



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: UNDP/263/2021	Date: 24 August 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of services **for the development of deep GHG emission reduction scenarios until 2050 in the Agricultural sector within the framework of EU4Climate Project** 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 24, 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, September 7, 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_263_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 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</p>

	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.
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 Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the</p>

or Association	<p>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 <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes <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 <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 (indicated in Annex 2); <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from top clients in terms of Contract value in similar field (at least 3 (three)), 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, 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. <p>- copy of the Registration Certificate (for organizations and Individual Entrepreneurs).</p> <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 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, Click or tap here to enter text. 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"
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 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.
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	E-mail address: nadezhda.lesko@undp.org . Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. 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.
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 requirement 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.	24 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

to develop scenarios for reducing greenhouse gas emissions by 2050 in the Agricultural sector under implementation of the EU for Climate project funded by the European Union and implemented by the United Nations Development Program (UNDP) in Belarus in partnership with the Ministry of Natural Resources and Environmental Protection of the Republic of Belarus (hereinafter referred to as “the Project”) (hereinafter referred to as “the assignment” / “TOR”)

1. GENERAL BACKGROUND INFORMATION ON THE CONTEXT OF THE ASSIGNMENT

The EU for Climate project (EU4Climate) aims to support the six eastern EU neighbours (Armenia, Azerbaijan, Belarus, Georgia, Moldova, and Ukraine) in their climate change mitigation efforts. This project facilitates implementation of the Paris Agreement and improvement of climate policy and legislation. Its goal is to limit the impact of climate change on the lives of people and to make them more resilient to climate change. EU4Climate is funded by the European Union (EU) and implemented by the United Nations Development Program (UNDP).

The project objective is to support development and implementation of climate change policies in the Eastern Partnership (EaP) countries to assist them in transitioning to low-emission climate-resilient economy and fulfil their Paris Agreement commitments. The project outlines the key actions and outcomes aligned with the Paris Agreement, the 20 Deliverables for 2020 document, and the key global political goals enshrined in the UN Sustainable Development Agenda 2030 (Agenda 2030). The project will also implement the priorities outlined in the Eastern Partnership Ministerial Declaration on Environment and Climate Change in October 2016.

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

(i) The Nationally Determined Contribution (NDC) and the Long Term Development Strategies have been finalized / updated and submitted to the United Nations Framework Convention on Climate Change (UNFCCC);

(ii) Interagency awareness has been raised and policy / technical coordination on implementation of the Paris Agreement and relevant national commitments has been improved;

(iii) The Emissions Monitoring, Reporting and Verification (MRV) system has been established or strengthened in compliance with the Paris Agreement transparency requirements;

(iv) Specific sectoral recommendations for implementation of the Paris Agreement in all EaP member states have been defined;

(v) Deeper alignment with the EU legislation has been ensured in line with bilateral agreements with the EU;

(vi) Climate change finance mobilization has been intensified;

(vii) The adaptation planning system has been strengthened. As of July 2019, the project has advised partner governments and identified priority actions and key deliverables for each country.

2. SCOPE OF SERVICES

Performance of the works stipulated in the Terms of Reference under the general supervision of the National Project Manager will contribute to achieving one of the key project objectives: the Nationally Determined Contribution (NDC) and the long-term development strategies have been finalized / updated and submitted to the United Nations Framework Convention on Climate Change (UNFCCC).

Execution of the works requires direct interaction with the Ministry of Natural Resources and Environmental Protection (hereinafter, “Ministry of Environment”) and other stakeholders.

3. PURPOSE OF THE ASSIGNMENT

The purpose of the assignment: to conduct a study and develop scenarios for reducing greenhouse gas (GHG) emissions by 2050 in the Agricultural sector considering the objectives of deep decarbonization of the economy in order to develop a national long-term development strategy focused on achieving the key goal of the Paris Climate Agreement under the auspices of the United Nations Framework Convention on Climate Change (UNFCCC).

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.	Drafting a plan and a work schedule for implementing the assignment; finalization of the plan and the schedule in line with the comments by the UNDP and the Ministry of Environment
1.2.	Drafting a program and a presentation, and participating in the introductory workshop to introduce a work plan for the assignment (<i>an offline workshop is planned for at least 10 representatives of the government agricultural authorities. The event will be organized by the project; all associated costs will be covered by the project</i>)
2. Stage	Drafting a report analyzing the actions required to reduce GHG emissions in agriculture (10 weeks)
2.1.	Using carbon-free technologies, materials and energy sources
2.2.	Applying a no-till and minimal-till system
2.3.	Transition to application of organic fertilizers or other crops
2.4.	Application of possible innovations, integrated systems, agro-ecological technologies and practices of organic farming used in developed countries that can be adapted in Belarus
2.5.	Analysis of the economic efficiency of potential technologies aimed at reducing GHG emissions in agriculture
2.6.	Analysis of the economic incentives arrangements and necessary investment costs for business entities associated with introducing low-carbon production technologies, with the feasibility of the most efficient approach
3. Stage	Drafting a report analyzing the impact of the actions and arrangements under consideration on GDP growth/decline (5 weeks)
<i>UNDP and the Ministry of Environment will comment within 2 weeks after receiving the Stage 2 report</i>	
3.1.	Analysis of the impact of the actions and arrangements under consideration (Stage 2) on GDP growth/decline
3.2.	Finalization of the report drafted under Stage 2 considering the comments by UNDP and the Ministry of Environment

4. Stage	Drafting a report analyzing the impact of climate change on crop and livestock production (8 weeks)
<i>UNDP and the Ministry of Environment will comment within 2 weeks after receiving the Stage 3 report</i>	
4.1.	Analyzing the impact of changes in the yields of agricultural crops considering the expected climatic changes by 2050 (analysis of climatic changes to be provided by the project)
4.2.	Preparing input data on the crops structure and gross yield for projecting nitrous oxide emissions by 2050 resulting from tilling plant residues of agricultural crops into the soil
4.3.	Analyzing the impact of changes in animal husbandry development considering the expected climatic changes by 2050 (analysis of climatic changes to be provided by the project)
4.4.	Analyzing the benefits of actions to reduce emissions resulting from livestock production by increasing productivity while meeting animal health and welfare requirements
4.5.	Finalizing the report drafted under Stage 3 considering the comments by UNDP and the Ministry of Environment
5. Stage	Make projections of possible emission reductions if the actions stipulated under Stages 2 – 4 are implemented under various intensity scenarios: BAU, low decline, accelerated, steep (4 weeks)
5.1.	Making projections of emission reductions considering the outputs of stages 2 – 4 under different intensities of actions' implementation: BAU, low decline, accelerated, steep
5.2.	Drafting a non-technical policy note with the research findings summary to be published by the project in the Mass Media

5. EXPECTED OUTCOME AND SERVICE ACCEPTANCE PROCEDURE:

Stage	The expected outcome to be agreed with UNDP and the Ministry of Environment	Service provision period
1	A work plan and a work schedule for the contract period have been developed and approved, and the agenda of the introductory workshop has been drafted	2 weeks from the date of contract signing
2	A report containing an analysis of the actions required to reduce GHG emissions in agriculture has been drafted and approved	10 weeks from the date of contract signing
3	A report containing an analysis of the impact of the actions and arrangements under consideration on GDP growth/decline has been drafted and approved	5 weeks after submitting Stage 2 deliverables
4	A report containing analysis of the impact of climate change on crop and livestock production has been drafted and approved. The comments to the reports completed under Stages 2 and 3 have been considered and finalized	8 weeks after submitting Stage 3 deliverables

5	A report has been drafted and approved containing projections of possible emission reductions if the measures stipulated in Stages 2 — 4 are implemented under various intensity scenarios: BAU, low decline, accelerated, steep	4 weeks after submitting Stage 3 deliverables
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All reports shall be agreed with UNDP.

The expected commencement of the services is September 2021, to be completed by March 2022.

Upon each Stage, the Contractor shall deliver as follows:

- ✓ Electronic reports based on the template – Annex A. The reports shall be grammatically and stylistically revised before the Contractor submits them to UNDP for review.
- ✓ A non-technical policy note with the research findings summary, 3 to 5 pages long, font size: 10; font: Calibri.
- ✓ 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 cost estimate*).

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. The Contractor shall also provide **the names** and qualification descriptions of its key personnel to be engaged in delivering the services, indicating the team leader, the expert, etc., and submitting relevant CVs proving the qualifications of the team.

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

Required experience	Description of the requirements
Organization's	<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 assignments associated with the analysis of the actions necessary to reduce GHG emissions in agriculture will be completed ○ Brief description of the steps required to analyze the impact of the actions and arrangements under consideration on GDP growth/decline ○ Brief description of projecting the GHG emission reductions ○ How will the work 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 in agriculture • At least 3 similar projects completed (developing low-emission development strategies or drafting documents or plans related to climate or agriculture and/or environment or researching and simulating scenarios of deep GHG emission reductions in the countries of the European Union (EU), Eastern Partnership (EaP), and Eurasian Economic Union (EAEU))

	<ul style="list-style-type: none"> • Availability of the required number of personnel with sufficient qualifications to perform the contract work, at least availability of: Project Manager (responsible implementer), Agricultural Sector Expert, Economics Expert; Simulation Expert
Personnel: Team Leader	<ul style="list-style-type: none"> • Higher specialized education in the domains of social sciences, economics, management and/or environmental protection • at least 5 years of project management experience • at least 3 years' experience of working on the climate change mitigation projects in the EU, EaP, EAEU countries, in environmental protection, agriculture — over the past 5 years
Personnel: An Expert in the Agriculture Sector	<ul style="list-style-type: none"> • Higher education in agriculture and/or environmental protection or in a related domain • At least 5 years' practical experience in one of the following domains: development of the Agricultural sector, production technologies improvement • At least 2 years of experience in advising on climate change issues and implementing climate change policies in the Agricultural sector in the Republic of Belarus and/or any country of the CIS, EaP, EAEU
Personnel: Economics Expert	<ul style="list-style-type: none"> • Higher education in economics / management / environmental protection • 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 / green investments • Involvement in assessing economic data under implementation of at least 3 specialized projects related to climate change
Personnel: Simulation Expert	<ul style="list-style-type: none"> • Higher education in analytics / computer science / mathematics • Minimum 2 years' experience in research, data analysis • Involvement in the implementation of at least 3 projects of model design and development
Notes	<p>If the Bidder is not experienced in performing certain types of works, the Bidder may engage subcontractors to do the works (legal entities or individuals or individual entrepreneurs). The proposed subcontractors shall meet the qualification requirements to a contracted organization (if a legal entity is subcontracted) / personnel (if the subcontractors are individual experts).</p> <p>At that, the engaged subcontractor shall provide its written consent to do the work by submitting an original hard copy letter (as part of the relevant documents package of the Bidder), specifying:</p> <ul style="list-style-type: none"> • the subcontractor's name; • the name of the Bidder for which the subcontractor is ready to do the work; • the list of works that the subcontractor will perform for the Bidder. <p>The scope of the works to be performed by the subcontractor shall not exceed 30 percent of the total scope of works</p>

7. PAYMENT CONDITIONS:

Stage	Payment procedure
1	10 percent of the total contract amount
2	40 percent of the total contract amount

3	20 percent of the total contract amount
4+5	30 percent of the total contract amount

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

- a) the Contractor's report on a completed stage has been received;
- b) the approvals for the results of work have been received from UNDP;
- c) the Acceptance Certificate for the services rendered has been signed.

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/263/2021	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? <i>(If yes, provide a Copy)</i>	<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 <i>(If yes, provide a Copy)</i>	<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

Yes	No	
		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.
<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/263/2021	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 assignments associated with the analysis of the actions necessary to reduce GHG emissions in agriculture will be completed
- brief description of the steps required to analyze the impact of the actions and arrangements under consideration on GDP growth/decline
- brief description of projecting the GHG emission reductions
- 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 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 at least 5 years' experience in climate change mitigation in agriculture

Table 1

Subject of work in the field of climate change in agriculture (lines can be added or removed as needed)	Period of work	The name of the employing organization
1.		
2.		
3.		
4.		
5.		
6.		
7.		

3. Confirmation of at least 3 similar projects completed (developing low-emission development strategies or drafting documents or plans related to climate or agriculture and/or environment or researching and simulating scenarios of deep GHG emission reductions in the countries of the European Union (EU), Eastern Partnership (EaP), and Eurasian Economic Union (EAEU))

Table 2

Title of the completed project (lines can be added or removed as needed)	Period of project implementation	Description of the project (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.				
5.				
6.				
7.				

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: a Project Manager (responsible officer); Agricultural Sector Expert; an Expert in Economics; and an Expert in Modelling

Table 3

Requirements to the Bidder's personnel	Compliance of the Bidder's personnel with the requirements <i>(fill in each column specifying the required information, supporting documents may be requested additionally)</i>
<p>Team leader</p> <ul style="list-style-type: none"> - Higher specialized education in the domains of social sciences, economics, management and/or environmental protection; [specify the name of the university and the years of study] - At least 5 years of project management experience; [specify the project title, the Client and the country where it was implemented] [specify the project objective] [specify the period of work] - At least 3 years' experience of working on the climate change mitigation projects in the EU, EaP, EAEU countries, in environmental protection, agriculture — over the past 5 years. [specify the project title, the Client and the country where it was implemented] [specify the project objective] [specify the period of work] 	<p>Yes/No*</p> <p>Yes/No*</p> <p>Yes/No*</p>
<p>Expert in the agriculture sector</p> <ul style="list-style-type: none"> - Higher education in agriculture and/or environmental protection or in a related domain; [specify the name of the university and the years of study] - At least 5 years' practical experience in one of the following domains: development of the Agricultural sector, production technologies improvement; [specify the name of employing organization] [specify areas of work] [specify the titles of positions held] [specify the period of work] - At least 2 years of experience in advising on climate change issues and implementing climate change policies in Agricultural sector in the Republic of Belarus and/or any country of the CIS, EaP, EAEU. 	<p>Yes/No**</p> <p>Yes/No*</p> <p>Yes/No*</p>

<p>[specify the project title, the Client and the country where it was implemented]</p> <p>[specify the project objective]</p> <p>[specify the period of work]</p>	
<p>Expert in economics</p> <ul style="list-style-type: none"> Higher education in economics / management / environmental protection; <p>[specify the name of the university and the years of study]</p> <ul style="list-style-type: none"> 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 / green investments; <p>[specify the name of employing organization]</p> <p>[specify the area of work]</p> <p>[specify the titles of positions held]</p> <p>[specify the period of work]</p> <ul style="list-style-type: none"> Involvement in assessing economic data under implementation of at least 3 specialized projects related to climate change. <p>[specify the project title, the Client and the country where it was implemented]</p> <p>[specify the project objective]</p> <p>[specify the titles of positions held]</p> <p>[specify the period of work]</p>	<p>Yes/No*</p> <p>Yes/No*</p> <p>Yes/No*</p>
<p>Expert in modelling</p> <ul style="list-style-type: none"> Higher education in analytics / computer science / mathematics; <p>[specify the name of the university and the years of study]</p> <ul style="list-style-type: none"> Minimum 2 years' experience in research, data analysis; <p>[specify the name of employing organization]</p> <p>[specify the area of work]</p> <p>[specify the titles of positions held]</p> <p>[specify the period of work]</p> <ul style="list-style-type: none"> Involvement in the implementation of at least 3 projects of model design and development. <p>[specify the project title, the Client and the country where it was implemented]</p> <p>[specify the project objective]</p> <p>[specify the titles of positions held]</p> <p>[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, 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 the work plan and work schedule for the contract period, as well as the agenda of the introductory workshop	10%				
2.	Development and approval of the report containing an analysis of the actions required to reduce GHG emissions in agriculture	40%				
3.	Development and approval of the report containing an analysis of the impact of the actions and arrangements under consideration on GDP growth/decline	20%				
4.	Development and approval of the report containing analysis of the impact of climate change on crop and livestock production. Finalization of the reports completed under Stages 2 and 3	30%				
5.	Development and approval of the report containing projections of possible emission reductions if the measures stipulated in Stages					

	2 — 4 are implemented under various intensity scenarios: BAU, low decline, accelerated, steep					
Total Price		100%				

*All the Stages shall be completed by February 28, 2022

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

Table 2. Breakdown of Fees

☐ 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 Leader	Working day					
Expert in the agriculture sector	Working day					
Economics Expert	Working day					
Simulation Expert	Working day					
Other expenses <i>(delete unnecessary)</i>						
International flights						
Subsistence allowance						
Local Transportation						
Communication						

* 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 February 28, 2022)	<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 by 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.	
<i>Exact name and address of company</i> 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.