person who will at all times be responsible for keeping track of plans, activities, progress reports and ongoing issues.

1. **Expected duration of the contract/assignment**

Expected duration of work for LOT 1 and LOT 2 is 9 months starting from July 2022. Expected date of full completion of all activities is March 2023.

Expected duration of work for LOT 3 is 17 months starting from July 2022. Expected date of full completion of all activities is November 2023.

The estimated total effective person/days is:

 For LOT 01: 850 person-days;

 For LOT 02: 850 person-days;

 For LOT 03: 850 person-days

1. **Duty Station**

Activities will be conducted at the premises of the service provider and the locations of residential buildings subject to this ToR.

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

Relevance of specialized knowledge and experience on similar engagements done in the region/country.

Contractor’s experience in developing of following documents:

* At least (3) contracts for conducting financial analysis related to improvement of energy efficiency in buildings
* At least (3) contract for conducting financial analysis related to energy efficiency action plans and/or sustainable energy action plans for different levels of authorities

Just for illustration, UNDP and other international organizations and/or different levels of government supported a number of similar documents in Bosnia and Herzegovina.

Key staff requirements:

- The Contractor (Consortium) must have a proposed team of at least ten (10) required experts as per this ToR.

- Out of this number, there must be three (3) key experts out of which Team Leader and at least one more key expert must be full-time employees of Contractor (Consortium).

- Besides (3) key experts there must be minimum seven (7) other experts, out of which at least three (3) must be full-time employees of Contractor (Consortium).

* **Expertise of the Offeror’s proposed key experts for all LOTs:**
* **Team Leader / Key Expert 1**: One (1) university graduate mechanical engineer, civil engineer/architect or economist with minimum of 10 years of experience.

- Specific experience in:

* + - Experience in leading teams of experts in developing expert documents of similar nature and complexity – i.e. financial schemes;
		- Experience in developing financial modelling for energy efficiency in building sector;
		- Experience in developing complex documents related to energy efficiency, including cross-sectoral fields (i.e. civil engineering, mechanical engineering, electrical engineering, financial analysis etc.);
		- Experience in working with representatives of different levels of government in the fields relevant to this assignment;
* Language Qualifications – BHS language
* **Key Expert 2 - Mechanical Engineer**: One (1) university graduate engineer with minimum of 7 years of experience.

- Specific experience in:

* + - Experience in developing financial analysis within mechanical engineering field in energy efficiency in building sector;
		- Experience in working with representatives of different levels of government in the fields relevant to this assignment;
* Language Qualifications - BHS language
* **Key Expert 3 – Civil Engineer or Architect**: One (1) university graduate engineer with minimum of 7 years of experience.

- Specific experience in:

* + - Experience in developing financial analysis within civil engineering/architecture field in energy efficiency in building sector;
		- Experience in working with representatives of different levels of government in the fields relevant to this assignment;
* Language Qualifications - BHS language
* **Expert 4 – Electrical Engineer**: One (1) university graduate engineer with minimum of 5 years of experience.

- Specific experience in:

* + - Experience in financial analysis within electrical engineering field in energy efficiency in building sector;
		- Experience in working with representatives of different levels of government in the fields relevant to this assignment;
* Language Qualifications – BHS language
* **Expert 5 – Electrical Engineer**: One (1) university graduate electrical engineer with minimum of 3 years of experience.

- Specific experience in:

* + - Experience in financial analysis within electrical engineering field in energy efficiency in building sector;
		- Experience in working with representatives of different levels of government in the fields relevant to this assignment;
* Language Qualifications – BHS language
* **Expert 6 – Civil Engineer or Architect**: One (1) university graduate engineer with minimum of 5 years of experience.

- Specific experience in:

* + - Experience in financial analysis within civil engineering/architecture field in energy efficiency in building sector;
		- Experience in working with representatives of different levels of government in the fields relevant to this assignment;
* Language Qualifications – BHS language
* **Expert 7 – Mechanical Engineer**: One (1) university graduate engineer with minimum of 3 years of experience.

- Specific experience in:

* + - Experience in financial analysis within mechanical engineering field in energy efficiency in building sector;
		- Experience in working with representatives of different levels of government in the fields relevant to this assignment;
* Language Qualifications – BHS language
* **Expert 8 – Economist**: One (1) university graduate with minimum of seven (7) years of experience in fields of expertise relevant to the assignment.

-Specific experience in:

* + - Experience in financial analysis within economical field in energy efficiency in building sector;
		- Experience in working with representatives of different levels of government in the fields relevant to this assignment;
* Language Qualifications – BHS language
* **Expert 9 – Economist**: One (1) university graduate with minimum of five (5) years of experience in fields of expertise relevant to the assignment.

-Specific experience in:

* + - Experience in financial analysis within economical field in energy efficiency in building sector;
		- Experience in working with representatives of different levels of government in the fields relevant to this assignment;
* Language Qualifications – BHS language
* **Expert 10 – Lawyer**: One (1) university graduate with minimum of seven (7) years of experience in fields of expertise relevant to the assignment.

-Specific experience in:

* + - Experience in legal analysis within economical field in energy efficiency in building sector;
		- Experience in working with representatives of different levels of government in the fields relevant to this assignment;;
* Language Qualifications – BHS language

In case of applying for more than one LOT, all three (3) required Key Experts must be different for each LOT, while other experts could be shared. In case of applying for more than one LOT, proposer must indicate capacity for performing services for all offered LOTs concurrently from the contract commencement date by providing spreadsheet to show the activities of each personnel and the time allocated for her/his involvement

**All communication and correspondence with local stakeholders will be conducted in local BHS languages. Also, all available documentation that would be provided by different levels of government will be in local BHS languages.**

1. **Price and Schedule of Payments**

Payments of the delivered services will be done according to the following timetable, each upon Project Manager’s approval:

* **Deliverable 1** for LOT 1, 2 and 3 - 10% (to be submitted not later than August 15, 2022)
* **Deliverable 2** –

For LOT 1:

 Deliverable 2.1. – 40% (to be submitted by 30. October 2022)

 Deliverable 2.2. – 30% (to be submitted by 28. February 2023)

For LOT 2:

 Deliverable 2.1. – 30% (to be submitted by 30. October 2022)

 Deliverable 2.2. – 40% (to be submitted by 28. February 2023)

For LOT 3:

 Deliverable 2.1. – 35% (to be submitted by 30. April 2023)

 Deliverable 2.2. – 35% (to be submitted by 30. October 2023)

* **Deliverable 3** –

For LOT 1:

 Deliverable 3.1. – 12% (to be submitted by 30. November 2022)

 Deliverable 3.2. – 8% (to be submitted by 31. March 2023)

For LOT 2:

 Deliverable 3.1. – 8% (to be submitted by 30. November 2022)

 Deliverable 3.2. – 12% (to be submitted by 31. March 2023)

For LOT 3:

 Deliverable 3.1. – 10% (to be submitted by 31. May 2023)

 Deliverable 3.2. – 10% (to be submitted by 30. November 2023)

# Section 6: Returnable Bidding Forms / Checklist

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

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

**Technical Proposal Envelope:**

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

**Financial Proposal Envelope**

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

|  |  |
| --- | --- |
| * Form F: Financial Proposal Submission Form
 | [ ]  |
| * Form G: Financial Proposal Form
 | [ ]  |

## **Form A:** Technical Proposal Submission Form

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

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

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

1. 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;
2. 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;
3. have no conflict of interest in accordance with Instruction to Bidders Clause 4;
4. 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);
5. 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;
6. 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:** BidderInformation Form

|  |  |
| --- | --- |
| **Legal name of Bidder** | [Complete] |
| **Legal address** | [Complete] |
| **Year of registration** | [Complete] |
| **Bidder’s Authorized Representative Information** | Name and Title: [Complete] Telephone numbers: [Complete]Email: [Complete] |
| **Are you a UNGM registered vendor?** | [ ]  Yes [ ]  No If yes, [insert UGNM vendor number]  |
| **Are you a UNDP vendor?** | [ ]  Yes [ ]  No If yes, [insert UNDP vendor number]  |
| **Countries of operation** | [Complete] |
| **No. of full-time employees** | [Complete] |
| **Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (***If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company hold any accreditation such as ISO 14001 related to the environment?** *(If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company have a written Statement of its Environmental Policy?** *(If yes, provide a Copy)* | [Complete] |
| **Contact person UNDP may contact for requests for clarification during Proposal evaluation**  | Name and Title: [Complete]Telephone numbers: [Complete]Email: [Complete] |
| **Please attach the following documents:**  | * Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured
* Confirmation of company’s registration/Court Registration Extract (original or certified copy)
* Declaration issued by relevant Tax Administration that Bidder has clear direct tax record, not older than three months (original or certified copy)
* Declaration issued by respective Indirect Taxation Authority that Bidder has clear indirect tax record, not older than three months (original or certified copy)
* Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country
* Latest Financial Statement (Income Statement and Balance Sheet) for the past 3 years;
* Statement of Satisfactory Performance and/or contracts from the Top 3 Clients in terms of Contract Value
* Reference list of the most recently implemented relevant projects performed, particularly projects related to conducting financial analysis related to improvement of energy efficiency in buildings, and conducting financial analysis related to energy efficiency action plans and/or sustainable energy action plans for different levels of authorities
* Detailed CVs with at least three references with contacts details, indicating general and specific experience as requested by ToR;
* Copy of relevant university diplomas and other relevant certificates where applicable;
* Implementation spreadsheet to show the activities of each personnel and the time allocated for his/her involvement for each LOT separately, and Joint Implementation spreadsheet with all LOTs included in case Bidder is applying for more than one LOT.
* Implementation spreadsheet showing time allocated during period from July 2022 – March 2023 for LOT 1 and LOT 2, and July 2022 – November 2023 for LOT 3 for each of proposed experts covering ongoing contracts with UNDP and the proposed one (under this procedure)
* All other documents as indicated in Forms B; C; D and E
 |

**Form C:** Joint Venture/Consortium/Association Information Form

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

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

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

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

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:** QualificationForm

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

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

**Historical Contract Non-Performance**

|  |
| --- |
| [ ]  Contract non-performance did not occur for the last 3 years  |
| [ ]  Contract(s) not performed for the last 3 years |
| **Year** | **Non- performed portion of contract** | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|   |  | Name of Client: Address of Client: Reason(s) for non-performance: |  |

**Litigation History** (including pending litigation)

|  |
| --- |
| [ ]  No litigation history for the last 3 years |
| [ ]  Litigation History as indicated below |
| **Year of dispute**  | **Amount in dispute** (in US$) | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|   |  | Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute:Party awarded if resolved: |  |

**Previous Relevant Experience**

Please list only previous similar assignments successfully completed.

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

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

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

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

**Financial Standing**

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

|  |  |
| --- | --- |
| **Financial information**(in US$ equivalent) | **Historic information for the last 3 years** |
|  | Year 1 | Year 2 | Year 3 |
|  | *Information from Balance Sheet* |
| Total Assets (TA) |  |  |  |
| Total Liabilities (TL) |  |  |  |
| Current Assets (CA) |  |  |  |
| Current Liabilities (CL) |  |  |  |
|  | *Information from Income Statement* |
| 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:

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

**Form E:** Format ofTechnical Proposal

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

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

**SECTION 1: Bidder’s qualification, capacity and expertise**

* 1. Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
	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).
	3. Relevance of specialized knowledge and experience on similar engagements done in the region/country.
	4. Quality assurance procedures and risk mitigation measures.
	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.

* 1. A detailed description of the approach and methodology for how the Bidder addressed the important aspects of the task in sufficient details, and how the bidder weighted different components of the project relative to one another.
	2. Description of the Offeror’s approach and methodology for meeting or exceeding the requirements of the Terms of Reference.
	3. Details on how the different service elements shall be organized, controlled and delivered, as well as details on risk assessment and mitigation measures, and Bidder’s internal technical and quality assurance review mechanisms.
	4. Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
	5. Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
	6. Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
	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**

* 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.
	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** | *[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]* |
| [Insert] |
| **Professional certifications** | *[Provide details of professional certifications relevant to the scope of services]* |
| * Name of institution: [Insert]
* Date of certification: [Insert]
 |
| **Employment Record/ Experience** | *[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.]* |
| [Insert] |
| **References** | *[Provide names, addresses, phone and email contact information for two (2) references]* |
| Reference 1: [Insert]Reference 2:[Insert] |

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Personnel Date (Day/Month/Year)

**Form F:** Financial Proposal Submission Form

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

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number and LOT No.] 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] **without VAT**.

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 ProposalForm

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

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

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

**IMPORTANT: Please indicate for which LOT you are submitting proposal. If submitting proposals for more than one LOT, it is required to fill the below form for each LOT separately.**

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

**Table 1: Summary of Overall Prices**

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

**Table 2: Breakdown of Professional Fees**

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

**Table 3: Breakdown of Other Costs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  **Description** | **UOM** | **Quantity** | **Unit Price** | **Total Amount** |
| International flights | Trip |  |  |  |
| Subsistence allowance | Day |  |  |  |
| Miscellaneous travel expenses | Trip |  |  |  |
| Local transportation costs | Lump Sum |  |  |  |
| Out-of-Pocket Expenses |  |  |  |  |
| Other Costs: (please specify) |  |  |  |  |
| **Subtotal Other Costs:** |  |

**Table 4: Breakdown of Price per Deliverable/Activity (please make sure to indicate level of effort for each expert)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deliverable/****Activity description**  | **Time**(person days) | **Professional Fees** | **Other Costs** | **Total** |
| Deliverable 1 |  |  |  |  |
| Deliverable 2 |  |  |  |  |
| ….. |  |  |  |  |

**Form H:** Form ofProposal Security

**Proposal Security must be issued using the official letterhead of the Issuing Bank.**

**Except for indicated fields, no changes may be made on this template.**

To: UNDP

 *[Insert contact information as provided in Data Sheet]*

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

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

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

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

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

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

**SIGNATURE AND SEAL OF THE GUARANTOR BANK**

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

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

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

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

Name of Bank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[Stamp with official stamp of the Bank]*

1. 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 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. [↑](#footnote-ref-2)