



REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

NAME & ADDRESS OF FIRM	DATE: July 26, 2022
	REFERENCE: Appointment of expertise to support the compilation of South Africa's fifth (5th) Biennial Update Report to the United Nations Framework Convention on Climate Change (UNFCCC)

Dear Sir / Madam:

We kindly request you to submit your Proposal for the: **Appointment of expertise to support the compilation of South Africa's fifth (5th) Biennial Update Report to the United Nations Framework Convention on Climate Change (UNFCCC)**

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

Technical and Financial Proposals may be submitted **IN SEPARATE ATTACHMENTS WITH A PASSWORD ENCRYPTED FINANCIAL PROPOSAL** to bid.pretoria@undp.org no later than **16h00 Tuesday, August 09, 2022**.

Your Proposal must be expressed in English, and valid for a minimum period of 3 months

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,

*UNDP Procurement Unit
UNDP South Africa
7/26/2022*

Description of Requirements

<p>Context of the Requirement</p>	<p>The United Nations Framework Convention on Climate Change (UNFCCC) was adopted in 1992 as the basis for a global multilateral response to the threat of anthropogenic climate change. The Convention invites Parties (national states) to become signatories, and to thereby commit Parties to the Convention to take actions to limit or reduce greenhouse gas (GHG) emissions that contribute to anthropogenic climate change, as well as to co-operate in adapting to the impacts of climate change, guided by the principle of common but differentiated responsibilities and respective capabilities. The Government of the Republic of South Africa signed the Convention in June 1993 and ratified it in August 1997. As a Party to convention South Africa is obliged to comply with the requirements of Non-Annex I Parties under the UNFCCC. Amongst the requirements for the Non-Annex I Parties are required to periodically report on mitigation and adaptation measures to combat climate change through submission of the National Communication Reports and the Biennial Update Report to the UNFCCC Secretariat. The commitment for Parties to communicate to the COP information relating to the implementation of the Convention is guided by Articles 4 and 12 of the Convention.</p> <p>At the 16th Conference of Parties (COP 16) in Cancun, Mexico in 2010, the Parties decided to enhance reporting in national communications from non-Annex I Parties on National Greenhouse Gas (GHG) Inventories, mitigation actions and their effects, and support received. It was also decided that developing countries, consistent with their capabilities and the level of support provided for reporting, should submit their first Biennial Update Reports (BURs) by December 2014 and every second year afterwards. The Least Developed Countries (LDCs) and Small Island Developing States (SIDs) may submit this report at their discretion.</p> <p>BURs are intended to provide updates on actions undertaken by a Party to implement the Convention, including the status of its greenhouse gas emissions and removals by sinks, as well as on the actions to reduce emissions or enhance sinks, and support needed and received to implement these actions.</p> <p>Non-Annex I Parties are required to prepare their BURs on the basis of the BUR guidelines adopted by COP 17, Durban, South Africa, in 2012, which are contained in annex III to decision 2/CP.17. In using the BUR guidelines, non-Annex I Parties should take into account their development priorities, objectives, capacities and national circumstances. COP 17 adopted the “UNFCCC biennial update reporting guidelines for Parties not included in Annex I to the Convention”, (hereinafter referred to as BUR guidelines) as well as modalities and guidelines for International Consultative Analysis (ICA).</p> <p>The government of South Africa has to date submitted three (3) National Communications (NCs) as well as four (4) Biennial Update Reports (BURs) along with Six (7) National Inventory Report (NIRs) to the UNFCCC since becoming a party to the Convention. Regarding the NIR, South Africa has moved to apply the 2006 Intergovernmental Panel on Climate Change (IPCC) guidelines through its year 2000 NIR which was submitted with the 2nd National Communication. In 2014, South Africa submitted its first (1st) Biennial (BUR-1) together with the 2000-2010 NIR. The BUR-1, BUR-2 and BUR-3, underwent the full International and Consultation Analysis (ICA) process. The technical analysis was done by the Team of Technical experts (TTE) with the final outcomes published in summary report, and the Facilitative Sharing of Views was done during the margins of the Conference of Parties (COP).</p>
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	In terms of improvements, South Africa’s aim is to incorporate more country-specific emission factor data and move towards a Tier 2 or 3 approaches for the key categories. South Africa aims to increasing the accuracy of GHG calculations by applying country-specific emission factors for the Energy sector which will improve the national GHG inventory estimate.				
Implementing Partner of UNDP	The Department of Environment, Forestry & Fisheries				
Brief Description of the Required Services ¹	<p><u>Objectives of the assignment</u></p> <p>The primary objectives of developing the 5th BUR are as follows:</p> <ul style="list-style-type: none"> a) To facilitate South Africa reporting requirements under the UNF to comply with article 4 and 12, as well as Decision 2/CP.17 including Annex III of Decision 2/CP.17 of the UNFCCC; b) To develop the BUR-5 in conformity with the guidelines of BURs, as well as requirements as explained in the training material of the Technical Team of Experts; c) To update information on South Africa’s GHG inventory, mitigation efforts as well as financial, technical and capacity needs so as to communicate related information to the domestic and international community; and d) To ensure that BUR-5 reflects the appropriate update and progress from previous BURs (BUR1-BUR4) and that the recommendations of the ICA from the previous BURs are taken into consideration in BUR-5. <p>A mandatory briefing session with the United Nations Development Programme (UNDP) prior to the signing off the contract is essential, in addition to meetings with the Technical Reference Group convened by UNDP from time to time. The scope of work of the consortium of experts is to undertake and complete the following tasks:</p> <ul style="list-style-type: none"> a. Project Inception b. Drafting of certain chapters of BUR-5 <p><i>(See full details on the Terms of Reference)</i></p>				
List and Description of Expected Outputs to be Delivered	Deliverable	Activity Outcome / Product	Description	Delivery Timeline	Payment Schedule
	Deliverable 1	Develop Project Inception Report	Participation and minutes of the inception meeting, inception meeting report specifying the approach / methodology, project plan and timelines for each deliverable.	Two (2) weeks after signing of the contract between service provider and UNDP.	20% (2 weeks after signing)

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.

	Deliverable 2	Draft Chapters – Zero-Order Draft BUR-5	Update National circumstances chapter; Summary of the 2000 – 2020 inventory chapter; Mitigation actions and effects chapter; Support needed and received chapter; Domestic MRV chapter; Additional Information Chapter and developing executive summary for all the chapters.	Three (3) months after the inception meeting	30% (Three (3) months after the inception meeting)
	Deliverable 3	First Order BUR-5	First Order BUR-5 with inputs from DFFE on the zero-order draft BUR-5 incorporated and also inputs and comments from public consultation and independent review addressed.	Three (3) months after the Zero-Order Draft BUR-5	25% (Three (3) months after the Zero-Order Draft BUR-5)
	Deliverable 4	Final BUR	Final BUR-5 that has addressed independent review, public consultation and project steering committee inputs and comments.	Three (3) months after First Order BUR-5	25% (Three (3) months after First Order BUR-5)
Person to Supervise the Work/Performance of the Service Provider	UNDP and DFFE is responsible for the technical and quality aspects of the work.				
Frequency of Reporting	<i>AS and when required in the workplan</i>				
Progress Reporting Requirements	The UNDP South Africa CO is responsible for making of payments to the institution/consortium of experts and for associated contract administration. DFFE is responsible for the technical and quality aspects of the work, and as such, DFFE will initiate and convene any technical reference group or stakeholder consultation meetings or workshops. UNDP will make payments to the institution/consortium of experts after written approval from the DFFE focal point, working under the timelines and payment schedule terms of this TOR and the ensuing contract.				
Location of work	<input type="checkbox"/> <input checked="" type="checkbox"/> At Contractor's Location				
Expected duration of work	12 months				
Target start date	Upon signing of the contract by both parties				
12	12 months				

Travels Expected	In case of travel, travel costs will be covered by UNDP according to UNDP travel rules and regulations. The elaboration and dissemination of deliverables will be linked to key UNDP events.
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others (N/A)
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others (None)
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (South African Rands)
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms ³	

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

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,

	All payment will be effected within 30 days of receipt of an invoice and upon approval by the respective authorities of UNDP	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP BIOFIN Team Leader	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <input type="checkbox"/> Other Type of Contract	
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non- acceptance of the GTC may be grounds for the rejection of the Proposal.	
Criteria for the Assessment of Proposal	Technical Proposal (70% of the overall proposal - 100 points)	
	Technical Evaluation Criteria	Max score
	Criterion A – Proposed Methodology Demonstrate comprehensive, thorough and insightful methodology and approach applied to execute the objectives and deliverables of the project.	30
	Criterion B- Proposed Work Plan A detailed work plan with milestones, timelines, resources and designated responsibilities of the consultants and any support members must be indicated in the proposal for achieving of the deliverables.	15
Criterion C- Demonstrated technical capability/ expertise Cap (ability/ expertise and experience of key personnel to be assigned to the project in climate change mitigation and very sound knowledge and understanding of the accounting framework on greenhouse gas emissions within the South African context. Understanding on Climate Change Mitigation sector, coupled with thorough knowledge of climate change	15	

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.
⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$100,000.00.

	<p>policies, regulations and acts governing the climate change sector in South Africa (50% of marks will be awarded for the team leader).</p>	
	<p>Criterion D- Publication Record Proven record of accomplishment on report writing for projects of a similar nature and size, including experience in stakeholder engagements, in South Africa.</p>	5
	<p>Criterion D- Academic Qualifications Documented relevant academic qualifications and experience of the team.</p>	5
	<p>(minimum qualifying score – 70 points) Financial Proposal (30%) To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.</p>	
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:	
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁶ <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others ⁷ [pls. specify]	
Contact Person for Inquiries (Written inquiries only) ⁸	<p><i>Procurement Unit</i> procurement.enquiries.za@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.</p>	
Other Information [pls. specify]		

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ 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.

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁸ 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.