

United Nations Development Programme



*Empowered lives.
Resilient nations.*

REQUEST FOR PROPOSAL

Development of Climate Change Integrated Measuring, Reporting and Verification Tool

RFP No.: RFP-SLB-001-2022

Project: 00127761- Integrated Approach to Disaster Risk Management

Country: Solomon Islands

Issued on: 20 July 2022

Contents

Section 1. Letter of Invitation.....	4
Section 2. Instruction to Bidders	5
A. GENERAL PROVISIONS	5
1. Introduction	5
2. Fraud & Corruption, Gifts and Hospitality.....	5
3. Eligibility	5
4. Conflict of Interests	5
B. PREPARATION OF PROPOSALS	6
5. General Considerations.....	6
6. Cost of Preparation of Proposal.....	6
7. Language	6
8. Documents Comprising the Proposal	6
9. Documents Establishing the Eligibility and Qualifications of the Bidder.....	6
10. Technical Proposal Format and Content	7
11. Financial Proposals	7
12. Proposal Security	7
13. Currencies	7
14. Joint Venture, Consortium or Association	8
15. Only One Proposal.....	8
16. Proposal Validity Period.....	9
17. Extension of Proposal Validity Period	9
18. Clarification of Proposal.....	9
19. Amendment of Proposals.....	9
20. Alternative Proposals.....	9
21. Pre-Bid Conference	9
C. SUBMISSION AND OPENING OF PROPOSALS	10
22. Submission.....	10
23. Deadline for Submission of Proposals and Late Proposals	11
24. Withdrawal, Substitution, and Modification of Proposals	11
25. Proposal Opening	11
D. EVALUATION OF PROPOSALS	11
26. Confidentiality	11
27. Evaluation of Proposals	12
28. Preliminary Examination	12
29. Evaluation of Eligibility and Qualification	12
30. Evaluation of Technical and Financial Proposals.....	12
31. Due Diligence	13
32. Clarification of Proposals	13
33. Responsiveness of Proposal.....	13

34. Nonconformities, Reparable Errors and Omissions	14
E. AWARD OF CONTRACT	14
35. Right to Accept, Reject, Any or All Proposals	14
36. Award Criteria	14
37. Debriefing	14
38. Right to Vary Requirements at the Time of Award.....	14
39. Contract Signature	14
40. Contract Type and General Terms and Conditions	15
41. Performance Security	15
42. Bank Guarantee for Advanced Payment	15
43. Liquidated Damages	15
44. Payment Provisions	15
45. Vendor Protest	15
46. Other Provisions	15
Section 3. Bid Data Sheet.....	16
Section 4. Evaluation Criteria.....	19
Section 5. Terms of Reference	25
Section 6: Returnable Bidding Forms / Checklist.....	35
Form A: Technical Proposal Submission Form	36
Form B: Bidder Information Form	37
Form C: Joint Venture/Consortium/Association Information Form	39
Form D: Qualification Form.....	40
Form E: Format of Technical Proposal	42
Form F: Financial Proposal Submission Form	44
Form G: Financial Proposal Form.....	1
Form H: Form of Proposal Security	3

SECTION 1. LETTER OF INVITATION

Consultancy for Development of Climate Change Integrated Measuring, Reporting and Verification Tool

UNDP Project: 00127761- Integrated Approach to Disaster Risk Management

Country: Solomon Islands

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):

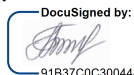
- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - o Form A: Technical Proposal Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture/Consortium/Association Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Proposal
 - o Form F: Financial Proposal Submission Form
 - o Form G: Financial Proposal Form
 - o Form H: Form of Proposal Security

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

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

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

Issued by:

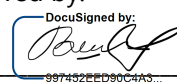
DocuSigned by:

91B37C0C300448E

Name: Nadira Sabirova

Title: Procurement Specialist

Date: **July 20, 2022**

Approved by:

DocuSigned by:

987452EED90C4A3...

Name: Mr. Berdi Berdiyev

Title: DRR/Country Manager

Date: **July 20, 2022**

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 bidder/vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the bidder/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 https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p>
3. Eligibility	<p>3.1 A Bidder should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Bidders are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers 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> <p>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</p>

	<p>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;</p> <p>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</p> <p>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</p> <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> <p>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</p> <p>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</p> <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. <i>General Considerations</i>	<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. <i>Cost of Preparation of Proposal</i>	<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. <i>Language</i>	<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. <i>Documents Comprising the Proposal</i>	<p>8.1 The Proposal shall comprise of the following documents:</p> <p>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</p> <p>b) Technical Proposal;</p> <p>c) Financial Proposal;</p> <p>d) Proposal Security, if required by BDS;</p> <p>e) Any attachments and/or appendices to the Proposal.</p>
9. <i>Documents Establishing the Eligibility and Qualifications of the Bidder</i>	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified Bidder, 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>

<p><i>10. Technical Proposal Format and Content</i></p>	<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>
<p><i>11. Financial Proposals</i></p>	<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 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>
<p><i>12. Proposal Security</i></p>	<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> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after UNDP has issued an award; or <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>
<p><i>13. Currencies</i></p>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ul style="list-style-type: none"> 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 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>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) 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>
<p>15. Only One Proposal</p>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> f) they have at least one controlling partner, director or shareholder in common; or g) any one of them receive or have received any direct or indirect subsidy from the other/s; or h) they have the same legal representative for purposes of this RFP; or i) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; 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>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>
<p>16. Proposal Validity Period</p>	<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>
<p>17. Extension of Proposal Validity Period</p>	<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>
<p>18. Clarification of Proposal</p>	<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>
<p>19. Amendment of Proposals</p>	<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>
<p>20. Alternative Proposals</p>	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
<p>21. Pre-Bid Conference</p>	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the</p>

	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.
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> <ul style="list-style-type: none"> 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. 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: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS 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>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>
Email Submission	
eTendering submission	<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,</p>

	<p>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: https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders
23. <i>Deadline for Submission of Proposals and Late Proposals</i>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
24. <i>Withdrawal, Substitution, and Modification of Proposals</i>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. <i>Proposal Opening</i>	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
D. EVALUATION OF PROPOSALS	
26. <i>Confidentiality</i>	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p>

	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.
27. <i>Evaluation of Proposals</i>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <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. <i>Preliminary Examination</i>	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. <i>Evaluation of Eligibility and Qualification</i>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, Bidders that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> 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; They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, 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; They are able to comply fully with UNDP General Terms and Conditions of Contract; They do not have a consistent history of court/arbitral award decisions against the Bidder; and They have a record of timely and satisfactory performance with their clients.
30. <i>Evaluation of Technical and Financial Proposals</i>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p>

	<p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 5px;"> <p><u>Rating the Technical Proposal (TP):</u></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. <i>Due Diligence</i>	<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. <i>Clarification of Proposals</i>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. <i>Responsiveness of Proposal</i>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP</p>

	<p>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>
<p>34. Nonconformities, Reparable Errors and Omissions</p>	<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>
<p>E. AWARD OF CONTRACT</p>	
<p>35. Right to Accept, Reject, Any or All Proposals</p>	<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>
<p>36. Award Criteria</p>	<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>
<p>37. Debriefing</p>	<p>37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.</p>
<p>38. Right to Vary Requirements at the Time of Award</p>	<p>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.</p>
<p>39. Contract Signature</p>	<p>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</p>

	Contract to the Second Ranked Bidder or call for new Proposals.
40. <i>Contract Type and General Terms and Conditions</i>	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. <i>Performance Security</i>	41.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. <i>Bank Guarantee for Advanced Payment</i>	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. <i>Liquidated Damages</i>	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. <i>Payment Provisions</i>	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45. <i>Vendor Protest</i>	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html
46. <i>Other Provisions</i>	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 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: 16:00 Solomon Islands time UTC +10 Date: August 2, 2022 Venue: UNDP Conference room (and Bidders may register online at https://attendee.gotowebinar.com/register/4506790833979025933)</p> <p>The UNDP focal point for the arrangement are: Ms. Vini Talai, Project Manager Mr. Lucas Toro, Procurement Assistant Telephone: +677 27466 Telephone: +677 27466 E-mail: vini.talai@undp.org E-mail: lucas.toro@undp.org</p>
5	16	Proposal Validity Period	120 days
6	12	Proposal Security	<p>Required in the amount of USD 10, 000</p> <p>Acceptable Forms of Bid Security</p> <ul style="list-style-type: none"> Bank Guarantee (See Section 6 for template) <p>Any Bank-issued Check / Cashier's Check / Certified Check</p>
7	42	Advanced Payment upon signing of contract	Allowed up to a maximum of 20% of contract value. If the amount exceeds USD 30,000 then a bank guarantee is required.
8	43	Liquidated Damages	<p>Will be imposed as follows: Percentage of contract price per day of delay: 0.3% Max. number of days of delay: 30 days, after which UNDP may terminate the contract.</p>
9	41	Performance Security	Required, 10% of the total contract amount
10	13	Currency of Proposal	United States Dollar
11	18	Deadline for submitting	Seven calendar days before the submission deadline

		requests for clarifications/ questions	
12	18	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Procurement Unit E-mail address: procurement.sb@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to UNDP e-Tendering
14	23	Deadline for Submission	17 th August 2022, UTC (-4 hrs) For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	<input type="checkbox"/> Courier/Hand Delivery <input type="checkbox"/> Submission by email <input checked="" type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	https://etendering.partneragencies.org <u>FJI10 and Event ID number 0000013154</u> (eTendering guidance is found here https://www.undp.org/procurement/business/resources-for-bidders)
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. ▪ ▪ Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP. The price offer must not be indicated in the financial proposal and not anywhere else. Disclosure of price anywhere else, or not protecting the offer with a password will lead to disqualification of bids. Therefore, in the e-Tendering submission, the bidder must indicate "1" as a proposal start price. ▪ Max. File Size per transmission: 30MB. ▪ Documents which are required in original (e.g Proposal Security) should be sent to below address with a PDF copy submitted as part of electronic submission through e-Tendering: <p>United Nations Development Programme Solomon Islands Sub Office ANZ Haus, Ranadi Honiara, Solomon Islands Tel: +(677) 27446 Attention: Nadira Sabirova, Procurement Unit</p>
17	D	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%. NOTE: UNDP may require the Bidder to produce detailed price analyses for any or all items of the price schedule to demonstrate internal

			consistency of those prices with the construction methods and schedule proposed.
18		Expected date for commencement of Contract	<i>October 3, 2022</i>
19		Maximum expected duration of contract	8 months
20	36	UNDP will award the contract to:	One Proposer Only
21	40	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
22	40	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

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 (if applicable)
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity for 120 days
- Bid Security for 120 days

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	Bidder(s) is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Bidder(s) is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	Bidder(s) have no conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Bidder(s) have Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the Bidder 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 by Bidder(s) did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	Bidder(s) has no consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Bidder(s) Has - Minimum of 5 years of relevant experience in development of enterprise level web-based software in climate change, environmental management, and/or sustainability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder(s) has minimum 2 contracts of similar value, nature and complexity implemented over the last 5 years.	Form D: Qualification Form

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.

	<i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	
Financial Standing	Bidder(s) has Minimum average annual gross revenue of USD 450, 000 or more for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder(s) must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form

Technical Evaluation Criteria

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

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	At least 5 years of experience working with developing and implementing MRV/M&E systems and/or GHG inventories.* - 60 points For each additional year 3 additional points per year – max 15 points in total	75
1.2	At least 5 years of experience working in climate change policy, planning, finance, mitigation, and adaption*- 60 points For each additional year 3 additional points per year – max 15 points in total	75
1.3	At least 3 years of experience working with climate change mitigation, adaptation, and/or GHG inventories in Small Island Developing States (SIDS) with preference for Pacific Island Countries (PICs). SID Experience - 25 points PICs Experience - 25 points For each additional year 3 additional points per year – max 15 points in total	75
1.4	Organizational Commitment to Sustainability -Organization has a publicly available sustainable strategy, and/or annual corporate sustainability reports following international reporting standards (e.g. GRI, UNGC, SASB, TFCD...etc.).	40
1.5	-Organization demonstrates significant commitment to sustainability through means, which may include for example internal company environmental, social and governance (ESG) policies, diversity, equity and inclusion (DEI) actions, GHG emissions reporting, mitigation, and offsetting (EMO) actions, and/or sustainability commitments in trade institution programs	35
Total Section 1		300

*Suggested to show references of at least the past 10 years if applicable / available.

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirements: Has the methodology sufficiently addressed the different elements of national level MRV for the GHG inventory and the ETF requirements under the Paris Agreement, and integration of the needs into an iMRV Tool, in the context of SIDS / PICs and the Solomon Islands.	100

2.2	Description of the Offer's approach: Has the approach sufficiently addressed the national level work and processes needed for developing the systematic MRV tool of the GHG inventory and the ETF requirements under the Paris Agreement into the iMRV Tool?	50
2.4	Understanding of Enterprise Level Software Development: Has the approach sufficiently addressed the work and processes for the enterprise level software development of the iMRV Tool? Details of how the different service elements shall be organized, controlled and delivered.	50
2.5	Description of available performance monitoring and evaluation mechanisms and tools: Are the quality control / quality assurance procedures, and risk mitigation measures, for completing the assignment adequately described?	50
2.6	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic. Are the different elements of the TOR planned for, and can be implement in a cohesive and timely manner?	50
Total Section 2		300

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Qualifications of key personnel proposed		
3.1 a	Team Leader		100
	- Postgraduate degree (Master's or Ph.D) in climate change, environment, energy, transport, environmental economics, natural resources management or other related field;	15	
	- At least 7 years of work experience related to this assignment (climate change mitigation / adaptation, NAMAs, NDCs and their roadmaps, CDM/JI projects, NCs/BURs, UNFCCC processes, Enhance Transparency / Paris Agreement or similar).	30	
	- At least 5 years of proven experience in leading teams advising governments in MRV / M&E systems for GHG mitigation, GHG inventories, and/or adaptation.	30	
	- Proven experience in stakeholder consultations and the coordination of information between government agencies, the private sector, and/or NGOs / CSOs sectors;	10	
	- Proven experience in working in SIDS with preference in PICs	10	
	- Fluency in English (required)	5	
3.1 b	MRV Expert		75
	- Postgraduate degree (Master's or Ph.D) in climate change, environment, energy, transport, environmental economics, natural resources management or other related field;	15	
	- At least 5 years of proven experience in developing MRV / M&E systems for GHG mitigation, GHG inventories, adaptation, and/or reporting under Enhance Transparency / Paris Agreement.	25	

	- Proven experience in stakeholder consultations and the coordination of information between government agencies, the private sector, and/or NGOs / CSOs sectors;	20	
	- Proven experience in working in SIDS with preference in PICs	10	
	- Fluency in English (required)	5	
3.1 c	GHG Mitigation Expert		50
	- Postgraduate degree (Master's or Ph.D.) in climate change, environment, energy, transport, environmental economics, natural resources management or other related field;	15	
	- At least 5 years of work experience related to this assignment (climate change mitigation, NAMAs, NDCs and their roadmaps, CDM/JI projects, NCs/BURs, UNFCCC processes, or similar).	20	
	- Proven experience in working in SIDS with preference in PICs	10	
	- Fluency in English (required)	5	
3.1 d	Adaptation Expert		50
	- Postgraduate degree (Master's or Ph.D.) in climate change, environment, natural sciences, civil engineering, anthropology, environmental economics, natural resources management or other related field;	15	
	- At least 5 years of work experience related to this assignment (climate change adaptation, M&E of adaptation, national adaptation planning, sectoral adaptation planning, or other related field).	20	
	- Proven experience in working in SIDS with preference in PICs	10	
	- Fluency in English (required)	5	
3.1 e	Lead Software Architect		75
	- Higher education degree (Bachelor's, Master's or Ph.D.) in computer science, information systems, software engineering or another related field.	15	
	- At least 7 years of work experience managing teams in the development of software.	20	
	- Certified IT project management (agile, scrum, lean or equal).	15	
	- Proven experience in developing web-based enterprise level software	20	
	- Fluent in English (required)	5	
3.1 f	UX/UI Designer		25
	- Higher education degree (Bachelor's, Master's or Ph.D.) in Human-Computer Interaction, computer science, psychology, information systems, anthropology, or design.	5	
	- At least 5 years of work experience with UX/UI design web-based enterprise level software..	10	
	- Experience in working with agile, scrum, lean or equal.	5	
	- Fluent in English (required)	5	

3.1 g	Front- / Backend- Software Developer		25
	- Higher education degree (Bachelor's, Master's or Ph.D.) in computer science, computer information systems, software engineering or another related field.	10	
	- At least 5 years of work experience in development of web-based enterprise level software.	10	
	- Experience in working with agile, scrum, lean or equal.	5	
Total Section 3			400

SECTION 5. TERMS OF REFERENCE

A. Background

The Solomon Islands ratified the United Nations Framework Convention on Climate Change (UNFCCC) which came into effect in 1994 and is a party to both the Kyoto Protocol and the Paris Agreement. The ultimate objective of the three agreements is to stabilize greenhouse gas concentrations in the atmosphere at a level that will prevent dangerous human interference with the climate system, in a time frame that allows ecosystems to adapt naturally and enables sustainable development.

The Paris Agreement, the most recent agreement, explicitly set out a global action plan to limit global warming to well below 2°C above pre-industrial levels and pursuing efforts to limit the temperature increase to 1.5°C above pre-industrial levels. In accordance with Article 4 of the Paris Agreement each party, including the Solomon Islands, has registered a Nationally Determined Contribution (NDC) with the UNFCCC that contributes to the previous mentioned goals of the Paris Agreement. Moreover, Article 13 of the Paris Agreement establishes the Enhanced Transparency Framework (ETF) for action and support was established, which encourages clarity of information and the tracking of progress of the different parties in meeting different provisions of the Paris Agreement. For developing countries, and especially Small Island Developing States (SIDS), such as the Solomon Islands, the ETF provisions require biennial reporting starting from 2024 of key components of the ETF: the national GHG inventory; information necessary to track progress towards the NDC; information related to adaptation; information on the Means of Implementation (MOI) which included financial, technology development, and capacity building support needed and received, and support a technical expert review and a facilitative multilateral consideration of progress. The provisions of the ETF have been further agreed upon in the Modalities, Procedures and Guidelines for enhanced transparency (the MPGs) in decision 18/CMA.1, guidance in relation to adaptation communications in decision 9/CMA.1, and common tabular formats for reporting in decision 5/CMA.3... amongst others.

To be able to track the key components of the ETF individual parties, such as the Solomon Islands, are encouraged to establish robust domestic Measuring, Reporting and Verification (MRV) systems for GHG emissions and mitigation, and Monitoring & Evaluation (M&E) systems for adaptation, and reporting on MOI support needed and received. Hereinafter collectively referred to as an "MRV system".

In the Solomon Islands the Climate Change Division (CCD) of the Ministry of Environment, Climate Change, Disaster Management and Meteorology has the responsibility to collect the appropriate information needed for and to prepare the reporting for meeting obligations under the UNFCCC and Paris Agreement / ETF. The CCD has the objective to establish a well-functioning MRV system following the guidance from the MRV Roadmap (2020) and does not currently have a comprehensive national MRV framework that is operationalized in the context of the ETF, nor the specific tools for information gathering and reporting to meet all the reporting obligations under the Paris Agreement. The CCD has submitted two National Communications to the UNFCCC in the past and its currently finalizing the Third National Communication (TNC) and first Biennial Update Report (BUR). The realization of the ETF requirements and experience from the TNC / BUR work has led to the decision by the Government to start the process for developing an Integrated MRV (iMRV) Tool that is tailor-made to the national circumstances and needs of the Solomon Islands.

Based on the needs identified by CCD, UNDP is seeking to engage a Company/Institution or Consortium to design and develop the iMRV Tool for the Solomon Islands. This assignment will also provide a good basis for needed technical assistance and capacity building to implement a broader MRV systems, and to developed additional policy and regulatory frameworks to support Climate Change initiatives in Solomon Islands.

B. Assignment objective:

The main objective of this assignment is to design and develop an effective and robust National Integrated MRV tool for Solomon Islands (hereinafter referred to as the iMRV Tool). The iMRV Tool will operationalize the MRV Roadmap and information system supporting the National Climate Change Policy (currently under development) and support the Solomon Islands Government to implementing the ETF and reporting provisions under the UNFCCC and the Paris Agreement. The iMRV Tool will specifically help the Solomon Islands Government with preparing the national GHG inventory, measuring progress in GHG mitigation and adaptation actions, track MOI support needed and received, and measure the linkage and impact on the SDGs.

The iMRV Tool will also provide a valuable coordinating, engagement and information management system that ensures timely high-quality information available for short-, medium-, and long- term planning by Government. It will also contain relevant, structured thematic information and indicators necessary for informing national stakeholders and for use to support the Climate Change Division (CCD) in monitoring implementation of the NDC and relevant national policy frameworks for climate action.

The iMRV Tool will support the Government processes for:

- Compiling transparent, high quality national reports to the UNFCCC as well as to the National Climate Change Council.
- Support the coordination of gathering, providing, and systematized updating of necessary databases suitable for evidence- based decision- making (government, national negotiators and private sector) on progress and ambitions related to the country's climate change objectives. This will include supporting decision- making on low carbon and resilient development, information on climate related impacts, and production of regular reports.
- Establish a working system that efficiently integrates and continuously improve the work on sectoral and national data flows and systems.
- Help record the needs for technical and financial support and assist in institutionalizing activities related to reporting on climate change.
- Provide transparent repository/ archive of information gathered and produced as a starting point for future work on climate related indicators.
- Help to unlock new sources of finance to combat climate change by documenting the impact and good governance practices.
- Help Build national capacities and ensure the sustainability of reporting processes.

C. Scope of Work

The following is the expected scope for work for the assignment under this RFP. It is noted that the Vendor may use existing software (components) and / or develop new software, as long as the license and source code for the total software shall be transferred to UDNP and the Solomon Islands Government in accordance with the General Terms and Conditions.

a. Inception of the Assignment

The Vendor is expected to complete the following inception activities:

- i. Undertake a thorough desk review of UNFCCC reporting and ETF requirements under Paris Agreement for MRV in SIDS / LDCs in accordance with, and amongst other decisions, 9/CMA.1, 18/CMA.1, 5/CMA.3, and 5/CP.17.
- ii. Undertake a desk analysis of the current MRV processes in Solomon Islands, including the National MRV Roadmap, GHG inventory / BUR development, other

MRV related development projects, and ongoing related efforts for climate change mitigation and adaptation actions. Available information includes but is not limited to the information found in Part F.

- iii. Undertake a thorough desk review of international best practices within the Pacific Island Countries and other SIDS / LDCs for national MRV information systems for ETF and web based MRV tools.
- iv. Identify key challenges, gaps, barriers, and opportunities for developing the iMRV tool as described in the other parts of this Scope of Work.
- v. Indication of the method of calculation (Tier 1) for the sub-sectors for the GHG inventory.
- vi. To propose a detailed timeline for the implementation of this Scope of Work including the final delivery of the iMRV Tool. For the absence of doubt this should include the MRV consulting work, software development sprints, points of periodic testing and reviews of the iMRV Tool by CCD / UNDP, warranty period...etc. The Vendor should take into account an up to two-week turn around period for periodic testing and reviews by CCD / UNDP.
- vii. To propose draft key acceptance criteria for delivery of the final iMRV Tool, taking into account, but not limited to, points in (b) of this Scope of Work. The Vendor shall discuss the draft key acceptance criteria with CCD and UNDP, to which CCD and UNDP may amend the draft key acceptance criteria in accordance with this TOR and needs of CCD.
- viii. The inception includes consultation with key national stakeholders on their roles and MRV information processes and country specific needs for the iMRV Tool. For the absence of doubt this includes a mission to the Solomon Islands (of at least the Team Leader) with one-on-one meetings and kick-off workshop with key national stakeholders.

Deliverable 1: Final inception report describing items (i through vii above) of no more than 15 pages of content, plus any annexes.

b. Development of the iMRV Tool

The following offers a general explanation of the specifications for the iMRV Tool to be developed by the Vendor, the different modules shall include at least, but are not limited to, the following functionalities:

- i. General specifications for the administration and user management module:
 - This module should be a back-end platform that allows the administrator for the iMRV Tool to assign at least the following three different user roles to users:
 - Administrator(s): given full access to all iMRV Tool functionalities (e.g. modules, read / write, report, export, activity logs...etc.) including the rights to create users and assign different access rights to users. Administrator(s) are expected to be CCD and ICTSU.
 - Department(s): Given access to Administrator selected modules which include read / write, report and export access. Including access to the training and FAQs content. Department(s) are expected to be government employees from different department who input information and use outputs for their job responsibilities.
 - Observer(s): given read and export access to Administrator selected modules. Observer(s) are expected to be non-government entities who request access from the Administrator such as development partners, UNFCCC technical expert reviewers....ect.
 - This module should allow for the categorization, arrangement, text-

description, and uploading for training materials, reference and other tools (e.g. video files, images, PDFs, text documents, spreadsheets...ect. (note Part c).

- This module should allow for the categorization, arrangement, and text-description for Frequently Asked Questoins (FAQS).
- This module should allow for the management content that is applicable and commonly used in modules (e.g. a single point to add / edit / delete / arrange). This includes, but is not limited to, information such as entities names, factors, currencies & rates... ect.
- Analytics should be available to Administrator(s) for reporting of the key performance indicators and progress.
- This module should have access to the activity logs of all users (to track access and editing).

ii. General specifications for the GHG inventory module

- This module is expected to be a front-end system and shall allow for the input of national activity data in accordance with Tier 1 calculation methods under IPCC 2006, as applicable to the currently available data in the Solomon Islands and agreed with CCD. This module shall allow for comments on the sources of data and upload / download of references. Note that activity data includes specific data, national factors, and defaults as applicable. The module should allow for historic activity data inputs from at least 2011 going forward.
- This module shall allow for calculation of the GHG inventory for the applicable subsectors in accordance with Tier 1 calculation methods under IPCC 2006, as applicable to the currently available data in the Solomon Islands and agreed with CCD. This module shall allow for the use of activity data from the point above, and both IPCC and country specific emissions factors. The module should allow for historic activity data inputs from at least 2011 going forward (e.g. to infinity add years). The modules shall also allow for projections of "without measures" GHG emissions in each subsector at least 15 years moving forward based on an inputted growth parameter(s) to be selected by CCD.²
- This module shall cover at least the following IPCC 2006 subsectors:
 - 1A1 Energy Industries
 - 1A3 Transport
 - 1A4 Other Sectors
 - 2D1 Non-Energy Products from Fuels and Solvent Use
 - 2H2 Other- Food and Beverage Industry
 - 3A1 Enteric Fermentation
 - 3A2 Manure Management
 - 3C3 Urea application
 - 3C4 Direct N2O emission from soil management
 - 3C5 Indirect N2O emission from soil management
 - 3C5 Indirect N2O emission from manure management
 - 3B1a Forest Land Remaining Forest Land

² 18/CMA.1 (95)

- 3B1b Land Converted to Forest Land
- 4A Solid waste
- 4D Wastewater treatment and discharge
- This module shall include a Quality Assurance / Quality Control (QA/QC) function that allows for users to input relevant information on the performed quality control process for activity data, calculations, and reporting. It should also track and visualize the completion of QA/QC by sub-sector. It is recommended that the Vendor prepare simple draft QA/QC procedures applicable to the sub-sectors based on IPCC 2006 guidance on QA/QC and agree on these with CCD before developing this functionality.
- This module shall include the calculation of uncertainty in each subsector in accordance with selected IPCC 2006 default values for (imputed) emissions factors and activity data.
- This module shall allow for the visualization (numbers and charts) and export (pdf, csv and excel files) of activity data and final inventory calculations (incl. projections), both in total and by subsector in accordance with Common Reporting Tables (CRT) on National Inventory reports (NIRs).³ This module shall allow for visualization and export (pdf, csv, and excel files) of QA/QC and uncertainty information.

iii. General specifications for the GHG mitigation actions module

- This module is expected to be a front-end system and shall allow for the input of nationally appropriate data (activity data, emission factors, other factors, ETF information) for GHG mitigation actions in accordance with the MPGs.⁴ Note that it is suggested to include applicable data from items v and vi below (e.g. interoperable data). This module shall allow for comments on the sources of data and upload / download of references. The mitigation actions are defined in the revised NDC and address the energy sector and involve renewable power generation (on- an off-grid), Land transport, Maritime transport, Energy Efficient Appliances.
- The Vendor should prepare a simple methodology for the determination of GHG mitigation from each GHG mitigation action, and this shall be included in the module. The module shall also allow for projections of "with measures" and "with additional measures" at least 15 years moving forward based on inputted growth parameter(s) to be selected by CCD.⁵ It is recommended that the Vendor prepare a drafts in excel and agree on these with CCD before developing this functionality.
- This module shall include the calculation of uncertainty in each mitigation action in accordance with selected IPCC 2006 default values for (imputed) emissions factors and activity data.
- This module shall include a Quality Assurance / Quality Control (QA/QC) function that allows for users to input relevant information on the performed quality control process for data, calculations, and reporting. It should also track and visualize the completion of QA/QC by mitigation action. It is recommended that the Vendor prepare simple draft QA/QC procedures based on IPCC 2006 guidance and agree on these with CCD before developing this functionality.
- This module shall allow for the visualization (numbers and charts) and export (pdf, csv and excel files) of data and final mitigation calculations (incl. projections), both in total and by subsector in accordance with Common

³ 5/CMA.3 – Annex I, and Annex II tables 4 (where applicable) 6 , 9 , 10 , 11

⁴ 18/CMA.1 III

⁵ 18/CMA.1 (95)

Reporting Tables (CRT).⁶ This module shall allow for visualization and export (pdf, csv, and excel files) of QA/QC and uncertainty information.

iv. General specifications for the adaptation module

- This module is expected to be a front-end system and shall allow for the input of nationally appropriate data for adaptation actions in accordance with the MPGs. This module shall allow for comments on the sources of data and upload / download of references. Note that it is suggested to include applicable data from items v and vi below (e.g. interoperable data). The adaptation actions are defined in the revised NDC or NAP or National Development Strategy.
- Where appropriate the Vendor should prepare a simple methodology for the determination of the progress of implementation of adaptation impact for each adaptation action, which may be KPIs already identified in the revised NDC or NAP or National Development Strategy.⁷ It is recommended that the Vendor prepare a drafts in excel and agree on these with CCD before developing this functionality.
- This module shall allow for the visualization (description and numbers) and export (pdf, csv and excel files) of data and final adaptation action information.

v. General specification for the support needed and received module

- This module is expected to be a front-end system and shall allow for the input of all nationally appropriate data for tracking support needed and received (the MOI) in accordance with the MPGs.⁸ For the absence of doubt this includes information on technology transfer, capacity building, and finance, commonly addresses as activities, projects, programmes or other. This should also include nationally appropriate data for co-financing, including contributions of the state budget. This module shall allow for comments on the sources of data and upload / download of references. It is recommended that the Vendor prepare a drafts in excel and agree on these with CCD before developing this functionality. Note that it is suggested to include applicable data from items iii and iv above (e.g. interoperable data), this many mean assigning support to actions.
- This module shall allow for the visualization (data and charts) and export (pdf, csv and excel files) of nationally appropriate data in accordance with Common Reporting Tables (CRT).⁹

vi. General specification for the SDGs tracking module

- This module is expected to be a front-end system and shall allow for the input of all nationally appropriate data for tracking of SDGs impacts of the mitigation and adaptation actions, as well as linked support, reference to the applicable SDGs and KPIs can be made to the M&E in the National Development Strategy's Appendix 2. This module shall allow for comments on the sources of data and upload / download of references. It is recommended that the Vendor prepare drafts in excel and agree on these with CCD before developing this functionality. Note that it is suggested to include applicable data from items iii, iv, and v above (e.g. interoperable data), this many mean assigning SDGs (and targets) to support and actions.
- This module shall allow for the visualization / reporting (data and charts) and export (pdf, csv and excel files) of nationally appropriate and SDGs data.

⁶ 5/CMA.3 –Annex II tables 4 (where applicable), 5, 7 , 8 , 10 ,11

⁷ 18/CMA.1 (113)

⁸ 18/CMA.1 (VI)

⁹ 5/CMA.3 – Annex III, tables 6 , 7 , 8 , 9, 10 , 11 , 12 , 13

vii. Specific software development requirements

- The Vendor shall prepare draft user cases, applicable excel files / prototypes (or existing software of the Vendor) and agreed detailed software specifications for each module ii to vi. This may be done in sprints.
- The software shall function equally on common browsers such as Chrome, Firefox, Edge, and Safari on desktops / laptops.
- The Vendor shall operate a secure online information repository used to share confidential and non-confidential information between the Vendor, CCD, key national stakeholders, and UNDP.
- The Vendor shall develop the software (reposit & host) in both demo and production versions of the software using a secured cloud-based system approved by CCD and UNDP, for which CCD and UNDP.
- All third-party software and content licenses needed for the software to function shall be sourced by the Vendor (with CCD and UNDP approval) and transferred under fully working licenses to be owned by the Solomon Islands Government (e.g. admin).
- All software (e.g. code, data, files...etc.) shall be transferred in a fully working production version to a reputable cloud based server hosted in Australia (or national sever if decided by CCD and UNDP), the Vendor shall propose and gain approval from CCD and UNDP on the repository & hosting vendor. The Vendor shall help setup any accounts needed, and the accounts shall be owned by the Solomon Islands Government (e.g. admin).
- For the absence of doubt and in accordance with the General Terms and Conditions all rights to the software (code), data, and graphics shall pass to the UNDP and the Solomon Islands Government .
- The Vendor shall provide a testing management software (access) so that the Vendor, CCD and UNDP will be able to perform both periodic and final testing in an efficient manner.
- The Vendor shall provide both draft and final UX/UI designs, including user cases, and work with CCD and UNDP for approval of these.
- The Vendor shall cover the costs of all IT and communications services in this section (vii) to the point of final delivery and end of warranty.

For the absence of doubt: (1) this part of the scope of work includes at least one mission to the Solomon Islands (of at least the Team Leader or the MRV expert) with one-on-one meetings and workshops with key national stakeholders. (2) the Vendor is not expected to gather or populate all the activity data and input information into the software, but is expected to test the software using nationally appropriate information and data.

Deliverable 2: Draft user cases, applicable excel files / prototypes, and agreed detailed software specifications for the management (i) and GHG inventory (ii) modules.

Deliverable 3: Draft user cases, applicable excel files / prototypes, and agreed detailed software specifications for the mitigation (iii), adaptation (iv), support (v), and SDGs (vi) modules.

c. **Training material and user documentation**

The Vendor shall provide both training materials and user documentation for the independent operation of the software as follows:

- i. The Vendor shall develop a front-end module for users to access the online training materials and user manuals.
- ii. Online training material requirements

- Videos for the operation of the administration functions of the software (multiple videos expected).
- Videos for the operation by users for function, information input, visualization, and information export for each module (multiple videos expected)..
- Each Video should be no more then 15 min. long, in MP4 format, and play within the common Windows and iOS media players (e.g. OEM versions). All videos shall be loaded in to the

iii. Written user manual requirements

- User manual (in word and PDF format) for the operation of the administration functions of the software, include all licenses, repositing and hosting information needed to maintain the software in the future.
- User manual (in word and PDF format) for the operation by users for function, information input, visualization, and information export for each module (multiple videos expected).

For the absence of doubt this part of the scope of work includes at least one mission to the Solomon Islands (of at least the Team Leader or the MRV expert) with one-on-one training meetings and workshops with key national stakeholders.

Deliverable 4: Final versions of the training materials and user documentation.

d. Final testing and final deployment (delivery)

The Vendor shall work with CCD and UNDP for the final testing for the iMRV Tool software and final deployment / delivery as follows:

i. Final testing and deployment / delivery

- The final testing shall be conducted in close collaboration between the Vendor, CCD, and UNDP. The objective of final testing shall be to find and solve all bugs and deficit with respect to the TOR so that all key acceptance criteria a met by the Vendor,
- CCD, UNDP, CBIT, and Contract Management Committee will make the final decision on the acceptance of the final delivery of the iMRV Tool software and training material and documentation.

ii. Warranty

The Vendor shall hold the iMRV Tool software free of any defects and loss of operation / access for a period of three calendar months from the date of Final deployment / delivery. For the absence of doubt the Performance Security shall be valid until the end of the warranty period.

Deliverable 5: Final acceptance, including completed final testing with a fully working software, and transfer of all source code, data, files, and licenses to the hosted account of the Solomon Islands Government.

MAIN OUTPUTS AND DELIVERABLES

D. Deliverables

The following are the expected deliverables for the assignment.

No.	Deliverables	Due Date	Payment
1	Final inception report describing items (i through vii above) of no more than 15 pages of content, plus any annexes.	30 days from start	10%
2	Draft user cases, applicable excel files / prototypes, and agreed detailed software specifications for the management and GHG inventory modules.	2 months from start	25%
3	Draft user cases, applicable excel files / prototypes, and agreed detailed software specifications for the mitigation, adaptation, support, and SDGs modules.	4 months from start	25%
4	Final versions of the training materials and user documentation	7 months from start	20%
5	Final acceptance, including completed final testing with a fully working software, and transfer of all source code, data, files, and licenses to the hosted account of the Solomon Islands Government.	8 months from start	20%

E. Monitoring / Reporting Requirements

The Vendor shall hold biweekly online meetings with CCD and UNDP to address progress and status of the Vendor's need for information and feedback. It is expected that this will include monthly meetings for periodic testing of the iMRV Tool software. All testing shall be reported in a testing management software where CCD and UNDP have access.

F. Available Information

The following information will be made available to the Vendor upon contracting (information noted as online can be found with a web search).

Information	Status
MRV Roadmap	Confidential
Draft Third National Communication (and inventory report) 2011-2018	Confidential
National Adaptation Programmes of Action (NAPA)	Online
Revised NDC 2021	Online
Second National Communication 2017	Online
GEF CBIT Proposal (agriculture, land, and energy)	Confidential
Petroleum Act	Confidential
Data excel sheets for TNC GHG inventory	Confidential
National Development Strategy 2016-2035	Online
The National Biodiversity Strategy and Action Plan 2016-2020	Online
Green Initiatives of Solomon Islands Electricity Authority	Confidential
National Energy Policy 2019	Confidential
Climate Change Policy (2012-2017)	Online
Renewable Energy Roadmap	Confidential

GENERAL REQUIREMENTS FOR THE VENDOR IMPLEMENTING THE ASSIGNMENT

G. Governance and Accountability

The Vendor (or lead the company / institution of a consortium) shall appoint the Team Leader as the project manager and single point of liaison with the Director of CCD and UNDP Project Manager. The overall supervision and directing of the engagement will be under the supervision of the UNDP Project Manager (IDRM Project), Technical Committee on MRV and in close consultation with Director for CCD.

H. Facilities and support to be provided by CCD

CCD will provide working space and a meeting room(s) for the Vendor's team members during missions to the Solomon Islands. CCD will organize official stakeholder workshops and training workshops in accordance with the scope of work with applicable government stakeholders, costs venues, materials, and food & beverages for the workshops will be covered by CCD or UNDP.

CCD will have one full time staff member available for the duration of the assignment to support the Vendor in the process of information gathering, gaining feedback from government stakeholders, organizing meetings & workshops, and other general coordination with national stakeholders.

I. Expected duration of the contract/assignment

The assignment is expected to take 8 months and is expected to commence on 3 October 2022 and end on 31st May 2023.

J. Duty Station

Team members for the Vendor may work from their home-country, and with the exception of any travel restrictions issued by the Solomon Islands Government, are expected to travel at least three times to the Solomon Islands during the contract period to conduct consultations with CCD staff and other national stakeholders. Vendor is expected to cover economy class tickets and living allowance for the entire period in Honiara. Training which is included in the assignment activities may be conducted in the Solomon Islands and/or through live webinars.

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 sealed envelope/password protected file)

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

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:

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

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

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

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

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

FORM B: BIDDER INFORMATION FORM

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) <i>(If yes, provide a Copy of the valid Certificate):</i>	[Complete]
Does your Company have a publicly available sustainable strategy, and/or annual corporate sustainability report? <i>(If yes, provide a Copy of the valid Certificate):</i>	[Complete]
Organization demonstrates significant commitment to sustainability through means, which may include for example internal company policies for environmental, social and governance (ESG), diversity, equity and inclusion (DEI) actions, Climate Change, and/or other sustainability commitments in trade institution programs? <i>(If yes, provide a Copy of the valid Certificate):</i>	[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 ▪ Certificate of Incorporation/ Business Registration ▪ 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

	<ul style="list-style-type: none">▪ Local Government permit to locate and operate in assignment location, if applicable▪ 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, if applicable
--	---

FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

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

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

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

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

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

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

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

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

FORM D: QUALIFICATION FORM

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

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

Historical Contract Non-Performance

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

Litigation History (including pending litigation)

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

Previous Relevant Experience

Please list only previous similar assignments successfully completed over the last 5 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	Description of activities undertaken

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

Financial Standing

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

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

- ☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:
- 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 (max. 10 pages)

- 1.1 Brief description of the organization(s), 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 control and quality assurance (QA/QC) procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan (max. 10 pages)

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 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.
- 2.3 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.4 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.5 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.6 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference (max. 2 pages)

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 (max. 3 pages – excluding CVs)

- 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	[SUMMARIZE COLLEGE/UNIVERSITY AND OTHER SPECIALIZED EDUCATION OF PERSONNEL MEMBER, GIVING NAMES OF SCHOOLS, DATES ATTENDED, AND DEGREES/QUALIFICATIONS OBTAINED.]
PROFESSIONAL CERTIFICATIONS	[PROVIDE DETAILS OF PROFESSIONAL CERTIFICATIONS RELEVANT TO THE SCOPE OF SERVICES] DATE OF CERTIFICATION: [INSERT]
EMPLOYMENT RECORD/ EXPERIENCE	LIST ALL POSITIONS HELD BY PERSONNEL (STARTING WITH PRESENT POSITION, LIST IN REVERSE ORDER), GIVING DATES, NAMES OF EMPLOYING ORGANIZATION, TITLE OF POSITION HELD AND LOCATION OF EMPLOYMENT.
PROJECT EXPERINECE	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.]
PERSONAL REFERENCES	[PROVIDE NAMES, ADDRESSES, PHONE AND EMAIL CONTACT INFORMATION FOR TWO (2) REFERENCES] REFERENCE 1: REFERENCE 2:
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	

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]

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: United States Dollars (USD)

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	Total Amount
		A	B	C=A+B
	Team Leader		Min 100 person days	
	MRV Expert		Min. 150 person days	
	GHG Mitigation Expert		Min. 15 person days	
	Adaptation Expert		Min. 20 person days	
	Lead Software Architect		Min. 150 person days	
	UX/UI Designer		Min. 180 person days	
	Software Developer		Min. 200 person days	
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International flights	per flight	Min. 2		
Living allowance	Day	Min 20		
Miscellaneous travel expenses	unit	Min. 3		
Local transportation costs	per day	Min. 4		
Other Costs: (please specify) Communication (webinars, local & international etc.	amount	Min. 10		
Hosting and Cloud Server tool	months	Min. 8		
Intermediate Software License	months	Min. 8		
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				
Deliverable 4				
Deliverable 5				

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]