****

|  |
| --- |
|  |

**REQUEST FOR PROPOSAL (RFP)**

**(For Services)**

|  |  |
| --- | --- |
| To: All potential vendors | DATE: July 8, 2022 |
| REFERENCE: **RFP/2022/052** |

Dear Sir / Madam:

We kindly request you to submit your Proposal on recommending private sector investment options for agriculture sector development based on ecosystem service analysis; organize consultation seminars.

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

Proposals may be submitted on or **before 18:00pm, Friday, July 22, 2022 (GMT:08 - UB time)** and via email to the address below:

 **email: bids.mn@undp.org**

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

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

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

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

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

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

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

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

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

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

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

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

**Thank you and we look forward to receiving your Proposal.**

**Sincerely yours,**

*Carlos Escriva*

 *Operations Manager*

7/8/2022

**Annex 1**

**Description of Requirements**

|  |  |
| --- | --- |
| Context of the Requirement | With an observed temperature increase of 2.1°C over the past 70 years, Mongolia is among the countries most impacted by climate change. Increased temperatures, coupled with decreased precipitation, have resulted in a drying trend impacting pastures and water sources and shifting natural zones. Changes have also been observed related to the frequency and intensity of extreme events, including disasters brought about by dzud (summer drought followed by harsh winters, low temperatures, and higher snowfall), drought, snow and dust storms, flash floods, and both cold and heatwaves. Responses to climate impacts by herders have, furthermore not been informed by climate information or by the potential impact of those responses on land and water resources. Unsustainable herding practices and livestock numbers are further stressing increasingly fragile ecosystems and related ecosystem services. The “Improving Adaptive Capacity and Risk Management of Rural Communities in Mongolia’’ project funded by the Green Climate Fund was launched in March 2021. The project will be implemented by the Ministry of Environment and Tourism (MET), the Ministry of Food, Agriculture and Light Industry (MoFALI), and the United Nations Development Program (UNDP) for 7 years in Dornod, Sukhbaatar, Zavkhan, and Khovd aimags. The objective of the project is to strengthen the climate resilience of resource-dependent rural populations in the 4 target aimags through feasible adaptation measures for maintaining ecosystem services.The project is expected to benefit an estimated 800,000 people (approximately 130,000 direct and 800,000 indirect beneficiaries), of whom 50% are women. To achieve the project goal, the following activities within the interrelated components will be implemented and reached the expected results. This includes:Output 1: Climate information integrated into land and water use planning at the national and sub-national levels;Output 2: Climate-resilient water and soil management practices scaled-up for enhanced small scale herder resource management;Output 3: Herder capacity to access markets built for sustainably sourced, climate-resilient livestock products.The ongoing National Mongolian Livestock program established targets for both overall livestock reduction t and improved herd structure.. The program aimed to reduce the total number of livestock by 16% or 6.8 million, from the baseline in 2008, while improving the ratio of animals within the national herd-reducing the number of small animals, especially goats, while moderately increasing the number of larger animals. However, the target did not adequately consider of additional stresses that climate change would place on land and water resources. Current livestock numbers far exceed the programme`s 2021 targets, and pressure on both water and land resources has increased significantly since the baseline year of 2008.Land degradation undermines the ecosystem service provision, limiting the economic returns from semi-arid rangelands. Therefore, under the project Output 1, a scenario analysis on ecosystem services will be carried out for introducing policy reforms in the livestock sector. UNDP CO is seeking to hire a team of national consultants experienced in ecosystem service valuation and livestock sector management to conduct a study of ecosystem services and demonstrate the incorporation of the values into the livestock management practices.  |
| Implementing Partner of UNDP | MET, MoFALI, UNDP, relevant Government and NGOs at the national and project’s aimag and soum levels, private enterprises, companies, and Project Implementation Unit (PIU). |
| Brief Description of the Required Services[[1]](#footnote-1) | The purpose of this contract work is to conduct analysis to the existing ecosystem services for the provision of sustainable policy an investment choices in livestock sector. |
| List and Description of Expected Outputs to be Delivered | **Scope of work**The consultancy team will carry out the following tasks during the contract period:1. **Desk review and study on the current situation through ecosystem service lens**
* Provide international consultants with the necessary data and materials on current land and livestock management challenges in Mongolia and identify issues in livestock policy, economic investments and related programs that are inadvertently contributing to land degradation;
* Review previous studies on ecosystem services provision in relation to policy transformation;
* Discuss with the international consultant for applying the most suitable methods for assessing the value of different ecosystem services in the case of Mongolia (take into account of data availability, social and cultural characteristics and main provision of ecosystem services of land and water resources etc).
1. **Carry out an assessment of the existing ecosystem services provision for different ecological zones of Zavkhan, Khovd, Sukhbaatar and Dornod aimags and demonstrate incorporation of the ecosystem service value into the livestock products value chain in 1-2 sites**
* Based on the method chosen and under the guidance of international consultant , carry out an assessment of the existing ecosystem services provision for different ecosystems in Khovd, Zavkhan, Dornod and Sukhbaatar aimags;
* Conduct scenario analysis to support livestock-related policies and reforms under development by informing resilient land, water management and livestock sector based on ecosystem service analysis-comparing a business-as-usual scenario in which rangeland ecosystems eventually collapse versus an ecosystem-based adaptation scenario in which productivity losses are halted and reversed;
* Organize and facilitate necessary meetings with private investors and herder communities in the livestock sector to discuss potential investment options as ecosystem service tradeoffs.
* Implement 1-2 demonstration work with private sector for agriculture sector development based on ecosystem service analysis to address unsustainable number of livestock in the country against drying landscape due to climate change;
* Organize consultations amongst partners, MET, MoED, and MoFALI on sustainable land and livestock management and lessons learned from the demonstration work;
* Respond to stakeholder feedback;
1. **Information dissemination and trainings and final report:**
* Develop guidelines and handouts on ecosystem service tradeoffs and efficient use of newly introduced analytical tools for policy transformation;
* Facilitate sensitization workshops and consultation for policy and decision makers at the national and sub-national levels, as well as private sector investors in 4 aimags on climate change impacts on natural resources and livestock sector;
* Finalize the report and compile into a consolidated report, which should be prepared jointly with the international consultant on assessing the value of ecosystem services for submission to the MET and PIU in both Mongolian and English.
 |
| Person to Supervise the Work/Performance of the Service Provider  | UNDP CO, project implementation team, National Project Coordinator, and relevant stakeholders.  |
| Frequency of Reporting | *Weekly* |
| Progress Reporting Requirements | The reports should be written in Mongolian and English.  |
| Location of work | As specified in the Terms of Reference (TOR) |
| Expected duration of work  | 75 days  |
| Target start date  | August 2022 |
| Latest completion date | November 2022 |
| Travels Expected  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Destination/s** | **Estimated Duration** | **Brief Description of Purpose of the Travel** | **Target Date/s** |
| Dornod |  | **Draft planning** for field missions if necessary; | During progress report 1 |
| Sukhbaatar |  |
| Zavkhan |  |
| Khovd |  |

 |
| Special Security Requirements  | n/a  |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | [x]  Required |
| Names and curriculum vitae of individuals who will be involved in completing the services | [x]  Required |
| Currency of Proposal | [x]  Local Currency - MNT |
| Value Added Tax on Price Proposal[[2]](#footnote-2) | [x]  Must be inclusive of VAT and other applicable indirect taxes |
| Validity Period of Proposals *(Counting for the last day of submission of quotes)* | [ ]  60 days [ ]  90 days [x]  120 daysIn exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.  |
| Partial Quotes | [ ]  Not permitted |
| Payment Terms[[3]](#footnote-3) | The contractor will be paid upon completion of the following milestones and fully accepted deliverables by UNDP. Payments may be made in three installments as following.

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverables/Outputs** | **Target due dates** | **Installment (%)** | **Review and Approvals Required** |
| **Inception report:** It consists of the following:* Detailed work plan and schedule of tasks to be performed during the project, with role and responsibilities for all parties involved.
 | Within 10 days after contract signing | 10% of the total fee | MET, PIU and UNDP |
| **Progress Report 1: Desk review and study on the current situation through ecosystem service lens*** Provide international consultants with the necessary data and materials on current land and livestock management challenges in Mongolia and identifying issues in livestock policy, economic investments and related programmes that are inadvertently contributing to land degradation.
* **Draft report** on research method to assess the valuation of ecosystem services that is applicable to the case of Mongolia (based on recommended method, the national consultancy team will carry out the valuation of ecosystem services in 4 aimags).
* **Draft planning** for field missions if necessary;
 | 2 weeks | 30% of the total fee |
| **Progress Report 2: Carry out an assessment of the existing ecosystem services provision for different ecological zones of Zavkhan, Khovd, Sukhbaatar and Dornod aimags** * Assessment report on the valuation of ecosystem services provision in 4 aimags;
* Report on scenario analysis to support livestock-related policies and reforms under development by informing resilient land, water management and livestock sector based on ecosystem service analysis
* Implement at least 1-2 ecosystem service payment scheme in collaboration with private sector according to the recommendation on potential private sector investment options.
 | Within 7-8 weeks | 30% of the total fee | MET, PIU, UNDP and relevant stakeholders |
| **Final report: Knowledge dissemination and trainings:*** A package of guidance materials and manuals in collaboration with the international consultant on ecosystem service tradeoffs and the efficient use of newly introduced analytical tools for policy transformation;
* Lessons learned from demonstration of the ecosystem service integration into the livestock management
* Consultation report on sensitization workshop for policy and decision-makers at the national and sub-national level and private sector investors in 4 aimags, on the climate change impacts on natural resources and livestock sector.
* Consolidated final report, which should be prepared jointly with the international consultant on assessing the value of ecosystem services for submission to the MET and PIU in both Mongolian and English.
 | 2-3 weeks prior to the contract ending | 30% of the total fee | Upon satisfactory result of the PIU and Programme Analyst of UNDP, and relevant stakeholders including MET, MoFALI |

 |
| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | Inception report: MET, PIU and UNDPProgress report 1: MET, PIU and UNDPProgress report 2: MET, PIU, UNDP and relevant stakeholdersFinal report: Upon satisfactory result of the PIU and Programme Analyst of UNDP, and relevant stakeholders including MET, MoFALI |
| Type of Contract to be Signed | [x]  Purchase Order[x]  Contract for Professional Services  |
| Criteria for Contract Award | [ ]  Lowest Price Quote among technically responsive offers[x]  Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) [x]  Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal. |
| Criteria for the Assessment of Proposal  | **Technical Proposal (70%)**[x]  Expertise in the field organization (specialized institution) – 50%[x]  Methodology and timeliness of the implementation plan – 20%[x]  Proposed team management structure and qualification of the preferred team members, willingness to continue the work – 30%**Financial Proposal (30%)**To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP. |
| UNDP will award the contract to: | [x]  One and only one Service Provider |
| Annexes to this RFP[[4]](#footnote-4) | [x]  Form for Submission of Proposal (Annex 2)[x]  General Terms and Conditions / Special Conditions (Annex 3)[[5]](#footnote-5)[x]  Detailed TOR (Annex 4)[ ]  Others[[6]](#footnote-6)  |
| Contact Person for Inquiries(Written inquiries only)[[7]](#footnote-7) | *Procurement Unit**bids.mn@undp.org*Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. |
| Other Information *[pls. specify]* | n/a |

**Annex 2**

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL[[8]](#footnote-8)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[9]](#footnote-9))***

 [insert: *Location]*.

[insert: *Date]*

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

Dear Sir/Madam:

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

1. **Qualifications of the Service Provider**

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

1. *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
2. *Business Licenses – Registration Papers, Tax Payment Certification, Special permit licenses;*
3. *Latest Audited Financial Statement for the last 3 years – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc;*
4. *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
5. *Reference letters regarding the previous performance of the organization (at least three);*
6. *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc, if any;*
7. *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*
8. **Proposed Methodology for the Completion of Services**

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

1. **Qualifications of Key Personnel**

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

1. *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are other team members etc.;*
2. *CVs demonstrating qualifications must be submitted; and*
3. *Written confirmation from each personnel that they are available for the entire duration of the contract.*
4. **Cost Breakdown per Deliverable\***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Deliverables*****[list them as referred to in the RFP]*** | **Percentage of Total Price *(Weight for payment)*** | **Price*****(Lump Sum, All Inclusive)*** |
| 1 | Deliverable 1: Inception Report | 10% |  |
| 2 | Deliverable 2: Progress Report 1 | 30% |  |
| 3 | Deliverable 3: Progress Report 2 | 30% |  |
| 4 | Deliverable 4: Final report  | 30% |  |
|  | Total | 100% |  |

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

1. **Cost Breakdown by Cost Component (MNT):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Activity** | **Remuneration per Unit of Time** | **Total Period of Engagement** | **No. of Personnel** | **Total Rate**  |
| **I. Personnel Services**  |  | 75 working days |  |  |
| Team leader |  |  | 1 |  |
| Assistant specialist in ecosystem service valuation  |  |  | 1 |  |
| Climate change adaptation specialist in land management  |  |  | 1 |  |
| Climate change adaptation specialist in livestock sector |  |  | 1 |  |
| **II. Out of Pocket Expenses** |  |  |  |  |
|  Others |  |  |  |  |
|  |  |  |  |  |
| **III. Other Related Costs** |  |  |  |  |
|  |  |  |  |  |

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

*[Designation]*

*[Date]*

**Annex 3**

## General Terms and Conditions for Services

**1.0 LEGAL STATUS**:

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor’s personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

**2.0 SOURCE OF INSTRUCTIONS**:

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

**3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:**

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

**4.0 ASSIGNMENT:**

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

**5.0 SUB-CONTRACTING:**

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

**6.0 OFFICIALS NOT TO BENEFIT:**

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

**7.0 INDEMNIFICATION**:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

**8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:**

**8.1** The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

**8.2** The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

**8.3** The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

**8.4** Except for the workmen's compensation insurance, the insurance policies under this Article shall:

**8.4.1** Name UNDP as additional insured;

**8.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;

**8.4.3** Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

**8.5** The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

**9.0 ENCUMBRANCES/LIENS:**

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

**10.0 TITLE TO EQUIPMENT:**

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

**11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:**

**11.1** Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

**11.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

**11.3** At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.

**11.4** Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

**12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:**

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

**13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:**

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party (“Discloser”) to the other Party (“Recipient”) during the course of performance of the Contract, and that is designated as confidential (“Information”), shall be held in confidence by that Party and shall be handled as follows:

**13.1** The recipient (“Recipient”) of such information shall:

**13.1.1** use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser’s Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,

**13.1.2** use the Discloser’s Information solely for the purpose for which it was disclosed.

**13.2** Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

**13.2.1** any other party with the Discloser’s prior written consent; and,

**13.2.2** the Recipient’s employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

**13.2.2.1** a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

**13.2.2.2** any entity over which the Party exercises effective managerial control; or,

**13.2.2.3** for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

**13.3** The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

**13.4** The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.

**13.5** The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.

**13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

**14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS**

**14.1** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

**14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

**14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.

**14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

**15.0 TERMINATION**

**15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 (“Arbitration”), below, shall not be deemed a termination of this Contract.

**15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

**15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.

**15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

**16.0 SETTLEMENT OF DISPUTES**

**16.1** **Amicable Settlement**: The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

**16.2** **Arbitration:** Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party’s written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 (“Interim Measures of Protection”) and Article 32 (“Form and Effect of the Award”) of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate (“LIBOR”) then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

**17.0 PRIVILEGES AND IMMUNITIES**:

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

**18.0 TAX EXEMPTION**

**18.1** Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

**18.2** Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

**19.0 CHILD LABOUR**

**19.1** The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

**19.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

**20.0 MINES:**

**20.1** The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

**20.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

**21.0 OBSERVANCE OF THE LAW:**

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

**22.0 SEXUAL EXPLOITATION:**

**22.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

**22.2** The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor’s personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor’s personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

1. **AUTHORITY TO MODIFY**:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official.

**TERMS OF REFERENCE (TOR)**

**Project title:** “Improving Adaptive Capacity and Risk Management of Rural Communities in Mongolia’’project

**Type of position:** Local team

**Type of Contract:** Consultancy service

**Number of days:** 75 days

**Duty Location:** Home office and work office

**Language Required:** Mongolian, English

1. **Project description**

With an observed temperature increase of 2.1°C over the past 70 years, Mongolia is among the countries most impacted by climate change. Increased temperatures, coupled with decreased precipitation, have resulted in a drying trend impacting pastures and water sources and shifting natural zones. Changes have also been observed related to the frequency and intensity of extreme events, including disasters brought about by dzud (summer drought followed by harsh winters, low temperatures, and higher snowfall), drought, snow and dust storms, flash floods, and both cold and heatwaves. Responses to climate impacts by herders have, furthermore not been informed by climate information or by the potential impact of those responses on land and water resources. Unsustainable herding practices and livestock numbers are further stressing increasingly fragile ecosystems and related ecosystem services.

The “Improving Adaptive Capacity and Risk Management of Rural Communities in Mongolia’’ project funded by the Green Climate Fund was launched in March 2021. The project will be implemented by the Ministry of Environment and Tourism (MET), the Ministry of Food, Agriculture and Light Industry (MoFALI), and the United Nations Development Program (UNDP) for 7 years in Dornod, Sukhbaatar, Zavkhan, and Khovd aimags. The objective of the project is to strengthen the climate resilience of resource-dependent rural populations in the 4 target aimags through feasible adaptation measures for maintaining ecosystem services.

The project is expected to benefit an estimated 800,000 people (approximately 130,000 direct and 800,000 indirect beneficiaries), of whom 50% are women. To achieve the project goal, the following activities within the interrelated components will be implemented and reached the expected results. This includes:

Output 1: Climate information integrated into land and water use planning at the national and sub-national levels;

Output 2: Climate-resilient water and soil management practices scaled-up for enhanced small scale herder resource management;

Output 3: Herder capacity to access markets built for sustainably sourced, climate-resilient livestock products.

The ongoing National Mongolian Livestock program established targets for both overall livestock reduction t and improved herd structure.. The program aimed to reduce the total number of livestock by 16% or 6.8 million, from the baseline in 2008, while improving the ratio of animals within the national herd-reducing the number of small animals, especially goats, while moderately increasing the number of larger animals. However, the target did not adequately consider of additional stresses that climate change would place on land and water resources. Current livestock numbers far exceed the programme`s 2021 targets, and pressure on both water and land resources has increased significantly since the baseline year of 2008.

Land degradation undermines the ecosystem service provision, limiting the economic returns from semi-arid rangelands. Therefore, under the project Output 1, a scenario analysis on ecosystem services will be carried out for introducing policy reforms in the livestock sector.

UNDP CO is seeking to hire a team of national consultants experienced in ecosystem service valuation and livestock sector management to conduct a study of ecosystem services and demonstrate the incorporation of the values into the livestock management practices.

**Key stakeholders of the assessment are:** MET, MoFALI, UNDP, relevant Government and NGOs at the national and project’s aimag and soum levels, private enterprises, companies, and Project Implementation Unit (PIU).

1. **Objective of the assignment**

The purpose of this contract work is to conduct analysis to the existing ecosystem services for the provision of sustainable policy an investment choices in livestock sector.

1. **Scope of work**

The consultancy team will carry out the following tasks during the contract period:

1. **Desk review and study on the current situation through ecosystem service lens**
* Provide international consultants with the necessary data and materials on current land and livestock management challenges in Mongolia and identify issues in livestock policy, economic investments and related programs that are inadvertently contributing to land degradation;
* Review previous studies on ecosystem services provision in relation to policy transformation;
* Discuss with the international consultant for applying the most suitable methods for assessing the value of different ecosystem services in the case of Mongolia (take into account of data availability, social and cultural characteristics and main provision of ecosystem services of land and water resources etc).
1. **Carry out an assessment of the existing ecosystem services provision for different ecological zones of Zavkhan, Khovd, Sukhbaatar and Dornod aimags and demonstrate incorporation of the ecosystem service value into the livestock products value chain in 1-2 sites**
* Based on the method chosen and under the guidance of international consultant , carry out an assessment of the existing ecosystem services provision for different ecosystems in Khovd, Zavkhan, Dornod and Sukhbaatar aimags;
* Conduct scenario analysis to support livestock-related policies and reforms under development by informing resilient land, water management and livestock sector based on ecosystem service analysis-comparing a business-as-usual scenario in which rangeland ecosystems eventually collapse versus an ecosystem-based adaptation scenario in which productivity losses are halted and reversed;
* Organize and facilitate necessary meetings with private investors and herder communities in the livestock sector to discuss potential investment options as ecosystem service tradeoffs.
* Implement 1-2 demonstration work with private sector for agriculture sector development based on ecosystem service analysis to address unsustainable number of livestock in the country against drying landscape due to climate change;
* Organize consultations amongst partners, MET, MoED, and MoFALI on sustainable land and livestock management and lessons learned from the demonstration work;
* Respond to stakeholder feedback;
1. **Information dissemination and trainings and final report:**
* Develop guidelines and handouts on ecosystem service tradeoffs and efficient use of newly introduced analytical tools for policy transformation;
* Facilitate sensitization workshops and consultation for policy and decision makers at the national and sub-national levels, as well as private sector investors in 4 aimags on climate change impacts on natural resources and livestock sector;
* Finalize the report and compile into a consolidated report, which should be prepared jointly with the international consultant on assessing the value of ecosystem services for submission to the MET and PIU in both Mongolian and English.
1. **Expected Outputs, Deliverables, and Schedule of Payments**

Reports and Recommendations should be in English and Mongolian.

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverables/Outputs** | **Target due dates** | **Installment (%)** | **Review and Approvals Required** |
| **Inception report:** It consists of the following:* Detailed work plan and schedule of tasks to be performed during the project, with role and responsibilities for all parties involved.
 | Within 10 days after contract signing | 10% of the total fee | MET, PIU and UNDP |
| **Progress Report 1: Desk review and study on the current situation through ecosystem service lens*** Provide international consultants with the necessary data and materials on current land and livestock management challenges in Mongolia and identifying issues in livestock policy, economic investments and related programmes that are inadvertently contributing to land degradation.
* **Draft report** on research method to assess the valuation of ecosystem services that is applicable to the case of Mongolia (based on recommended method, the national consultancy team will carry out the valuation of ecosystem services in 4 aimags).
* **Draft planning** for field missions if necessary;
 | 2 weeks | 30% of the total fee | MET, PIU and UNDP |
| **Progress Report 2: Carry out an assessment of the existing ecosystem services provision for different ecological zones of Zavkhan, Khovd, Sukhbaatar and Dornod aimags** * Assessment report on the valuation of ecosystem services provision in 4 aimags;
* Report on scenario analysis to support livestock-related policies and reforms under development by informing resilient land, water management and livestock sector based on ecosystem service analysis
* Implement at least 1-2 ecosystem service payment scheme in collaboration with private sector according to the recommendation on potential private sector investment options.
 | Within 7-8 weeks | 30% of the total fee | MET, PIU, UNDP and relevant stakeholders |
| **Final report: Knowledge dissemination and trainings:*** A package of guidance materials and manuals in collaboration with the international consultant on ecosystem service tradeoffs and the efficient use of newly introduced analytical tools for policy transformation;
* Lessons learned from demonstration of the ecosystem service integration into the livestock management
* Consultation report on sensitization workshop for policy and decision-makers at the national and sub-national level and private sector investors in 4 aimags, on the climate change impacts on natural resources and livestock sector.
* Consolidated final report, which should be prepared jointly with the international consultant on assessing the value of ecosystem services for submission to the MET and PIU in both Mongolian and English.
 | 2-3 weeks prior to the contract ending | 30% of the total fee | Upon satisfactory result of the PIU and Programme Analyst of UNDP, and relevant stakeholders including MET, MoFALI |

1. **Approach and Methodology**

For each activity in the scope of work the Bidder is expected to propose an appropriate methodology and plan in their technical proposal.

1. **Institutional arrangements**

The contractor will be supervised by the National Project Coordinator, Project Unit and PO of UNDP. He or she will be expected to meet and liaise with the Project Implementation Unit (PIU), CO UNDP Mongolia, project local coordinators, and respective ministries and agencies including MET, MoFALI, National and local agencies, Local governors, NGOs, private sector and other international projects. The PIU, the MET, and the MoFALI own the copyright of all outputs.

The national consultancy team will work with an international consultant as an “Ecosystem service team” under the main objective of conducting analysis of existing ecosystem services for the provision of sustainable policy an investment choices in the livestock sector. The national consultancy team will carry out on-site assessment studies and trainings and demonstration work under the direct supervision of the international consultant. The International Consultant and Lead consultant are also responsible for identifying potential risks in a timely manner and providing timely notification of delays in the delivery of outputs. The ecosystem service team will closely work with the national consultancy team in charge of developing the new National Mongolian Livestock program for 2030, in application of ecosystem service trade-off analytical products and sensitization for decision-makers and private investors in the livestock sector.

All outputs, such as reports and relevant guiding documents, from these GCF supported and adaptation attributed projects should be well integrated, with adequate contribution from each other in a fully complimentary manner, with no overlap.

This Terms of Reference can be modified in consultation with the NPC without altering the purpose and scope of the Terms of Reference. The contract and payments will be performance-based and regularly assessed by the National Project Coordinator and the Programme Analyst of the UNDP CO.

The PIU has the following responsibilities: (i) Provide relevant documentation and resources; (ii) Discuss and agree on the Terms of Reference; (iii) Monitor and assess the task performed and its progress. The contract and payments will be based on the performance and will be regularly reviewed by the PIU and key implementing parties.

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

Total duration of the assignment is 75 days after signing the contract. The expected date for the final report to be submitted by the end of November 2022.

1. **Duty Station**

The contractor will work in the office, which allowing him/her to collaborate closely with the MET and other key stakeholders like MoFALI.

The contractor shall include the costs of travel, meetings and printing/copying in the financial proposal.

1. **Qualifications of the Team members**

The proposed team will have 1 team leader and at least 3 other members which you need to define.

9.1 **The team leader** shall be specialized in the following areas and have the following educational and professional qualifications and skills, which include:

***Education and Professional Experience:***

* Advanced university degree (Master’s degree or higher) in biology, ecology or environmental science and management;
* 6 or more years of experience in environmental conservation and ecosystem service study and livestock sector management (list of similar work done);
* 3 or more years of experience in scenario analysis to support provide private sector investment options for agriculture sector development based on ecosystem service analysis;
* In-depth knowledge of national plans, strategies and policies related to land degradation, climate change and livestock sector policy in countries similar to Mongolia.
* Excellent communication, articulation and coordination skills;
* Excellent verbal and written skills in English;
* Ability to understand different interests and seek for conciliation and coordination of activities;
* Ability to demonstrate behaviors such as team leading, knowledge sharing and relationship maintenance;
* Ability to encourage collaboration and improve performance,
* Ability to work under pressure and deliver high-quality results on time is required.

**Qualifications of team members:**

9.2 Assistant specialist in ecosystem service valuation

* Advanced university degree in Environmental science and economy, and business management (master or higher degree);
* 2 or more years of experience in ecosystem service study and livestock sector management (list of similar work done);
* Familiar with scenario analysis to support provide private sector investment options for agriculture sector development based on ecosystem service analysis;
* Experience and relevant skills in the use of the Office suite (MS Word, Excel, PowerPoint, etc.)
* Excellent communication, articulation and coordination skills;
* Good command of verbal and written skills in English;
* Ability to understand different interests and seek for reconciliation and coordination of activities;
* Ability to demonstrate behaviors such as team working, knowledge sharing and relationship maintenance;
* Ability to work under pressure and deliver high-quality results on time is required.

9.3 Climate change adaptation specialist in land management

* Advanced university degree (Master's degree or higher) in land management
* Specialized in climate change adaptation, land degradation and pasture management
* At least 5 years of experience in conducting climate change vulnerability study, land degradation and pasture management.
* Experience working on UN-funded projects and programs is desired;
* In-depth knowledge of national plans, strategies and policies related to land degradation, climate change and livestock sector policy in countries similar to Mongolia
* Excellent verbal and written skills in English;
* Ability to understand different interests and seek for reconciliation and coordination of activities;
* Ability to demonstrate behaviors such as teamwork, knowledge sharing and relationship maintenance;
* Ability to encourage collaboration and improve performance
* Ability to work under pressure and deliver high quality results on time is required.

9.4 **Climate change adaptation specialist in livestock sector**

* Advanced university degree (Master's degree or higher) in agriculture/livestock;
* Specialized in climate change adaptation to livestock sector;
* At least 5 years of experience in policy development and planning in livestock sector with a strong financial background;
* At least 3 years of experience working with private investors and herder groups on livestock sector financing;

In-depth knowledge of national plans, strategies and policies related to climate change in countries similar to Mongolia. Ability to encourage collaboration and improve performance.

1. **Scope of Price Proposal**

Contractor must send a financial proposal based on **Lump Sum Amount**. The total amount quoted shall be inclusive and include costs components required to perform the deliverables identified in the TOR, including professional fees, content dissemination costs, third party involvement and any other applicable cost to be incurred by the contractor in completing the assignment. The contract price will be a fixed output-based price regardless of the extension of the herein specified duration.

1. **Criteria for Selection of the Best Offer**

Combined Scoring method will be used in the selection, where the technical proposal (expertise, methodology, experience and qualification of key personal) will be weighted a max. of 70% and combined with the price offer which will be weighted a max of 30% (**Annex 1**).

Below is the breakdown of points of Technical proposal: 100 points which equal 70% of the total scoring:

* Expertise of the organization (NGO, company, firm) - 20 points;
* Proposed methodology and timeliness of the implementation plan - 20 points;
* Proposed team management structure & qualification of the preferred team members - 30 points;

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

**Annex 1. Technical Criteria for Evaluation**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Weight**  | **Max. Point** |
|
| **Technical criteria 1: Expertise and eligibility of the organization** |  | **50** |
| 6 or more years of experience in environmental economics and ecosystem service study and livestock sector management (list of similar work done); |   | 30 |
| 3 or more years of experience in scenario analysis to support provide private sector investment options for agriculture sector development based on ecosystem service analysis  |  | 20 |
| **Technical criteria 2: The work program and methodology proposed by the Consultant meet the requirements of the Terms of Reference** |  | **20** |
| Methodology in accordance with the terms of reference (concise, clear) and detailed plan for the timely completion of the assignment and a work schedule for its implementation  |  | 10 |
| A brief description of how to perform the tasks outlined in the Terms of Reference; |  | 10 |
| **Technical criteria 3: Qualifications of team members** |  | **30** |
| Team leader |   | 15 |
| Assistant specialist in valuation of ecosystem service |   | 5 |
| Climate change adaptation specialist in land management  |  | 5 |
| Climate change adaptation specialist in livestock sector |  |  5 |
| **Technical Score** | ***70*** | **100** |

1. *A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.* [↑](#footnote-ref-1)
2. *VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.* [↑](#footnote-ref-2)
3. *UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding $30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.* [↑](#footnote-ref-3)
4. *Where the information is available in the web, a URL for the information may simply be provided.* [↑](#footnote-ref-4)
5. *Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.*  [↑](#footnote-ref-5)
6. *A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.* [↑](#footnote-ref-6)
7. *This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.* [↑](#footnote-ref-7)
8. *This serves as a guide to the Service Provider in preparing the Proposal.*  [↑](#footnote-ref-8)
9. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-9)