

United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الأمم المتحدة الإنمائي / برنامج مساعدة الشعب الفلسطيني

RFP -PAL-0000185902



REQUEST FOR PROPOSAL

Conducting a Feasibility Study for Solid Waste in Gaza Strip

RFP No.: RFP -PAL-0000185902

Project: PAL10- 00012932 - Towards a Green Gaza: Improving Natural Resources Management, Reducing and Managing Waste, Creating Green Jobs

Country: Palestine

Issued on: 27 June 2022

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Section 1. Letter of Invitation

Conducting a Feasibility Study for Solid Waste in Gaza Strip

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 Bid in response to this RFP, please prepare your Bid in accordance with the requirements and procedure as set out in this RFP and submit it through the e-tendering module by the Deadline for Submission of Bids set out in Bid Data Sheet.

In case your company is not registered in the e-tendering system <https://etendering.partneragencies.org>

Please use the following temporary username and password to register your company / firm

User name: **event.guest**

Password: **why2change**

Bidders will be able to access and download the bidding documents once registered.

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on "Accept Invitation" button no later than **[18 July 2022]**. If that is not

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the case, UNDP would appreciate your indicating the reason, for our records.

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.

DS



Yours sincerely,

DocuSigned by:

Nurjihan Riyad - Jun-2022

8D6A2F0F1EBC4D6...

Nurjihan Riyad

Procurement Unit - OIC

UNDP/PAPP



Section 2. Instruction to Bidders

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

	<p>suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>
4. Conflict of Interests	<p>4.1 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:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>

B. PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. Cost of Preparation of Proposal	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. Language	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
8. Documents Comprising the Proposal	<p>8.1 The Proposal shall comprise of the following documents:</p> <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
10. Technical Proposal Format and Content	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
11. Financial Proposals	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components</p>

	<p>associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. Proposal Security	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <p>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</p> <p>b) In the event that the successful Bidder fails:</p> <p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the</p>

	<p>members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ol style="list-style-type: none"> Those that were undertaken together by the JV, Consortium or Association; and Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
15. Only One Proposal	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ol style="list-style-type: none"> they have at least one controlling partner, director or shareholder in common; or any one of them receive or have received any direct or indirect subsidy from the other/s; or they have the same legal representative for purposes of this RFP; or they have a relationship with each other, directly or through common third parties, that puts them in a position to have access

	<p>to information about, or influence on the Proposal of, another Bidder regarding this RFP process;</p> <p>j) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or</p> <p>k) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.</p>
16. Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Proposal Validity Period	<p>17.1 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.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18. Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
20. Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a</p>

	<p>Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. Pre-Bid Conference	<p>When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>
C. SUBMISSION AND OPENING OF PROPOSALS	
22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>a) 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.</p> <p>b) 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:</p> <p>i. Bear the name and address of the bidder;</p>

<p>E mail Submission</p> <p>eTendering submission</p>		<p>ii. Be addressed to UNDP as specified in the BDS</p> <p>iii. Bear a warning that states “<i>Not to be opened before the time and date for proposal opening</i>” as specified in the BDS.</p> <p>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.</p>
	<p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) 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. c) 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. <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) 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. c) 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. d) 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-notice/resources/ 	
<p>23. Deadline for Submission of Proposals and Late Proposals</p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the</p>	

	deadline for the submission of Proposals.
24. Withdrawal, Substitution, and Modification of Proposals	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. Proposal Opening	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals

28. Preliminary Examination	28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> e) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; f) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, g) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; h) They are able to comply fully with UNDP General Terms and Conditions of Contract; i) They do not have a consistent history of court/arbitral award decisions against the Bidder; and j) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical and Financial Proposals	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows:</p> <ul style="list-style-type: none"> (a) the lowest priced method which selects the lowest evaluated

	<p>financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 5px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
31. Due Diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>

33. Responsiveness of Proposal	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Reparable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	<p>35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.</p>
36. Award Criteria	<p>36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.</p>
37. Debriefing	<p>37.1 In the event that a Bidder is unsuccessful, the Bidder may request a</p>

	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.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 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_POPPP_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.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. Liquidated Damages	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. Payment Provisions	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45. Vendor Protest	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to

	<p>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</p>
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

Section 3. Bid Data Sheet

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p>Will be Conducted Time: 11:00 a.m.Jerusalem Time Date : July 7, 2022 11:00 AM Venue : Join Zoom Meeting</p> <p>The UNDP focal point for the arrangement is: Procurement Analyst Telephone: 08 2863364 E-mail: proc10.papp@undp.org The bidders/tenderers should confirm in their bids that they have visited and examined the project site and its surroundings, and obtained for themselves, on their own responsibility, all information which may be necessary for preparing the tender/bid and entering into a contract.</p>
5	10	Proposal Validity Period	120 days
6	14	Bid Security	<p>Required in the amount of US\$5,000 valid for 120 days</p> <p>Acceptable Forms of Bid Security</p> <ul style="list-style-type: none"> ▪ Bank Guarantee ▪ Certified Bank Check <p>The original hard copy of the bid security must reach the office</p>

			(by hand or courier) within ten days from deadline of bids submission;
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: <ul style="list-style-type: none"> • The Maximum contract delay period is 30 days. • Price/deduction amount per day of unjustified delay: 0.3% of the contract total price. • Max. deduction of contract price: 10 per cent Next course of action: contract termination
9	40	Performance Security	Required in the amount 10% of the resulting contract value and valid for the contract duration plus one month
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	July 13, 2022 12:00 PM
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Procurement Analyst Address: UNDP/PAPP 3 Ya'qubi Street Jerusalem Telephone: 972 2 6268200 Facsimile: 972 2 6268222/3 E-mail address dedicated for this purpose: proc10.papp@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses / clarifications to queries	Posted directly to eTendering Will be posted on July 18, 2022
14	23	Deadline for Submission	July 25, 2022 12:00 PM For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.

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14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	https://etendering.partneragencies.org Event ID: 0000012951
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> 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. The financial proposal shall be encrypted with password and clearly labelled; Password for financial proposal must not be provided to UNDP until requested by UNDP. Max. File Size per transmission / maximum possible size for any single email as to be able to reach us : 10 MB Mandatory subject of email: RFP: PAL-0000185902
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	<i>August 25, 2022</i>
19		Maximum expected duration of contract	24 (twenty Four) weeks
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

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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	<i>For details please refer to Section-5 Terms of Reference</i>



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 Contracts¹	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 5 years.	Form D: Qualification Form
Previous Experience	Minimum Seven (7) years of experience in providing consultancy services.	Form D: Qualification Form
	Minimum two (2) contracts of similar value, nature and complexity implemented over the last Seven (7) years. The consultant shall have experience in the preparation of solid waste reduction feasibility studies, detailed design, and construction management of medium to large regional solid waste reduction projects serving more than 2 million inhabitants. Experience in the Middle East region and the West Bank and Gaza would be desirable. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Financial Standing	Minimum average annual turnover of USD 500,000 for the last five (5) years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	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
Technical Team	Please refer to Section-5 Terms of Reference for details on required team and CVs.	

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.



Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Expertise of Firm / Organization	200
2.	Proposed Methodology, Approach and Implementation Plan	300
3.	Management Structure and Key Personnel	500
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 <ul style="list-style-type: none"> - Financial stability - age/size of the firm - strength of project management support - project financing capacity - project management controls 	45
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills.)	10
1.4	Quality assurance procedures and risk mitigation measures	15
1.5	Relevance of: <ul style="list-style-type: none"> - Specialised Knowledge 50 - Experience on Similar Programme / Projects 20 - Experience on Projects in the Region 15 - Working for international organisation or/and UN agencies will be considered an added value for the project specially showing embracing projects that have mutistakeholders meeting their needs through effective and efficient coordination 15 	100
Total Section 1		200



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?	60
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	80
2.3	Details on how the different service elements shall be organized, controlled, and delivered	40
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	20
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	70
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the project.	30
Total Section 2		300

Section 3. Management Structure and Key Personnel			Points obtainable
3.1 International Staff			
3.1.1	Team Leader (Solid Waste Management Expert)		70
	- General Experience	16	
	- Specific Experience relevant to the assignment	30	
	- Regional/International experience	8	
	- Training Experience	8	
	- Language Qualifications	8	
3.1.2	Environmental Expert		50
	- General Experience	12	
	- Specific Experience relevant to the assignment	20	
	- Regional/International experience	6	
	- Training Experience	6	
	- Language Qualifications	6	
3.1.3	Green Livelihood Expert and Economist		50
	- General Experience	12	
	- Specific Experience relevant to the assignment	20	
	- Regional/International experience	6	
	- Training Experience	6	
	- Language Qualifications	6	

3.1.4	Geotechnical engineer and/or Geologist		40
	- General Experience	10	
	- Specific Experience relevant to the assignment	15	
	- Regional/International experience	5	
	- Training Experience	5	
	- Language Qualifications	5	
3.1.5	Sociologist/Communication Specialist		40
	- General Experience	10	
	- Specific Experience relevant to the assignment	15	
	- Regional/International experience	5	
	- Training Experience	5	
	- Language Qualifications	5	
3.2 Local Staff			
3.2.1	Deputy Team Leader (Solid Waste Management Expert)		40
	- General Experience	12	
	- Specific Experience relevant to the assignment	20	
	- Training Experience	4	
	- Language Qualifications	4	
3.2.2	Electromechanical Engineer		20
	- General Experience	6	
	- Specific Experience relevant to the assignment	10	
	- Training Experience	2	
	- Language Qualifications	2	
3.2.3	Civil Engineer		20
	- General Experience	6	
	- Specific Experience relevant to the assignment	10	
	- Training Experience	2	
	- Language Qualifications	2	
3.2.4	Hydraulic Engineer/Sanitary Engineer		20
	- General Experience	6	
	- Specific Experience relevant to the assignment	10	
	- Training Experience	2	
	- Language Qualifications	2	
3.2.5	Hydro-geologist Expert		20
	- General Experience	6	
	- Specific Experience relevant to the assignment	10	
	- Training Experience	2	
	- Language Qualifications	2	
3.2.6	Architect		20
	- General Experience	6	
	- Specific Experience relevant to the assignment	10	
	- Training Experience	2	
	- Language Qualifications	2	

3.2.7	Private Sector Specialist		20
	- General Experience	6	
	- Specific Experience relevant to the assignment	10	
	- Training Experience	2	
	- Language Qualifications	2	
3.2.8	Environmental Expert		20
	- General Experience	6	
	- Specific Experience relevant to the assignment	10	
	- Training Experience	2	
	- Language Qualifications	2	
3.2.9	Procurement Specialist		20
	- General Experience	6	
	- Specific Experience relevant to the assignment	10	
	- Training Experience	2	
	- Language Qualifications	2	
3.2.10	Community mobilizer/communication specialist		20
	- General Experience	6	
	- Specific Experience relevant to the assignment	10	
	- Training Experience	2	
	- Language Qualifications	2	
3.2.11	Other national staff (Coordinator, CAD Operators, GIS operator, Land surveyor (internally or outsourced), Quantity surveyor.....etc)		30
	- General Experience	8	
	- Specific Experience relevant to the assignment	14	
	- Training Experience	4	
	- Language Qualifications	4	
Total Section 3			500

Section 5. Terms of Reference

This document sets out the Terms of Reference for Consultancy Services for Conducting a Feasibility Study for Solid Waste in Gaza Strip. The assignment will be managed and supervised by the United Nations Development Programme/Programme of Assistance to the Palestinian People (UNDP/PAPP) and financed through a grant from the Government of Norway.

a. Background Information and Rationale, Project Description

The situation in Gaza Strip is facing alarming environmental, social, institutional, and financial challenges that have led to serious constraints in solid waste management services provision. Combined with a lack of sanitary disposal sites, this has led to the further deterioration of the environment, including contamination of precious groundwater resources, and is affecting the health and wellbeing of the residents in the Gaza Strip.

The increase in waste generation in Gaza, along with the growth of the population, poses a huge challenge to the waste sector in the Gaza Strip, not only taking into account the limited financial resources and underdeveloped levels of waste management services, but also the limited land availability. The primary waste collection is performed by 25 municipalities, 2 joint service councils, UNRWA and the informal sector. Since the blockade was imposed on the Gaza Strip, the services provided by the municipalities have deteriorated rapidly.

There are three legally designated landfill sites in the Gaza Strip:

- Johr Al Deek - in the Gaza city: It is operated by the Gaza and North Gaza Joint Services Council (JSC).
- Deir El-Balah - in the middle area, it is operated by the South Joint Services Council. It is stopped operating in mid-2019 and the site is currently under sanitary closure (to finish by September 2022).
- Al-Fukhari (Sofa) - in the south, it is operated by the South Joint Services Council.

In addition to the above, there are four poorly maintained random dumpsites across the Gaza Strip. The volume of waste at these dumpsites has been estimated at 0.6 million tons. Furthermore, two out of the four random dumpsites that are close to the current Israeli borderline are thus under constant operational restrictions by the Israeli military.

Recognizing the urgent need and critical importance of solid waste management in the Gaza Strip, UNDP/PAPP conducted, in cooperation with the World Bank, AFD, EU, IsDB, and Japan, a comprehensive feasibility study in 2012 to better understand existing issues related to solid waste management in the Gaza Strip, with projections up to the year 2040.

The study identified the following critical challenges:

- Overloaded landfills.
- Improper, inactive, and underfunded collection system, characterized by outdated equipment and irregular maintenance.
- Improper treatment of hazardous waste, especially hazardous healthcare waste.
- Improper tariff structure, which does not cover operational costs.
- The absence of regulations and enforcement makes fee collection difficult (currently being collected through the water bill).
- Lack of separation, sorting, and recycling; and

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- Low levels of awareness and discipline among the population when it comes to storage and disposal of waste.

One of the key questions in this feasibility study was where and how to treat the large quantities of waste while taking advantage of the reuse and recycling potential in the Gaza Strip and creating an environmentally safe and healthy condition throughout the waste management cycle against acceptable costs.

Many countries have opted for advanced technologies to treat waste, such as digestion or incineration, in addition to the separation of recyclable materials. However, according to the study, the economic circumstances in Gaza undermine the potential for implementation of such approaches, due to the lack of necessary investments, as well as the lack of sufficient quantity of waste, that would make the use of such technologies economically viable. The study has also underlined the deficit of capacity across the private sector and among the Joint Service Councils (JSC). This makes sanitary landfilling the preferred treatment method. Therefore, the study analyzed five alternative locations in the Gaza Strip for building long-term sanitary landfills and concluded that Johr Al Deek, near Gaza City, and Al Fukhari, near the city of Rafah, are the most appropriate locations for establishing long-term sanitary landfills.

During the past decade, several short-term and long-term investments were made by different actors in support of the sector. In addition, the Japan International Cooperation Agency and the Ministry of Local Government conducted a feasibility study "The study on updating the solid waste management master plan in Gaza north", to update the North Gaza Master plan building on the feasibility study conducted in 2012.

UNDP has supported the solid waste sector as follows:

- Rehabilitation of solid waste landfill in Johr Al Deek to increase its capacity in a safe way to receive solid waste.
- Support to solid waste primary collection.
- Supply of solid waste collection tools and equipment.
- Establishment of sorting and composting plant in Rafah.
- Establishment of the composting site in Beit Lahia.
- Provision of fuel for solid waste fleets.
- Clearance of solid waste random sites in Gaza and North governorates.
- Job creation programmes to support the waste management sector.

Primary recycling and composting initiatives/piloting did not lead to meaningful results and long-term impact, due to prevalent local practices and the lack of engagement with the private sector at the early stages of implementation.

For the Southern Governorates, a comprehensive intervention started in 2014 with financial contributions from the World Bank, the French Development Agency (AFD), and the European Union (EU) through the Municipal Development & Lending Fund (MDLF). Some of the interventions that were implemented as constructing a new landfill in Al-Fukhari (serving the population in the southern and middle of Gaza Strip about 865,000), a Transfer Station compound (that can accommodate future expansion of activities), in addition to the provision of landfill equipment, collection equipment, new containers, and capacity building measures for the Southern JSC including direct financing of O&M. Such interventions created a gap in capacities between south and north Gaza, and therefore focus of this ToR is on Gaza & North Gaza.

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The dumpsite at Johr Al Deek, which hosts the solid waste collected from Gaza and Northern governorates, received short-term support from UNDP following the 2012 feasibility study that temporarily improved the situation. However, without comprehensive intervention, while the existing landfill is overloaded and coming to its optimum capacity, the Gaza and Northern council will be in a critical situation and more random dumping sites will exist in the Northern and Gaza Governorates. This is evident through the current sharp increase of random dumping sites in Northern Gaza and the disruption of service due to the weak and depreciated fleet of equipment that is inadequate to keep up the proper operation of the landfill.

Recent discussions have focused on waste management approaches and systems; however, there has been limited attention to exploring potential innovative solutions for waste reduction. A comprehensive solution for the Gaza Strip would need to combine both waste reduction and management solutions.

Against this background, in 2021, UNDP formulated and launched the "Towards a Green Gaza: Improving Natural Resources Management, Reducing and Managing Waste, Creating Green Jobs" project, with a financial support from the Government of Belgium. This project aims to improve the livelihood conditions of the population in the Gaza and North Gaza governorates and support achieving sustainable use of natural resources and renewable energy.

The first phase of the project focuses on the establishment of an efficient, environmentally, and socially sound waste management system, introducing new techniques that will reduce waste production. Therefore, through this term of reference, UNDP aims to have consultancy services to conduct comprehensive research, and develop strategic plan in consultation with key stakeholders, that would include innovative approaches to improve the management of natural resources, reduce waste, and create green jobs for the youth. All are expected to yield in environmentally sound structural and operational solutions for solid waste reduction. Based on the results of these comprehensive research and studies, it is expected that there are initiatives to strengthen the institutional capacity of the Joint Services Council in Gaza and Northern Gaza (JSC-GNG) to enable proper solid waste management and promotion of green jobs.

The proposed project outputs address the priorities for the next five years and can be further scaled up with additional resources. Below is a brief description of each output and its related activities:

1. Output 1: Innovative and appropriate approaches identified to improve natural resource management, reduce solid waste, and create green jobs in the Gaza Strip. (
2. Output 2: Institutional knowledge and capacity in solid waste management and green jobs creation strengthened in Gaza
3. Output 3: Environmentally sound structural and operational solutions for solid waste reduction are in place
4. Output 4: Measures to restore natural reserves in Gaza initiated.
5. Output 5: Engagement of local communities and the private sector in reducing waste in Gaza increased

b. Specific Objectives

UNDP is seeking consultancy services, named hereafter the “consultant”, to achieve three main objectives for this assignment as follows:

- The first objective is to conduct a survey and analysis of the current state of solid waste management in Gaza (PART 1).
- The second objective is to conduct a feasibility study focusing on identifying and recommending best-fitted waste reduction feasible approaches in the Gaza context. The recommendations will include linkages to other sectors such as the circular economy and green employment (PART 2).
- The final objective is to develop design and bidding documents for the first interventions selected for waste reduction (PART 3).

c. Scope

Study Area

- The study area will cover the entire Gaza Strip, which has a total area of 365 square kilometers and a total population of approximately 2.1 million people distributed across five governorates; however, the proposed alternative will be designed and implemented to function within the Gaza and North Gaza governorates, with the system being expandable in the long term to cover the entire Gaza Strip.

Output and Tasks

(PART 1) Survey and Analysis of the Current Status of Solid Waste Management in the Gaza Strip focusing on Gaza and North governorates

- Building on the findings and analysis of the "Feasibility study and detailed design for solid waste management in the Gaza strip" in 2012 and "The study on updating the solid waste management master plan in Gaza north" in 2021, the consultant shall conduct a solid waste reduction feasibility study. In the first part of this study, the consultant shall conduct a survey and analysis of the current state of but not limited to the following:

(1) Relevant laws and regulations related to waste management

- Content of relevant laws, ordinances, regulations, and guidance related to waste management.
- How are these relevant laws and regulations being implemented and enforced?
- In case there is a gap in enforcement, what can be done by the service providers?

(2) Relevant plans and strategies for waste management

Relevant plans and strategies for waste management, including the current National Strategy of Solid Waste Management (NSSWM) in Palestine 2017 – 2022. Currently, the NSSWM is being updated with the support of JICA for the next phase and then updating the Gaza and North Governorates Solid Waste Master Plan. Then, the consultant will update the master plan for GNG that should include realistic and sustainable approaches to avoid the shortcoming of past experiences in terms of recycling efforts, quality of products, proper quantity of generated waste, involvement of the private sector, and accommodate the circular economy and green jobs.

(3) Current capacities of the municipalities, JSC-GNG, and the private sector

- Mapping the following items related to actors involved in waste management such as the eight municipalities in Gaza and North Governorates, JSC-GNG, and the private sector.

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- ✓ Regulations and operation guidelines
 - ✓ Structure and staffing
 - ✓ Strategies and plans
 - ✓ Financial status
 - ✓ Strengths and weaknesses
 - ✓ Effective operation and management
 - ✓ Communication and partnerships
 - ✓ Waste reduction approaches
 - ✓ Safety measures
 - ✓ Hazardous waste treatment
 - ✓ Fleet management
 - ✓ Digitalization
- The Survey and analysis need also to map potential partners from the private sector, which should be involved to ensure proper capacity building of JSC-GNG. In addition, the survey will cover the social inclusion aspects such as willingness to pay, public cooperation, service satisfaction, and public perception.
- (4) Current status of waste volume and waste materials and future projections
- Current status of waste volume, waste streams, and waste materials as well as future predictions considering demographic and other factors.
 - When conducting a survey and analysis, it is required to undertake a study to identify the location and conditions of all dumpsites (in use and abandoned). This survey should include examining a representative sample of the waste at each site and evaluating the nature of the waste, paying particular attention to the presence of hazardous and e-waste materials.
- (5) Current status of waste collection, transportation, and intermediate treatment
- Current status of waste collection, transportation, and intermediate treatment, including assessment of its efficiency and adequacy.
- (6) Current status of final disposal sites
- Current status of final disposal sites, including their operation and maintenance, and expansion plans.
 - As for the Johor Al Deek landfill, review and update the feasibility study "The study on updating the solid waste management master plan in Gaza north" conducted in 2021. In addition, validate the recommendations proposed in the study, considering the changes that have been made and the current capacities on the ground.
- (7) Compilation of the results of the survey and analysis
- Compile the results of the survey and analysis of PART 1 item (1) through 1.(6) in the feasibility study report.

(PART 2) Identify and Recommend the most relevant waste reduction approaches and measures applicable and feasible in Gaza

Based on the results of the Survey and analysis in PART 1 Based on the results of the Survey and analysis in PART 1 items (1) through (6) detailed above, and the consultant shall identify and propose establishing an efficient, environmentally, and socially sound comprehensive solid waste

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reduction system to serve the population in the Gaza Strip. The proposed system should account for economies of scale, efficiency, cost-effectiveness, financial sustainability, and institutional requirements. The consultant shall conduct the following activities as a second part of the study:

(1) Waste management training programme for municipalities, JSC-GNG, and the private sector

- Develop recommendations for modalities for future management of waste reduction services.
- Design and develop a waste management training programme for municipalities, JSC-GNG staff, and actors from the private sector.
- The overall objective of this training is to enhance the capacity of municipalities, JSC-GNG staff, and actors from the private sector identified as potential partners for solid waste management in the assessment in 1. (3). Therefore, the training programme needs to be developed to improve the quality of the participating actors' skills, knowledge, and attitudes, to empower them to carry out their responsibilities and enhance the effectiveness and efficiency of the services they provide.

(2) Optimization of waste generation and discharge

- Develop recommendations including short, medium-, and long-term investment plans that include the following issues:
 - ✓ Appropriate management of and methods for waste discharge.
 - ✓ Cleaner technology: cleaner technology in refining and conversion processes from raw materials and in processing and assembly processes in factories and transfer stations.
 - ✓ Safe approaches in e-waste (including electric batteries) management, recycling, and reuse.
 - ✓ Promotion of collection and recycling in factories and transfer stations.
 - ✓ Promotion of separate discharge.
 - ✓ Promotion of legal systems to prevent illegal dumping.
 - ✓ Promotion of waste reduction.

(3) Improvement of collection, transportation, and intermediate treatment

- Identify innovative solutions for waste reduction that addresses both the operational level (e.g., waste reduction systems) and the policy level (e.g., regulations and incentives) as well as determine their feasibility to serve the entire Gaza Strip, specifically Gaza and North Gaza
- Introduce innovative solutions and approaches for waste reduction to enable sustainable material management, introduce eco-innovations for the circular economy, and create green jobs. The innovative solutions and approaches need to be founded on evidence-based studies and projections, including collecting, testing, and analyzing representative samples of waste and calculations for inputs to convert the waste to energy parameters, including national energy content parameters of municipal waste.
- Identify and plan effective and efficient waste collection, transportation, and intermediate treatment, including improvements to existing dumpsites to protect the environment.
- Feasible options such as the establishment and installation of appropriate waste reduction facilities and creating green jobs will be part of the proposed solution. The consultant will, then, locate the appropriate sites for the facilities and conduct preliminary topographical and property surveys including three sub-surface soil investigations boreholes to depths of at least 25 meters below ground level for each feasible location. The waste reduction facility can include different services such as incineration, sorting, crushing, recycling, compaction,

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composting, or other needed equipment. The consultant will make the recommendations based on a thorough analysis to justify the most suitable option which is feasible in Gaza.

- Assess the current and potential waste reduction as well as recycling facilities in the private sector and governmental institutions that can positively impact the proposed **approach towards green economy**.
- Propose how the waste reduction hierarchy will be reflected in practice. The waste hierarchy establishes a priority order from prevention, preparation for use, recycling, and energy recovery through to disposals, such as landfilling. The consultant will develop the best fit direction to move forward during the short-term period within the available allocated budget and achieve a full value chain that covers the waste and produces benefits to the end-users.
- Recommend interventions on the policy level and any changes/additions/improvements to the existing laws reviewed under part 1 item (1). The recommendation may include identifying and proposing incentive mechanisms to promote waste reduction, reduction, reuse, and recycling of waste, such as regulations, tax breaks, and subsidies.
- Develop recommendations including short, medium-, and long-term investment plans on innovative solutions for waste reduction at the operational and policy levels, including a green job creation strategy.
- Develop relevant policy papers, which will include the facilitation of roundtable discussions, policy discussions, and facilitation of further research.
- Develop the guidance manual for enabling eco-innovations for the circular economy.

(4) Improvement of final disposal sites

- Please see PART 3 (6).

(5) Public awareness

- Develop strategies and plans for awareness-raising and behavioral change activities targeting the community. The strategies and plans need to be developed for awareness-raising among communities on waste reduction, including individuals, households and communities, the private sector, and governmental bodies. The strategies and plans need to consider the gender differences related to waste management, including roles and responsibilities within the household and workloads. The proposed activities may include awareness-raising campaigns in schools and engaging beneficiaries from other projects.
- Develop strategies and plans for advocacy campaigns to influence the decision-makers and draw their attention towards reducing waste in Gaza. The plans will include the private sector, local municipalities, different JSCs, and other national counterparts. In addition, the advocacy campaign is expected to facilitate linkages between JSCs to transfer the know-how across the Gaza Strip, as well as with other JSCs in the West Bank. This would promote exchanges at the national level within the State of Palestine.
- Propose how to create linkages between local companies and other regional specialized businesses, influencing the understanding of and behavior towards waste reduction.

(6) Laws and regulations related to waste management

- Develop recommendations for changes to existing laws, ordinances, regulations, systems, etc. that are necessary to implement PART 2 (1) through (4) and new laws, ordinances, etc., that need to be introduced.

(PART 3) Preparation for the implementation of proposed interventions for waste reduction

- Based on the proposed short and medium-term investment plans for waste reduction in Gaza, the consultant shall conduct the following activities:

Selection of the first interventions for waste reduction

- In close coordination with the UNDP/PAPP and relevant stakeholders, identify and select interventions to be implemented in the short term from the list of several interventions proposed above. When selecting interventions, the consultant needs to consider the availability of funds, human resources, and equipment.

(1) Performance indicators for proposed interventions

- Develop baseline, interim, and outcome/impact key performance indicators for the proposed interventions for waste reduction.
- These indicators should enable the JSC-GNG to monitor progress to measure outcomes and assess the impact and results of the proposed reduction interventions.

(2) Environmental and social impact studies

- As for the selected first interventions for waste reduction, conduct environmental and social impact studies, including plans and recyclable materials marketing studies. Topics would include the future of waste, waste reduction, and recycling of waste.

(3) Preliminary design

- Prepare preliminary design options for the selected intervention plans for waste reduction. This preliminary design should include but is not limited to from waste-to-energy, or sorting, recycling, and reuse approaches.
- The design will cover the entire supply chain for the proposed direction and interventions, from waste collection to the final product that can contribute to waste reduction and recovery.
- Accommodate EQA requirements for plans approval.

(4) Final design

- Prepare final designs, specifications, drawings, and bidding documents for the proposed solutions and best-fit interventions, including but not limited to all potential facilities such as incinerators, sorting facilities, recycling factories, marketing facilities, and transfer stations. The design shall comply with the Palestinian Authority laws and regulations and with the UNDP procurement, environmental and social guidelines, procedures, and standard bidding documents. The consultant will carry out an Environmental and Social Impact Assessment (ESIA) according to the part mentioned above, and the mitigation measures recommended in the Environmental and Social Management Plan (ESMP) shall be taken into consideration in the final designs for the proposed facilities.

(5) Johr Al Deek landfill

Johr Al Deek landfill was expanded and improved in 2014, however, due to the aging of the heavy equipment and difficulties in properly maintaining them, the waste disposal operations deteriorated. The different processes of placing, compaction, and topping with soil to the waste at the dumpsite were not implemented properly resulting in poor use of the disposal space and continuous fires at the landfill. Furthermore, the landfill has exceeded its designed capacity and

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the waste height exceeded the design height of 19 meters, so a new cell should be constructed urgently.

- The consultant will prepare the design and the tender documents for two new cells in the landfill, which need to be reviewed by all stakeholders and endorsed by the Environment Quality Authority.
- The new cells are considered an expansion area to the current landfill with an area of around 124 dunum, which is located adjacent to the existing landfill; the proposed cells shall serve the northern and Gaza governorates for the upcoming ten years.
- The following activities need to be conducted:
 - ✓ Conduct the detailed design which includes the geographical survey, soil investigation, development of tender documents, Bill of Quantities, cost estimates ... etc.
 - ✓ Develop the design and tender documents needed for closing the existing overloaded cells.

d. Deliverables and Schedules

The consultant shall be requested to conduct the services in accordance with the table below along with monthly progress reports that illustrate the progress of works, the challenges, the communication with stakeholders, decision-makers, private sector, actors in the solid waste sector, and civil society.

The documents, that will be developed by the consultant, will be submitted electronically for revision and commenting. The consultant shall deliver the final versions of documents in one hard copy and one electronic version on USB. In addition to reproducing some drawings in 3d for stakeholders to a better understanding as applicable.

Deliverables:

Deliverables (as per TOR)	Estimated completion deadline
Deliverable 1: 1.1 Inception report	2 weeks from signing of the contract
Deliverable 2: 2.1 Feasibility Study Report compiling the results of PART 1 2.2 PowerPoint presentation for the findings	5 weeks from signing of the contract
Deliverable 3: Feasibility Study Report compiling the results of PART 2 including but not limited to the following items: <ul style="list-style-type: none">• Recommendations of modalities for future management of waste reduction services.• Waste management training programme.• Recommendations including short, medium-, and long-term investment plans in terms of Optimization of waste generation and discharge.• Recommendations including short, medium-, and long-term investment plans in terms of Improvement of collection, transportation, and intermediate treatments focusing on innovative solutions for waste reduction at the operational	15 weeks from signing of the contract

<p>and policy levels, including a green job creation strategy, as well as considerations related to the management of e-waste and solar energy related waste.</p> <ul style="list-style-type: none"> • Relevant policy papers. • Guidance manual for enabling eco-innovations for the circular economy. • Strategies and plans for awareness-raising and behavioral change activities. • Strategies and plans for advocacy campaigns targeting the private and public sectors. • Recommendations for changes to existing laws, ordinances, regulations, systems, etc., and new laws, ordinances, etc., that need to be introduced. • PowerPoint presentation for the main findings. 	
<p>Deliverable 4: Feasibility Study Report compiling the results of PART 3 including but not limited to the following items:</p> <ul style="list-style-type: none"> • Performance indicators for proposed interventions. • Results of Environmental and social impact studies. • PowerPoint presentation for the main findings. 	18 weeks from signing of the contract
<p>Deliverable 5: Preliminary design for the selected intervention plans for waste reduction and for Johr El-Deek cells.</p>	21 weeks from signing of the contract
<p>Deliverable 6: Detailed design, specifications, drawings, and bidding documents for the selected intervention plans for waste reduction. Detailed design for Johr El-Deek cells.</p>	24 weeks from signing of the contract

NOTE: All deliverables shall be approved by UNDP. The consultant must perform corrections if significant errors/mistakes within the delivered documents are identified.

e. Governance and Accountability

- Monitoring and evaluation of the consultant's work will be conducted by the UNDP team. Apart from the reports specified as deliverables, the consultant 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.
- UNDP withholds the right to request additional periodical updates/reports on particular issues. All reports will be submitted in writing.
- Due to the complexity of the tasks, the consultant shall appoint at least one person who will be always responsible for keeping track of plans, activities, progress reports, and ongoing issues.
- Day to day management of the service shall be devolved to the consultant, led by the Team Leader. A strong performance regime will operate – with payments made to the consultant on a deliverable basis.

f. Facilities to be provided by UNDP

- UNDP will not provide office space for this assignment; therefore, the consultant shall set up an office in the Gaza strip.

g. Expected duration of the contract/assignment

- The entire assignment must be completed within 24 weeks from the date of authorization to start.

h. Duty Station

- Gaza city in the Gaza Strip, State of Palestine.

i. Professional Qualifications of the Successful Consultant and its key personnel

1. Scope of Assignment

- The scope of services to be rendered by the consultant consists of three main parts as described above. The first and second part includes conducting feasibility studies for the solid waste reduction and for the integration of green and circular economy and green jobs creation, (PART 1 and PART 2) and based on the selected alternative for each one, and upon completion of the ESIA, the consultant shall prepare engineering designs and bidding stage services, which include standard bidding documents with technical drawings and specifications and bill of quantities (BoQs), and detailed itemized cost estimates and price analysis for construction including the costs of the institutional components, construction supervision and checking the proposed solution after the construction and propose modification (if needed) (PART 3). The consultant will initiate ESIA alongside alternative exploration, and it can continue into detailed design.
- Detailed description of each position needed for the consultancy services is given below. The consultant's attention is directed to the need to estimate level of effort of the needed qualified human resources for each activity under each task, as the contract amount will be determined subject to the final decision on the tasks/deliverables to be covered under the available funding. The cost of carrying out each task shall be all-inclusive, i.e., it should include all other expenses required to carry out the task in addition to the staff resources, and such costs included in the fee for man-month allocated to each task

UNDP/PAPP TOR Requirements and Consultant's Staff, Office, and Equipment Requirements

- The consultant shall have experience in the preparation of solid waste reduction feasibility studies, detailed design, and construction management of medium to large regional solid waste reduction projects serving more than 2 million inhabitants. Experience in the Middle East region and the West Bank and Gaza would be desirable. A description of key staff qualifications is given below.
- The level of effort for the assignment is estimated at about 30-man months for the key staff. The duration of the assignment is Twenty-four (24) weeks from the date of authorization to start. The consultant is expected to do his own plan and the man-month estimate to achieve all the deliverables within the prescribed timeframe.
- The Consultant shall be responsible for performing all the duties and responsibilities mentioned in the above tasks under the Scope of Work as explained above. The Consultant shall provide,

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for the duration of the entire assignment activities, all international and local experts' technical advice and skills, which are normally required for the entire consultancy services. The Consultant shall assemble a detailed design team of international experts who are experienced in the design, supervision, and operation of solid waste sanitary landfills.

- In particular, the Consultant's staff shall have international extensive expertise in designing civil, structural, environmental, mechanical, electrical, process, infrastructure, and all other works of international caliber in the field of solid waste reduction management, waste to energy and waste recycling. The Consultant shall also assemble through the joint venture arrangement with a local consultant firm an adequate design team of local experts who are experienced in Environment and Solid waste reduction to support the international team.
- The local professional staff must be based in the Consultant's local office in Gaza. The Consultant shall provide only one CV for each position. All staff has to be approved by the UNDP/PAPP. It is the right of UNDP/PAPP to withdraw, at any time, any approval for such staff if found to be incompetent or not desirable, in which case the person or persons in question shall be replaced by others approved by the UNDP/PAPP.
- The consultant should assign a "local focal point" or "local representative" that is permanently present in Gaza and can facilitate the internal management of staff given the large no. of required local staff.
- The Consultant shall review the assignment and determine what personnel are needed to complete the works within the required time frame. It is to be noted that any staff member, other than those mentioned below, found to be needed for the assignment is to be included in the man-month costs of the proposal. Each member of staff shall be appointed for a period determined by the requirements of the assignment and approval by the UNDP/PAPP. UNDP/PAPP reserves the right to require the Consultant, at any time, to change the formation of the staff to ensure the quality of the work.
- At least two of international team (including the team leader) should visit Gaza twice during the implementation of the study. The consultant's international and local personnel and staff shall be in accordance with, but not limited to, the following:

(1) International Staff:

- **Team Leader (Solid Waste Management Expert):** Shall have at least an MSc degree in environmental and solid waste management from an accredited university, with a minimum international experience of 15 years in designing and implementing waste reduction approaches, designing, and/or operating Solid waste Sanitary landfills or transfer stations and completed at least 3 assignments in similar projects and at least 8 years of experience in managing similar large scale and complex projects; preferably with adequate work experience in the region; and fully fluent in English (knowledge of the Arabic language would be a plus).
- **Environmental Expert:** Shall have BA degree in environmental engineering or any relevant degree from a recognized university with a minimum international experience of 10 years in conducting environmental impact assessment studies for sanitary landfills, and waste reduction facilities with at least 3 completed assignments as Senior Environmental Expert in pollution abatement.

- **Green Livelihood Expert and Economist:** Shall have MSc degree in economy or any relevant degree from a recognized university with a minimum international experience of 10 years in designing income-generating projects related to solid waste, circular economy, and green jobs creation programme related to the solid waste sector.
- **Geotechnical engineer and/or Geologist:** Shall have a relevant degree from a recognized university with a minimum international experience of 5 years of related work experience in geologic field investigations, soil mechanics, and design of landfills, transfer stations, sorting and recycling facilities, and environmental protection measures, including assessment of the special needs for stability under seismic events.
- **Sociologist/Communication Specialist:** Shall have a bachelor's degree in sociology with a minimum of 5 years of related experience in communication and community participation, including experience in at least 1 developing country.

(2) Local Staff

- **Deputy Team Leader (Solid Waste Management Expert):** Shall have at least an MSc degree in environmental and solid waste management from an accredited university, with a minimum experience of 12 years in designing and implementing waste reduction approaches, designing, and/or operating Solid waste Sanitary landfills or transfer stations and completed at least 3 assignments in similar projects.
- **Electromechanical Engineer:** Shall have bachelor's degree in electromechanical engineering from a recognized university with a minimum experience of 10 years in designing similar Sanitary landfills equipment and other related necessary installations with at least 2 completed assignments as a Senior electrical and mechanical Engineer in similar projects.
- **Civil Engineer:** Shall have bachelor's degree in civil engineering from a recognized university with a minimum experience of 10 years in designing similar sanitary landfills with similar civil and structural related works as well as access roads and all other infrastructure with at least 2 completed assignments as Senior Civil Engineer in similar projects.
- **Hydraulic Engineer/Sanitary Engineer:** The Hydraulic Engineer/Sanitary Engineer should have a relevant degree from a recognized university with a minimum experience of 5 years in designing solid waste and composting infrastructure projects.
- **Hydro-geologist Expert:** Shall have a relevant degree from a recognized university with a minimum experience of 10 years in related to groundwater investigations, hydrology, hydrogeology, drainage, groundwater quality, and modeling of contaminants released from surface sources such as landfills as well as experience in mitigation measures to abate pollution with at least 2 completed assignments as Senior Hydro-geologist Expert.
- **Architect:** The Architect shall have bachelor's degree in architectural engineering from a recognized university with a minimum experience of 10 years with at least 2 completed assignments as a Senior Architect
- **Private Sector Specialist:** Shall have at least a BSc degree in business, who should be familiar with the solid waste sector, particularly on the business side of recycling operations, and with a minimum of 10 years of related experience

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- **Environmental Expert:** Shall have a relevant degree from a recognized university with a minimum experience of 5 years in conducting environmental impact assessment studies for sanitary landfills, and waste reduction facilities with at least 1 completed assignment as Environmental Expert in pollution abatement.
- **Procurement Specialist:** Should have a relevant degree from a recognized university with a minimum experience of 5 years in preparing the tender requirements and documents as well as solid waste relevant items and market prices with at least 2 completed assignments as a procurement specialist.
- **Community mobilizer/communication specialist:** Shall have a bachelor's degree in sociology or any relevant degree with a minimum of 5 years of related experience in communication and community participation.

Other national staff: Coordinator, CAD Operators, GIS operator, Land surveyor (internally or outsourced), Quantity surveyor.....etc.

j. Price and Schedule of Payments

The contract will be on lumpsum remuneration where payments of the delivered services will be done according to the following deliverables and timetable, each upon the Project Manager's approval:

- **Deliverable 1:** 20% of Contract value upon successful completion of activities and upon submission (to be submitted by the end of 2 weeks after the signing of the contract at the latest)
- **Deliverable 2:** 20% of Contract value upon successful completion of activities and upon submission (to be submitted by the end of 5 weeks after the signing of the contract at the latest)
- **Deliverable 3:** 30% of Contract value upon successful completion of activities and upon submission (to be submitted by the end of 15 weeks after the signing of the contract at the latest)
- **Deliverable 4:** 10% of Contract value upon successful completion of activities and upon submission (to be submitted by the end of 18 weeks after the signing of the contract at the latest)
- **Deliverable 5:** 10% of Contract value upon successful completion of activities and upon submission (to be submitted by the end of 21 weeks after the signing of the contract at the latest)
- **Deliverable 6:** 10% of contract value upon successful completion of activities and upon submission (to be submitted by the end of 24 weeks after the signing of the contract at the latest)
- For each deliverable, the release of a tranche for payment is subject to UNDP's approval of the submitted Report on completed activity in line with section e. Governance and Accountability.
- Reports should be submitted in English language and sent by e-mail to the UNDP Project team.
- The UNDP Project team will have up to 15 calendar days to review outputs, provide comments/feedback, and/or approve reports.



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k. Additional References or Resources

- Feasibility study and detailed design for solid waste management in the Gaza strip in 2012
- The study on updating the solid waste management master plan in Gaza north in 2021
- The Promotion of Sustainable Growth in the Gaza Strip through Innovative and Economically Valuable Treatment of Solid Waste and E-waste”.
- Studies for Optimization of Waste Collection in Gaza Strip”, 2017

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

Financial Proposal Envelope

(Must be submitted in a separate File (BDF) /password protected File)

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



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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:

- 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;
- 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;
- have no conflict of interest in accordance with Instruction to Bidders Clause 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);
- 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;
- 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

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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]

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Form B: Bidder Information 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> 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:	<ul style="list-style-type: none"> Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured

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Programme of Assistance to the Palestinian People

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- Certificate of Incorporation/ Business Registration
- Valid Certificate with Offices and Engineering Firms association for Local consultants.
- Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder
- Trade name registration papers, if applicable
- Audit Financial reports for the last five years.
- Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country
- Power of Attorney



Form C: Joint Venture/Consortium/Association Information Form (N/A)

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 <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

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:

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Signature:

Date:

Name of partner:

Signature:

Date:

Signature:

Date:

Name of partner:

Signature:

Date:

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Form D: Qualification Form

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

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

Historical Contract Non-Performance

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

Litigation History (including pending litigation)

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

Previous Relevant Experience

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

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

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

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

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

Financial Standing

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
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			



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Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

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

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



Form E: Format of Technical Proposal

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

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

SECTION 2: Proposed Methodology, Approach and Implementation Plan

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

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.



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- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.
- 2.8 Identify the risk factors and mitigation measures that will be adopted.
- 2.9 Identify the main elements of the advocacy and visibility plan

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

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

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/Qualifications	<p><i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i></p> <p>[Insert]</p>
Professional certifications	<p><i>[Provide details of professional certifications relevant to the scope of services]</i></p> <ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<p><i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i></p> <p>[Insert]</p>
References	<p><i>[Provide names, addresses, phone and email contact information for two (2) references]</i></p> <p>Reference 1: [Insert]</p> <p>Reference 2: [Insert]</p>

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 our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

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

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]



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Form G: Financial Proposal Form

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.

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
		<i>A</i>	<i>B</i>	<i>C=A+B</i>
In-Country				
Home Based				
Subtotal Professional Fees:				



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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

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1				
Deliverable 2				
Deliverable 3				
.....				



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FORM H: FORM OF PROPOSAL 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:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Proposal after the date of the opening of the Proposals;
- c) Fails to comply with UNDP's variation of requirement, as per RFP instructions; or
- d) 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]