REQUEST FOR PROPOSAL (RFP)  
(Amendment)

NAME & ADDRESS OF FIRM

DATE: September 17, 2015
REFERENCE: Amnd_RFP-BD-2015-030

Dear Sir / Madam:

We kindly request you to submit your Proposal for Conducting a Feasibility on Waste to Energy Conversion in Six Municipalities in Bangladesh.

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

Proposals must be submitted on or before 4.30 PM (Bangladesh Time), Wednesday, October 07, 2015 to UNDP Bangladesh through online e-Tendering system in the following link:

https://etending.partneragencies.org

using your username and password.

If you have not registered in the system yet, you can register now by logging in using:

Username: event.guest
Password: why2change

and follow the registration steps as specified in the system user guide.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that your proposal is successfully submitted into the online e-tendering module on or before the deadline. The system will automatically block and not accept any bid after the deadline. Kindly ensure attaching the required supporting documents in .pdf format and must be free from any virus or corrupted files. Proposals submitted through other media except the e-tendering module, for whatever reason, shall not be considered for evaluation.

The Financial Proposal and the Technical Proposal files MUST COMPLETELY BE SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address. The file with the "FINANCIAL PROPOSAL" must be encrypted with a password so that it cannot be opened nor viewed until the Proposal has been found to be passed in the technical evaluation stage.

Once a Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request via email the Proposer to submit the PASSWORD to open the Financial Proposal. The Proposer shall assume the responsibility for not encrypting the financial proposal.

PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE 'LINE ITEMS' IN THE SYSTEM. INSTEAD PUT 1 AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE.
Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

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

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

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

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

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

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

[Signature]

Thokozani Murape
Procurement Specialist
9/17/2015
## Description of Requirements

### Context of the Requirement

Project Title: Development of Sustainable Renewable Energy Power Generation (SREPGen) project

Description: Power Division is implementing GEF-Funded Project "Development of Sustainable Renewable Energy Power generation (SREPGen)". The objective of the Project is to reduce the annual growth rate of GHG emissions from the fossil fuel-based power generation by exploiting Bangladesh’s renewable energy resources for electricity generation. The basic approach of the Project will be to promote renewable energy in Bangladesh through the recently established Sustainable and Renewable Energy Development Authority (SREDA). For Bangladesh to achieve a greater share of renewable energy (RE) in its energy mix, the Project will support activities that will (i) transform SREDA into a strong RE project facilitation center to bring confidence to private RE investors and increase the number of approved RE projects; (ii) increase the capacities of appropriate government agencies to generate, process, obtain and disseminate reliable RE resource information for use by potential project developers and investors; (iii) increase the affordability of photo-voltaic solar lanterns (PVSLS) for low income households by supporting pilot PVSLS diffusion activities; and (iv) increase the share of RE in Bangladesh’s power mix through facilitating the financing, implementation and operation of pilot (RE) energy projects using rice husk and solar panels. The lessons learned from the pilot plants will be utilized to scale-up the dissemination of PVSLS and investment in on-grid RE projects and RE technologies.

One of the potential sources of renewable energy in Bangladesh is waste to energy. There are 333 municipalities (A category 124, B category 116 and C category 82) in Bangladesh. Waste generation rate in city corporation varies from 0.25 to 0.56 kg per person per day where average 0.25 kg waste generate per capita per day in Porashavas (municipalities). All these municipalities are responsible to manage the waste produced in their premises. More than 70% of wastage are organic, high moisture content, low calorific value and lack of space for disposal of solid waste is challenges for municipalities. Based on the daily production of waste, there is possibility to generate electricity by treating these wastes with appropriate technology. For setting up electricity generating unit from municipality waste, it needs detailed feasibility study and piloting. For this purpose, SREPGen project is seeking a Firm to do a feasibility study in six municipalities for waste to power generation.

<table>
<thead>
<tr>
<th>Implementing Partner of UNDP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power Division, Peoples Republic of Bangladesh</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Brief Description of the Required Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>The objective of the study is the feasibility assessment on energy conversion possibilities from municipality wastes, identify suitable conversion technology and evaluate the existing framework conditions to set up waste to energy plant(s) in the vicinity. The focus of the present study is for 6 municipality areas. <em>(A detailed ToR is attached as Annex-4)</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>List and Description of Expected Outputs to be Delivered</th>
</tr>
</thead>
<tbody>
<tr>
<td>As per ToR attached (Annex-4)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Person to Supervise the Work/Performance of the Service Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>The consultancy firm/organizations will work under the overall guidance of the National Project Director and in close coordination with Project Manager, SREPGen project. The consultant (firm) will be responsible for delivering the</td>
</tr>
<tr>
<td>Frequency of Reporting</td>
</tr>
<tr>
<td>------------------------</td>
</tr>
<tr>
<td>Progress Reporting Requirements</td>
</tr>
<tr>
<td>Location of work</td>
</tr>
<tr>
<td>Expected duration of work</td>
</tr>
<tr>
<td>Target start date</td>
</tr>
<tr>
<td>Latest completion date</td>
</tr>
<tr>
<td>Travels Expected</td>
</tr>
<tr>
<td>Special Security Requirements</td>
</tr>
<tr>
<td>Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)</td>
</tr>
<tr>
<td>Implementation Schedule indicating breakdown and timing of activities/sub-activities</td>
</tr>
<tr>
<td>Names and curriculum vitae of individuals who will be involved in completing the services</td>
</tr>
<tr>
<td>Currency of Proposal</td>
</tr>
<tr>
<td>Reference date for determining UN Operational Exchange Rate:</td>
</tr>
<tr>
<td>Value Added Tax on Price Proposal</td>
</tr>
<tr>
<td>Validity Period of Proposals (Counting for the last day of submission of quotes)</td>
</tr>
<tr>
<td>Partial Quotes</td>
</tr>
</tbody>
</table>

1 VAT exemption status varies from one country to another. Please check whatever is applicable to the UNDP CO BU requiring the service.
<table>
<thead>
<tr>
<th>Outputs</th>
<th>Percentage</th>
<th>Timing</th>
<th>Condition for Payment Release</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upon submission and acceptance of inception report, delivered after completion of the desk review phase.</td>
<td>30% of the Contract Total</td>
<td>01 November 2015</td>
<td>Within thirty (30) days from the date of meeting the following conditions:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>b) Receipt of invoice from the Service Provider.</td>
</tr>
<tr>
<td>Upon submission and acceptance of Interim Report, delivered at the end of the field mission</td>
<td>30% of the Contract Total</td>
<td>15 January 2016</td>
<td></td>
</tr>
<tr>
<td>Upon submission &amp; acceptance of the final report</td>
<td>40% of the contract Total</td>
<td>15 March 2016</td>
<td></td>
</tr>
</tbody>
</table>

Person(s) to review/inspect/approve outputs/completed services and authorize the disbursement of payment

Programme Analyst (Environment), CCED Cluster, UNDP Bangladesh

Type of Contract to be Signed

- Contract for Professional Services

Criteria for Contract Award

- Highest Combined Score (based on the 70% technical offer and 30% price weight distribution);
- Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.

Technical Proposal [70%]

- Expertise of the Firm - 30%
- Management Structure and Qualification of Key Personnel - 30%
- Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan - 40%

Point Distribution for Technical Evaluation:

Criteria for the Assessment of Proposal

<table>
<thead>
<tr>
<th>Technical Proposal Evaluation</th>
<th>Form 1</th>
<th>Points obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expertise of the Firm/Organization</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1 Reputation of Organization and Staff / Credibility / Reliability / Industry Standing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Minimum 3 recommendation letters from Clients - up to 25 points</td>
<td></td>
<td>50</td>
</tr>
<tr>
<td>- Years of Establishment between 5-10 years (5 years minimum) - up to 25 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2 General Organizational Capability which is likely to affect implementation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Financial stability (annual turnover for the period of 2013 and 2014) - up to 20 points</td>
<td></td>
<td>90</td>
</tr>
</tbody>
</table>

2 UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding $30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.
- loose consortium, holding company or one firm – **up to 10 points**
- Size of the firm – **up to 30 points**
- Strength of project management support – **up to 20 points**
- Project management controls – **up to 10 points**

### 1.3 Quality assurance procedures

**Relevance of:**

- Specialized Knowledge - **Up to 40 points**
- Experience on Similar Programme / Projects - **Up to 40 points**
- Experience on Projects in the Region and with UN/UNDP/major multilateral/ or bilateral programmes - **Up to 40 points**

**Total Part 1:** **300**

<table>
<thead>
<tr>
<th>Technical Proposal Evaluation</th>
<th>Points Obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Form 2</strong></td>
<td></td>
</tr>
</tbody>
</table>

#### Qualification and experience of the key personnel

**2.1 Team Leader**

<table>
<thead>
<tr>
<th>General Qualification</th>
<th>Sub-Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suitability for the study assessment</td>
<td></td>
</tr>
<tr>
<td>- International Experience</td>
<td>20</td>
</tr>
<tr>
<td>- Project/Programme/feasibility implementation/conduct Experience</td>
<td>40</td>
</tr>
<tr>
<td>- Professional Experience in the area of specialization</td>
<td>20</td>
</tr>
<tr>
<td>- Knowledge of the region (south Asia)</td>
<td>20</td>
</tr>
</tbody>
</table>

**Total:** **100**

**2.2 Senior Solid Waste Management Specialist**

<table>
<thead>
<tr>
<th>General Qualification</th>
<th>Sub-Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suitability for the study assessment</td>
<td></td>
</tr>
<tr>
<td>- International Experience</td>
<td>15</td>
</tr>
<tr>
<td>- Project/Programme/feasibility implementation/conduct Experience</td>
<td>25</td>
</tr>
<tr>
<td>- Professional Experience in the area of specialization</td>
<td>25</td>
</tr>
<tr>
<td>- Knowledge of the region (south Asia)</td>
<td>10</td>
</tr>
</tbody>
</table>

**Total:** **75**

**2.3 Senior WTE Specialist**

<table>
<thead>
<tr>
<th>General Qualification</th>
<th>Sub-Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suitability for the study assessment</td>
<td></td>
</tr>
<tr>
<td>- International Experience</td>
<td>15</td>
</tr>
<tr>
<td>- Project/Programme/feasibility implementation/conduct Experience</td>
<td>25</td>
</tr>
<tr>
<td>- Professional Experience in the area of specialization</td>
<td>25</td>
</tr>
<tr>
<td>- Knowledge of the region (south Asia)</td>
<td>10</td>
</tr>
</tbody>
</table>

**Total:** **75**

**2.4 Financial Specialist**

<table>
<thead>
<tr>
<th>General Qualification</th>
<th>Sub-Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suitability for the study assessment</td>
<td></td>
</tr>
</tbody>
</table>

**Total:** **50**
- International Experience: 10
- Project/Programme/feasibility Implementation/conduct Experience: 15
- Professional Experience in the area of specialization: 15
- Knowledge of the region (south Asia): 10

Total Part 2: 50

Total: 300

### Technical Proposal Evaluation

| Form 3 | Points Obtainable
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Methodology, Approach and Implementation Plan</td>
<td></td>
</tr>
<tr>
<td>3.1 Does the Proposer understand the deliverables required by the Terms of Reference?</td>
<td>90</td>
</tr>
<tr>
<td>3.2 Have the important aspects of the task been addressed in sufficient detail?</td>
<td>30</td>
</tr>
<tr>
<td>3.3 Are the different components of the project adequately weighted relative to one another?</td>
<td>30</td>
</tr>
<tr>
<td>3.4 Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?</td>
<td>30</td>
</tr>
<tr>
<td>3.5 Is the conceptual framework adopted appropriate for the task?</td>
<td>20</td>
</tr>
<tr>
<td>3.6 Is the scope of task well defined and does it correspond to the TOR?</td>
<td>150</td>
</tr>
<tr>
<td>3.7 Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?</td>
<td>50</td>
</tr>
<tr>
<td><strong>Total Part 2:</strong></td>
<td><strong>400</strong></td>
</tr>
</tbody>
</table>

### Financial Proposal (30%)

To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

The proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal is the proposal that offers best value for money.

**UNDP will award the contract to:**

- One and only one Service Provider

**Annexes to this RFP**

- Form for Submission of Proposal (Annex 2)
- General Terms and Conditions / Special Conditions (Annex-3)
- Detailed TOR (Annex-4)

**Contact Person for Inquiries (Written inquiries only)**

- Procurement Unit, UNDP Bangladesh
- Email: bd.procurement@undp.org

Please mention the following in the subject while sending any written query to UNDP regarding this RFP: "Queries on RFP-BD-2015-030"

Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

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³ Where the information is available in the web, a URI for the information may simply be provided.

⁴ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁵ This contact person and address is officially designated by UNDP. If inquiries are sent to other person's or addresses, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.
Minimum Qualification requirement for the Proposed Team:
The team shall be comprised of at least 4 members mentioned below of key experts (not changeable after submission of CVs along with proposal):

Team Leader (1 Position):
☒ Must have at least a bachelor's degree in civil, chemical, mechanical, energy or environmental or related field of engineering;
☒ Must have at least 10 years of professional experience in the design, implementation and monitoring of WTE projects;
☒ Must have an excellent technical and planning background; and
☒ Preferred skills include project management, technical writing, capacity-building, facilitation, and project implementation.

Senior Solid Waste Management Specialist (1 Position):
☒ Must have at least a bachelor's degree in engineering, sciences or any related discipline;
☒ Must have at least five (5) years of professional experience in planning, designing, evaluating, implementing and upscaling technologies and approaches on municipal solid waste management as well as in SWM monitoring;
☒ Must have technical expertise in scoping and evaluating the technical and environmental merits of SWM systems;
☒ Preferred skills include technical writing, capacity-building, facilitation, and project implementation; and
☒ Involvement in development of national policy/ies related to SWM or supporting guidelines is a plus.

Senior WTE Specialist (1 Position):
☒ Must have at least a bachelor's degree in engineering, sciences or any related discipline;
☒ Must have at least 5 years of professional experience in planning, designing, evaluating, implementing and monitoring WTE projects;
☒ Must have technical expertise in scoping and evaluating the technical and environmental merits of waste-to-energy systems;
☒ Preferred skills include technical writing, capacity building, facilitation, and project implementation; and
☒ Involvement in development of national policy/ies related to WTE or supporting guidelines is a plus.

Financial Specialist (1 Position):
☒ Must have at least three (3) years of experience in the financial analysis of urban infrastructure projects, preferably with a background on the financial analysis of SWM and/or WTE projects;
☒ Must have at least a bachelor's degree in finance, accountancy or any related discipline; and
☒ Must be knowledgeable on, but not limited to, cost recovery mechanisms, national-local government sharing scheme and experience in project financing for WTE projects.

Special Notes:
• Signed CV and commitment letter must be submitted for the proposed Team Members
• Proposers that do not meet the above eligibility requirements shall not be considered for further evaluation.
Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL

(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery)

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

   Required Documents that must be Submitted to Establish Eligibility of the Proposer:

   ✓ Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured;
   ✓ 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;
   ✓ Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation;
   ✓ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country;
   ✓ Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor’s Report for the past 2 years;
   ✓ Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value for the past 4 Years;
   ✓ Documental evidence of having minimum 5 (five) years of operational experience to conduct similar studies;
   ✓ Documental evidence of conducting minimum two similar studies in the field of renewable energy in last 5 years
   ✓ Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List – as per the attached template;

B. Proposed Methodology for the Completion of Services

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

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6 This serves as a guide to the Service Provider in preparing the Proposal.
7 Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes.
C. Qualifications of Key Personnel

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

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

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

Financial Proposal Template

The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

D. Cost Breakdown per Deliverables*

<table>
<thead>
<tr>
<th>SN</th>
<th>Deliverables [list them as referred to in the TOR]</th>
<th>Percentage of Total Price (Weight for payment)</th>
<th>Price (Lump Sum, All Inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Deliverable 1</td>
<td>[UNDP to give percentage (weight) of each deliverable over the total price for the payment purposes, as per TOR]</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Deliverable 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>....</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>100%</td>
<td>USD ......</td>
</tr>
</tbody>
</table>

*Basis for payment tranches
E. **Cost Breakdown by Cost Component:**

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

<table>
<thead>
<tr>
<th>Description of Activity</th>
<th>Remuneration per Unit of Time (e.g., day, month, etc.)</th>
<th>Total Period of Engagement</th>
<th>No. of Personnel</th>
<th>Total Rate for the Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Personnel Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Services from Home Office</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Expertise 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Expertise 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2. Services from Field Offices</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Expertise 1</td>
<td></td>
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<td></td>
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<tr>
<td>b. Expertise 2</td>
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<tr>
<td>3. Services from Overseas</td>
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<tr>
<td>a. Expertise 1</td>
<td></td>
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<td>III. Other Related Costs</td>
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[Name and Signature of the Service Provider’s Authorized Person]
[Designation]
[Date]
Self-Declaration template

Declaration

Date:

United Nations Development Programme
UNDP Registry, IDB Bhaban, Agargaon
Sher-E-Bangla Nagar, Dhaka, Bangladesh

Assignment:

Reference:

Dear Sir,
I declare that .............................................................is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

Yours Sincerely,

[Name and Signature of the Service Provider’s Authorized Person]
[Designation]
[Date]
Annex 4

General Terms and Conditions for Services

1.0 LEGAL STATUS:

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

2.0 SOURCE OF INSTRUCTIONS:

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

3.0 CONTRACTOR’S RESPONSIBILITY FOR EMPLOYEES:

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

4.0 ASSIGNMENT:

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

5.0 SUB-CONTRACTING:

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

6.0 OFFICIALS NOT TO BENEFIT:

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

7.0 INDEMNIFICATION:

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

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:
8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

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

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

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

8.4.1 Name UNDP as additional insured;

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

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

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

9.0 ENCUMBRANCES/LIENS:

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

10.0 TITLE TO EQUIPMENT:

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

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

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

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

11.3 At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.
11.4 Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

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

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

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

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

13.1 The recipient ("Recipient") of such information shall:

13.1.1 use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser’s Information as it uses with its own similar Information that it does not wish to disclose, publish or disseminate; and,
13.1.2 use the Discloser’s Information solely for the purpose for which it was disclosed.

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

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

13.2.2.1 a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,
13.2.2.2 any entity over which the Party exercises effective managerial control; or,
13.2.2.3 for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

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

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

13.5 The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.
13.6 These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

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

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

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

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

15.0 TERMINATION

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

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

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

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

16.0 SETTLEMENT OF DISPUTES

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

17.0 **PRIVILEGES AND IMMUNITIES:**

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

18.0 **TAX EXEMPTION**

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

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

19.0 **CHILD LABOUR**

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

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

20.0 **MINES:**

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term

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

21.0 OBSERVANCE OF THE LAW:

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

22.0 SEXUAL EXPLOITATION:

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

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

23.0 AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official.
Annex 4

Terms of Reference (ToR)
for
Feasibility Study on Waste to Energy Conversion in Six Municipalities in Bangladesh

Project Title:
Development of Sustainable Renewable Energy Power Generation (SREPGen) project

Description of the Assignment
The objective of the study is the feasibility assessment on energy conversion possibilities from municipality wastes, identify suitable conversion technology and evaluate the existing framework conditions to set up waste to energy plant(s) in the vicinity. The focus of the present study is for 6 municipality areas (proposed by consultant study and approved by concern authority).

Project Description:
Power Division is implementing GEF-Funded Project “Development of Sustainable Renewable Energy Power generation (SREPGen)”. The objective of the Project is to reduce the annual growth rate of GHG emissions from the fossil fuel-based power generation by exploiting Bangladesh’s renewable energy resources for electricity generation. The basic approach of the Project will be to promote renewable energy in Bangladesh through the recently established Sustainable and Renewable Energy Development Authority (SREDA). For Bangladesh to achieve a greater share of renewable energy (RE) in its energy mix, the Project will support activities that will (i) transform SREDA into a strong RE project facilitation center to bring confidence to private RE investors and increase the number of approved RE projects; (ii) increase the capacities of appropriate government agencies to generate, process, obtain and disseminate reliable RE resource information for use by potential project developers and investors; (iii) increase the affordability of photo-voltaic solar lanterns (PVSLS) for low income households by supporting pilot PVSLS diffusion activities; and (iv) increase the share of RE in Bangladesh’s power mix through facilitating the financing, implementation and operation of pilot (RE) energy projects using rice husk and solar panels. The lessons learned from the pilot plants will be utilized to scale-up the dissemination of PVSLSs and investment in on-grid RE projects and RE technologies.

One of the potential sources of renewable energy in Bangladesh is waste to energy. There are 333 municipalities (A category 124, B category 116 and C category 82) in Bangladesh. Waste generation rate in city corporation varies from 0.25 to 0.56 kg per person per day where average 0.25 kg waste generate per capita per day in Pourashavas (municipalities). All these municipalities are responsible to manage the waste produced in their premises. More than 70% of wastage are organic, high moisture content, low calorific value and lack of space for disposal of solid waste is challenges for municipalities. Based on the daily production of waste, there is possibility to generate electricity by treating these wastes with appropriate technology. For setting up electricity generating unit from municipality waste, it needs detailed feasibility study and piloting. For this purpose, SREPGen project is seeking a potential firm to do a feasibility study in six municipalities for waste to power generation.

A. Scope of Work
Initially consultancy firm/organizations/research institutes will select primarily 10 to 12 number of “A”/“B” category municipality that has minimum waste per day, from where the least installed electricity generation capacity will be 1 to 2 MW.

This selection will be done by desk research and collection of relevant waste data (annual production, seasonal variety, and composition, sources, collection and disposal system). Among these 10 to 12 municipalities, the concern authority will decide at least 6 municipalities for further detailed study.
The detailed Tasks of the consultancy firm/organizations/research institutes for each of finally selected municipality shall be:

- Desk research and collection of relevant waste data (annual production, seasonal variety, composition, sources, collection and disposal system, coverage, finances etc.) and data on energy sector (demand for energy products, grid development, regulatory issues etc.);
- Analysis of data: estimation of importance of waste streams (annual production, regional aspects, possibility of constant supply), potential of waste streams as feedstock for different energy production possibilities (incineration, thermal treatment, non-thermal treatment, co-processing) and possible scope of plants (utility size, off grid etc.)
- Generic discussion of all energy from waste options in the light of Bangladesh framework of conditions
- Develop possible projects on energy from waste of these six municipalities suited to the Bangladesh framework of conditions discussing the following issues:
  - Demand for area requirement and suggested location,
  - Technology recommendation and Suitability of technology
  - Possible energy output and use of products (kW, gas, heat, steam, integration in energy grid etc.)
  - Social aspects (impacts on waste fees, employment, alternative uses/users of feed stock e.g. informal waste sector, acceptability issues etc.)
  - Ecological aspects (effect on greenhouse gas emissions, treatment and disposal of residues, air pollution control etc.)
  - Logistical aspects (feed stock supply, storage, location etc.)
  - Financial aspects (estimation of investment costs, operation & maintenance costs, feed-in tariff, sale of products etc.)
  - Regulatory aspects (monitoring of plant security, compliance with environmental laws, licensing etc.)
  - Suggestion of a business model for operation
  - Estimation of GHG potential
  - Necessary conditions/steps to be taken by government to facilitate to implement the process
  - References for suggested scenarios, technology providers. EPC contractors etc.

The consultancy firm/organizations/research institutes has to work in coordination with SREDA and will be responsible for delivering the outputs and will be accountable to the NPD and UNDP Programme Analyst of CCED cluster.

### Expected outputs

consultancy firm/organizations/research institutes will be responsible for delivering the following services:

- The selected firm will submit Inception, Interim and Final Report as per TOR with specific conclusions and recommendations.
- The selected firm will also organize 2 stakeholder workshops in consultation and supervision of SREPGen – firstly, for sharing approach and methodology mentioned in the Inception Report and initial findings and secondly, for mid-term evaluation of study findings before submission of final report.

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<td>consultancy firm/organizations/research institutes will be responsible for delivering the following services:</td>
<td>6 months from October 1, 2015 to March 30, 2016.</td>
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- The selected firm will submit Inception, Interim and Final Report as per TOR with specific conclusions and recommendations. | |
- The selected firm will also organize 2 stakeholder workshops in consultation and supervision of SREPGen – firstly, for sharing approach and methodology mentioned in the Inception Report and initial findings and secondly, for mid-term evaluation of study findings before submission of final report. |

### Impact of Results

The key results have an impact on GHG reduction by using waste to energy. The initiative from waste to energy will be commenced from this study.

### Institutional Arrangement

The selected firm will work under the overall guidance of the National Project Director and in close coordination with Project Manager, SREPGen project. The firm will be responsible for delivering the tasks
mentioned. PMU, SREPGen project, CCED Cluster, UNDP, will provide backstopping support and guidance to the firm during the assignment.

**Duration of the Work and Duty Station**

| Tentative Timeline for consultancy firm/organizations/research institute's Deliverables |
|-----------------------------------------------|-----------------------------------------------|
| October 1, 2015                               | Commencement of Consultant’s work             |
| November 1, 2015                              | Submission of Inception Report                |
| January 15, 2016                              | Submission of Interim Report                   |
| 1st week of March , 2016                      | Submission of Final Report                     |

Reporting Station – SREPGen Project officed, Dhaka, and UNDP CO, IDB, Bhaban (18 floor), Sher-e-Bangla Nagar, Agargaon, Dhaka-1207.