



## REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM: All International Firm	DATE: June 29, 2022
	REFERENCE: RFP/UNDP/ monitoring implementation of environmental and social safeguards – MMCRP / 2022/0024

Dear Sir / Madam:

We kindly request you to submit your Proposal for [monitoring implementation of the environmental and social safeguards – MMCRP](#)

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

Proposals may be submitted on or before Monday, July 11, 2022 and via email, to the address below:

**Bid Liberia <[bids.lr@undp.org](mailto:bids.lr@undp.org)>**

**[Deadline for the Submission of Proposal: Monday, July 11, 2022](#)**

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

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

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

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

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

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

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

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

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

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

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

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

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Thabani Mabodoko*  
*DRR/Operation*  
6/29/2022

### Description of Requirements

Context of the Requirement	International Firm for monitoring implementation of the environmental and social safeguards – MMCRP
Implementing Partner of UNDP	Environmental Protection Agency (EPA)
List and Description of Expected Outputs to be Delivered	Please refer to Annex 3- Terms of Reference
Person to Supervise the Work/Performance of the Service Provider	Please refer to Annex 3- Terms of Reference
Frequency of Reporting	<i>Please refer to Annex 3- Terms of Reference</i>
Progress Reporting Requirements	Please refer to Annex 3- Terms of Reference
Location of work	<input checked="" type="checkbox"/> Exact Address: Monrovia, Liberia
Expected duration of work	Please refer to Annex 3- Terms of Reference
Target start date	Please refer to Annex 3- Terms of Reference
Latest completion date	Please refer to Annex 3- Terms of Reference
Travels Expected	Please refer to Annex 3- Terms of Reference
Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling <input checked="" type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required

Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms <sup>1</sup>	Please refer to Annex 1- Terms of Reference
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and/or Services) for goods/services for/to UNDP
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<b><u>Technical Proposal (70%)</u></b> <input checked="" type="checkbox"/> Expertise of the Firm 30% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30%  <b><u>Financial Proposal (30%)</u></b>

<sup>1</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions <sup>2</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)  Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP <sup>3</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others <sup>4</sup> [pls. specify]
Contact Person for Inquiries (Written inquiries only) <sup>5</sup>	Getachew Arya Procurement specialist on detail <a href="mailto:Getachew.araya@undp.org">Getachew.araya@undp.org</a> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	

<sup>2</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>3</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>4</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>5</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>6</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>7</sup>)*

[insert: Location]

[insert: Date]

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

Dear Sir/Madam:

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

### A. Qualifications of the Service Provider

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

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

### B. Proposed Methodology for the Completion of Services

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

<sup>6</sup> This serves as a guide to the Service Provider in preparing the Proposal.

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

**C. Qualifications of Key Personnel**

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

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

**D. Cost Breakdown per Deliverable\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3	....		
	Total	100%	

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

**E. Cost Breakdown by Cost Component [This is only an Example]:**

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a . Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

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

*[Designation]*

*[Date]*

**Consultancy notice for International Firm to monitor implementation of the  
environmental and social safeguards**

**Project title: Monrovia Metropolitan Climate Resilience  
Project (MMCRP)**

<b>Post title</b>	International Firm for monitoring implementation of the environmental and social safeguards – MMCRP
<b>Project ID:</b>	00127200
<b>Project activity</b>	Activity 3.3 – Sub-Activity 3.3.1 (Annual Work Plan Activity 3.3.1.3)
<b>Project Location:</b>	Monrovia
<b>Procuring Entity</b>	UNDP Liberia
<b>Deadline of Application:</b>	11 July 2022

**1. Background:**

The Liberian capital Monrovia is particularly vulnerable to climate effects, namely sea level rise and the increased frequency of high-intensity storms. This has resulted in coastal erosion and shoreline retreat, which threatens the sustainability of ecosystem services and directly impacts Monrovia's fishery-based livelihoods of approximately 55,000 Monrovia's, 46% of whom are women.

The Environmental Protection Agency of Liberia (EPA) is the Executing Entity for the Monrovia Metropolitan Climate Resilience Project (MMCRP), financed by the Green Climate Fund (GCF), with the United Nations Development Program (UNDP) as the Accredited Entity. The core aim of the Project is to build the long-term climate resilience of coastal communities in Liberia by both addressing immediate adaptation priorities and creating an enabling environment for up-scaling coastal adaptation initiatives to other parts of Monrovia and Liberia.

As such, the MMCRP will address these vulnerabilities by: i) building a coastal revetment on 1,050m of coastline at West Point-ensuring landings for fishing boats (Output 1); ii) improving the management of Liberia's coastal zone by developing capacity for ICZM (Output 2); and iii) supporting the development of gender- and climate-sensitive livelihoods and improving the resilience of climate-sensitive livelihoods in Monrovia (Output 3). The project is expected to enhance coastal protection, foster improved coastal management and present local communities with diversified climate-resilient livelihoods.

The Project interventions of coastal protection, comprehensive, long-term planning for coastal zone management and the strengthening of local livelihoods — in conjunction with strong awareness-raising and knowledge management considerations — will address both the immediate and long-term impacts of climate change on the coast of Monrovia and facilitate the potential for up-scaling these initiatives across Liberia. The Project will also catalyze a paradigm shift in the management of Monrovia's coastal zone towards an integrated, transformative and proactive approach that addresses current and anticipated climate change risks and which mixes both infrastructure (where necessary) and coastal ecosystems in adaptation efforts.



During the project design stage, a conceptual design of the coastal defense infrastructure — in the form of a rock revetment — was developed. Based on this design, an Environmental and Social Assessment Report (ESAR) was prepared, to safeguard the environment and society through the implementation of the project and beyond. It follows the requirements laid out in the United Nations Development Programme's (UNDP) 2014 Social and Environmental Screening Procedure (SESP) and Social and Environmental Standards (SES). Derived from this is a detailed Environmental and Social Management Plan (ESMP), which states how potential impacts derived from some of the risks can be addressed so as to ensure that the project does not affect the environment and society without due mitigation. In addition to the ESAR, the Social and Environmental Screening Procedure (SESP) was carried out to assess how the project has integrated the overarching principles of UNDP's Social and Environmental Standards (SES) to strengthen social and environmental sustainability in its design; the potential social and environmental risks identified including their impact, probability, significance, and the possible mitigation measures to address them. The ESAR is an interim provision covering the requirements for a Project Brief, in addition to providing an Environmental and Social Monitoring Plan (ESMP). These documents — along with the SESP — serve as a baseline and set the scene to conduct a full Environmental and Social Impact Assessment (ESIA) of all outputs of the project, in accordance with the requirements under the 2003 Environmental Protection and Management Law (EPML). In order to fulfill the requirements of the EPML, a full ESIA will be conducted by a national firm under the project. In addition, a project site-specific hydro-engineering study of West Point will be conducted — in tandem with the ESIA — by a qualified engineering firm to ensure that the risks of potential localised and broader flooding are incorporated in the detailed design of the defense structure (revetment) under ***Output 1: Protection of coastal communities and infrastructure at West Point against erosion caused by sea level rise and increasingly frequent high-intensity storms***. Together, the findings of the ESIA and hydro-engineering study will inform the final design of the revetment. Furthermore, the ESIA will consider the impacts associated with livelihood activities under ***Output 3: Protecting mangroves and strengthening gender- and climate-sensitive livelihoods to build local climate resilience in Monrovia***. It will be done in accordance with the requirements of Liberian law for the construction of the revetment, and will include an assessment of the risk of economic displacement as a result of: i) the revetment restricting access to boat launching sites for fisherfolk; and ii) the development of the mangrove co-management agreements, which will be underpinned by the existing land-use management framework and the improved institutional and regulatory framework for ICZM developed under ***Output 2: Institutional capacity building and policy support for the implementation of Integrated Coastal Zone Management (ICZM) across Liberia***.

Notwithstanding, although the project was initially designed to focus on the immediate zone of the ocean shore threatened by sea level rise and intense storm energy, the potential impacts on both the environment and society will extend well beyond this line. To put this into perspective, under Output 3, the proposed project will put measures in place to reduce the anthropogenic pressure on mangrove ecosystems in the Mesurado Wetland. By reducing this pressure, the health of the ecosystems will be improved and their resilience to sea-level rise (SLR) and the impacts of climate change will increase, so increasing the resilience of the communities in Monrovia that rely on these ecosystems for their livelihoods. In addition, reducing the degradation of mangroves will increase the likelihood of their long-term survival and adaptation to climate change through migration. These mangroves are likely to be negatively impacted by climate change induced SLR which will decrease the area of the Mesurado Wetland in which they can grow. In addition, urban

encroachment into the mangrove forests and the harvesting of mangroves for fuelwood, charcoal production and fish smoking have resulted in degradation of the mangrove ecosystems in Monrovia. In order to develop long-term climate resilience within vulnerable, mangrove-dependent communities there is a need to: i) support community conservation of mangroves in the MMA to secure the provision of critical ecosystem services in the face of observed and expected climate change impacts; ii) develop local climate-resilient livelihood activities and strengthen market access for small and informal enterprises engaged in these activities, and iii) integrate gender as a core program strategy to ensure that men's and women's voices are considered equally and are recognized as active drivers of change in these communities. Therefore, to assess the adaptive capacity of the four communities prioritized for awareness-raising and livelihood development, state-of-knowledge assessments will be undertaken, including the assessments of climate-resilient livelihood practices with gender considerations and new opportunities to inform the design of new options and determine their uptake as a result of the project. Hence, the project will conduct annual assessments to evaluate the project-induced changes in mangrove degradation, community perceptions and awareness of climate change impacts, adaptation options and mangrove ecosystems throughout the project implementation period. These surveys will be conducted periodically to determine the annual change-in-state, which will help to refine the awareness-raising campaigns and support the uptake of additional climate resilient livelihoods. Most importantly, one of these surveys will aim to **monitor the implementation of the social and environmental safeguards during the project's implementation period, and across all project outputs.**

Considering that the ESMP is an integral product of the ESIA, it may include a Livelihood Restoration Plan (LRP) for the project in addition to the describing the risk mitigation measures for the project and would describe possible measures to mitigate potential social and environmental risks and recommend the required monitoring strategy and interval. Therefore, to ensure that these measures are implemented during the project, **UNDP is seeking the service of a firm/company to monitor how the outputs and action plans of these documents are being implemented by the PMU, project responsible parties and contracted companies.** This includes implementing the grievance redress mechanism and monitoring of any environmental impacts in relation to the entire project. As the ESIA is being prepared. The hydro-engineering study to assess unintended consequences of the revetment, as well as its detailed design, will be prepared. These, together with the SESP and ESAR form the basis for SES monitoring. In independent entity is therefore required

## **2. Objectives of the Consultancy:**

The objective of the consultancy is to conduct monitoring implementation of the environmental and social safeguards, across all project outputs, spread across the project period. This includes implementing the grievance redress mechanism and monitoring of any environmental impacts in relation to the whole project as contained in the ESAR, SESP, ESIA (to be prepared), hydro-engineering study (to be prepared) and detailed design of the revetment (to be prepared).

## **3. The Scope of the Services to be performed**

The specific tasks to be performed by the contractual firm shall be but not limited to the following:

- Develop a reporting template for annual reports;

- Conduct monitoring implementation of the environmental and social safeguards, spread across the project outputs 1, 2, and 3;
- Implementing of the grievance redress mechanism;
- Development of gender sensitive (and marginalized-group sensitive) grievance redress mechanism;
- Ensure that the grievance redress mechanism is fully responsive to gender in Liberia and accessible to everyone;
- Ensure that there are defined standard operating procedures (SOPs) for addressing concerns of women, the relevant person will be trained on these SOPs,
- Integrate sex-disaggregated data and gender sensitive information collected during the project into regular updates to ensure it is gender-responsive and accessible as possible.
- Track and document unsatisfied person's concerns via the grievance redress mechanism, and this should be made explicitly clear such that the feedback is used to appropriately adjust project design and implementation.
- Monitoring of any environmental impacts of the project preferably from a gender perspective
- Develop checklists and monitoring templates for identifiable risks and hazards.
- Prepare mid-year and annual reports covering the SES monitoring and implementation
- Facilitate mid-year and annual revision processes for SES monitoring and implementation plans, including the grievance mechanism.

#### 4. Reporting/deliverables

The following reports must be submitted by the contractual party and approved / accepted in accordance with the above deliverables / tasks by the EPA, UNDP, and other implementing partners. This section is divided into two (2) main categories: Year 1 and Years 2 – 5.

##### **Year 1 (up to the end of 2022):**

<b>Deliverables</b>	<b>Timeline</b>	<b>Payments</b>
Inception Report (including the development of a reporting template for annual reporting)	1 week after signing of contract	20%
Develop and submit monitoring & implementation plan, including an outline of selected indicators and measurement parameters.	2 weeks after signing of contract	
Baseline report detailing initial status of the project's performance against environmental and social safeguards	1.5 months after signing of contract	20%

Develop and submit grievance redress mechanism including report covering the training of community leaders and knowledge sharing groups on the grievance redress mechanism that should also be gender aware and gender responsive.	2 months after signing of contract	20%
Report covering the implementation of the grievance redress mechanism including feedback from the project's targeted communities, women and other vulnerable people, recommendations, and lessons learned	6 months after signing of contract	40%
Final (annual) report detailing status of the project's performance against environmental and social safeguards, including progress on the monitoring of the implementation plan developed. This report will also include an end line survey to compare to the initial baseline survey.	6 months after signing of contract	

## Years 2 – 5

Deliverables	Timeline	Payments
Review monitoring & implementation plan in consultation with project stakeholders, including the PMU and the project's technical sub-committee to identify and agree on any potential modifications, and submit a report covering the revision process and its outcomes.	End of January (each year)	15%
Review grievance redress mechanism in consultation with project stakeholders, including the PMU and the project's technical sub-committee to identify and agree on any potential modifications, and submit a report covering the revision process and its outcomes.		
Mid-year report detailing status of the project's performance against environmental and social safeguards, including progress on the monitoring of the implementation plan developed and update progress status of the grievance redress mechanism.	End of June (each year)	25%
Annual report covering the implementation of the grievance redress mechanism including feedback from the project's targeted communities, women and other vulnerable people, recommendations, and lessons learned	End of December (each year)	20%

Final (annual) report detailing status of the project's performance against environmental and social safeguards, including progress on the monitoring of the implementation plan developed. This report will also include an end line survey to compare to the initial baseline survey.	End of December (each year)	40%
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## 5. Institutional arrangement / reporting relationships

The consultant will work under the overall guidance of the Environmental Protection Agency of Liberia (EPA) in collaboration with the UNDP Liberia, with technical supervision from the Project Management Unit (PMU) of the Monrovia Metropolitan Climate Resilience Project (MMCRP), and in close consultation with the UNDP RTA who provides technical oversight

## 6. Duration of the consultancy

The duration of the consultancy service will last for six (6) months in year 1, beginning from 1 July 2022 and ending on 31 December 2022, and will be renewed on an annual basis based on the performance of the firm in meeting the targets of the assignment – throughout the project duration.

## 7. Qualifications

The firm must provide business registration and tax clearance documents valid in the country(ies) where they operate.

### ***Experience***

The firm must at least have the following experiences:

- A minimum of 7 years of progressive professional experience in carrying out monitoring implementation of the environmental and social safeguards for a similar-scale project or project of a similar nature;
- Previous experience in conducting SES monitoring for large scale projects in Liberia, another Least Developed Country, or in the West Africa region;
- Substantial, relevant experience in conducting monitoring implementation of the environmental and social safeguards for adaptation, mitigation, and disaster risk reduction is an asset.
- Previous experience in conducting SES monitoring for coastal protection or coastal management projects, is an asset;
- Demonstrated ability to engage and work with governmental agencies, development partners and with local communities;
- Previous experience in working with vulnerable coastal informal communities and inhabitants is desirable;

- Very good experience on a Green Climate Fund (GCF), Global Environment Facility (GEF), African Development Bank (AfDB), or a World Bank (WB) project implementation or management; and
- Excellent working knowledge of English and written communication skills.

### ***Competencies and skills***

- Excellent communication and facilitation skills;
- Ability to follow deadlines, accuracy and attention to detail;
- Knowledge of the Liberian regulations and laws – particularly in the Environmental Permitting Processes (such as conducting a full-scale ESIA) – is required;
- Knowledge and experience in Project Monitoring & Evaluation is desirable;
- Ability to work under minimum supervision to meet short deadlines;
- Knowledge of gender-responsive approach to climate change and conservation;
- Commitment and drive to achieve challenging goals, and problem-solving attitude;
- A team player with strong interpersonal skills and the ability to deal with multiple teams located in multiple institutions;
- Ability to identify client needs and deliver them promptly and accurately - Ability to work under tight timelines;
- Familiarity with the GCF and UNDP Social and Environmental Safeguard policies/standards is required;
- Demonstrated ability in team management and collaboration;

### **8. Submission of Application**

The UNDP invites interested and eligible firms or companies to indicate their interest in providing the above services by submitting the following documents/ information to demonstrate their qualifications and eligibility.

- Financial proposal:** the financial proposal shall specify an all-inclusive daily fee. Payments will be made based on the specific and measurable deliverables; and the agreed financial proposal to be released upon submission of a certificate of payment request, indicating that the deliverables are achieved as per the TOR and will be verified and cleared for payment by the UNDP and EPA.
- A one-page cover letter** indicating your suitability to provide the services;
- Curriculum Vitae (CV) and supporting documents** demonstrating experience in performing similar assignments with references and showing responsiveness to the qualification's requirements outlined.
- Certificate/certified document of accreditation** from the Liberian government or any other recognized international accreditation institution allowing your firm to perform monitoring implementation of the environmental and social safeguards and other environmental related assessments and investigations in Liberia;
- Business registry and Tax clearance** from the mandated regulatory authorities.

## 9. Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
<b>1</b>	Expertise of firm / qualification, capacity, and experience/	30%	300
<b>2</b>	Proposed Methodology, Approach, and Implementation Plan	40%	400
<b>3</b>	Management Structure and Key Personnel	30%	300
<b>TOTAL</b>		<b>100%</b>	<b>1000</b>

Technical Proposal Evaluation (FORM I)		
Expertise of the Firm / Organization		Points Obtainable
<b>1.1</b>	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	<b>50</b>
<b>1.2</b>	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, Age/size of the firm, Strength of the Project Management Support	<b>90</b>
<b>1.3</b>	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 specialized skills.)	<b>15</b>
<b>1.4</b>	Quality assurance procedure, warranty	<b>25</b>
<b>1.5</b>	Relevance of: - Specialized Knowledge - Experience on Similar Programme / Projects - Experience on Projects in the Region - Work for UNDP/ major multilateral/ or bilateral programmes	<b>120</b>
<b>SUB TOTAL</b>		<b>300</b>

Technical Proposal Evaluation (FORM II)		
Proposed Methodology, Approach, and Implementation Plan		
<b>2.1</b>	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?	<b>50</b>
<b>2.2</b>	Have the important aspects of the task been addressed in sufficient detail?	<b>35</b>
<b>2.3</b>	Are the different components of the project adequately weighted relative to one another?	<b>30</b>
<b>2.4</b>	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	<b>55</b>
<b>2.5</b>	Is the conceptual framework adopted appropriate for the task?	<b>65</b>
<b>2.6</b>	Is the scope of task well defined and does it correspond to the TOR?	<b>90</b>
<b>2.7</b>	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	<b>75</b>
<b>SUB TOTAL</b>		<b>400</b>

Technical Proposal Evaluation (FORM III)		
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<b>Management Structure and Key Personnel</b>		
<b>3.1</b>	<b>Task Manager/ Team Lead</b>	
	- Specific Experience relevant to the assignment	<b>45</b>
	- Regional/International experience	<b>20</b>
	- Training experience	<b>20</b>
	Knowledge of the region	<b>30</b>
	Educational Qualifications	<b>15</b>
	- Language qualification	<b>15</b>
<b>SUB TOTAL</b>		<b>145</b>
<b>3.2</b>	<b>Senior Expert/s</b>	
	- Specific Experience relevant to the assignment	<b>45</b>
	- Regional/International experience	<b>15</b>
	- Training experience	<b>15</b>
	- Knowledge of the region	<b>15</b>
	Educational Qualifications	<b>20</b>
	- Language qualification	<b>15</b>
<b>SUB TOTAL</b>		<b>125</b>
<b>3.3</b>	<b>Junior Expert/s</b>	
	- Specific Experience relevant to the assignment	<b>10</b>
	- Regional/International experience	<b>5</b>
	- Educational Qualifications	<b>10</b>
	- Language qualification	<b>5</b>
<b>SUB TOTAL</b>		<b>30</b>
<b>SUB TOTAL</b>		<b>300</b>
	<b>Aggregate</b>	<b>1000</b>

All expressions of interest must be delivered by email to the address below, before or on 11-July-2022 @ 23:59 hours (GMT). Please indicate in the subject line “International Firm for monitoring implementation of environmental and social safeguards – MMCRP”. Any submission received after the above deadline will not be considered. Only applicants that meet the requirements as outlined will be considered for evaluation. Eligibility criteria and the selection procedure shall be in accordance with UNDP’s procurement policy.

Approved : \_\_\_\_\_