* United Nations Development Programme*

**REQUEST FOR PROPOSAL**

**PRC/ZWE/RFP/0004/26/07/2022: Consultancy to Conduct Detailed Feasibility and Climate Proof Designs and Construction Supervision of GCF Funded Irrigation Schemes – Manicaland Lot**

RFP No.: PRC/ZWE/RFP/0004/26/07/2022

Project: Green Climate Fund (GCF)

Country: Zimbabwe

Issued on: 26 July 2022

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# Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

Section 1: This Letter of Invitation

Section 2: Instruction to Bidders

Section 3: Bid Data Sheet (BDS)

Section 4: Evaluation Criteria

Section 5: Terms of Reference

Section 6: Returnable Bidding Forms

* Form A: Technical Proposal Submission Form
* Form B: Bidder Information Form
* Form C: Joint Venture/Consortium/Association Information Form
* Form D: Qualification Form
* Form E: Format of Technical Proposal
* Form F: Financial Proposal Submission Form
* Form G: Financial Proposal Form

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.zw@undp.org](file:///C:\Users\georges.vanmontfort\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\IBWPWT2O\procurement.zw@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: Approved by:

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| Name: Melody Saineti  Title: Procurement Analyst  Date: July 26, 2022 | Name: Elliman Jagne  Title: Dep. Res. Rep. - Operations  Date: July 26, 2022 |

# Section 2. Instruction to Bidders

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| GENERAL PROVISIONS | |
| Introduction | * 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>   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.   3. As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website ([www.ungm.org](http://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. |
| Fraud & Corruption,  Gifts and Hospitality | * 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>   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.   3. In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.   4. All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <http://www.un.org/depts/ptd/pdf/conduct_english.pdf> |
| Eligibility | * 1. A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.   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. |
| Conflict of Interests | * 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:   2. Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;   3. Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or   4. Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.   5. 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.   6. Similarly, the Bidders must disclose in their proposal their knowledge of the following:   7. 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   8. All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.   Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.   * 1. 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. |
| PREPARATION OF PROPOSALS | |
| General Considerations | * 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.   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 |
| Cost of Preparation of Proposal | * 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. |
| Language | * 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. |
| Documents Comprising the Proposal | * 1. The Proposal shall comprise of the following documents:   2. Documents Establishing the Eligibility and Qualifications of the Bidder;   3. Technical Proposal;   4. Financial Proposal(s) as below:   (1) for the specific lot(s) tendered for   * 1. Proposal Security, if required by BDS;   2. Any attachments and/or appendices to the Proposal. |
| Documents Establishing the Eligibility and Qualifications of the Bidder | * 1. The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP’s satisfaction. |
| Technical Proposal Format and Content | * 1. The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.   2. The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.   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   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. |
| Financial Proposals | * 1. The Financial Proposals shall be prepared using the Standard Form provided in Section 6 of the RFP. Please use same template to prepare the Financial Proposals. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.   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.   3. Prices and other financial information must not be disclosed in any other place except in the financial proposal. |
| Proposal Security | * 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.   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.   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.   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.   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:      1. If the Bidder withdraws itsoffer during the period of the Proposal Validity specified in the BDS, or;      2. In the event that the successful Bidder fails:      3. to sign the Contract after UNDP has issued an award; or   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. |
| Currencies | * 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:  1. 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 2. 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. |
| Joint Venture, Consortium or Association | * 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.   * 1. 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.   2. 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.   3. 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.   4. A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:  1. Those that were undertaken together by the JV, Consortium or Association; and 2. Those that were undertaken by the individual entities of the JV, Consortium or Association.    1. 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.    2. 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. |
| Only One Proposal | * 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.   2. Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:   3. they have at least one controlling partner, director or shareholder in common; or   4. any one of them receive or have received any direct or indirect subsidy from the other/s; or   5. they have the same legal representative for purposes of this RFP; or   6. 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;   7. 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   8. 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. |
| Proposal Validity Period | * 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.   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. |
| Extension of Proposal Validity Period | * 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.   2. If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.   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. |
| Clarification of Proposal | * 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.   2. UNDP will provide the responses to clarifications through the method specified in the BDS.   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. |
| Amendment of Proposals | * 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.   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. |
| Alternative Proposals | * 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.   2. If multiple/alternative proposals are being submitted, they must be clearly marked as “Main Proposal” and “Alternative Proposal” |
| Pre-Bid Conference | * 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 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. |
| SUBMISSION AND OPENING OF PROPOSALS | |
| Submission | * 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.   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.   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. |
| **Hard copy (manual) submission**  **(Not applicable to this process)**  **Email Submission**  **(Not applicable to this process)**  **eTendering submission**  **(Applicable to this process)** | * 1. Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:   2. 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.   3. 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:   i. Bear the name and address of the bidder;  ii. Be addressed to UNDP as specified in the BDS   1. Bear a warning that states “*Not to be opened before the time and date for proposal opening*” as specified in the BDS.   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.   * 1. Email submission, if allowed or specified in the BDS, shall be governed as follows:  1. Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; 2. 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. 3. 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.    1. Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows: 4. Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; 5. The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. 6. 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. 7. 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. 8. Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/> |
| Deadline for Submission of Proposals and Late Proposals | * 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   2. UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals. |
| Withdrawal, Substitution, and Modification of Proposals | * 1. A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.   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”   3. E-Tendering: 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.   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 |
| Proposal Opening | * 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. |
| EVALUATION OF PROPOSALS | |
| Confidentiality | * 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.   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. |
| Evaluation of Proposals | * 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.   2. Evaluation of proposals is made of the following steps:   3. Preliminary Examination   4. Minimum Eligibility and Qualification (if pre-qualification is not done)   5. Evaluation of Technical Proposals   6. Evaluation of Financial Proposals |
| Preliminary Examination | * 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. |
| Evaluation of Eligibility and Qualification | * 1. Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).   2. In general terms, vendors that meet the following criteria may be considered qualified:   3. 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;   4. They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,   5. 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;   6. They are able to comply fully with UNDP General Terms and Conditions of Contract;   7. They do not have a consistent history of court/arbitral award decisions against the Bidder; and   8. They have a record of timely and satisfactory performance with their clients. |
| Evaluation of Technical and Financial Proposals | * 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.   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.   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.   4. When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:   Rating the Technical Proposal (TP):  **TP Rating** = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100  Rating the Financial Proposal (FP):  **FP Rating** = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100  Total Combined Score:  **Combined Score =** (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%) |
| Due Diligence | * 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:      1. Verification of accuracy, correctness and authenticity of information provided by the Bidder;      2. Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;      3. 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;      4. Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;      5. Physical inspection of the Bidder’s offices, branches or other places where business transpires, with or without notice to the Bidder;      6. Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract. |
| Clarification of Proposals | * 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.   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.   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. |
| Responsiveness of Proposal | * 1. UNDP’s determination of a Proposal’s responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.   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. |
| Nonconformities, Reparable Errors and Omissions | * 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.   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.   3. For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:  1. 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; 2. 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 3. 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.    1. If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected. |
| AWARD OF CONTRACT | |
| Right to Accept, Reject, Any or All Proposals | * 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. |
| Award Criteria | * 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. |
| Debriefing | * 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. |
| Right to Vary Requirements at the Time of Award | * 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. |
| Contract Signature | * 1. Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals. |
| Contract Type and General Terms and Conditions | * 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> |
| Performance Security | * 1. 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at   <https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_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. |
| Bank Guarantee for Advanced Payment | * 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> |
| Liquidated Damages | * 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. |
| Payment Provisions | * 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. |
| Vendor Protest | * 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> |
| Other Provisions | * 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.   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.   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> |

# 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: One bidder can only be awarded a MAXIMUM of one single lot |
| 3 | 20 | Alternative Proposals | Shall not be considered |
| 4 | 21 | Pre-proposal conference | Will be Conducted virtually  2 August 2022 3pm Harare Time +2hours GMT  Prospective bidders are kindly advised to submit all requests for clarification to the email provided below on the basis of which a virtual pre-proposal conference will be held.  The UNDP focal point for the arrangement is:  Melody Saineti  Telephone: +263242338836  E-mail: [procurement.zw@undp.org](mailto:procurement.zw@undp.org)  Pre bid virtual link: Topic: PRC/ZWE/RFP/0004/26/07/2022: Consultancy to Conduct Detailed Feasibility and Climate Proof Designs and Construction Supervision of GCF Funded Irrigation Schemes – Manicaland Lot  Time: Aug 2, 2022 3:00 PM Harare, Pretoria  Join Zoom Meeting  <https://undp.zoom.us/j/82929176586>  Meeting ID: 829 2917 6586 |
| 5 | 10 | Proposal Validity Period | 90 days |
| 6 | 14 | Bid Security | Not Required  Acceptable Forms of Bid Security   * Bank Guarantee (See Section 8 for template) * Any Bank-issued Check / Cashier’s Check / Certified Check |
| 7 | 41 | Advanced Payment upon signing of contract | Not Allowed |
| 8 | 42 | Liquidated Damages | Will be imposed as follows:  Percentage of contract price per day of delay: .05%  Max. number of days of delay 30, after which UNDP may terminate the contract. |
| 9 | 40 | Performance Security | Not Required |
| 10 | 18 | Currency of Proposal | United States Dollar |
| 11 | 31 | Deadline for submitting requests for clarifications/ questions | 3 days before the submission deadline |
| 12 | 31 | Contact Details for submitting clarifications/questions | Melody Saineti  Telephone: +263242338836  E-mail: [procurement.zw@undp.org](mailto:procurement.zw@undp.org) |
| 13 | 18, 19 and 21 | Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries | Posting on the website: https://etendering.partneragencies.org; |
| 14 | 23 | Deadline for Submission | 12 November 2021 16:00hour GMT, Harare, Zimbabwe Time  For e-Tendering submission - as indicated in e-Tendering system. Note that system time zone is in EST/EDT (New York) time zone. |
| 14 | 22 | Allowable Manner of Submitting Proposals | ☐ Courier/Hand Delivery  ☐ Submission by email   * **e-Tendering** |
| 15 | 22 | Proposal Submission Address | [For eTendering method, keep link below and insert Event ID information]  <https://etendering.partneragencies.org>  ZWE10  Event ID 0000013213 |
| 16 | 22 | Electronic submission (email or eTendering) requirements | * 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 technical proposal must not be provided to UNDP until the date as indicated in No. 14 *(for email submission only)* * Password for financial proposal must not be provided to UNDP until requested by UNDP * Max. File Size per transmission:45MB * Mandatory subject of email:**Detailed Feasibility and Climate Proof Designs and Construction Supervision of GCF Funded Irrigation Schemes** * Documents which are required in original (e.g. Proposal Security) should be sent to the below address with a PDF copy submitted as part of the electronic submission:   [procurement.zw@undp.org](mailto:procurement.zw@undp.org) |
| 17 | 27  36 | Evaluation Method for the Award of Contract | Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively per lot    The minimum technical score required to pass is 70%. |
| 18 |  | Expected date for commencement of Contract | *September 1, 2022* |
| 19 |  | Maximum expected duration of contract | Five (5) months |
| 20 | 35 | UNDP will award the contract to: | One Proposer Only: Each proposer will be awarded a MAXIMUM of one single lot. In the event a proposer has scored the highest cumulative score in more than one lot, it will only be awarded a MAXIMUM of one lot according to the most advantageous combination to the organization. |
| 21 | 39 | Type of Contract | Purchase Order  Civil Works Contract  <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |
| 22 | 39 | UNDP Contract Terms and Conditions that will apply | UNDP General Terms and Conditions for Professional Services  <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> |
| 23 |  | Other Information Related to the RFP | *[All other instructions and information not yet mentioned so far in this Data Sheet but are relevant to the RFP must be cited here, and any further entries that may be added below this table row]* |

# Section 4. Evaluation Criteria

**Preliminary Examination Criteria**

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

* Appropriate signatures
* Power of Attorney
* Minimum documents provided
* Technical and Financial Proposals submitted separately
* Bid Validity

**Minimum Eligibility and Qualification Criteria**

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

|  |  |  |
| --- | --- | --- |
| **Subject** | **Criteria** | **Document Submission requirement** |
| **ELIGIBILITY** |  |  |
| **Legal Status** | Vendor is a legally registered entity. | Form B: Bidder Information Form |
| **Eligibility** | Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3. | Form A: Technical Proposal Submission Form |
| **Conflict of Interest** | No conflicts of interest in accordance with ITB clause 4. | Form A: Technical Proposal Submission Form |
| **Bankruptcy** | Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future. | Form A: Technical Proposal Submission Form |
|  |  |  |
| **QUALIFICATION** |  |  |
| **History of Non-Performing Contracts[[1]](#footnote-1)** | Non-performance of a contract did not occur as a result of contractor default for the last 3 years. | Form D: Qualification Form |
| **Litigation History** | No consistent history of court/arbitral award decisions against the Bidder for the last 3 years. | Form D: Qualification Form |
| **Previous Experience** | Minimum 5 years of relevant experience.  Has at least five years of relevant experience especially with regards to civil works management.  For details of minimum criteria to bid, refer to Section 10 of the Terms of Reference in Section 5 below | Form D: Qualification Form |
| Minimum 3 contracts of similar value, nature and complexity implemented over the last 5years.  *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Form D: Qualification Form |
| **Financial Standing** | Minimum average annual turnover equivalent to 10% of the contract value for the last 3 years.  The firm should have experience in conducting civil works feasibility studies, deigned and/or construction of irrigation Schemes with a value of at least $350,000.00  *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Form D: Qualification Form |
| Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.  *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Form D: Qualification Form |
|  | The following documents must be provided:   Certificate of Incorporation/Company Registration   Quality and Environmental Accreditation Certifications   Tax Compliance Certificates   Audited/Certified Financial Statements for the immediate past three years   Company profile not exceeding 15 pages |  |

**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 | 400 |
| 3. | Management Structure and Key Personnel | 300 |
|  | **Total** | **1000** |

|  |  |  |
| --- | --- | --- |
| **Section 1. Bidder’s qualification, capacity and experience** | | **Points obtainable** |
| 1.1 | Reputation of Organization and Staff Credibility / Reliability / Industry Standing | 30 |
| 1.2 | General Organizational Capability which is likely to affect implementation  - Financial Stability  - Loose consortium, Holding company or One firm  - Age / size of the firm  - Strength of the Project Management Support  - Project Financing Capacity  - Project Management Control | 90 |
| 1.3 | Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.) | 15 |
| 1.4 | Quality assurance procedures and risk mitigation measures | 25 |
| 1.5 | Relevance of:  - Specialized Knowledge  - Experience on Similar Programme / Projects  - Experience on Projects in the Region  - Work for UNDP / major multilateral / or bilateral programmes | 140 |
| **Total Section 1** | | **300** |

|  |  |  |
| --- | --- | --- |
| **Section 2. Proposed Methodology, Approach and Implementation Plan** | | **Points obtainable** |
| 2.1 | Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? | 25 |
| 2.2 | Description of the Offeror’s approach and methodology for meeting or exceeding the requirements of the Terms of Reference: To what degree does the Proposer understand the task? | 30 |
| 2.3 | Details on how the different service elements shall be organized, controlled and delivered: Is the scope of task well defined and does it correspond to the TORs? | 120 |
| 2.4 | Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement: Are the different components of the project adequately weighted relative to one another? | 20 |
| 2.5 | Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic: Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project? | 85 |
| 2.6 | Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract: Is the conceptual framework adopted appropriate for the task? | 65 |
| 2.7 | Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal? | 55 |
| **Total Section** **2** | | **400** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 3. Management Structure and Key Personnel** | | | **Points obtainable** |
| **3.1** | **Key Expert 1 / Team Leader** | | **70** |
|  | General Qualification  Suitability for the project | |  |
|  | MSc Civil Engineering or MSc Irrigation Engineering or Agriculture Engineering | 10 |
|  | *15 years relevant professional experience and registered with the Zimbabwe Board of Engineers or any other internationally recognized Engineers Body*  *At least 3 assignments as a Team Leader similar in nature and magnitude* | 20 |
| Experience in carrying out detailed feasibility studies for irrigation projects  Experience in designing medium to large scale irrigation projects with participation of farmers | 20 |
| Experience in construction supervision of water related infrastructure projects | 10 |
| Practical knowledge in climate proofing of water infrastructure | 10 |
| **SUBTOTAL** | **70** |
| **3.2** | **Team Member 1: Irrigation Engineer** | | **60** |
|  | General Qualification  Suitability for the project | |  |
| BSc Civil Engineering or BSc Irrigation Engineering or BSc agriculture Engineering | 10 |
| 10 years relevant professional experience and registered with the Zimbabwe Board of Engineers or any other internationally recognized Engineers Body  At least 3 assignments as engineer similar in nature and magnitude | 20 |
| Experience in carrying out detailed feasibility studies for irrigation projects | 10 |
| Experience in designing climate resilient small scale irrigation projects | 10 |
| Experience in construction supervision of water related infrastructure projects | 10 |
|  | **SUBTOTAL** | **60** |  |
| **3.3** | **Team member 2: Environmental Specialist** | | **50** |
|  | General Qualification  Suitability for the project | |  |
| MSc Environmental Science | 15 |
| 10 years relevant professional experience in environmental management and registered with the Environmental Management Authority (Zimbabwe) | 15 |
| At least 3 assignments similar in nature and magnitude | 10 |
| Experience in carrying out detailed feasibility studies for irrigation projects | 10 |
|  | **SUBTOTAL** | **50** |  |
| **3.4** | **Team Member 3: Hydrologist** | | **50** |
|  | General Qualification  Suitability for the project | |  |
| MSc Hydrology or MSc Water Resources Engineering | 15 |
| 10 years relevant professional experience in hydrology and registered Zimbabwe Engineers Board or other recognised professional board | 15 |
| At least 3 assignments similar in nature and magnitude | 10 |
| Experience in carrying out detailed feasibility studies for irrigation projects | 10 |
|  | **SUBTOTAL** | **50** |  |
| **3.5** | **Team Member 4: Senior Topographical Survey** | | **40** |
|  | General Qualification  Suitability for the project | |  |
| BSc Land Surveyor or Diploma Land Survey | 10 |
| 10 years relevant professional experience | 10 |
| At least 3 assignments similar in nature and magnitude | 10 |
| Experience in carrying out detailed feasibility studies for irrigation projects | 10 |
|  | **SUBTOTAL** | **40** |  |
| **3.6** | **Team Member 5: Rural Sociologist** | | **30** |
|  | General Qualification  Suitability for the project | |  |
| BSc Community Development or equivalent | 10 |
| 5 years relevant professional experience | 10 |
| At least 2 assignments in community organisation and institutions | 10 |
|  | **SUBTOTAL** | **30** |  |
| **Total Section 3** | | | **300** |
| **AGGREGATE** | | | **1000** |

# Section 5. Terms of Reference

**1. GENERAL INFORMATION**

|  |  |
| --- | --- |
| **Services Required** | Consulting Irrigation Engineering Firms |
| **Project/Programme Tittle** | Building Climate Resilience of Vulnerable Agricultural Livelihoods in Southern Zimbabwe |
| **Title** | Consultant Engineers |
| **Type of Contract** | Consultant Companies |
| **Duty Station** | Harare |
| **Expected Places of Travel** | Local (Manicaland, Mat South and Masvingo) |
| **Duration** | Ranges from 70 to 130 calender days |
| **Expected Start Date** | Immediately after concluding contract agreement |
| **Expected End Date** | December 2022 |

**2. BACKGROUND / PROJECT DESCRIPTION**

Zimbabwe received funding from the Green Climate Fund (GCF) for the project entitled “Building climate resilience of vulnerable agricultural livelihoods in southern Zimbabwe” The objective of the proposed project is to strengthen resilience of agricultural livelihoods of vulnerable communities, particularly women, in southern Zimbabwe in the face of increasing climate risks and impacts. The project will contribute to the following GCF Fund-level impacts for adaptation: 1.0 “Increased resilience and enhanced livelihoods of the most vulnerable people, communities and regions” and 2.0 “Increased resilience of health and well-being, and food and water security” for vulnerable smallholder communities in southern Zimbabwe. The project outcome will strengthen the adaptive capacities of vulnerable smallholder farmers, especially women, to climate change induced impacts on their agro-ecosystems and livelihoods through revitalization of irrigation schemes, upgraded water and soil moisture management and water use efficiency, climate-resilient agriculture, improved access to climate information and markets, and partnerships with public and private sector actors.

To achieve these outcomes the project proposes to overcome the identified barriers through implementation of the following three interlinked outputs, using GCF and co-financing resources: (i) Increased access to water for climate-resilient agriculture through climate-resilient irrigation systems and efficient water resource management; (ii) Scaled up climate-resilient agricultural production and diversification through increased access to climate-resilient inputs, practices, and markets; and (iii) Improved access to weather, climate and hydrological information for climate resilient agriculture. The project is being implemented by the Government of Zimbabwe in partnership with UNDP for 7 years from June 2020 to May 2027 with Ministry of Lands, Agriculture, Water and Rural Resettlement (MLAWRR) as the implementing partner.

One of the project`s key component focuses on climate proofing irrigation infrastructure for enhanced water security under climate change impacts through revitalization of 21 irrigation schemes consisting of 6 **existing** irrigation schemes and **6 new schemes to be established.**

Against this background, the project seeks to engage the services of a **consulting irrigation engineering firm** with adequate experience and working knowledge in climate proofed irrigation systems and designs, to act as consultants for detailed feasibility studies designsing, assisting in the recruitment strategy for the firms that will carry out the irrigation construction works and construction supervision of climate proofed irrigation schemes. The task will contribute to the development of climate resilient land and water management systems for smallholder households in irrigated lands. The engineering firms will be responsible for preparing detailed feasibility studies and designs and where specified, supervision of construction works. This call is for 6 of the targeted 21 districts. The 15 schemes are divided into Lots and each successful firm will be assigned to a specific Lot.

**3.OBJECTIVES OF THE ASSIGNMENT**

The objectives of the assignment are: (i) To conduct detailed site assessments and prepare feasibility study reports for climate proofing the targeted irrigation schemes (ii) To prepare climate proofed detailed engineering designs (complete with engineering drawings and calculations for quantity estimates) for the targeted irrigation schemes. (iii) To prepare Environmental Social Impact assessment and an Environmental Management Plan for identified schemes (iv) To prepare detailed, technical specifications and prepare bidding (draft) documents for implementation of the works. (iv) To provide engineering supervision and quality service during the construction works (for the allocated Lot) with close observance of cross cutting issues such as the environmental impact assessment procedures, and social and environmental standards as well as gender sensitivity.

**4. SCOPE OF WORK**

Each Lot is regarded as indivisible and a firm will be awarded only 1 Lot. The Lots are identified as shown in the below table. For the awarded Lot, the engineering firm will carry out the feasibility studies and detailed designs.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| LOT No | ID No. | Scheme Name | Province | District | Status of  Scheme | Available Study Level | Target Area (ha)[[2]](#footnote-2) |
| **1** | 3.1 | Veneka/Farai | Manicaland | Chipinge | Existing | Status report | 30 |
| 3.2 | Mhakwe | Manicaland | Chimanimani | Existing | Status report | 20 |
| 3.3 | Mudzimwa | Manicaland | Chipinge | Proposed | Status report | 40 |
| 3.4 | Musirizwi | Manicaland | Chipinge | Existing | Status report | 16 |
| 3.5 | Vimbanayi | Manicaland | Chipinge | Existing | Status report | 35 |
|  |  |  |  |  | **Sub Total** | **141** |
|  |  |  |  |  |  |  |

The task by the Firm will be in two distinct stages which are ; **Stage A:** Preparation of feasibility studies and detailed designs and **Stage B**: Supervision of construction of schemes under the assigned Lot. A break (of about 4 weeks) between the two stages is expected to allow UNDP to procure the Contractors/Construction Firms.

**STAGE A: PREPARATION OF DETAILED FEASIBILITY STUDIES AND DETAILED TECHNICAL DESIGN**

This is the first stage of the assignment, and the duration shall vary between the three lots with **Manicaland Lot: 75 Calendar days.** For the bid Lot the firm will prepare detailed Feasibility Study Reports[[3]](#footnote-3) for all the irrigation schemes in that Lot, taking into consideration all the tasks elaborated below. The report shall be submitted to the Client/PMU for approval before the Consultant proceeds to the Detailed Designs. The specific tasks for the firm(s) in preparation of the feasibility study reports and detailed designs shall include but not limited to the following tasks;

|  |
| --- |
| **1.Carryout Quantitative and Qualitative assessment of Water Resources (For All Schemes in the Lot)**   * independently assess surface water availability at each irrigation intake point and determine the maximum and minimum discharges at the water intake structure considering issues of climate change and seasonal variability in the hydrological pattern for the region. \*Note that under the climate change scenario in Zimbabwe the consultant will adopt the RCP 4.5[[4]](#footnote-4) (moderate scenario for climate change in Zimbabwe) * analyze water quality for irrigation from the identified water sources including a biological, physical, and chemical analysis of the water quality to determine suitability for use as irrigation water * in the case for river flow diversion, assess the peak design flow with respect to the type of the water intake structure, temporary or permanent * in the case for dam/reservoir abstraction assess the reservoir/dam water balance against demands * assess current water utilization levels on upstream and downstream and determine / recommend actual irrigation areas to be developed and/or extended based on available water resources and information on existing and future demands * collect and analyze climate data to be used in the design of the irrigation schemes, where relevant, from the nearest reliable meteorological stations, to establish a historical series of most critical climate data, or where not available/relevant using monthly reference evapo-transpiration available for the agro-climatic zone and monthly precipitation with probability of exceedance of 80% * use standard statistical procedures for calculation of probable weather parameters used in the design of irrigation schemes including future climate scenarios, such as effective precipitation in the area. **\*Note that under the climate proofing scenario in Zimbabwe the consultant will adopt the RCP 4.5 (moderate scenario) for calculation of probable weather parameters**. * In the case where surface water is considered, assess the availability, suitability and the quantity of surface water resources that can be safely abstracted for irrigation during different months of the growing season at 80% probability of exceedance and possible mitigation measures * from the identified water resources, determine the volume of water available for irrigation for different times of the year including use of dams, ground water, pools, rivers in consideration of downstream users and environmental flow * use standard statistical analysis, in case of rivers, to determine peak and dry season flows, and estimate water availability in the dry season at 80% probability of exceedance * determine the impact on downstream users and recommend appropriate conflict management practices as may be required and dis-aggregate the findings by gender * conduct detailed studies on sites earmarked for dam development and determination of suitable dam sites, where dams are recommended / required, the consultant will determine the volumes of water that will be available as well as the risks of sedimentation, flooding and possible specific environmental impact and the associated mitigation measures |
| **2.Conduct Soils investigations (For New Sites and Extension Areas in Lot only)**   * conduct detailed soil surveys for agricultural production under irrigation, undertake soil analysis in relation to depth and texture, infiltration rate, soil water holding capacity, hydraulic conductivity, electrical conductivity, pH, salinity, and total dissolved solids. Soil surveys can be done by means of identification of existing soil classes by aerial photograph interpretation, followed by field verification and collection of representative samples |
| **3.Conduct Geo-technical Investigations (For Schemes with big civil structures only)**   * carry out the required geo-technical investigation in accordance with the scope of the proposed civil structure that shall include detailed and thorough field investigations of the soils for structural placement * responsible for all field data collection and laboratory tests including but not limited to geological and geophysical surveys and mapping, test pitting, material sampling and laboratory testing * conduct geo-technical sampling for soil stability, bearing capacity, seepage * review and confirm the structural foundation of the hydrological and hydraulic designs for all the structures in a participatory manner in conjunction with the irrigation engineers and PMU Consultant. * identify locations of suitable construction materials |
| **4.Assessment of Land Use and Irrigated Agronomy on Schemes Area (For all Schemes in Lot)**   * assess land use practices and recommend management practice that will be useful to control land degradation * assess livestock occurrence within the project area, livestock management practice and carrying capacity of the land, and how this will conflict or be compatible with irrigation development * analyze with a gender lens, the land tenure and current land use activities and levels of production; this should include use for agricultural activities, livestock, forestry and how they will be affected by proposed irrigation interventions * identify and promote the production of climate resilient, high yielding and high value crop varieties for each individual site, wherever possible and together with farmers and extension agronomist. * determine water requirements for the crops and cropping patterns selected for optimal utilization of the available water supply. For carrying out this task, collaboration between the design engineer and agronomist would be essential. * perform conventional economic analyses for all sites to determine the best development option and the viability of the recommended project options specify for all sites the general economic parameters, including but not limited to number of hectares (gross and net), cropping intensity, proposed crops, number of water users, engineer’s estimate of cost per hectare and cost per water user. * assess the socio-economic implications of the identified value chain on the youth, women, and all vulnerable gender categories * advise on crop production calendars for the selected crops and cropping patterns * develop site specific guidelines for irrigation scheduling of all the selected crops to be grown in the designed climate proofed irrigation schemes * estimate the water conveyance and field irrigation water losses and determine the required peak design flow for the main, secondary, and tertiary canals and/or pipes * carry out, on irrigation agronomy, investigation of existing farming systems, land holding sizes, crop production patterns, support services and determine gender issues in the factors investigated |
| **5.Assess Social-Cultural Aspects (For All Schemes in Lot)**   * collect the names of prospective water users (landowners, tenants) dis-aggregated by gender and assess the land tenure system and present land use, including the proper identification of beneficiaries and ownership of plots, to ensure that absentee landlords and renting systems are uncovered at an early stage. Recommendations shall be made, in full consultation with the beneficiaries, for the equitable distribution of land to be cropped * assess existing beneficiary community-based organization for scheme management, and their capacities to play their role in the development stages of the irrigation schemes. The status of women with respect to decision making, access to and control over land and credit as well as extension services will also be clearly identified. The Consultant is expected to ensure that the outcome of these assessments is properly incorporated into the design of the interventions * Different options for the proposed interventions shall be presented to (in writing, orally and through transect walks) and discussed with farmers, particularly the Irrigation Management Committees IMC(s), and any reasonable change * collect and review all available documents regarding crop, livestock and fisheries production, agricultural practice and cropping patterns of the area * conduct reconnaissance field survey to have an overview of the agronomic practice in the area * determine crop types, land use patterns, crop rotations, crop water requirements, irrigation water schedule master plan * select all proposed crop enterprises through a participatory manner and in collaboration with the beneficiaries and irrigation engineers, and extension agronomists. |
| **6. Recommend appropriate management institutions to manage schemes (For All Schemes in Lot)**   * utilize regionally recommended best practices on organization and management of irrigation schemes and make appropriate proposals for the institutional and organization setup. * draw up detailed plans for capacity building of these organizations to prepare them for self-management |
| 1. **Economic Analyses (For All Schemes in Lot)**  * Based on generic criteria the consultant will use these to assess economic viability and use this in proposed prioritization. Schemes that have parameters which indicate lack of economic viability will undergo further inspection, and would need additional justification to be maintained, or be discarded |
| 1. **Agri-business (For all schemes in Lot)**  * assess possible commercial private sector involvement in the development of the schemes (including co-funding options as well as Operation and Maintenance) * assess potential for contract farming and linkages to a formalized market * assess potential for value addition and related linkages |
| 1. **Environmental Scoping, Environmental Impact Assessment and Environmental and Social Impact Assessment Reports**  * undertake scoping of all the targeted irrigation schemes and collect all necessary information to identify and confirm significant environmental and social impacts. * For **(all new schemes)** prepare Environmental Impact Assessment Report showing the recommended / proposed structural, biological and operational measures to incorporate in the design and operation of the schemes to mitigate or reduce the negative impacts identified in the ESIA report(s) * For **(all schemes to be extended and/or revitalised)** prepare Environmental Social Management Plan (ESMP) showing the recommended/proposed structural, biological, and operational measures to incorporate in the design and operation of the schemes to mitigate or reduce the negative impacts identified. |
| 1. **Detailed Topographic Surveys (For all New schemes and Extension Areas)**  * conduct topographic surveys of all the new and extended irrigation schemes and intake sites including all associated structures such that the topographic map should include all necessary and relevant structures that need to be developed * ensure that the coordinates of all intersection points, benchmarks and setting out beacons are tied to the National Survey Grid and levels related to the National Benchmarks * locate, delineate, and survey the boundaries of the proposed new/extension irrigation schemes including land-holding sizes * place enough (approximately 1 per 20 ha for schemes less than 100ha and approximately 1 per 50 ha for schemes above 100ha) of numerated permanent benchmarks along the boundaries, near the intake, reservoir and within the irrigation scheme * set out and locate a 20m-grid survey over the proposed area, relate it to properly sited permanent benchmarks with a 5 cm maximum tolerance in measured level and the use of a Total Station or Differential GPS is highly recommended. * use a Total Station or Differential GPS to ascertain the actual levels especially for control points and canals/pipe longitudinal profile around the scheme. * produce location maps (scale: 1:10,000) and sketches for all irrigation sites, and topographic map (scale: 1:5,000) for each new scheme/extended area with detailed contour lines and all relevant permanent structures in the prospective irrigation schemes. |
| 1. **11. Design of Irrigation Schemes and/or component to be climate proofed**  * prepare the minimum criteria to be used for the selection of best option and determine at least **two** feasible development options and discuss these options with stakeholders * prepare conceptual designs for selected option in the project sites considering issues of climate change and building the resilience among the communities * determine the following key infrastructures from the topographic surveys such as (a) the canal/pipelines/drains alignments and cross sections; (b) location, and size of the intakes and structures, and (c) longitudinal profiles and cross sections of the canals/pipelines/drains to determine the required quantities of earthwork, and canal linings (based on assessments of high permeability, unstable soils, sedimentation, crossings) * prepare bill of quantities and cost estimates for the recommended development option for each scheme. |
| 1. **Prepare climate proofed detailed designs of recommended option** 2. The Consultant shall complete all aspects of climate proofing and climate resilient detailed designs of the irrigation scheme and/or identified components on the irrigation scheme(s) during feasibility stage. 3. The Consultant shall prepare Construction Drawings, Bills of Quantities (BoQs), Calculation Note for material quantity estimates, Draft Bidding Documents, Technical Specifications as well as any other documents needed to fulfill the objectives of this assignment. The draft design report will be discussed and reviewed by the Client and PMU. If the report is found acceptable, the consultant will then finalize the report and submit it for final acceptance by the Client/PMU 4. In detail, the consulting firm shall among others prepare the climate proofed detailed designs for the following and make efforts to design robust, climate resilient but cost-effective structures that can easily be maintained and operated by the farmers: 5. **Pumping Stations/River Diversion Structures** 6. determine and prepare the climate proof, detailed design of the water-intake structure on the identified water source, considering the sediment load, peak flows in case of streams and the design capacity of the irrigation system - provide detailed engineering analysis, design and drawings for: 7. intake structure and respective spillway including stability and peak flood flow analyses for the selected structure. 8. silt traps and stilling basin structures for prevention of silt deposits at the intake structure and the irrigation canal networks 9. take into cognizant of upstream degradation and climate change issues in preparation of the designs 10. **Solar Energy and GRID[[5]](#footnote-5)** 11. For identified scheme(s) design a suitable solar supply for pump station/booster station energy. Note the area to be energized with solar per suitable scheme shall not exceed 30ha 12. **Night Storage Reservoirs** 13. designs for night storage dams, core selection, required protection works and operational procedures 14. prepare detailed design, including drawings and calculations of the storage reservoir embankment, inlets, and outlets, as well as spillway design, using standard hydrological and hydraulic calculations for base, peak, and flood flow 15. Main, Secondary and Tertiary Irrigation Facilities and Hydraulic structures 16. prepare detailed designs of the main, secondary, and tertiary irrigation facilities and structures 17. assess the need for cost-effective canal lining where technically required and economically feasible 18. conduct hydraulic and stability analysis of the individual structures to ensure proper distribution of water in the irrigation networks 19. determine suitable locations and prepare detailed design for structures that may be required along the canals/pipelines 20. assess and recommend the type of construction materials to be used for such structures as culverts, road crossings, outlets, bridges, inverted siphons, flumes and drop structures 21. ensure the use of standard type of structures to be feasible to facilitate construction and future operation and maintenance 22. **Drainage System** 23. design the complete drainage system of the scheme, from field to main drain system 24. **Flood Protection Structures** 25. design any river training and flood protection works that are deemed relevant, climate resilient and feasible for each irrigation scheme 26. **Scheme Roads** 27. design and position roads within the scheme along canals, and include where necessary bridges, crossings, and all necessary associated structures to allow for accessibility 28. **Drawings** 29. prepare the construction (climate proofed) design drawings with the full involvement of irrigation engineers and PMU consultant 30. prepare detailed design drawings including longitudinal plan, profiles, and cross-sections of the main, secondary, and tertiary irrigation systems and designs for the respective structures prepare design drawings of representative tertiary blocks including canals and appropriate on-farm distribution systems 31. prepare detailed design drawings for the intake structure 32. ensure that the design drawings should provide sufficient details to allow quantity takeoffs with reasonable accuracy for the cost estimating purposes 33. the scale for the Topographic Maps will vary between 1:500, 1:1000, 1:2500 or 1:5000 34. the scale for the detailed engineering drawings will vary between 1:10, 1:20, 1:25, 1:50 or 1:100 35. **Bid preparation and confidential Cost Estimates** 36. prepare Bills of Quantities and confidential project cost estimates for the selected irrigation development in United States Dollar (USD) - to be used for procurement of works contractors. 37. **Construction Schedule** 38. prepare separate detailed implementation schedules for activities to be carried out by Contractors for each of the scheme that shall include considerations for use of portions on the scheme during the construction period, where feasible |

**STAGE B: SUPERVISION OF CONSTRUCTION (For Specified Schemes Only)**

1. **Supervision of Construction Works (For Specified Schemes only)**

After the Detailed Feasibility/Design Studies Stage A, the client/PMU shall consider the performance of the firm considering timeliness and quality of the deliverable(s). If found to be satisfactory the firm shall be engaged in the next stage of Construction Supervision (for allocated Lot).

The tasks to be done for the supervision service include;

|  |
| --- |
| **1.Duties of the Supervision mission**   * In consultation with the PMU/UNDP will Evaluate and approve the Contractors’ work schedule and working methods to ensure that they are practical and provide for effective and efficient utilization of approved resources * Ensure the adherence to the availability of the contractor’s personnel and equipment on site during the construction period as stipulated in the contract agreement * Preparing and submitting the following documents for the Client’s review and approval: * Construction schedule * In line with UNDP proceedures, support payment certification and procedures * Reporting procedures: and upon the Client's approval, approve all pertinent forms, certificates, and other documents to be used by the Contractors * Organization of monthly site meetings with stakeholders (farmers, contractors, and client) where progress and plans shall be discussed * Verifying that all Contractors proposed to work on the contract are acceptable and capable of carrying out the works without prejudice based on gender * Reviewing the Contractors’ proposed procedures for investigation, material testing and drawings, and monitoring these activities to ensure conformity with the contract documents * Supervising the construction works and examining any material to be used or workmanship employed in connection with the works for compliance with the contract drawings and specification * Supervising soils and materials samplings and conducting tests at the approved laboratory * Approving capabilities and qualifications of soils and materials testing laboratory selected by the Contractors for special tests; and reviewing laboratory reports and approving the results of tests performed * Inspecting at delivery and installation such mechanical materials, machinery and plant supplied to be used for the implementation of the works * Adopting a strict system of quality control, to ensure that all the construction works are carried out in accordance with the contract drawings and specifications; and inspecting all construction materials and workmanship for compliance, accordingly * Suspending work in coordination with the Client, should discrepancies or differences in planned procedure be discovered during construction; and allowing work to resume only after receiving complete agreement of all parties concerned * Verifying and performing any measurements and quantity computation and issuance of the Interim and Final Payment Certificates and Certificate of Completion of Works, * Performing final measurements and preparation of account upon completion of the works. Measurements and payments shall be recommended only against those parts of the work which have been duly executed and approved * With the prior consent and approval of the Client, issuing variation orders or any instructions on extra work order which is likely to increase the cost of work or have an impact on the schedule * Monitoring the progress of the works and comparing them with the work schedule and notifying the Contractor of any deviations from the planned program. Any delay from the planned schedule will be analyzed to assess its causes, and the schedule will be amended accordingly to overcome, if possible, this delay * Maintaining records of the actual costs incurred and periodically forecast the final costs, and preparing the final statement of accounts including amounts paid and outstanding payments * Assessing the validity and magnitude of the Contractors’ claims, and requests for extensions of time; and submitting recommendations to the Client for their settlements * Ensure that all Safety and Health Management Plans are adhered to by the contractors during construction including Covid 19 mitigation/compliance * Ensure all safeguards and broader project S&E risks identified are managed In line with the project Safeguards, SRM, site specific EIAs and management plans together with the relevant authorities, supervise the implementation of all Environmental and Social Management Plans during the construction period * Prior to the completion of each part of the works, prepare a comprehensive list of items that are required to complete the works, and inspect the works during and upon expiry of the contract period as provided in the contract and before the Contractors delivery of the works to IMCs in the condition required by the contract * Preparing gender responsive operations and maintenance manuals for each component of the Works in sufficient details to enable the Client's personnel and IMCs to operate and maintain all parts of the works * Organizing and conducting practical pre-service and on-job training for DoI and IMCs (Maintenance Committee) involved in day-to-day activities of the operation and maintenance of the scheme structures * Approve as built drawings as submitted by the contractors at the end of the works executed |
| **2. Defects Liability Period**   * The duration for the defects liability period for each completed scheme works shall be for 12 months. * In this stage the Consultant shall prepare, together with the Contractors and the Client and PMU, the list of all the defects to be rectified by the Contractors during this period. The Consultant shall ensure that, at the end of this period, all the Contractors have rectified all the defects outlined in the list prepared for all the sites. |

**5. EXPECTED DELIVERABLES**

**STAGE A DELIVERABLE(S)**

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **Deliverable** | **Detail** | **Number of Copies** |
| **1** | **INCEPTION REPORT** | Report to include   * An Understanding of the assignment * Detailed Approach and Methodology * Detailed Human Resources Plan * Detailed Work Plan | * **Manicaland Lot: 1\*Report** |
| **2** | **FEASIBILITY REPORTS** | Conduct a detailed FS and Prepare **individual** Feasibility Report for **each scheme** that shall include but not limited to the following):   * All aspects addressing the above tasks (Stage A) * SEIA studies * Economic and financial analysis of the recommended design options, * Design drawings and calculations for selected option * Bills of Quantities * Confidential Project Cost Estimates * Preliminary Implementation and construction schedules * the report shall be accompanied with all relevant maps, pictures, drawings, calculations, model outputs, geo-referencing, minutes of meetings with local stakeholders and district authorities and project management, and any other relevant details | * **Manicaland Lot: 10 Reports (**5 Reports x 2 copies) |
| **3** | **DETAILED DESIGN REPORTS** | Prepare **individual** design reports for each scheme in the assigned Lot that shall include the following):   * Summary of All aspects of the above stage A * Economic and financial analysis of the recommended design option, including an analysis of viability * Detailed engineering and structural design drawings and calculations of note for quantities for design | * **Manicaland Lot: 10 Reports (**5 Reports x 2 copies) |
| **4** | **FINAL COST ESTIMATES AND BILL OF QUIANTITIES** | Prepare for individual scheme in the Lot   * Final (Confidential) Project Cost Estimates * Implementation and construction schedules | * **Manicaland Lot: 10 Reports (**5 Reports x 2 copies) |
| **5** | **IMC CAPACITY BUILDING PLAN AND TRAINNG PROGRAM** | Prepare for each scheme in the Lot   * Scheme specific IMC capacity building plan and training program * Scheme specific Operation and Maintenance Manual | * **Manicaland Lot: 10 Reports (**5 Reports x 2 copies) |
| **6** | **DRAFT BIDDING DOCUMENTS** | Prepare for each scheme in the Lot   * the applicable guidelines for preparation of the bidding documents shall be provided by the PMU and the Standard Bidding Documents acceptable to UNDP will be used * in general, UNDP guidelines will be used the firm in consultation with PMU will be responsible for preparation of UNDP Conditons of Contract and the following additional documents, for each construction contract:   + Technical Specifications   + Bills of Quantities   + Drawings   + Supplementary information necessary submission of responsive bids | * **Manicaland Lot: 10 Reports (**5 Reports x 2 copies) |

**STAGE B DELIVERABLE(S)- for assigned Schemes**

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **Deliverable** | **Highlights of Report** | **Number of Copies** |
| **1** | **SUPERVISION REPORTS** | For each Lot and by scheme, prepare supervision   * Reports within five days after the beginning of each month, * reporting on progress of works, updating the schedule and disbursements. * The report must cover the review of the contractors proposed construction program and recommend essential changes in the program. | * **Manicaland Lot: 72 Reports (**6 Reports x 12 copies) |
| **2** | **DEFECTS AND FINAL ASSIGNMENT REPORTS** | For each Lot and by scheme prepare defect(s) and final assignment report within 30 days after the completion of the service. The report will include;   * defects report, * as built drawings, * O&M manual, * handover certificates and Final accounts of the works. | * **Manicaland Lot: 72 Reports (**6 Reports x 12 copies) |

**6.PAYMENT SCHEDULE AND OTHER CONDITIONS**

The contract shall be deliverable based, up to a maximum of the agreed contract sum. The consulting engineering firms’ fees shall cover the remuneration of the professional staff as inputs utilized on the assignment, and provision for supporting services necessary to carry out the assignment, direct costs for travel, freight, accommodation, report production and other expenses. In proposing the level, timing and type of professional staff inputs, the firm shall take due account of the requirements in the tasks and will consider all relevant factors that affect the cost of the assignment.

**The qualified firm(s) shall submit a budget for Stage A and Stage B of the assignment separately and shall get paid based on achievement of the outlined deliverable(s).**

Payment will be based on deliverable(s) as per the ‘Deliverable(s)’ table below. The assignment is expected to commence immediately after the signing of the contract to the successful bidder.

|  |  |  |
| --- | --- | --- |
| **Stage** | **Deliverable(s)** | **Manicaland Lot** |
| **A**  Detailed Feasibility  and Design Studies | Submission and Acceptance of Final Inception Report | 20% |
| Submission and Acceptance of Final Detailed Feasibility Reports | 40% |
| Submission and Acceptance of Detailed Design Reports & Tender Documents &confidential cost estimate &WUA capacity building Plan and training plan | 40% |
| **Total** | **100%** |
| **B**  Construction Supervision (Specified Scheme only) | Accepted Supervision Reports[[6]](#footnote-6) | 70% |
| Accepted Final Assignment Report | 30% |
| Total | **100%** |

**7. INSTITUTIONAL ARRAGEMENTS FOR MANAGEMENT OF THIS CONSULTANCY**

The principal responsibility for managing this assignment lies with the UNDP Country Office, Zimbabwe. UNDP will contract the firm(s) and ensure the timely provision of costs. UNDP will facilitate the consultant’s engagement with stakeholders, and coordinate with stakeholders and Government officials.

The assignment will be under the overall guidance of the UNDP Head of PRECC and day to day supervision from the Project Manager with technical guidance from the project irrigation expert engineer and the Department of Irrigation.

**8. TIMEFRAME**

The Stage A consultancy work duration shall vary between the three lots with Manicaland **Lot 75 Calendar days.** The feasibility studies assignment is expected to run between 01 September 2022 and 31 December 2022 and the supervision assignment (for specified schemes only) expected to run from 01 March 2022 to February 28, 2023.

**9. IMPACT OF THE RESULTS**

The purpose of the engineering consultant is to provide a specialised technical service to the UNDP Country Office Zimbabwe, in particular the PMU and its partners in planning, and implementing climate proofed smallholder systems that will strengthen the adaptive capacities of vulnerable smallholder farmers, especially women, to climate change induced impacts on their agro-ecosystems.

**10. QUALIFICATIONS AND EXPERIENCE OF KEY PERSONNEL**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Key Personnel** | **Minimum Qualification** | **Minimum Professional Experience** |
| 1. | Team Leader | * MSc Civil Engineering or MSc Irrigation Engineering or Agriculture Engineering | * 15 years relevant professional experience and registered with the Zimbabwe Board of Engineers or any other internationally recognized Engineers Body * At least 3 assignments as a Team Leader similar in nature and magnitude * Experience in carrying out detailed feasibility studies for irrigation projects * Experience in designing medium to large scale irrigation projects with participation of farmers * Experience in construction supervision of water related infrastructure projects * Practical knowledge in climate proofing of water infrastructure |
| 2 | Irrigation Engineer | * BSc Civil Engineering or BSc Irrigation Engineering or BSc agriculture Engineering | * 10 years relevant professional experience and registered with the Zimbabwe Board of Engineers or any other internationally recognized Engineers Body * At least 3 assignments as engineer similar in nature and magnitude * Experience in carrying out detailed feasibility studies for irrigation projects * Experience in designing climate resilient small scale irrigation projects * Experience in construction supervision of water related infrastructure projects |
| 3. | Environmental Specialist | * MSc Environmental Science | * 10 years relevant professional experience in environmental management and registered with the Environmental Management Authority (Zimbabwe) * At least 3 assignments similar in nature and magnitude * Experience in carrying out detailed feasibility studies for irrigation projects |
| 3. | Hydrologist | * MSc Hydrology or MSc Water Resources Engineering | * 10 years relevant professional experience in hydrology and registered Zimbabwe Engineers Board or other recognised professional board * At least 3 assignments similar in nature and magnitude * Experience in carrying out detailed feasibility studies for irrigation projects |
| 4. | Senior Topographical Survey | * BSc Land Surveyor or Diploma Land Survey | * 10 years relevant professional experience * At least 3 assignments similar in nature and magnitude * Experience in carrying out detailed feasibility studies for irrigation projects |
|
|
| 5. | Rural Sociologist | BSc Community Development or equivalent | * 5 years relevant professional experience * At least 2 assignments in community organisation and institutions |

**11. PAYMENT MILESTONES AND AUTHORITY**

The Client/PMU shall only be obliged to pay the firm(s) the agreed amounts upon satisfactory acceptance of the deliverable(s) in writing by the PMU. The PMU Engineer (or other designated engineer) shall ensure that the firm(s) have duly submitted the deliverable(s) within the agreed time-lines and that the Client/PMU has duly accepted the deliverable(s) in writing and payment has been made to the firm(s). The amount and schedule of payment of fees shall be in accordance with the terms and conditions of the contract agreement finally made between the Client and the consultant.

The qualified firm(s) shall receive lump sum service fees upon certification of the completed tasks satisfactorily, as per the following milestone schedule:

|  |  |  |
| --- | --- | --- |
| **Stage** | **Acceptable Milestone** | **Approved by** |
| **A**  Detailed Feasibility  and Design Studies | Submission and Acceptance of Final Inception Report | PMU Engineer |
| Submission and Acceptance of Final Detailed Feasibility Reports | PMU Engineer |
| Submission and Acceptance of Detailed Design Reports & Tender Documents &confidential cost estimate &WUA capacity building Plan and training plan | PMU Engineer |
| **B**  Construction Supervision (Specified Scheme only) | Accepted Supervision Reports[[7]](#footnote-7) | PMU Engineer |
| Accepted Final Assignment Report | PMU Engineer |

# 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:**

|  |  |
| --- | --- |
| **Have you duly completed all the Returnable Bidding Forms?** |  |
| * Form A: Technical Proposal Submission Form |  |
| * Form B: Bidder Information Form |  |
| * Form C: Joint Venture/Consortium/ Association Information Form |  |
| * Form D: Qualification Form |  |
| * Form E: Format of Technical Proposal |  |
| * Form H: Proposal Security Form |  |
| * Certificate of Incorporation/Company Registration |  |
| * Quality and Environmental Accreditation Certifications |  |
| * Tax Compliance Certificates |  |
| * Audited/Certified Financial Statements for the immediate past three years |  |
| * Company profile not exceeding 15 pages |  |
| **Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?** |  |

**Financial Proposal**

|  |  |
| --- | --- |
| * Form F: Financial Proposal Submission Form |  |
| * Form G: Financial Proposal Form |  |

## **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:

1. 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;
2. 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;
3. have no conflict of interest in accordance with Instruction to Bidders Clause 4;
4. do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
5. 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;
6. 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:** BidderInformation 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?** | Yes  No If yes, [insert UGNM vendor number] |
| **Are you a UNDP vendor?** | Yes  No If yes, [insert UNDP vendor number] |
| **Countries of operation** | [Complete] |
| **No. of full-time employees** | [Complete] |
| **Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (***If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company hold any accreditation such as ISO 14001 related to the environment?** *(If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company have a written Statement of its Environmental Policy?** *(If yes, provide a Copy)* | [Complete] |
| **Contact person UNDP may contact for requests for clarification during Proposal evaluation** | Name and Title: [Complete]  Telephone numbers: [Complete]  Email: [Complete] |
| **Please attach the following documents:** | * Company Profile, which should not 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 * 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 |

## **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## **Form D:** QualificationForm

|  |  |  |  |
| --- | --- | --- | --- |
| 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**

|  |  |  |  |
| --- | --- | --- | --- |
| Contract non-performance did not occur for the last 3 years | | | |
| 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)

|  |  |  |  |
| --- | --- | --- | --- |
| No litigation history for the last 3 years | | | |
| Litigation History as indicated below | | | |
| **Year of dispute** | **Amount in dispute** (in US$) | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|  |  | Name of Client:  Address of Client:  Matter in dispute:  Party who initiated the dispute:  Status of dispute:  Party awarded if resolved: |  |

**Previous Relevant Experience**

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

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

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

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

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

**Financial Standing**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial information**  (in US$ equivalent) | **Historic information for the last 3 years** | | |
|  | Year 1 | Year 2 | Year 3 |
|  | *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:

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

## **Form E:** Format ofTechnical Proposal

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

The Bidder’s proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

**SECTION 1: Bidder’s qualification, capacity and expertise**

* 1. Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
  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).
  3. Relevance of specialized knowledge and experience on similar engagements done in the region/country.
  4. Quality assurance procedures and risk mitigation measures.
  5. Organization’s commitment to sustainability.

**SECTION 2: Proposed Methodology, Approach and Implementation Plan**

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

* 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. The methodology shall also include details of the Bidder’s internal technical and quality assurance review mechanisms.
  3. Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
  4. Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
  5. Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
  6. Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
  7. 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**

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**

* 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.
  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.]* |
| [Insert] |
| Professional certifications | *[Provide details of professional certifications relevant to the scope of services]* |
| * Name of institution: [Insert] * 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. 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.]* |
| [Insert] |
| References | *[Provide names, addresses, phone and email contact information for two (2) references]* |
| Reference 1:  [Insert]  Reference 2:  [Insert] |

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Personnel Date (Day/Month/Year)

## **Form F:** Financial Proposal Submission Form

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

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

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

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

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

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Stamp with official stamp of the Bidder*]

## **Form G:** Financial ProposalForm

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

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder’s disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder’s Technical Proposal.

**Currency of the proposal:** [Insert Currency]

**Table 1: Summary of Overall Prices**

|  |  |
| --- | --- |
|  | **Amount(s)** |
| **Professional Fees** (as applicable) |  |
| **Other Costs** (s applicable) |  |
| **Total Amount of Financial Proposal** |  |

**Table 2: Breakdown of Professional Fees**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Position** | **Deliverable** | **Daily Fee Rate** | **No. of Days/months/ hours** | **Total Lot 1 Cost of Professional Fees** |
| **Lot 1** |
|  | *A* | *B* |
|  | Team Leader |  |  |  | - |
|  | Irrigation Engineer |  |  |  | - |
|  | Environmental Specialist |  |  |  | - |
|  | Hydrologist |  |  |  | - |
|  | Senior Topographical Survey |  |  |  | - |
|  | Rural Sociologist |  |  |  | - |
| **Subtotal Professional Fees:** | | | | | **-** |
|  |  |  |  |  |  |

**Table 3: Breakdown of Other Costs**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position** | **Description** | **UOM** | **Quantity** | **Unit Price** | **Total Amount** |
| Evaluation Team Leader / Team Leader | International travel | Trip |  |  | - |
| Subsistence allowance | Day |  |  | - |
| Local travel expenses | Trip |  |  | - |
| Local transportation costs | Trip |  |  | - |
| Communication costs |  |  |  | - |
| Other Costs: (please specify) |  |  |  | - |
|  |  |  |  | - |
|  |  |  |  | - |
| **Subtotal Other Costs:** | | | | - |
|  |  |  |  |  |  |
| **Position** | **Description** | **UOM** | **Quantity** | **Unit Price** | **Total Amount** |
| Senior Evaluation Specialist / Key Experts | International travel | Trip |  |  | - |
| Subsistence allowance | Day |  |  | - |
| Local travel expenses | Trip |  |  | - |
| Local transportation costs | Trip |  |  | - |
| Communication costs |  |  |  | - |
| Other Costs: (please specify) |  |  |  | - |
|  |  |  |  | - |
|  |  |  |  | - |
| **Subtotal Other Costs:** | | | | - |
|  |  |  |  |  |  |
| **Position** | **Description** | **UOM** | **Quantity** | **Unit Price** | **Total Amount** |
| Qualitative Research Specialist/ Key Experts | International travel | Trip |  |  | - |
| Subsistence allowance | Day |  |  | - |
| Local travel expenses | Trip |  |  | - |
| Local transportation costs | Trip |  |  | - |
| Communication costs |  |  |  | - |
| Other Costs: (please specify) |  |  |  | - |
|  |  |  |  | - |
|  |  |  |  | - |
| **Subtotal Other Costs:** | | | | - |
|  |  |  |  |  |  |
| **Position** | **Description** | **UOM** | **Quantity** | **Unit Price** | **Total Amount** |
| Field Operation Manager/ Key Experts | International travel | Trip |  |  | - |
| Subsistence allowance | Day |  |  | - |
| Local travel expenses | Trip |  |  | - |
| Local transportation costs | Trip |  |  | - |
| Communication costs |  |  |  | - |
| Other Costs: (please specify) |  |  |  | - |
|  |  |  |  | - |
|  |  |  |  | - |
| **Subtotal Other Costs:** | | | | - |
|  |  |  |  |  |  |
| **Position** | **Description** | **UOM** | **Quantity** | **Unit Price** | **Total Amount** |
| Rural Sociologist | International travel | Trip |  |  | - |
| Subsistence allowance | Day |  |  | - |
| Local travel expenses | Trip |  |  | - |
| Local transportation costs | Trip |  |  | - |
| Communication costs |  |  |  | - |
| Other Costs: (please specify) |  |  |  | - |
|  |  |  |  | - |
|  |  |  |  | - |
| **Subtotal Other Costs:** | | | | - |

**Table 4: Breakdown of Price per Deliverable/Activity**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Manicaland Lot** | **Time** | **Total Professional Fees** | **Total Other Costs** | **Grand Total** |
|  | (person days) |
| Team Leader |  |  |  | - |
| Irrigation Engineer |  |  |  | - |
| Environmental Specialist |  |  |  | - |
| Hydrologist |  |  |  | - |
| Senior Topographical Survey |  |  |  | - |
| Rural Sociologist |  |  |  | - |
| Total combined lot cost | | | | - |
|  |  |  |  |  |

## **Form H:** Form ofProposal 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:

1. Fails to sign the Contract after UNDP has awarded it;
2. Withdraws its Proposal after the date of the opening of the Proposals;
3. Fails to comply with UNDP’s variation of requirement, as per RFP instructions; or
4. 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]*

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. [↑](#footnote-ref-1)
2. The Consultant should not be limited to the target areas listed herein if more area for development is identified around scheme [↑](#footnote-ref-2)
3. The firm is free to propose own format for the detailed Feasibility Report and designs during the inception phase that shall be agreed to with the client. [↑](#footnote-ref-3)
4. RCP 4.5 is the greenhouse concentration trajectory adopted by Intergovernmental Panel Climate Change (IPPC) for intermediate concentration by year 2100 [↑](#footnote-ref-4)
5. Firms are refered to the design document of GFC which stipulates the commitment of Government of Zimbabwe (Through REA) to co-finance establishment of GRID energy on GCF projects and factor in this co-financing [↑](#footnote-ref-5)
6. Payment of the supervision Reports will be pro-rata monthly payments upon submission of the months supervision report [↑](#footnote-ref-6)
7. Payment of the supervision Reports will be pro-rata monthly payments upon submission of the months supervision report [↑](#footnote-ref-7)