



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

NAME & ADDRESS OF FIRM	DATE: February 22, 2021
	REFERENCE: MyRFP2021_006

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Consultancy Services to Conduct Low Carbon Cities Webinar Series**.

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

Proposals may be submitted on or before **Friday, March 05, 2021** and via email, courier mail or fax to the address below:

**United Nations Development Programme**  
**Menara PJH, Level 10, No 2, Jalan Tun Abdul Razak, Precinct 2, 62100 Putrajaya.**  
**procurement.my@undp.org**

Your Proposal must be expressed in the English Language, and valid for a minimum period of **90 days**.

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

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

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

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

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

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

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

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

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

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 :

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsccl/duct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsccl/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,  
Patrick Pee  
Assistant Resident Representative (Operations)  
2/18/2021

### Description of Requirements

Context of the Requirement	Consultancy Services to Conduct Low Carbon Cities Webinar Series (Open to Local Companies Only)
Implementing Partner of UNDP	Ministry of Environment and Water (KASA)
Brief Description of the Required Services <sup>1</sup>	To conduct 5 (five) webinar episodes on specific topics relating to low carbon cities.
List and Description of Expected Outputs to be Delivered	Refer to detailed Terms of Reference.
Person to Supervise the Work/Performance of the Service Provider	GTALCC Project Component Manager, National Project Manager of the GTALCC Project, and the UNDP Programme Manager.
Frequency of Reporting	Weekly reporting to Component Manager, Monthly reporting to National Project Manager of GTALCC Project and the UNDP Programme Manager.
Progress Reporting Requirements	Update on progress of consultancy & consultancy deliverables.
Location of work	<input checked="" type="checkbox"/> At Contractor's Location, with progress meetings in Putrajaya as necessary
Expected duration of work	2.5 calendar-months from March 2021 to May 2021
Target start date	10 March 2021
Latest completion date	31 May 2021
Travels Expected	Travels to Putrajaya for occasional progress meetings with the GTALCC Project Team and stakeholders will be expected, based on COVID-19 travel SOPs.
Special Security Requirements	Not applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Not applicable
Implementation Schedule indicating breakdown and timing of	<input checked="" type="checkbox"/> Required

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

activities/sub-activities																					
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required																				
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency_Malaysia Ringgit																				
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes																				
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																				
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted																				
Payment Terms <sup>3</sup>	<table border="1"> <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 workplan</td><td>10%</td><td>March 2021</td><td rowspan="5">Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.</td></tr> <tr> <td>Upon submission and acceptance of detailed concepts for webinar</td><td>20%</td><td>March 2021</td></tr> <tr> <td>Upon completion of webinars 1 &amp; 2 and submission of activity reports</td><td>30%</td><td>April 2021</td></tr> <tr> <td>Upon completion of webinars 3-5 and submission of activity reports</td><td>30%</td><td>May 2021</td></tr> <tr> <td>Upon submission of overall webinar reports,</td><td>10%</td><td>May 2021</td></tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release	Upon submission and acceptance of workplan	10%	March 2021	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	Upon submission and acceptance of detailed concepts for webinar	20%	March 2021	Upon completion of webinars 1 & 2 and submission of activity reports	30%	April 2021	Upon completion of webinars 3-5 and submission of activity reports	30%	May 2021	Upon submission of overall webinar reports,	10%	May 2021
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<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

<sup>3</sup> 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.

	capturing statistics, lessons learned, findings and recommendations for improvement <div>Total100%</div>			
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	GTALCC Project Component Manager, National Project Manager of the GTALCC Project, and the UNDP Programme Manager.			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services			
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. <b>Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</b>			
Criteria for the Assessment of Proposal	<b>Technical Proposal (70%)</b> <input checked="" type="checkbox"/> Expertise of the Firm (35%) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timelines of the Implementation Plan (40%) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (25%)  <b>Financial Proposal (30%)</b> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.			
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider One or more Service Providers, depending on the following factors:			
Contract General Terms and Conditions <sup>4</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)  Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>			

<sup>4</sup> 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.

Annexes to this RFP <sup>5</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR
Contact Person for Inquiries (Written inquiries only) <sup>6</sup>	procurement.my@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	Please refer to the detailed Terms of Reference (TOR) for all other information.

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

<sup>6</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

## TERMS OF REFERENCE (TOR)

### 1.0 INTRODUCTION

The Green Technology Application for the Development of Low Carbon Cities (GTALCC) is a UNDP-GEF funded project to facilitate the implementation of low carbon initiatives and to showcase a clear and integrated approach to low carbon development in Malaysia focusing on five (5) participating cities – Putrajaya, Cyberjaya, Petaling Jaya, Hang Tuah Jaya and Iskandar Malaysia. It is expected to generate direct GHG emission reductions of 346,442 tonnes CO<sub>2</sub>eq by end of project and 2,152,032 tonnes CO<sub>2</sub>eq over the lifetime of project investment. The objective will be achieved by removing barriers to integrated low carbon urban planning and development through three (3) components:

- 1) Policy support for the promotion of integrated low carbon urban development, which will enable cities to implement and adopt integrated low carbon urban development plans;
- 2) Awareness and institutional capacity development, which will expedite appraisal, approval and the implementation of strategic urban development, and ensure cities are aware of planning and implementing low carbon technology applications, and;
- 3) Low carbon technology investments in cities, where there is an increase in investment in low carbon technologies with more low carbon projects implemented.

The Ministry of Environment and Water (KASA) is the executing ministry of the GTALCC project and the Sustainable Energy Development Authority (SEDA) Malaysia is the lead consultant.

GTALCC is seeking a partner (by way of contracting a company / institution) to conduct a webinar series consisting of **5 webinar episodes** on specific topics under Low Carbon Cities. The series aims to create awareness and share inputs with the stakeholders and associated actors within various sectors, related processes and good practices on Low Carbon Cities.

### 2.0 SCOPE OF WORK

The overall objective of this assignment is to conduct 5 webinar episodes from March 2021 until May 2021 for key ministries/local governments/private sector/academia/youth constituencies/network of climate change practitioners (NCCP)/other participants. The trainings will be on the proposed topics as below:

1. Spatial planning and development for Low Carbon Cities
2. Energy for Low Carbon Cities
3. Transportation for Low Carbon Cities
4. Waste Management / Technology for Low Carbon Cities
5. GHG Inventory / Climate Change and Low Carbon Cities

The webinars will be held in English. During the fulfillment of their works, the company shall ensure regular communication and exchange of findings with the Component Manager prior to the delivery of expected results. The company shall ensure quality and timely delivery of the expected results and will regularly inform the Component Manager for the processes and the expected result, as well as any obstacles that might occur. The company shall undertake all technically justified corrective actions for

finalization of the webinar sessions based on the comments and suggestions provided by the GTALCC and UNDP.

### **3.0 DUTIES AND RESPONSIBILITIES**

Under the supervision of the Component Manager, the GTALCC team and in close cooperation with the UNDP and with other relevant consultants engaged by the project, the company shall be responsible to deliver 5 webinar episodes between March to May 2021.

The company is expected to conduct the following tasks:

1. Before the webinar:
  - i. Prepare the work plan and timeline;
  - ii. Develop detailed concepts for delivering 5 webinar episodes as per the proposed topics in an interactive manner;
  - iii. Develop the webinar theme, content and agenda as per topics above that will ensure interest and participation of key stakeholders;
  - iv. In close consultation with the Project Team and UNDP, prepare the list of speakers, target stakeholders and participants;
  - v. Source the speakers and send out invitations to speakers;
  - vi. Promote the webinars via social media;
  - vii. Prepare, send out and confirm invitations prior to the trainings, aiming to ensure participation of targeted stakeholders.
2. During the webinar:
  - i. Design and execute the registration process and compiling participant information and database management;
  - ii. Be in charge of the technical setup and operation of the online platform;
  - iii. Conduct and facilitate the webinar sessions;
  - iv. Be in charge to the following tasks:
    - Moderate the webinar and Q&A session
    - Arrange note taking
    - Ensure the records are made
    - Ensure each speaker prepares their summary in each webinar episode and distributes digitally to all the participants;
3. After the webinar:
  - i. Evaluate the success of the webinar based on a set of indicators;
  - ii. Develop a report for the webinar, capture statistics, lessons learned, findings and recommendations for improvement;
  - iii. Any other post-webinar related services.



#### 4.0 DELIVERABLES AND TIMELINE

The Consultant shall perform the tasks as described in Terms of Reference and in accordance to the timeline below. All outputs will be technically cleared by the GTALCC project team, verified and accepted by GTALCC's National Project Manager, KASA and the UNDP Programme Manager before payment for each deliverable will be effected.

Deliverables	Timing
Upon submission and acceptance of workplan	March 2021
Upon submission and acceptance of detailed concepts for webinar	March 2021
Upon completion of webinars 1 & 2 and submission of activity reports	April 2021
Upon completion of webinars 3-5 and submission of activity reports	May 2021
Upon submission of overall webinar reports, capturing statistics, lessons learned, findings and recommendations for improvement	May 2021

#### 5.0 TERMS OF PAYMENT

The fee is payable upon satisfactory completion and acceptance of the deliverables by GTALCC/KASA and UNDP Malaysia. Prices should be in Malaysian Ringgit Per day rate inclusive of all expenses (insurance, local travels and communications) related to the assignment. The consultant is responsible for payment of all relevant taxes. Breakdown and schedule of payments is in **Annex 2**.

#### 6.0 DURATION

The consultancy will take place from **March 2021 to May 2021**.

#### 7.0 PROFESSIONAL QUALIFICATIONS OF THE SUCCESSFUL CONSULTANT AND ITS KEY PERSONNEL

##### Company

The Company shall have extensive expertise in developing and implementing similar webinars and events:

- Relevant experience of a minimum of 5 years in various capacity building activities, workshops, organization of webinars and similar undertakings (include company profile with reference list of work and projects);
- Track record of minimum 5 conducted/facilitated webinars, conferences or consultative events related to climate change, energy, low carbon cities, climate nexus or other relevant topics;
- Track record of workshops or co-design meetings (preferably online) focusing on climate change and green economy is advantageous.

##### Key Personnel

The scope of work requires a team of skilled professionals with previous experience in similar projects/assignments. The applicant shall offer a team of at least three experts: one Climate Change Expert – Team Leader, one Energy and Low Carbon Cities Specialist, and one Climate Change Specialist. CVs of the proposed team members shall be submitted, clearly stating their experience and the areas that

they will cover and their qualifications for the assignment. The bidder may suggest more team members, but only three required below shall be evaluated. The candidates should fulfill the following criteria:

Team members	Qualification requirements
Climate Change Expert – Team Leader	<ul style="list-style-type: none"> <li>• Minimum Bachelors degree in the relevant field (technical, natural sciences or similar). An advanced degree will be an asset;</li> <li>• At least 5 years of relevant professional experience in climate change policy, research, implementation or development of strategic documents ;</li> <li>• At least 5 years of relevant professional experience in managing climate change projects;</li> </ul>
Energy and Low Carbon Cities Specialist – Team Member	<ul style="list-style-type: none"> <li>• Minimum university degree in the relevant field (technical, natural sciences or similar). An advanced degree will be an asset;</li> <li>• At least 3 years of relevant professional experience in analysis, research and projects in the area of energy and low carbon cities;</li> <li>• At least 3 relevant projects (energy and low carbon cities capacity building activities/analyses/studies and similar); list of relevant projects/assignments shall be included;</li> <li>• Experience as presenter/lecturer at trainings/workshops or consultative events in the field of Energy and Low Carbon Cities shall be considered as asset;</li> </ul>
Climate Change Specialist – Team Member	<ul style="list-style-type: none"> <li>• Minimum university degree in the relevant field (technical, natural sciences, environmental studies, development economic or another relevant field). An advanced degree will be an asset;</li> <li>• At least 3 years of relevant professional experience in analysis, research and projects in climate change, climate finance, GHG inventory</li> <li>• At least 3 relevant projects (capacity building activities/analyses/studies and similar); list of relevant projects/assignments shall be included;</li> <li>• Experience as presenter/lecturer at trainings/workshops or consultative events in relevant field shall be considered as asset</li> </ul>

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>7</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>8</sup>)*

[insert: Location]

[insert: Date]

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

Dear Sir/Madam:

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

### 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 :*

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *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.*

### 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.*

<sup>7</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>8</sup> 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) 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.*

**D. Cost Breakdown per Deliverable\***

<b>No.</b>	<b>Deliverables</b>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Price (Lump Sum, All Inclusive)</b>
1.	Upon submission and acceptance of workplan	10%	
2.	Upon submission and acceptance of detailed concepts for webinar	20%	
3.	Upon completion of webinars 1 & 2 and submission of activity reports	30%	
4.	Upon completion of webinars 3-5 and submission of activity reports	30%	
5.	Upon submission of overall webinar reports, capturing statistics, lessons learned, findings and recommendations for improvement	10%	
	<b>Total</b>	<b>100%</b>	

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

**E. Cost Breakdown by Cost Component**

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Climate Change Expert – Team Leader				
b. Energy and Low Carbon Cities Specialist – Team Member				
c. Climate Change Specialist – Team Member				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

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