



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: UNDP/253/2021	Date: 17 August 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of services for **the assessment of climate risks and development of measures to raise interagency awareness of climate change issues in the waste management sector** as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature: **VERA NIKANCHYK**

Name: Vera Nikanchyk

Title: Procurement Assistant

Date: August 17, 2021

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>17.00 Minsk time, August 31, 2021</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: tenders.by@undp.org</p> <ul style="list-style-type: none"> ▪ File Format: PDF ▪ 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: 10 GB ▪ Mandatory subject of email: UNDP_253_2021 ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt.
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, 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 to 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_an_dinvestigation.html#anti</p>
Gifts and Hospitality	<p>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</p>

	<p>invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid 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, 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.</p>
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall 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.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>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 RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days</p> <p><input type="checkbox"/> Others [pls. specify]</p>
Eligibility	<p>A vendor who will be engaged by UNDP may 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. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>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.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	<p>Quotations shall be quoted in:</p> <p><input checked="" type="checkbox"/> US dollars (USD)</p> <p><input checked="" type="checkbox"/> EURO</p> <p><input checked="" type="checkbox"/> Local currency (Belarusian Ruble)</p> <p>Payment under the contract will be made exclusively in the currency indicated in the offer. During the financial assessment, UNDP will convert all prices quoted in various currencies into US dollars at the official UN exchange rate in effect on the last day for submission of offers.</p>
Joint Venture, Consortium	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid 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</p>

or Association	<p>Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; 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, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p> <p>Bids from Joint Ventures, Consortia and Associations will not be accepted for this tender.</p>
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) 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 Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes (for the residents of the Republic of Belarus) <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes (for the non-residents of the Republic of Belarus) <p>Quotations from Bidders - non-residents of the Republic of Belarus, should be exclusive of VAT. <u>If the quotation is submitted by the resident of the Republic of Belarus, VAT, if applicable, must be included in the quotation.</u> Bidders' quotations will be compared excluding VAT.</p>
Language of quotation	<p>Language of the quotation – Russian or English.</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed; <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1; <input checked="" type="checkbox"/> Copy of the Registration certificate; <input checked="" type="checkbox"/> List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project (indicated in Annex 2); <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from top 3 clients; including clients' names and their contact information; <input checked="" type="checkbox"/> Other: <p>If the Bidder lacks experience in performing specific types of work, the Bidder can engage subcontractors (organizations or individuals, or Individual Entrepreneurs) with the relevant qualification and experience, as per section Qualification Requirements of Annex 1, to perform these works.</p>

	<p>In this case, the Bidder shall additionally submit as part of the package of documents the following documents:</p> <ul style="list-style-type: none"> - the official letter, indicating: <ul style="list-style-type: none"> • Subcontractor's name; • name of the Bidder, for whom the Subcontractor will perform the works; • Subcontractor's consent to perform the work for the Bidder; • the list of works to be performed by the Subcontractor for the Bidder; • description of the relevant experience and qualification as per section Qualification Requirements of Annex 1. - copy of the Registration Certificate (for organizations and Individual Entrepreneurs). <p>The total cost of subcontracted works shall not exceed 30% of the total value of the works.</p>
Quotation validity period	Quotations shall remain valid for 60 (sixty) calendar days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <p>If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. 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 quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"</p>
Payment Terms	<input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input checked="" type="checkbox"/> Other <p>Payment is made in stages in accordance with Section 8 "Terms of payment" of Annex 1 within 15 banking days from the date of fulfillment of the following conditions: a) receiving from the Contractor a report on the Stage completed; b) approval of the report by UNDP; c) signing the Acceptance Certificate for the services rendered.</p>
Conditions for Release of Payment	<input type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
Contact Person for correspondence, notifications and clarifications	<p>E-mail address: nadezhda.lesko@undp.org.</p> <p>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Clarifications	Requests for clarification from bidders will not be accepted any later than 3 (three) working days before the submission deadline. Responses to request for clarification will be communicated in written by e-mail .

Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> If a Subcontractor is involved, the Subcontractor's compliance with the requirements to have the qualification and experience in accordance with Annex 1 <input type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others Click or tap here to enter text.
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	17 September 2021
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation 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.

ANNEX 1: SCHEDULE OF REQUIREMENTS

ASSESSMENT OF CLIMATE RISKS AND DEVELOPMENT OF MEASURES TO RAISE INTERAGENCY AWARENESS OF CLIMATE CHANGE ISSUES IN THE WASTE MANAGEMENT SECTOR

UNDER IMPLEMENTATION OF THE EU4CLIMATE PROJECT (EU4CLIMATE) FUNDED BY THE EUROPEAN UNION (EU) AND IMPLEMENTED BY THE UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP) IN BELARUS IN PARTNERSHIP WITH THE MINISTRY OF NATURAL RESOURCES AND ENVIRONMENTAL PROTECTION OF THE REPUBLIC OF BELARUS (HEREINAFTER REFERRED TO AS THE ASSIGNMENT / TOR)

1. GENERAL BACKGROUND INFORMATION ON THE CONTEXT OF THE ASSIGNMENT

EU4Climate Project helps governments in the six EU Eastern Partner countries - Armenia, Azerbaijan, Belarus, Georgia, the Republic of Moldova and Ukraine - to take action against climate change. It supports countries in implementing the Paris Climate Agreement and improving climate policies and legislation. Its ambition is to limit climate change impact on citizens lives and make them more resilient to it. EU4Climate is funded by the EU and implemented UNDP.

The objective of the project is to support the development and implementation of climate-related policies by the Eastern Partnership countries that contribute to their low emission and climate resilient development and their commitments to the Paris Agreement on Climate Change. It identifies key actions and results in line with the Paris Agreement, the 20 Deliverables for 2020", and the key global policy goals set by the UN 2030 Agenda for Sustainable Development. The project will also translate into action priorities outlined in the Eastern Partnership Ministerial Declaration on Environment and Climate Change of October 2016.

The following results will be achieved upon project's implementation:

- (i) Finalized/up-dated nationally determined contributions and national mid-century strategies and communicated to the United Nations Framework Convention on Climate Change (UNFCCC)
- (ii) Improved inter-institutional awareness and coordination at political and technical level of the Paris Agreement and the corresponding national commitments
- (iii) Established or strengthened measurement, reporting and verification (MRV) systems, with countries getting on track with Paris Agreement transparency requirements
- (iv) Establishment of concrete sectoral guidelines for the implementation of the Paris Agreement in each of the Eastern Partners, especially in the field of energy
- (v) Advanced alignment with EU acquis as provided by bilateral agreements with EU and in the context of the Energy Community Treaty
- (vi) Increased mobilization of climate finance
- (vii) Enhanced adaptation planning. As of July 2019, the project has conducted consultations with the governments of the Partner Countries, and has identified priority areas of work and key deliverables for each of the countries.

2. SCOPE OF SERVICES

Performance of the works stipulated in this TOR under the general supervision of the National Project Coordinator will contribute to achieving the following project outcomes: (iv) specific sectoral recommendations for implementation of the Paris Agreement in all EaP member states have been defined; (vii) the adaptation planning system has been strengthened.

Execution of the works requires direct interaction with the Ministry of Natural Resources and Environmental Protection of the Republic of Belarus (MINREP) and other stakeholders.

3. PURPOSE OF THE ASSIGNMENT

The purpose of the assignment is to assess climate risks and develop measures to raise interagency awareness of climate change issues in the waste management sector and wastewater for:

- A. raising interagency awareness of climate change in the waste management sector and wastewater treatment and developing sectoral recommendations for the implementation of the Paris Agreement;
- B. planning climate change adaptation actions in the waste management sector and wastewater treatment;
- C. developing legislative and technical actions to implement measures to raise interagency awareness to climate change issues in the waste management sector and wastewater treatment.

4. LIST OF NEEDED SERVICES AND OBLIGATIONS OF THE CONTRACTOR

1. Stage	To develop a plan and a work schedule for the contract period and to take part in the introductory webinar to be organized by the project (2 weeks)
1.1.	Development of a plan and work schedule for completing the assignment; finalizing of a plan and work schedule in accordance with the comments provided by UNDP
1.2.	Development of the introductory workshop agenda, participation and presentation in the workshop to present a work plan for completing the assignment (the workshop is to be held offline for at least 15 government officials in the waste management sector. Organization of the event and all associated costs will be covered by the project).
2. Stage	To assess vulnerabilities and weather-climate risks, and possible measures for reactive and proactive adaptation in the waste management sector (8 weeks)
2.1.	Assessment of the impact of the current state of the climate system on the waste management and wastewater treatment
2.2.	Exposure and vulnerability assessment of the waste management and wastewater treatment
2.3.	Quantitative risk assessment considering social and economic factors
2.4.	Projection of risks and harm to the economy in view of the sectoral and territorial specificity
2.5.	Assessment of adaptation capacity including identification of the list of adaptation scenarios (options), associated key measures and available resources, as well as the limitations (boundaries) of the adaptation capacity
2.6.	Social-environmental analysis of the economic impact and capacity of adaptation measures in the waste management sector and wastewater treatment
2.7.	Assessment of the effectiveness of the considered adaptation measures at various levels of decision-making (e.g., the measures of reducing vulnerability of the sites and territories that are the most exposed to dangerous climatic impacts are especially effective at the local and regional levels)
2.8.	Development of adaptation scenarios for the waste management sector and wastewater treatment
2.9.	Assessment of the social-economic effectiveness (the ratios of costs, risks (losses) and benefits) resulting from implementation of the suggested adaptation scenarios, and prioritization of the scenarios to choose the best scenario to meet this social-economic effectiveness criterion
2.10.	Analysis of barriers and opportunities for legislative support of adaptation measures for the waste management sector and wastewater treatment
2.11.	Analysis of barriers and opportunities for financing adaptation measures for the waste management sector and wastewater treatment
<i>UNDP will provide comments within 2 weeks after receiving the report on Stage 2</i>	
3. Stage	To analyze interagency awareness of climate change in the waste management (14 weeks)

3.1.	Finalization of the report developed within Stage 2, considering comments provided by UNDP
3.2.	Analysis of administrative, legal, market and other non-economic obstacles to efficient implementation of the measures to raise climate change interagency awareness in the waste management sector and wastewater treatment in Belarus and the awareness of the need to improve the legislative framework to overcome the obstacles and eliminate inconsistencies
3.3.	Analysis of the legislative / institutional / coordination frameworks and the monitoring systems in the waste management sector and wastewater treatment
3.4.	Development of recommendations to raise climate change interagency awareness in the waste management sector and wastewater treatment
3.5.	Assessment of the readiness to develop and implement the climate change adaptation and mitigation measures in the waste management and wastewater treatment
3.6.	Development of legislative and technical actions to implement measures on mainstreaming climate change in the waste management sector and wastewater treatment
<i>UNDP will provide comments on the report within 2 weeks after receiving the report on Stage 3</i>	
3.7.	Policy note (from 3 to 5 pages, font size - 10; Calibri font) with a summary of research findings for all Stages, written in common (non-technical) language, which will be published by the project in the Mass Media.
3.8.	Finalization of the report developed within Stage 3, considering comments provided by UNDP

5. EXPECTED OUTCOME:

Stage	The expected deliverables to be agreed with UNDP	The term for the provision of services
1	A work plan and a work schedule for the contract period have been developed, and the agenda of the introductory workshop has been prepared	2 weeks from date of contract
2	Integrated assessment of vulnerabilities, weather-climate risks, and possible measures for reactive and proactive adaptation in the waste management sector has been completed, including: <ul style="list-style-type: none"> Assessment of the impact of the current state of the climate system on the waste management and wastewater treatment Assessment of exposure and vulnerability of the waste management and wastewater treatment Quantitative risk assessment considering social and economic factors Projection of risks and harm to the economy in view of the sectoral and territorial specificity Assessment of adaptation capacity including identification of the list of adaptation scenarios (options), associated key measures and available resources, as well as the limitations (boundaries) of the adaptation capacity Social-environmental analysis of the economic impact and capacity of adaptation measures in the waste management sector and wastewater treatment Assessment of the effectiveness of the considered adaptation measures at various levels of decision-making (e.g., the measures of reducing vulnerability of the sites and territories that are the most exposed to dangerous climatic impacts are especially effective at the local and regional levels) Development of adaptation scenarios for the waste management sector 	8 weeks from the submission of the deliverables for Stage 1

	<ul style="list-style-type: none"> • Assessment of the social-economic effectiveness (the ratios of costs, risks (losses) and benefits) resulting from implementation of the suggested adaptation scenarios, and prioritization of the scenarios to choose the best scenario meeting this social-economic effectiveness criterion • Analysis of barriers and opportunities for legislative support of adaptation measures for the waste management sector and wastewater treatment • Analysis of barriers and opportunities for financing adaptation measures for the waste management sector and wastewater treatment 	
3	<p>A comprehensive analysis of climate change interagency awareness in the waste management sector has been completed:</p> <ul style="list-style-type: none"> • Completed analyses of: <ul style="list-style-type: none"> ○ Administrative, legal, market and other non-economic obstacles to efficient implementation of the measures to raise climate change interagency awareness in the waste management sector and wastewater treatment in the Republic of Belarus and the awareness of the need to improve the legislative framework to overcome the obstacles and eliminate inconsistencies ○ Legislative / institutional / coordination frameworks and monitoring systems in the waste management sector and wastewater treatment ○ Readiness to develop and implement the considered climate change adaptation and mitigation measures in the waste management sector and wastewater treatment • Recommendations have been developed to raise climate change interagency awareness in the waste management sector and wastewater treatment • Legislative and technical actions have been developed to implement measures in the waste management sector and wastewater treatment • Policy note with a summary of research findings for all Stages, written in common (non-technical) language, which will be published by the project in the Mass Media 	14 weeks from the submission of the deliverables for Stage 2

All reports shall be agreed with UNDP and finalized in accordance with the provided comments.

The expected commencement of the services is September 2021, to be completed by December 2021.

For each stage, the Contractor shall provide the following:

- ✓ Electronic reports based on the template – Annex A. The reports shall be grammatically and stylistically revised before the Contractor submits them to UNDB for review;
- ✓ All source materials, Excel files with the calculations or data;
- ✓ Final versions of the reports in a PDF format;
- ✓ The language of the reports shall be Russian (*if the Contractor is a foreign entity, the Contractor shall cover the cost of the translations and interpretations to be made, and this cost shall be included in the financial offer*).

6. QUALIFICATION REQUIREMENTS TO THE CONTRACTOR:

The Contractor shall provide a brief summary of the work methodology, quality assurance arrangements, while demonstrating that the proposed methodology will suit local conditions and the context of the work. It is also necessary to provide the names and qualification descriptions of the key personnel to be engaged in delivering the services, indicating the team leader, the expert.

Business trips are not envisaged. If necessary, the number of business trips, their duration and terms shall be defined by the Contractor independently when drafting a financial offer, and travel expenses shall be included in the cost of the financial offer.

Required experience	Description of requirements
Organization	<ul style="list-style-type: none"> Compliance of the proposed assignment methodology with the following requirements: <ul style="list-style-type: none"> Description of the sequence of actions: how the assigned tasks of assessing vulnerabilities and weather-climate risks, developing measures to raise interagency awareness of climate change issues in the waste management sector and wastewater treatment will be executed: Brief description of the steps required to assess the vulnerability of the waste management sector and wastewater treatment to climate change, to analyze the measures required for reactive and proactive adaptation in the waste management sector and wastewater treatment How the social-economic effectiveness of the reviewed measures will be assessed How the work will be coordinated and how reports' quality will be assured Which work elements will be outsourced to subcontractors (if applicable) At least 5 years' experience in climate change mitigation or adaptation At least 3 similar projects completed (drafting of documents or plans related to climate, waste management and/or environment / research in the field of climate change adaptation in the European Union (EU), Eastern Partnership (EaP), Eurasian Economic Union countries (EAEU) Availability of the required number of personnel with sufficient qualifications to perform the contract work, at least availability of: Project Manager (responsible executor), Waste Management Sector Expert, Economics Expert; Legal Expert
Personnel: Team Leader	<ul style="list-style-type: none"> Higher specialized education in the field of social sciences, economics, sustainable development, environmental management and/or environmental protection At least 5 years of experience of management of projects related to climate change or environmental protection At least 2 years' experience of working on the climate change adaptation projects in the EU, EaP, EAEU countries / environmental protection — over the past 5 years
Personnel: Expert in the waste management sector / climate change adaptation	<ul style="list-style-type: none"> Higher specialized education in the field of social sciences, economics, sustainable development and/or environmental protection At least 5 years' practical experience in one of the following domains: sustainable development, waste management, waste management regulations, analysis of waste management strategies, analysis of climate change adaptation plans Involvement in the implementation of at least 3 specialized projects in the field of climate change
Personnel:Economics Expert	<ul style="list-style-type: none"> Higher education in economics / management At least 5 years of professional experience in one of the following domains: applied economic analysis, analysis of the scopes related to climate change mitigation and adaptation

	<ul style="list-style-type: none"> • Involvement in the implementation of at least 3 specialized projects in the field of climate change in terms of analysis and assessment of economic data for developing climate policies
Personnel:Legal Expert	<ul style="list-style-type: none"> • Higher education in the field of social sciences or in a related field • At least 5 years of practical experience in one of the following areas: analysis of legislation, including comparative analysis of the institutional, legislative, regulatory framework, analysis of legislation in the field of adaptation to climate change and / or mitigation and / or protection the environment; • Involvement in the development of at least 2 legal acts or non-regulatory legal acts (strategies, programs, plans, concepts))
Notes	<p>If the Bidder lacks experience in performing specific types of work, the Bidder can engage subcontractors (organizations or individuals, or Individual Entrepreneurs) with the relevant qualification and experience, as per section Qualification Requirements of Annex 1, to perform these works.</p> <p>In this case, the Bidder shall additionally submit as part of the package of documents the following documents:</p> <ul style="list-style-type: none"> - the official letter, indicating: <ul style="list-style-type: none"> • Subcontractor's name; • name of the Bidder, for whom the Subcontractor will perform the works; • Subcontractor's consent to perform the work for the Bidder; • the list of works to be performed by the Subcontractor for the Bidder; • description of the relevant experience and qualification as per section Qualification Requirements of Annex 1 - copy of the Registration Certificate (for organizations and Individual Entrepreneurs). <p>The total cost of subcontracted works shall not exceed 30% of the total value of the works.</p>

7. Terms of payment:

Stage	Terms of Payment
1	10% of overall contract amount
2	50% of overall contract amount
3	40% of overall contract amount

Payments will be made within 15 banking days from the date when the following conditions are met:

- receiving a report from the Contractor on the completed stage;
- obtaining approval from UNDP for the results of work;
- signing the Acceptance Certificate for rendered services.

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	UNDP/253/2021	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.
List and value of <u>ongoing</u> Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project	
Name of previous contracts	Client & Reference Contact Details including e-mail Contract Value Period of activity Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , 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 have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract 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 and 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.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We 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.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	UNDP/253/2021	Date: Click or tap to enter a date.

Technical Offer

1. Compliance of the methodology proposed to perform the task with the following requirements:

The methodology to perform the task

This section shall demonstrate the compliance of the proposed by the Bidder methodology with the requirements specified in the Schedule of Requirements. The methodology shall contain:

- description of the sequence of actions: how the assigned tasks of assessing vulnerabilities and weather-climate risks, developing measures to raise interagency awareness of climate change issues in the waste management sector and wastewater treatment will be executed
- brief description of the steps required to assess the vulnerability of the waste management sector and wastewater treatment to climate change, to analyse measures required for reactive and proactive adaptation in the waste management sector and wastewater treatment
- how will the social-economic effectiveness of the reviewed measures will be assessed
- how will the work be coordinated and how reports' quality will be assured
- which work elements will be outsourced to subcontractors (if applicable)

* If the description of the methodology (3-5 pages in single space) provided by the Bidder is incomplete and if the proposed methodology does not correspond to the Schedule of Requirements, then this methodology will be considered technically inappropriate to the requirements of this Request for Quotation.

2. Confirmation of minimum 5 years of experience in climate change mitigation or adaptation

Table 1

Subject of work in climate change mitigation or adaptation (lines can be added or removed as needed)	Period of work	The name of the employing organization
1.		
2.		
3.		
4.		
5.		

3. Confirmation of at least 3 similar projects completed (drafting of documents or plans related to climate, waste management and/or environment / research in the field of climate change adaptation in the European Union (EU), Eastern Partnership (EaP), Eurasian Economic Union countries (EAEU)

Table 2

Title of the completed project (lines can be added or removed as needed)	Period of project implementation	Description of the project (allowed in the form of an attachment to the Technical and Financial Proposal and / or a link to the project)	The name of the employing organization	Position, full name of the contact person, telephone No
1.				
2.				
3.				

4. Confirmation of the availability of the required number of personnel with sufficient qualifications to perform works under the contract, to include, at a minimum: Project Manager (Team Leader), Waste Management Sector Expert, Economics Expert, Legal Expert.

Table 3

Requirements to the Bidder's personnel	Compliance of the Bidder's personnel with the requirements (fill in each column specifying the required information, supporting documents may be requested additionally)
Team Leader – Higher specialized education in the field of social sciences, economics, sustainable development, environmental management and/or environmental protection;	Yes/No*

[specify the period of work]	
<p>Legal Expert</p> <ul style="list-style-type: none"> Higher education in the field of social sciences or in a related field <p>[specify the name of the university and the years of study]</p> <ul style="list-style-type: none"> At least 5 years of practical experience in one of the following areas: analysis of legislation, including comparative analysis of the institutional, legislative, regulatory framework, analysis of legislation in the field of adaptation to climate change and / or mitigation and / or protection the environment; <p>[specify the name of employing organization] [specify the area of work] [specify the titles of positions held] [specify the period of work]</p> <ul style="list-style-type: none"> Involvement in the development of at least 2 legal acts or non-regulatory legal acts (strategies, programs, plans, concepts) <p>[specify the title legislative legal acts or non-regulatory legal acts] [specify the period of work]</p>	<p>Yes/No*</p> <p>Yes/No*</p> <p>Yes/No*</p>

* leave the selected Yes/No answer for the expert and delete unnecessary)

If the Bidder lacks experience in performing specific types of work, the Bidder can engage subcontractors (organizations or individuals, or Individual Entrepreneurs) with the relevant qualification and experience, as per section Qualification Requirements of Annex 1, to perform these works.

In this case, the Bidder shall additionally submit as part of the package of documents the following documents:

- **the official letter**, indicating:

- Subcontractor's name;
- name of the Bidder, for whom the Subcontractor will perform the works;
- Subcontractor's consent to perform the work for the Bidder;
- the list of works to be performed by the Subcontractor for the Bidder;
- description of the relevant experience and qualification as per section Qualification Requirements of Annex 1

- **Copy of the Registration Certificate** (for organizations and Individual Entrepreneurs).

The total cost of subcontracted works shall not exceed 30% of the total value of the works.

Financial Offer

Provide a lump sum for the provision of the services stated in the Schedule of Requirements. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

Table 1. Currency of Quotation:

- ☐ US dollars (USD)
- ☐ EURO
- ☐ Local currency (Belarusian Ruble)

Ref	Description of Deliverables/Stages	% of the Total Contract price**	Price (excluding VAT)	VAT rate —% Amount of VAT	Total Price (including VAT)	Dates of delivery of Services*
1.	Development and approval of a work plan and agenda of the introductory workshop	10%				
2.	Assessment of vulnerabilities and weather-climate risks, and possible measures for reactive and proactive adaptation in the waste management sector	50%				
3.	Analysis of climate change interagency awareness in the waste management sector	40%				
Total Price		100%				

*All the Stages shall be completed by December 20, 2021

** % of each Stage of work is fixed and shall not be changed.

Table 2. Breakdown of Fees

Currency:

- ☐ US dollars (USD)
☐ EURO
☐ Local currency (Belarusian Ruble)

Personnel / other elements	UOM	Q-ty	Unit Price, excluding VAT	Unit Price, with VAT	Total Price excluding VAT	Total Price including VAT
Personnel						
Team lead	Working day					
Energy Sector Expert	Working day					
Expert in economics	Working day					
Legal Expert	Working day					
Other expenses <i>(delete unnecessary)</i>						
International flights						
Subsistence allowance						
Local Transportation						
Communication						

Other Costs: (please specify)						
Total						

*** The Total Price including VAT (if applicable) in Table 1 shall coincide with the Total Price including VAT (if applicable) in Table 2**

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time (by December 20, 2021)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms (in stages in accordance with Section 8 "Terms of payment" of Annex 1 within 15 banking days from the date of receiving from the Contractor a report on the Stage completed; approval of the report UNDP and signing the Acceptance Certificate for the services rendered	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Quotation remains valid for 60 (sixty) calendar days from the deadline for the submission of Quotation.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Full acceptance of the General Conditions of Contract	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
The total cost of subcontracted works doesn't exceed 30% of the total value of the works	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
Exact name and address of company Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.