* United Nations Development Programme*

**REQUEST FOR PROPOSAL**

**Development of Environmental Information System - Climate Change**

RFP No.: RFP-023-21

Project: NAP

Country: Bosnia and Herzegovina

Issued on: 1 June 2021

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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 registry.ba@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 Bid and thank you in advance for your interest in UNDP procurement opportunities.

Sincerely

UNDP BiH

# Section 2. Instruction to Bidders

|  |  |
| --- | --- |
| 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;   5. Proposal Security, if required by BDS;   6. 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 Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. 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.   2. 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.   3. 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.   4. 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.   5. 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**  **Email Submission**  **eTendering submission** | * 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. eTendering: 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 |
| 3 | 20 | Alternative Proposals | Shall not be considered |
| 4 | 21 | Pre-proposal conference | Will not be conducted |
| 5 | 10 | Proposal Validity Period | 90 days |
| 6 | 14 | Bid Security | Not Required |
| 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: 0.5%  Max. number of days of delay 20, after which UNDP may terminate the contract. |
| 9 | 40 | Performance Security | Not Required |
| 10 | 18 | Currency of Proposal | Local currency BAM or USD |
| 11 | 31 | Deadline for submitting requests for clarifications/ questions | 7 calendar days before the submission deadline |
| 12 | 31 | Contact Details for submitting clarifications/questions | Focal Person in UNDP: REGISTRY UNDP BiH  E-mail address: registry.ba@undp.org |
| 13 | 18, 19 and 21 | Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries | Direct communication to prospective Proposers by email and Posting on the website UNDP and UNGM  **Uploading in the E-tendering system. Once uploaded,**  **Prospective bidder (i.e. bidder that have accepted the bid**  **Invitation in the system) will be notified via email that changes have occurred. It is the responsibility of the bidder to view the respective changes and clarifications in the system.** |
| 14 | 23 | Deadline for Submission | **25 June 2021, 12:00 hours**  Note that system time zone is in EST/EDT (New York) time zone.  Try to submit your proposal a day prior or well before the closing time.  Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist. |
| 14 | 22 | Allowable Manner of Submitting Proposals | 🗵 e-Tendering  Detailed instructions on how to register, submit, modify or cancel a bid in the e-Tendering system are provided in Bidder User Guide and Video available on link:  <http://www.ba.undp.org/content/bosnia_and_herzegovina/bs/home/presscenter/vijesti/2019/introductionofetendering.html>  <http://www.ba.undp.org/content/bosnia_and_herzegovina/en/home/presscenter/articles/2019/introductionofetendering.html> |
| 15 | 22 | Proposal Submission Address | [**https://etendering.partneragencies.org**](https://etendering.partneragencies.org)  **Insert BU Code: BIH10**  **Event ID: 0000009389** |
| 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*.* * Max. File Size per transmission: 50MG * If you are uploading a large number of files (ex. 15 or more), please zip the files into a ZIP folder and upload the folder instead of each file individually. You can upload several ZIP folders, but if you do this, please note that the total size of each ZIP folder uploaded cannot exceed 50MB.   **The Proposer is required to submit the Financial Proposal and Financial Proposal Submission Form in a password protected PDF file separate from the rest of the proposal submission. The password for financial proposal must not be provided until requested by UNDP BiH** |
| 17 | 27  36 | Evaluation Method for the Award of Contract | Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively    The minimum technical score required to pass is 700. |
| 18 |  | Expected date for commencement of Contract | *July 15, 2021* |
| 19 |  | Maximum expected duration of contract | 11 months |
| 20 | 35 | UNDP will award the contract to: | One Proposer Only |
| 21 | 39 | Type of Contract | Contract for Goods and Services on behalf of UN Entities  <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 | **Important Note: While entering financial proposal in the e-Tendering system, always insert your Bid Price as 1 (one). The proposals of those bidders that insert their financial proposal value in the e-Tendering system will be disqualified** |

# 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
* Bid Security submitted as per RFP requirements with compliant validity period

**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 RFP clause 3. | Form A: Technical Proposal Submission Form |
| **Conflict of Interest** | No conflicts of interest in accordance with RFP 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 |
| **Other** |  |  |
| **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 3 years of relevant experience. | Form D: Qualification Form |
| Minimum 2 projects/activities similar in scope, nature and complexity over the last 7 years.  *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Form D: Qualification Form |
| **Financial Standing** | Minimum average annual turnover of EUR 300,000 for the last 3 years.  *(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 |
| **Personnel** | At least three (3) key experts including Team Leader proposed for the implementation of required tasks must be full-time employees of the Contractor (Consortium).  (For JV/Consortium/Association, all Parties cumulatively should meet requirement). | Form E: Format of Technical Proposal |

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

|  |  |  |
| --- | --- | --- |
| **Section 1. Bidder’s qualification, capacity and experience** | | **Points obtainable** |
| 1.1 | Reputation of Organization and Staff Credibility / Reliability / Industry Standing | 40 |
| 1.2 | 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:   * + - 1. Management structure: max 20 points       2. Financial stability: max 30 points       3. Project management controls: max 10 points; | 60 |
| 1.3 | Relevance of specialized knowledge and experience on similar engagements done in the region/country: 150 points;  2 projects/activities similar in scope, nature and complexity - 105 points.  For each additional successfully completed contract for similar assignment bidder will receive an additional 15 points up to maximum 150 points in total | 150 |
| 1.4 | Quality assurance procedures and risk mitigation measures | 20 |
| 1.5 | Organizational Commitment to Sustainability (mandatory weight)  -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points  -Organization is a member of the UN Global Compact -5 points  -Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues | 30 |
| **Total Section 1** | | **300** |

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| --- | --- | --- |
| **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? | 50 |
| 2.2 | Description of the Offeror’s approach and methodology for meeting or exceeding the requirements of the Terms of Reference | 80 |
| 2.3 | Details on how the different service elements shall be organized, controlled and delivered | 50 |
| 2.4 | Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement | 40 |
| 2.5 | Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic | 40 |
| 2.6 | Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract | 40 |
| **Total Section** **2** | | **300** |

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| --- | --- | --- | --- |
| **Section 3. Management Structure and Key Personnel** | | | **Points obtainable** |
| 3.1 | Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services? |  | 50 |
| 3.2 | Qualifications of key personnel proposed |  |  |
| 3.2 a | **Team Leader** |  | 70 |
|  | General Experience | 10 |  |
| Specific Experience relevant to the assignment  - experience related to information systems and databases in environment sector; 15  - Management experience in projects with multidisciplinary teams; 15  - Work experience ~~of~~ in environment sector legislative; 15  - Experience in data management in public sector; 10 | 55 |
| Language Qualifications | 5 |
| 3.2 b | **System Analyst** |  | 50 |
|  | General Experience | 10 |  |
| Specific Experience relevant to the assignment | 35 |
| Language Qualifications | 5 |
| 3.2 c | **Climate Change Adaptation Expert 1** |  | 50 |
|  | General Experience | 10 |  |
| Specific Experience relevant to the assignment | 35 |
| Language Qualifications | 5 |
| 3.2 c | **Climate Change Adaptation Expert 1** |  | 50 |
|  | General Experience | 10 |  |
| Specific Experience relevant to the assignment | 35 |
| Language Qualifications | 5 |
| 3.2 c | **Climate Change Mitigation Expert -1** |  | 50 |
|  | General Experience | 10 |  |
|  | Specific Experience relevant to the assignment | 35 |  |
|  | Language Qualifications | 5 |  |
| 3.2 c | **Climate Change Mitigation Expert 2** |  | 50 |
|  | General Experience | 10 |  |
|  | Specific Experience relevant to the assignment | 35 |  |
|  | Language Qualifications | 5 |  |
| 3.2 e | **Software Architect / Senior Software Developer** |  | 50 |
|  | General Experience | 10 |  |
| Specific Experience relevant to the assignment | 35 |
| Language Qualifications | 5 |
| 3.2 f | **Software Tester** |  | 30 |
|  | General Experience | 5 |  |
| Specific Experience relevant to the assignment | 20 |
| Language Qualifications | 5 |
| **Total Section 3** | | | **400** |

# Section 5. Terms of Reference

Reporting to: UNDP Project Manager

Contract Type: Contract for Professional Services

Duration: 11 Months (tentative start June 2020)

### (a) Background information

As a party to the United Nations Framework Convention on Climate Change (UNFCCC), Bosnia and Herzegovina (B&H) has undertaken important steps towards understanding and addressing climate change issues. It is increasingly recognized not only by the Government and scientific community, but also by its citizens that climate change is an issue of key strategic importance. B&H has put great emphasis on climate change as one of the most significant development challenges facing the country. The importance of adaptation was clearly reflected in its Second National Communications and Climate Change Adaptation and Low Emission Development Strategy (CCA LEDs), adopted in 2013. In 2015, B&H submitted its Intended Nationally Determined Contributions (INDC), as part of the negotiations leading to the historic Paris Agreement, which it signed in April 2016.

Authorities of Bosnia and Herzegovina and key domestic stakeholders realize the increasing threat posed to them and the development of the country by climate change and the need of adapting to it in order to avoid or minimise negative consequences. The government is motivated to support and implement the national adaptation planning (NAP) process as adaptation issues are becoming very important for the country’s further development.

### (b) Objective

Under the supervision of the project manager and in close cooperation with other relevant entities involved in the project (representatives of UNDP and Central Data Collection Units (CDCUs) – in this context – the Entity Environmental Funds), the contractor is responsible for developing a detailed design of a comprehensive software platform for monitoring data in the field of climate change and subsequently, on the basis of accepted design, development of the database itself and the software application.

The platform for collecting and monitoring data in the field of climate change is one of the components of the integrated Environmental Information System (EIS) that will be developed in each of the CDCUs. Since this platform should basically deal exclusively with climate change indicators, which are often at the same time environmental indicators in a broader sense, the platform should be designed so as to ensure a download of the necessary data on indicators of the future Environmental Information System that would deal with all indicators relevant to environment. Establishing such a software platform, as an integral part of the Information System, would meet the transparency requirements as defined in Article 13 of the Paris Agreement – by strengthening institutional and technical capacity to measure and report on greenhouse gas emissions, climate impacts and risks, climate change mitigation and adaptation activities.

The climate change software platform should support the collection and monitoring of data in two aspects of the society's response to climate change:

1. Adaptation which includes monitoring of: a) parameters and trends of climate change, b) possible adaptation scenarios, c) climate change adaptation policies and measures, d) climate change adaptation financing and

2. Climate change mitigation which includes a) GHG monitoring for GHG inventory (for Nationally Determined Contributions – NDCs), b) mitigation trends and projections, c) climate change mitigation policies and measures, and d) mitigation financing.

The Information System in the field of climate change, as an integral part of the Environmental Information System, will improve the collection of data and information in the field of climate change, the cooperation of all relevant institutions, along with the definition of their individual roles. More precise and comprehensive data will contribute to the adoption of adequate measures and policies for mitigation and adaptation to changed climatic conditions and monitoring the implementation of the NDCs.

**Monitoring and evaluation (M&E)** play a pivotal role in monitoring progress towards **adaptation**. The overall objective of the climate change adaptation monitoring and evaluation system is to provide the authorities with tools to monitor and quantify adaptation progress, and to demonstrate the success/failure and effectiveness of adaptation measures. Certain parts of the monitoring and evaluation system provide the data and information needed to assess vulnerability/risk. Given the current situation regarding adaptation to climate change in BiH, the monitoring and evaluation system will be developed with emphasis on the need to assess vulnerability/risk to climate change, in addition to those provided for in the National Communications to the UNFCCC.

The monitoring and evaluation system is defined as a system of indicators used for systematic analysis of the results and impact of adaptation measures, as well as for feedback on decision-making. However, certain number of indicators are also important for risk and vulnerability assessments, as a starting point for the adaptation cycle.

Indicators can be divided into four categories:

(1) Climate parameters - observed and projected climate parameters (temperature, precipitations, extreme events) that give a picture on expected climate conditions in which adaptation measures will take place;

(2) Climate impacts - information on impacts that the climate parameters have and could have on socio, economic and ecological systems, e.g. areas affected by forest fires or number of people displaced because of them. They serve to measure effects of changing climate on population and nature.

(3) Adaptation actions - measure of implementation of adaptation strategy, such as the number of sectoral legislations that include adaptation considerations or % of building codes updated.

(4) Adaptation results - expected outcomes of adaptation measures, such as the number of cubic meters of water conserved or number of highways built using updated building codes.

**Monitoring, Reporting and Verification System (MRV)** is the basis for reporting on climate change mitigation. The MRV enables countries to meet international reporting requirements and obligations such as national communications, biennial updated GHG emission reports. Moreover, the MRV system enables countries to demonstrate progress through the implementation of climate change mitigation and emission reduction measures (e.g., through the Low Emission Development Strategy, Nationally Determined Contributions-NDC and Nationally Appropriate Mitigation Actions (NAMA). The ability to collect and maintain a comprehensive set of data on mitigation activities is a key component of an efficient MRV system.

The term MRV encompasses a whole, a set of tools that contains instruments for recording current greenhouse gas emissions and reduction potential, for planning and implementing mitigation measures, and for reporting on measures and their impact on emission reductions.

One of the basic problems observed in the preparatory phase of this project is the existence of different software solutions and different databases in individual sectors, both at the horizontal and vertical institutional levels. In addition, a lack of coordination between databases has been noted, while some of the data structures are not at a satisfactory level that could serve in determining climate risks, impacts, assessing the situation and in important decision-making related to climate change.

Since in the field of adaptation and mitigation there is a lack of clear procedures for collecting and updating data on climate change, introducing a software solution should eliminate this shortcoming. In addition, it should be ensured that data on climate change, and measures for adaptation and mitigation become integrated and that there is mapping between data flows of individual sectors (environment, waste, industry, agriculture, forestry, energy, transport).

The software platform created in this way will serve as a valuable tool for coordinating, using, and managing data that ensure the availability of timely high-quality information for short-term, medium-term, and long-term planning in the fight against climate change. It will also contain relevant and structured thematic information and indicators needed for keeping all the stakeholders informed. In addition, it will be used in compiling regular reports towards the UNFCCC Secretariat and the EU, but also to support institutions in monitoring the implementation of climate action strategies. Automating the process would reduce the pressure on institutions in charge of reporting on climate change.

Taking into account the complex government structure of Bosnia and Herzegovina, the M&E-MRV platform should support the interaction and cooperation of all stakeholders both horizontally and at all vertical levels and ensure the establishment of a better mechanism for communication and cooperation. The platform for monitoring climate change in the segments of adaptation and mitigation will be an integral part of the Environmental Information System of the Entity Environmental Protection Funds: Environmental Protection and Energy Efficiency Fund of Republika Srpska and the Environmental Fund of FBiH. Both Funds are authorized to establish an information system.

Moreover, the introduction of the climate change information system will enable the involvement and informing the public and the non-governmental sector on the state of climate change, as well as better and more transparent insight in view of the outcomes of climate change adaptation and mitigation measures implemented by institutions at all levels of government in Bosnia and Herzegovina.

The overall objective of this task is to develop a comprehensive monitoring, reporting and verification (MRV) and monitoring and evaluation (M&V) platform that will enable the establishment of permanent mechanisms for data collection, analysis and reporting and thus contribute to the introduction of transparency concepts agreed under the Paris Agreement.

Without achieving all these objectives, it will be possible to create periodic reports, but it will not be possible to adopt good quality measures in full capacity, and the contribution that can be made to the global understanding of climate change will remain limited.

### (c) Scope

The scope of the project is monitoring, reporting and verification (MRV) and monitoring and evaluation (M&V) platform in the field of climate change. The project will be implemented through 3 phases: analytical, design creation and implementation. The contractor is expected to undertake a series of sub-activities during these three phases, which are listed below with a brief description of each of them.

##### PHASE 1

A detailed assessment of the current national climate change policy and regulatory frameworks of all levels of government in BiH is needed. As part of the implementation of this activity, it is necessary that the contractor:

* performs a detailed assessment of the current national policy and regulatory frameworks (laws, regulations, decrees, strategies, drafts) in the field of climate change, especially M&E and MRV, as well as possible institutional arrangements in the field of climate change from all levels of BiH government – the state, Entities and Brčko District, cantons
* gets acquainted with all documents and guidelines of the UNFCCC and the Paris Agreement relevant to M&E and MRV, as well as other best available practices or relevant guidelines applicable in Non-Annex I countries, which includes Bosnia and Herzegovina
* gets acquainted with other potential requirements, including legal and administrative requirements for the establishment of M&E and MRV in the context of the status of the country, which is in the process of accession to the European Union
* identifies all possible links with existing tools such as existing and planned environmental information systems or potential software tools used in reporting to the Energy Community, the European Union or some other international institution, so as to make them compatible with the future M&E and MRV platform, i.e., to allow direct extraction of data from the existing systems
* studies in detail the “Standard operating procedures for the mechanism of coordination of horizontal and vertical exchange of CCA indicators in Bosnia and Herzegovina”, a document accepted by all key institutions in Bosnia and Herzegovina in charge of implementation of CCA monitoring and reporting activities and to:
  + - * get acquainted in detail with the role of all stakeholders in the CCA monitoring and reporting system (data providers, CDCU, ...)
      * get acquainted in detail with the process of collecting, processing, archiving and sending data to the CDCU
      * get acquainted in detail with the nature of information contained in CCA indicators, as well as the methodological procedures used for their preparation
      * study in detail the list of indicators provided in Annexes I, II and III and analyse in detail their structure taking into account their quantitative, temporal, spatial and descriptive aspects
* studies in detail the data related to greenhouse gas emissions necessary for the preparation of the inventory and analyse their structure taking into account their quantitative, temporal, spatial and descriptive aspects, as well as the data sources and legal reporting requirements (of the institutions and companies – emitters).

The gas inventory includes direct greenhouse gases:

* CO₂ (carbon dioxide),
* CH₄ (methane),
* N₂O (nitrogen suboxide),
* indirect gases:
* CO, NOx, NMVOC, SO₂,
* CF4
* C2F6
* SF6

Sources of emissions and greenhouse gas sinks are divided into six sectors:

* energy,
* industrial processes,
* use of solvents and other products,
* agriculture,
* land use change and forestry and
* waste.

The contractor is expected to be fully acquainted with the issues of climate change with an emphasis on the acquisition and processing of data in this area so as to approach the designing of adequate quality software solution in the next phase, in an appropriate manner.

##### PHASE 2

This activity should result in the proposal of the design of a comprehensive M&E and MRV platform for climate change in its two segments: adaptation and mitigation. As part of this activity, it is necessary that the contractor:

* + - proposes the concept and architecture of the information system,
    - proposes clear roles and responsibilities of all key institutions/responsible parties in the future M&E and MRV platform
    - develops rules and procedures which will ensure that individuals in institutions can adequately work on collection, analysis, compiling, reporting on the necessary information and monitoring progress in accordance with the national climate agenda, the Paris Agreement and EU regulations
    - considers the possibility of integrating the existing software solutions in the field of environmental protection in all those cases where technical assumptions allow for it
    - proposes an optimal data structure that will ensure storing of all necessary information on indicators, taking into account all identified groups for adaptations (established/partially established/recommendation) and groups of data related to greenhouse gas emissions.
    - presents the proposed design to key stakeholders (UNDP, Entity Environmental Funds, Entity Hydro-meteorological Institutes, etc.), accepts their opinions and suggestions and harmonizes with them the final design concept that will be used as a basis for creating M&E and MRV platform

The contractor is expected to propose a detailed concept of the future software solution, to present it to all relevant factors and to make any corrections to the proposed design. In order to avoid possible conceptual errors, the elimination of which would require significant and unplanned resources in the next phase of the project or even worse – failure to detect them, the contractor is advised to consult a representative of UNDP and the central data processing units for any doubts that it cannot resolve exclusively by analysing the proposed working materials. Only after they approve the proposed design can the contractor proceed with the next phase of the project.

##### PHASE 3

In this phase, the contractor will create a software M&E and MRV platform in accordance with the previously proposed and accepted design. As part of this activity, it is necessary that the contractor:

* designs a database and a Web-oriented software application (jointly referred to as: “the platform”) using “open source” tools and technologies and thus provides a fully functional platform
* provides a test environment for testing of functionalities by future system users
* tests and provides all required functionalities and ensures obtaining an information system of satisfactory performance
* performs installation in all foreseen production environments
* trains users to use the platform and produces all necessary documentation

During this phase, the contractor is expected to complete all the technical prerequisites necessary to obtain a fully functional software solution. In addition, during this phase, future users of the system (CDCU experts) should be provided with active participation in testing and verification of individual modules by users according to the methodology that will be proposed further below. Also, it is necessary to prepare/train the widest possible range of future users for the use of the platform.

During the preparation and implementation of the project, the contractor should use the following documents related to climate change:

* International conventions and EU directives,
* BiH legislation of all levels of government and
* other relevant documents.

In this legal framework, the scope of the platform is the establishment of a completely new mechanism that supports:

* entering and sending data on climate change indicators as a basis for creating better climate change adaptation and mitigation measures,
* collecting and entering data on measures and plans for climate change adaptation and mitigation and
* analysis of collected data and reporting to the public and domestic and international institutions.

### (d) Approach

The guidelines are provided further below that the contractor must incorporate into the platform design and into the software application and the database.

They are related to:

* technical implementation requirements,
* application solution functionalities and
* software development methodology

#### A) TECHNICAL REQUIREMENTS FOR IMPLEMENTATION OF M&E AND MRV PLATFORM

The technical implementation requirements are provided further below, which are in line with the recommendations of the EIONET (European Environment Information and Observation Network). The following requirements should be respected when creating a database and application solution:

* the platform should be independent of the operating system and should have the possibility to be installed and run on both Linux and Windows Server operating systems,
* in order to achieve the best performance, installation on a Linux operating system that works in text mode is preferred,
* the database used for data storage must be one of the relational databases for which no additional licenses are required, such as PostgreSQL, MySQL (MariaDB) or possibly document-oriented databases such as MongoDB,
* application servers that can be used are: Tomcat/Glassfish/Jetty/WildFly for all types of Java executable code or as Web servers and Node.JS (MEAN stack),
* application software components should be service-oriented (SOA) and support scalability and distributed implementation,
* server programming language in which it is possible to implement application software must be one of the following: Java (preferred) or “server” JavaScript (NodeJS),
* it is allowed to use other current technologies based on Java / JavaScript / JS-based -AJAX, jQuery, etc. on both the client and server side,
* Permitted formats for reporting and information exchange are Microsoft Office documents and PDF, as well as other formats suitable for further use of exported data (CSV, TXT, JSON, XML).

Application software should be implemented as a Web multi-user application. Executable work environments that require special additional extensions to execute the Web application (Silverlight, JavaRuntimeEnvironment, etc.) in Web browser should not be used. Web-oriented application should be implemented with such technologies that it can be executed independently of the choice of Web browser. The use of HTML5, CSS3, Java, JavaScript standards and technologies is recommended.

“Open source” technologies have proven to be very resistant to attacks and intrusions, with the response to spotting and fixing a possible problem being usually significantly shorter compared to other solutions. Application part of the system should be implemented using “open source” technologies in order to reduce the cost of licenses and operating costs of development and maintenance.

If commercial libraries or development components are used in the development and/or production environment, the contractor is obliged to include in the offer the price of licenses for all necessary licensed products. This only applies to libraries and development components, and not to other parts of the platform such as the operating system, database, application server, or development environment.

The front-end web application will use the HTTPS/SSL protocol in order to ensure the best protection and privacy. The use of data is possible only through the application and its interface. Front-end interfaces must be “responsive” so that the platform can be properly used on devices of different and especially lower resolutions - mobile phones, tablets, ...

The platform must enable automatic generation of reports according to various criteria. In addition to printing, data export should be enabled in one of the following formats: Microsoft Office documents and PDF or CSV, TXT, JSON, XML.

It should be foreseen that the platform is implemented so that it can be installed and used on “in-house” servers of central units, but also in the Cloud.

#### C) REQUIREMENTS REGARDING THE FUNCTIONALITIES OF THE PLATFORM

#### **INDICATORS**

Climate change indicators are aggregate measured values used to assess changes in complex environmental phenomena in terms of trends and variability. They are obtained on the basis of quantitative data collected in a previous, preferably longer period of time, and they enable the prediction of changes that affect nature and society.

The main purpose of the software platform covered by this project is to enable the collection of current data on indicators, but also to offer the possibility to record historical data in order to create the best possible basis for predicting climate change. The end result of collecting and processing data on indicators is the creation of preconditions for improving the process of adopting better quality climate change adaptation measures and mitigating the consequences caused by climate change.

The design and implementation of the platform should start from the following documents: 1. “Standard operating procedures for the mechanism of coordination of horizontal and vertical exchange of CCA indicators in Bosnia and Herzegovina” which lists all indicators that this platform will address, and 2. Law on Air Protection which addresses the issue of GHG gas indicators.

After a detailed analysis of all indicators, the contractor should propose one of the most important segments of the platform - STRUCTURE OF DATA ON INDICATORS. In addition to the fact that this data represents the most important information that the platform contains, special importance is given to the structuring of information on indicators due to their diversity.

When defining the structure of data on indicators, all relevant information that should be recorded in the database should be taken into account, such as:

* Indicator ID
* Year for which the indicator is entered
* Quarter (if necessary or null)
* Seasons (if necessary or null)
* Month (if necessary or null)
* Indicator value
* Unit
* Spatial identifier (state, Entity, measuring point; BIH, RS, FBiH, MM)
* Precise location of the measuring point (long & lat or null)
* Reference (e.g., “average 1961-1990”)
* Rating (descriptive text)

------------------------------------------------------------------------

* Date of initial entry
* ID of the user who made the initial entry
* Date of last change
* ID of the user who made the last change

... as well as all other important data for which it was determined by means of a detailed analysis of all indicators that they should be in the database, which the contractor will analyse and propose during the PHASE 1.

The contractor is obliged to propose such a structure for indicator data already at the design proposal stage that will ensure storing of this information in a single database table only. It is not acceptable to resort to creating more tables that would support different structures due to the diversity of indicator characteristics. Such a solution would prevent high-quality software application upgrades and the introduction of new indicators into the system in the long run. In contrast, the universality we strive for should take into account the most optimal structure so as not to disrupt the performance of the database and the application itself.

One of the key challenges that will be imposed during the process of designing and implementing the software application and database will be how to ensure that adding of a new indicator does not imply upgrading of the application and correction of the database structure, but only that once a new indicator is added to the indicator codebook, there is an automatic possibility of its tracking through the administrator module – value entry. The contractor is expected to offer the most optimal solution to this problem.

As far as geospatial data are concerned, another possibility would be to enter the identifier of the measuring point in the attribute “Measuring point”, while measuring points as locations having their own attributes (ID, Name, Long, Lat) would be stored in a separate codebook. In this way, it would be possible to single out several indicators that belong to one measuring point while reducing the redundancy of geospatial data. This approach will allow the platform to be upgraded in the future with the functionalities of geospatial display of indicator data.

The following database tables are also directly or indirectly related to indicators:

* the link between the indicators and the institution in charge for their submission
* institution codebook
* user codebook

Based on the link between indicators and institutions, as well as users and institutions, for each registered user, it can be determined which indicators a user can process. The special right of access at the user level should define whether the user has the right to enter and change data on indicators.

In order to maintain data integrity, users of the platform should not be deleted, but should be granted a special status so that after losing the right to access the platform they could not log on to it, but at the same time there is a valid information about all actions taken while they were active users.

The platform represents:

a central place for collecting information on indicators

* software tool for creating reports based on indicators
* a source of information that helps in making decisions about adaptation and mitigation measures

The platform cannot be used as:

* storage for collecting data from high frequency measuring points (minutes, hours, days, ...)
* tool for connecting to measuring devices
* a tool for processing a larger number of measured values in order to form indicators

##### PLATFORM MODULES AND USERS

The modules form logical units of the software application of the platform and do not represent a separate software product. In relation to the functionalities it offers, the platform will be implemented through 3 modules:

1. The “Administration Module” should enable the management of platform users and all other basic codebooks. With each new entry into this module, administrators will first be positioned on a dashboard interface where they will be able to see all the actions waiting for any kind of interaction by the administrator. The most obvious example of such notification could be “pending requests to create user accounts”. Within this module, administrators will be able to manage basic codebooks and eventually make adjustments to platform parameters if the technical solution offers such options. In this module, administrators will be able to control and grant special access rights to users over defaults and view log records. Administrators should not be able to change indicator data even for the purpose of eliminating typographical or other errors. Responsibility for data on indicators is the exclusive competence of “authorized users” from the institutions.
2. The “Authorized Users Module” should allow platform users, employees of institutions, to enter and change indicator data. In addition to this most important functionality, authorized users will be able to create reports intended only for this group of users, as well as to see all the information in the form of charts and tables that are available through public access.
3. The “Public Access Module” allows all users to have an insight into publicly available data without special user credentials. This module is mainly intended for obtaining information in the form of tables and charts based on previously entered data. The graphic and/or tabular display is preceded by the selection of indicators.

The list of indicators from which one indicator is selected for graphical or tabular display can be given in different forms:

* all indicators alphabetically,
* indicators classified by type,
* indicators classified by area,
* Indicators classified according to sectors sensitive to climate change (e.g., hydropower, agriculture, environment)
* Indicators classified according to the field of environmental protection (e.g., soil, air, biodiversity)
* indicators classified by institution and
* indicators classified according to the measuring point.

When presenting data on indicators in the form of charts and/or tables, it should be possible to choose the type of display:

* chart only,
* table only or
* both chart and table

Graphical and tabular displays for one indicator are based on a large amount of data for different time periods. It should be ensured that by selecting one indicator data from the historical sequence, all details are displayed such as: “Year” / “Quarter” / “Season” / “Month”, “Spatial identifier” / “Precise location of the measuring point”, “Reference” and “Rating”.

From the basic description of the module functionalities, it can be concluded that the platform will recognize three types of users:

1. system administrators - employees from CDCUs
2. Authorized users - employees of institutions in charge for submitting indicators
3. all other users without special rights with public access without logging in to the platform

##### USABILITY OF M&E-MRV PLATFORM

The platform will be implemented through two separate instances, for each CDCU separately, taking into account the administrative peculiarities of each of the Entities (e.g., cantons in FBIH represent an additional “level” of users) with application software of identical source code. As both Entities have their own CDCU, this practically means that the platform will consist of two identical instances - one for each Entity.

The M&E-MRV platform should be accessible through a single access point for each CDCU:

* through a unique Web domain, i.e., URL,
* by logging in to one login form,
* By displaying of the so-called Dashboard page where after logging in the user has access to view key information and to all permitted modules or functionalities.

In each instance, it will be possible to process only those data that are related to a given Entity. It is proposed that reporting within each instance be enabled for the two highest vertical levels - the Entity level and the BiH level.

Interoperability of instances: Both instances of the platform for both Entities must have the information necessary to access the other instance.

In terms of the data set over which indicator reports are generated, the software application should be able to base the reporting on the data of only one instance or on the data of both instances. In the design phase, one of two approaches should be considered, agreed upon and chosen:

* the platform has two groups of reports: one group with reports that are created only over the data of its own instance, and the other group of reports that are created over the data of all instances that can be recognised; although this principle may seem irrational (duplication of similar or identical reports) it should be taken into account that for data on some indicators in the Entities there may be some differences in terms of collection frequency, methodology for obtaining indicators, historical data and that such an approach would solve these problems.
* the platform has a unique set of reports, and by appropriate parameterization (e.g., by selecting the appropriate options from the Dashboard or separating options on the menu into two special groups by means of which different parameters are forwarded, or in some other acceptable way) it is achieved that they apply only to the data of the selected instances.

In connection with this functionality, the contractor should consider and define for each indicator, already in the proposal of the platform design, how the quantitative unification of data from two geographical areas - two Entities will be performed.

The ultimate goal of such a flexible reporting scope is to enable the users of the platform, in addition to the Entity level, to get an insight from any instance into the state of climate change indicators and perform reporting for the level of BiH. In that way, the creation of an additional instance that would be exclusively intended for the creation of the consolidated reports for the level of BiH would be avoided.

In the preparatory phase, during the design creation, the contractor, in consultation with UNDP and CDCU experts should agree on whether the reports from the BiH level will be seen through the “Public Access Module” or only through the “Authorized Users Module” with possible granting of the access right.

##### PLATFORM INTERFACES

The platform should be uniform in terms of:

* data entry and processing forms.
* layout of documents,
* Presentation of data, including layout and functionality on forms, exported files and reports according to planned formats

Platform interfaces should offer contextual “help” in all forms. This functionality should include technical information on the use of applications but also contextual information such as legal and other provisions.

##### PLATFORM SECURITY

The platform documentation to be submitted as part of the final report should include:

* Proposal of password policy,
* DR data recovery policy
* System updates management policy (patch management)

In terms of platform security, it is necessary to provide a minimum set of security services:

* confidentiality on communication channels with TLS mechanisms (https and digital certificate),
* user authentication through industry standards such as OAuth 2.0 or similar,
* adequate mechanisms for password verification upon login and password storage,
* support for password policy implementation, configurable parameters for adequate authentication strength, password complexity and support for Multi Factor Authentication,
* access control and
* accounting and auditing management through transaction audit trail mechanisms.

As an additional security mechanism, the platform will require users to re-authenticate if the session is inactive for more than 15 minutes.

The system's recovery policy must include minimal management of data backups and DB schemas through the administration module.

The platform should have the ability to identify:

* users who are currently logged in to the system,
* beginning of the session of each user logged in to the system and
* the time and date of the last session of users who are currently not logged in to the system.

Within the database, records of all logins and logouts to the platform should be kept, including user identification (ID), login time and logout time. Insight into this data should be provided through the administration module.

##### PLATFORM PERFORMANCE

The platform should be optimized as follows:

* display of front-end components of applications on which data is entered should last no longer than 10 seconds on the data link with the characteristics 10Mbps/256kbps and
* Lookup fields related to the selection of a code from the register (codebooks) will be activated after entering two characters and it will not take more than 5 seconds to display the results.

Given the expected volume of transactions and the number of simultaneous users that are not expected to be large in any period of operation of the platform, as well as the fact that the platform will be implemented through two instances, it is sufficient that the platform can support 10 simultaneous users of the system.

##### ACCESS RIGHTS

In order to use the platform and data, the user must go through the authentication and authorization process. The platform must provide different levels of user access that limit the user to certain parts of the system and data related to their process, area of work and institution. The level of access to the database that is determined for the user defines which data the user can access, and for which such user has the right to make changes. In addition to the level of access acquired by belonging to a particular group, the system administrator should be allowed to make exceptions and, optionally and if necessary, revoke or add some of the privileges. Based on the group policy and on the basis of specially declared privileges, a “RSoP/Result Set of Privileges” is obtained for each user.

In addition to the standard access rights related to accessing certain modules or functionalities of the platform, it is necessary to ensure access rights to authorized users in relation to the indicators for which they have responsibilities. These access rights should be implemented in a separate table in the database that will link authorized users and indicators. In this way, it will be ensured that only authorized users who have the obligation to enter/change data perform these tasks and that they have access and the possibility to make changes only for the indicators for which they are responsible.

As mentioned earlier, it will be possible to access the platform publicly and in that case no granting of rights is required.

##### PROCESS OF CREATING USER ACCOUNTS

The process of registering a new user will take place through the platform itself and it is initiated by the person who wants to become an authorized user of the system.

On a special form of the platform, the future user fills in all the necessary access data and enters the e-mail address through which the registration process will be completed. If so decided, the CDCUs may request prior written notice from the institutions on the names of the persons who will use the platform and their e-mail addresses and on the basis of that document decide to whom they will approve a request for access.

After initiating the request to create an account, the platform automatically generates a mail to the system administrator - an employee of the CDCU. After the administrator is assured of its authenticity based on the e-mail address from the request and the written notice of the institution, he/she approves the creation of a user account through the platform.

The platform automatically creates notification mail and sends it to the newly created authorized user. The e-mail contains a program-generated password by means of which the authorized user logs in when first accessing the platform. Just after the first entry in the “Authorized User Module”, the authorized user is required to change the password. Passwords must not be visible anywhere in the system or database and their hash values can be used instead. The platform should provide authorized users to change the password themselves, as well as to reset the password in case they forget it. Authorized user mail is used during the password reset process.

##### LANGUAGE

The interface of the platform will be realized in the languages of all three peoples of BiH, in Cyrillic and Latin script, as well as in English. The previously mentioned codes from the codebook that are important for interoperability (e.g., “Indicator code”, not “ID”) are entered exclusively in Latin script.

##### OTHER FUNCTIONALITIES

In addition to the most important listed functionalities, the platform can also offer the following:

* an internal communication system between the administrator and the authorized users of the platform that would enable the exchange of various notifications mainly by the administrator to the authorized users but also vice versa if necessary,
* creation of a “Plan for submission of data on indicators for a certain period” so that authorized users would be informed via “dashboard” right after joining the platform which data they should submit in the next near period or be warned that the deadline for submitting certain data has expired
* copying all indicators from the scope of competence of one institution from some calendar year to the current calendar year in order to avoid re-entering of information that has not changed in the meantime, e.g., only by correcting the value of the indicators in this way a complete set of indicators for the current year could be entered very quickly

#### C) PROPOSED METHODOLOGY OF SOFTWARE APPLICATION AND DATABASE DEVELOPMENT

An agile approach to AGILE/SCRUM application development is recommended for software application development. In this way, it would be ensured that the project manager(s), as well as experts from the CDCUs are constantly involved in the development and throughout the process have the opportunity to verify the correctness of the functionalities implemented so far. This would avoid a situation in which only after the completion of the implementation, possible shortcomings would be noticed.

The project manager (only in the test phase) and one expert from each of the CDCUs – both Funds – are proposed for the role of Product Owner.

The contractor will delegate a person who will have the role of Scrum Master while the other contractor experts (developers) will make up the Scrum team.

The increments of the software application will be obtained through “sprints” that will last for 2 weeks. Scrum meetings will be organized by the contractor in a way that it considers suitable.

When creating the platform design proposal, the contractor should harmonize the implementation of the software application with this methodology and propose the division of functionalities into groups that can be implemented in the course of two-week stages.

### (e) Deliverables and expected outputs

The Contractor is responsible for the following deliverables:

|  |  |  |
| --- | --- | --- |
| Deliverable 1 | ” Inception report” | 30-July-2021 |
| Deliverable 2 | ”M&E platform design proposal” | 15-August-2021 |
| Deliverable 3 | Designed and tested M&E platform | 15-October -2021 |
| Deliverable 4 | User training | 15-October-2021 |
| Deliverable 5 | MRV platform design proposal | 30-November-2021 |
| Deliverable 6 | Designed and tested MRV platform | 30-January-2021 |
| Deliverable 7 | User training | 28-Mar-2022 |
| Deliverable 8 | Final report | 15-Apr-2022 |

The “Inception Report” should demonstrate the familiarity of the contractor with all documents proposed as a source of information for creating design proposals and programming of the software application. U In this report, the contractor should specifically emphasize which contents from individual documents will play a significant role in creating the application design and thus show that it fully understands the issues addressed by this project.

The “M&E-MRV Platform Design Proposal” document must contain all the details relevant to the database and software application design. This document must take into account all the requirements described in Part 4b “REQUIREMENTS REGARDING THE FUNCTIONALITIES OF THE PLATFORM”. The contractor shall, inter alia, specify the following in this report:

* which modules will be implemented in the application,
* what functionalities will individual modules have,
* what is the structure of the data tables in the supporting database and which codebooks will be contained in it, and what are the relations between them,
* in particular, how the structure of the table intended for storage of indicator data will look like,
* how the user interface of the application will be created,
* how user access rights will be regulated,
* how the dynamics of application development by scrum-cycles is planned and whether it is in accordance with the proposed work methodology,
* how the user support will be realized and what materials will be created for that purpose, etc.

In the design proposal, the contractor, in accordance with its experience in creating this type of software applications, should propose and explain all additional functionalities that it considers should or ought to be added. UNDP and CDCU experts will consider all proposals and give final consent to this document. Only after obtaining the final consent, the contractor can start with the realization of the platform.

The final document “Final Report” consists of:

* documentation on all implemented functionalities of the platform,
* instructions for application users,
* instructions for application administrators,
* video materials that will replace “on-site” user training and
* application source code.

All documents are to be submitted to both UNDP and the responsible persons from the CDCUs, i.e., the institutions which were assigned the role of central data processing units.

All final reports are to be submitted in local language. Summary report must be submitted in both local and English.

**Timelines for each of the deliverables are as follows:**

Deliverable 1: 1 month after signing the contract but not later than 30 July 2021

Deliverable 2: 2 months after signing the contract but not later than 15 August 2021

Deliverable 3: 4 months after signing the contract but not later than 15 October 2021

Deliverable 4: 5 months after signing the contract but not later than 15 October 2021

Deliverable 5: 6 months after signing the contract but not later than 30 November 2021

Deliverable 6: 8 months after signing the contract but not later than 30 January 2021

Deliverable 7: 10 months after signing the contract but not later than 28 March 2022

Deliverable 8: 11 months after signing the contract but not later than 15 April 2022

### (f) Key Performance Indicators and Service Level

Detailed description of key activities with time schedule is stated in table below:

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activtiy** | **M1** | | **M2** | **M3** | **M4** | **M5** | **M6** | **M7** | **M8** | **M9** | **M10** | **M11** |
| Activity 1. (Inception report) |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 2. (M&E platform design proposal) |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 3. (Designed and tested M&E platform, User training) |  | |  |  |  |  |  |  |  |  |  |  |
| Activity 4. (MRV platform design proposal) |  | |  |  |  |  |  |  |  |  |  |  |
| Activity 5. (Designed and tested MRV platform, User training) |  | |  |  |  |  |  |  |  |  |  |  |

In order to proceed on the next phase, previous activity must be approved by UNDP national and international experts as well as beneficiary representatives. After receiving written approval from above-mentioned subjects, Service provider will continue with following activities. Final draft will also be subject of approval of UNDP experts and beneficiaries.

### (g) Governance and accountability

Monitoring and evaluation of the Service Provider’s work will be conducted by the UNDP Project Manager and project beneficiaries (Entity Fund representatives). Service provider will submit monthly reports on progress of all activities. UNDP withholds the right to request periodical updates/reports on particular issues. All reports will be submitted in writing to the above listed persons.

UNDP might request of Service Provider to liaise with respective UNDP partners during the implementation of the activities.

Due to complexity of the tasks, Service Provider will need to appoint at least one person who will at all times be responsible for keeping track of plans, activities, progress reports and ongoing issues.

### (h) Inputs to be provided by UNDP

The UNDP Team will be available to transfer the specific knowledge and inputs on the Project which can be useful for the Service Provider. The UNDP Team will consist of:

* UNDP Project Manager
* UNDP Chief Technical Officer

### (i) Expected duration of the contract

The intended commencement date is June 2021 and period of implementation of the contract will be 11 months from this date. Total number of estimated consultancy workdays is 500.

### (i) Duty Station

The majority of technical work will take place in the own premises of the Service Provider. The consultants team leader should spend a significant amount of time in beneficiary country and on locations of Entity Environment Funds, Hydrometeorological institutes in particular in Sarajevo and Banja Luka.

The Service Provider should organize necessary mission of its team to beneficiary. All meetings have to be attended by consultant’s team leader and one of the key experts. The Service Provider will prepare all necessary inputs for the meetings, in coordination with UNDP project team, as well as draft of the minutes of the meeting.

Due to the current situation with the COVID-19 virus, instead of "on-site" meetings, "on-line" meetings will be held as agreed by all participants.

### (j) Professional qualification of the successful contractor and its key personnel

**Company requirements**

The Service Provider must be a legal entity registered for the requested line of business for at least 3 years prior the date of publishing this tender. In addition, Service Provider needs to fullfill following:

* experience in development and maintenance of the information systems and IT tools, preferably in the area of environment/ climate change and for the governmental institutions
* experience in developing and implementing similar assignments in the field of climate research, review, climate vulnerability assessment and adaptation planning and sound experience in modelling with internationally recommended modelling tools
* knowledge in the development of National communications and related reports to UNFCCC,

**Personnel:**

The Service Povider will ensure that appropriately qualified experts for each task described (5 experts) and necessary equipment for the required works and to achieve overall and specific objectives of this project in terms of time, costs and quality (offer has to have consultant’s description of specific methodology describing all steps which will lead towards successful completion of the task). The offer should clearly state the personnel that will be allocated to each of the activities described.Bidders are obliged to provide a signed statement of availability and exclusivity in the contractual period for each of proposed key experts.

All experts mobilized under this contract must have:

• Excellent analytical, organizational and inter-personal skills;

• Proficiency in report drafting;

• Excellent team-work abilities;

• Advanced computer literacy.

### Team leader

Qualifications and Experience:

* University degree Business Administration, Information Technology, Computer Science, Economics or other relevant field;
* Minimum 10 years of General experience demonstrating and understanding of data management of public sector
* Minimum of 7 years of experience relevant to the scope of this project, preferably related to information systems and databases in environment;
* Management experience in projects with multidisciplinary teams;
* Work experience demonstrating basic knowledge of climate change/ environment legislative;
* Local, Regional and International experience
* Language Qualifications
* Fluency in English.

### System analyst

Qualifications and Experience:

* University degree natural sciences, environmental management, energy or relevant related fields;
* Minimum 7 years of general experience
* Specific Experience relevant to the assignment - 5 or more years of experience in analyzing business processes (primarily at local/regional governance level;
* Fluency in English and BHS language

### Climate Change Adaptation Expert 1

Qualifications and Experience:

* Advanced degree in environment related studies;
* Experience in environmental and climate change regulatory and policy framework in Republika Srpska and Federation of Bosnia and Herzegovina
* Knowledge of the UNFCCC and Paris Agreement;
* At least 7 years of professional experience climate change adaptation areas
* Experience of climate change and sustainable development issues;
* Demonstrable experience in training and capacity building of national stakeholders and institutions;
* Knowledge of EU Regulation 525/2013/EC (MMR Regulation) and establishing of MRV system under the Regulation;
* Knowledge of EU Strategy on adaptation to climate change and A European Green Deal
* Knowledge of UNFCCC toolkits and handbooks on preparation on measurement, reporting and verification systems in developing countries;
* Fluent in English and BHS language

### Climate Change Adaptation Expert 2

Qualifications and Experience:

* Advanced degree in environment related studies;
* Knowledge of the UNFCCC and Paris Agreement;
* At least 7 years of professional experience climate change adaptation areas
* Experience of climate change and sustainable development issues;
* Demonstrable experience in training and capacity building of national stakeholders and institutions;
* Knowledge of EU Regulation 525/2013/EC (MMR Regulation) and establishing of MRV system under the Regulation;
* Knowledge of EU Strategy on adaptation to climate change and A European Green Deal
* Knowledge of UNFCCC toolkits and handbooks on preparation on measurement, reporting and verification systems in developing countries;
* Fluent in English

### Climate Change Mitigation Expert 1

Qualifications and Experience:

* Advanced degree in engineering studies;
* Experience of environmental and climate change regulatory and policy framework in Republika Srpska and Federation of Bosnia and Herzegovina
* Knowledge of the UNFCCC and Paris Agreement;
* At least 7 years of professional experience climate change mitigation areas
* Experience of climate change and sustainable development issues;
* Demonstrable experience in training and capacity building of national stakeholders and institutions;
* Knowledge of EU Regulation 525/2013/EC (MMR Regulation) and establishing of MRV system under the Regulation;
* Knowledge of EU Strategy on adaptation to climate change and A European Green Deal
* Knowledge of UNFCCC toolkits and handbooks on preparation on measurement, reporting and verification systems in developing countries;
* Fluent in English and BHS language

### Climate Change Mitigation Expert 2

Qualifications and Experience:

* Advanced degree in engineering studies;
* Knowledge of the UNFCCC and Paris Agreement;
* At least 7 years of professional experience climate change mitigation areas
* Experience of climate change and sustainable development issues;
* Demonstrable experience in training and capacity building of national stakeholders and institutions;
* Knowledge of EU Regulation 525/2013/EC (MMR Regulation) and establishing of MRV system under the Regulation;
* Knowledge of EU Strategy on adaptation to climate change and A European Green Deal
* Knowledge of UNFCCC toolkits and handbooks on preparation on measurement, reporting and verification systems in developing countries;
* Fluent in English

### Software Architect/Senior Software Developer

Qualifications and Experience:

* University degree in ICT or related field.
* At least 7 years’ experience in developing commonly used industry standard cloud-based information gathering, structuring and reporting systems
* Specific Experience relevant to the assignment- Experience in development and implementation on proposed technical platform; Experience in work with programming languages such as C#, Delphi, Java, PHP; Experience in implementing Cloud solutions; Experience in programming of Database system and SQL language;
* Fluent in English

### Software tester

Qualifications and Experience:

* University degree in ICT or related field. The degree may be waived against relevant experience
* At least 5 years of experience in software testing on similar projects
* Knowledge in preparation of M&E/MRV systems;
* Fluent in Englishand BHS languages.

### (k) Price and Schedule of Payments

Payments of the delivered services will be done according to the following timetable:

* 5 percent of the agreed amount for all activities upon submission and approval of reports related to deliverable 1 (to be approved by UNDP project manager)
* 20 percent of the agreed amount for all activities upon submission and approval of reports related to deliverable 2 (to be approved by UNDP project manager)
* 20 percent of the agreed amount for all activities upon submission and approval of reports related to deliverable 3 (to be approved by UNDP project manager)
* 5 percent of the agreed amount for all activities upon submission and approval of reports related to deliverable 4 (to be approved by UNDP project manager)
* 20 percent of the agreed amount for all activities upon submission and approval of reports related to deliverable 5 (to be approved by UNDP project manager)
* 20 percent of the agreed amount for all activities upon submission and approval of reports related to deliverable 6 (to be approved by UNDP project manager)
* 5 percent of the agreed amount for all activities upon submission and approval of reports related to deliverable 7 (to be approved by UNDP project manager)
* 5 percent of the agreed amount for all activities upon submission and approval of reports related to deliverable 8 (to be approved by UNDP project manager)

# 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 Envelope:**

|  |  |
| --- | --- |
| **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 |  |
| **Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?** |  |

**Financial Proposal Envelope**

**(Must be submitted in a separate sealed envelope/password protected email)**

|  |  |
| --- | --- |
| * 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: Bidder Information 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, * Certificate of Incorporation/ Business Registration * Original Excerpt issued by Tax Administration Office (or another authorized entity for bidders registered outside of BiH) confirming contributions paid for the minimum requested number of full-time employees for at least one-year, issued within one month time from the bid submission date. The excerpt must attain the certified list of employees; * 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: Qualification Form

|  |  |  |  |
| --- | --- | --- | --- |
| 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 of Technical 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 Proposal Form

|  |  |  |  |
| --- | --- | --- | --- |
| 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** (from Table 2) |  |
| **Other Costs** (from Table 3) |  |
| **Total Amount of Financial Proposal** |  |

**Table 2: Breakdown of Professional Fees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Fee Rate** | **No. of Days/months/ hours** | **Total Amount** |
| *A* | *B* | *C=A+B* |
| Key personnel #1 |  |  |  |  |
| Key personnel #2 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Subtotal Professional Fees:** | | | |  |

**Table 3: Breakdown of Other Costs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **UOM** | **Quantity** | **Unit Price** | **Total Amount** |
| International flights | Trip |  |  |  |
| Subsistence allowance | Day |  |  |  |
| Miscellaneous travel expenses | Trip |  |  |  |
| Local transportation costs | Lump Sum |  |  |  |
| Out-of-Pocket Expenses |  |  |  |  |
| Other Costs: (please specify) |  |  |  |  |
| **Subtotal Other Costs:** | | | |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deliverable/**  **Activity description** | **Time**  (person days) | **Professional Fees** | **Other Costs** | **Total** |
| Deliverable 1 |  |  |  |  |
| Deliverable 2 |  |  |  |  |
| ….. |  |  |  |  |

## Form H: Form of Proposal 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)