



## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: <b>UNDP/286/2021</b>	Date: <b>10 September 2021</b>
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### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of services for **the assessment of the impact of climate change, vulnerability and climate risks of the Heat & Power, Construction, Utilities and Transport Sub-sectors for the formulation of the National Adaptation Plan**

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:

*Irina Grozick*

Signature: \_\_\_\_\_

Name: Irina Grozick

Title: Procurement Associate

Date: September 10, 2021

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Introduction</b>	<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 <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></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>
<b>Deadline for the Submission of Quotation</b>	<p><b>17.00 Minsk time, September 24, 2021</b></p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> <b>Dedicated Email Address</b></p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p> <p>Bid submission address: <b>tenders.by@undp.org</b></p> <ul style="list-style-type: none"> <li>▪ File Format: <b>PDF</b></li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: <b>10 GB</b></li> <li>▪ Mandatory subject of email: <b>UNDP_286_2021</b></li> <li>▪ 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”.</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The bidder should receive an email acknowledging email receipt.</li> </ul>
<b>Cost of preparation of quotation</b>	<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>
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<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 <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></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 <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</a></p>

<b>Gifts and Hospitality</b>	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 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.
<b>Conflict of Interest</b>	<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>
<b>General Conditions of Contract</b>	<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"/> <a href="#">General Terms and Conditions</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for Works</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<p><input checked="" type="checkbox"/> <b>Cancellation of PO/Contract if the delivery/completion is delayed by 30 days</b></p> <p><input type="checkbox"/> Others [pls. specify]</p>
<b>Eligibility</b>	<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>
<b>Currency of Quotation</b>	<p>Quotations shall be quoted in:</p> <p><input checked="" type="checkbox"/> <b>US dollars (USD)</b></p> <p><input checked="" type="checkbox"/> <b>EUR</b></p> <p><input checked="" type="checkbox"/> <b>Local currency (Belarusian Ruble)</b></p> <p><b>Payment under the contract will be made exclusively in the currency indicated in the quotation. 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 quotations.</b></p>

<b>Joint Venture, Consortium or Association</b>	<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 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 <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p> <p><b>Bids from Joint Ventures, Consortia and Associations will not be accepted for this tender.</b></p> <p><b>Involvement of subcontractors (non-staff external expert) is not foreseen for this tender. UNDP reserves the right to additionally request copies of contracts of the proposed experts to confirm compliance with this requirement.</b></p>
<b>Only one Bid</b>	<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"> <li>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</li> <li>b) they have the same legal representative for purposes of this RFQ; or</li> <li>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;</li> <li>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</li> <li>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.</li> </ul>
<b>Duties and taxes</b>	<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"> <li><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes (for the residents of the Republic of Belarus)</li> <li><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes (for the non-residents of the Republic of Belarus)</li> </ul> <p>Quotations from Bidders - non-residents of the Republic of Belarus, should be exclusive of VAT. <b><u>If the quotation is submitted by the resident of the Republic of Belarus, VAT, if applicable, must be included in the quotation.</u></b> Bidders' quotations will be compared excluding VAT.</p>
<b>Language of quotation</b>	<p><b>Language of the quotation – Russian or English.</b></p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>Annex 2: Quotation Submission Form duly completed and signed;</b></li> <li><input checked="" type="checkbox"/> <b>Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1;</b></li> <li><input checked="" type="checkbox"/> <b>Copy of the Registration certificate;</b></li> </ul>

	<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 3 clients; including clients' names and their contact information; <input type="checkbox"/> Other
<b>Quotation validity period</b>	Quotations shall remain valid for <b>60 (sixty) calendar days</b> from the deadline for the Submission of Quotation.
<b>Price variation</b>	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.
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> <b>Not permitted</b> <input type="checkbox"/> Permitted
<b>Alternative Quotes</b>	<input checked="" type="checkbox"/> <b>Not permitted</b> <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, 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"
<b>Payment Terms</b>	<input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input checked="" type="checkbox"/> <b>Other</b>  <b>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:</b> <b>a) receiving from the Contractor a report on the Stage completed;</b> <b>b) approval of the report by UNDP;</b> <b>c) signing the Acceptance Certificate for the services rendered.</b>
<b>Conditions for Release of Payment</b>	<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"/> <b>Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements</b> <input type="checkbox"/> Others [pls. specify]
<b>Contact Person for correspondence, notifications and clarifications</b>	E-mail address: <b>nadezhda.lesko@undp.org</b> . Attention: Quotations <b>shall not</b> be submitted to <b>this address</b> 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.
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than <b>3 (three) working days</b> before the submission deadline. Responses to request for clarification will be communicated <b>in written by e-mail</b> .
<b>Evaluation method</b>	<input checked="" type="checkbox"/> <b>The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer</b> <input type="checkbox"/> Other
<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> <b>Full compliance with all requirements as specified in Annex 1</b>

	<input checked="" type="checkbox"/> <b>Full acceptance of the General Conditions of Contract</b> <input type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others <a href="#">Click or tap here to enter text.</a>
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	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.
<b>Type of Contract to be awarded</b>	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> <a href="#">Contract Face Sheet</a> (Goods and-or Services) <input type="checkbox"/> <a href="#">Contract for Works</a> <input type="checkbox"/> Other Type/s of Contract [pls. specify]
<b>Expected date for contract award.</b>	<b>07 October 2021</b>
<b>Publication of Contract Award</b>	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.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	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 <a href="http://www.ungm.org">www.ungm.org</a> . 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 THE IMPACT OF CLIMATE CHANGE, VULNERABILITY AND CLIMATE RISKS OF THE HEAT & POWER, CONSTRUCTION, UTILITIES AND TRANSPORT SUB-SECTORS FOR THE FORMULATION OF THE NATIONAL ADAPTATION PLAN**

UNDER IMPLEMENTATION OF THE EU4CLIMATE PROJECT (EU4CLIMATE) FUNDED BY THE EUROPEAN UNION 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 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**

Under the general supervision of the National Project Coordinator the performance of the works provided for by this TOR will contribute to the achievement of the following project results: (i) Nationally Determined Contribution and Long-Term Development Strategies have been finalized/updated and presented to the UN Framework Convention on Climate Change (UNFCCC) (regarding adaptation), (ii) interinstitutional awareness and coordination have been improved at the political and technical level regarding the implementation of the Paris Agreement and meeting respective national

commitments, (v) Alignment with the EU Acquis has been enhanced in line with bilateral agreements with the EU, and (vii) the system of adaptation action planning has been strengthened.

The performance of works will require direct interaction with the Ministry of Natural Resources and Environmental Protection of the Republic of Belarus and other stakeholders.

### 3. PURPOSE OF THE ASSIGNMENT

The objective of the assignment is to assess the impact of climate change, vulnerability and climate risks for a number of key economic sectors of the Republic of Belarus in order to strengthen the system of planning climate change adaptation action in the Republic of Belarus.

### 4. LIST OF SERVICES AND OBLIGATIONS OF THE CONTRACTOR

<b>1. Stage</b>	<b>Development of a plan , strategy and methodology of assessing the impact of climate change, work schedule for the Contract implementation (4 weeks)</b>
1.1.	Development of a plan and schedule of service provision
1.2.	Development of the workshop agenda and participation in the inception workshop ( <i>the workshop is organized by the Project</i> )
1.3.	<p>Development of the strategy and methodology of assessing the impact of climate change, vulnerability and climate risks for the target sectors:</p> <ul style="list-style-type: none"> <li>○ Description of the context of the study: <ul style="list-style-type: none"> <li>• geographic boundaries or administrative borders;</li> <li>• short description of the target sectors;</li> <li>• existing documents and information relating to climate change adaptation (study, databases, legislation, international commitments, etc.);</li> <li>• target audience, end users;</li> <li>• available information and data;</li> <li>• assessment methods and tools, etc.;</li> </ul> </li> <li>○ Definition and a brief description of stakeholders;</li> <li>○ Identification of opportunities and description of the methods of stakeholder engagement;</li> <li>○ Description of the methodology of the assessment of the impact of climate change, vulnerability and climate risks for the target sectors;</li> <li>○ Identification of approaches to the analysis of susceptibility to climate change;</li> <li>○ Identification of the indicators for the assessment of the impact of climate change, vulnerability and climate risks for the target sectors. Formulated with due account for the indicators shown in Annex A. <i>The assessment of vulnerability for the target sectors (fuel and energy complex, construction, transport, utilities) in the area of financial and investment policy and legislative and legal framework is conducted in cooperation with the national consultants hired by the Project;</i></li> <li>○ Identification of barriers and opportunities for the development and implementation of climate adaptation measures (including financial and legislative) <i>is performed in cooperation with the national consultants hired by the Project;</i></li> <li>○ The development of the Index of the assessment of vulnerability and impact of climate change <i>is conducted in cooperation with the national consultants hired by the Project</i></li> </ul>
<b>2. Stage</b>	<b>Stakeholder consultations (8 weeks)</b>
2.1.	<ul style="list-style-type: none"> <li>○ Prepare the plan and materials for the conduct of awareness-raising and educational workshops for stakeholder consultations and capacity building (representatives of the sectors, national administrations, experts, NGO). The stakeholders are identified in the process of the implementation of Sub-stage 1.3. <i>Implemented in cooperation with the national consultants hired by the Project</i></li> <li>○ Conduct consultation workshops with the stakeholders - representatives of the target sectors (at least 5 for each of the sectors (fuel and energy complex, construction,</li> </ul>



	<p>transport, utilities and for NGOs)). <i>Implemented in cooperation with the national consultants hired by the Project</i></p> <ul style="list-style-type: none"> <li>○ Conduct webinars / onsite workshops for capacity building in adaptation to climate change with the representatives of the target sectors and oblast / district / local administrations (at least 2). <i>Implemented in cooperation with the national consultants hired by the Project</i></li> </ul>
2.2.	Analyse and summarize the data obtained in item 2.1
<b>3. Stage</b>	<b>Assessment of the impact of climate change, vulnerability and climate risks (4 weeks)</b>
3.1.	Analysing and summarizing information about the key trends (predictions, scenarios) of climate change in the Republic of Belarus. Preparing information for presentation to stakeholders. (Annex A)
3.2.	Assessing the impact of climate change, risks and opportunities on the target sectors - fuel and energy complex, construction, transport, utilities. <i>The assessment is conducted based on the expert analysis and stakeholders discussions</i>
3.3.	<p>The analysis of the adaptation potential of the target sectors, the set of available resources, methods and opportunities of efficient use in the process of adaptation. The resources can be natural, financial, institutional or human and can include access to ecosystems, information, experience and social media.</p> <p><i>The indicators that measure social, economic, political, natural and human resources are identified by the national consultants hired by the Project</i></p>
3.4.	Analysing barriers, opportunities and resources for climate adaptation (expertise, information, technological capability, etc.) <i>The assessment is conducted based on the expert analysis and stakeholder discussions</i>
3.5.	Identifying links between climate adaptation goals and measures in the target sectors <i>in cooperation with the national consultants hired by the Project</i>
3.6.	Analysing barriers and opportunities for the legislative support of adaptation activities <i>in cooperation with the national consultants hired by the Project</i>
3.7.	Analysing barriers and opportunities for financing adaptation activities <i>in cooperation with the national consultants hired by the Project</i>
3.8.	Integrating information and results from items 2.1 - 3.8 for the assessment of vulnerability and the impact of climate change
3.9.	Preparing a policy note brief with a brief description of the study findings
<b>4. Stage</b>	<p><b>Coordination and supervision of the work of national consultants hired by the Project to assess the impact of climate change, vulnerability and climate risks in parts relating to fuel and energy complex, construction, transport, utilities, in the area of financial and investment policy and legislative and legal framework during the implementation of Stages 1-3 throughout Contract duration:</b></p> <ul style="list-style-type: none"> <li>○ conduct of working meetings;</li> <li>○ coordination of the process of implementing Stages 1-3;</li> <li>○ approval of the results of the work of national consultants for each of the Stages</li> </ul>

## 5. EXPECTED DELIVERABLES AND DELIVERY TIME:

Stage	The expected deliverable	Delivery time
<b>1</b>	<p><b>The following documents have been prepared:</b></p> <ul style="list-style-type: none"> <li>• A plan and schedule of the provision of services for the Contract implementation;</li> <li>• The strategy and the methodology of the assessment of the impact of climate change, vulnerability and climate risks for the target sectors, including:</li> </ul>	4 weeks from the date of contract signing

	<ul style="list-style-type: none"> <li>○ context of the study;</li> <li>○ brief description of the stakeholders;</li> <li>○ opportunities and methods of stakeholder engagement;</li> <li>○ methodology of the assessment of the impact of climate change, vulnerability and climate risks for the target economic sectors;</li> <li>○ approaches to the analysis of susceptibility to climate change</li> <li>○ indicators for the assessment of the impact of climate change, vulnerability and climate risks for the target sectors;</li> <li>○ barriers and opportunities for the development and implementation of climate adaptation measures;</li> <li>○ index of the assessment of vulnerabilities and climate change impact;</li> </ul> <ul style="list-style-type: none"> <li>• inception workshop agenda</li> </ul>	
<b>2</b>	<p><b>Stakeholder consultations have been conducted and the report containing data analysis and summary based on conducted consultations has been prepared:</b></p> <ul style="list-style-type: none"> <li>• the plan and materials for the conduct of awareness-raising and educational workshops for stakeholder consultations and capacity building have been prepared;</li> <li>• the following activities have been conducted: <ul style="list-style-type: none"> <li>○ consultation workshops with stakeholders representing the target sectors;</li> <li>○ webinars / workshops for capacity building in adaptation to climate change with the representatives of the target sectors and national administrations.</li> </ul> </li> <li>• data analysis and summarizing have been completed.</li> </ul>	8 weeks after preparation of the deliverables within Stage 1
<b>3</b>	<p><b>A report with the finalized assessment of the impact of climate change, vulnerability and climate risks on the target sectors and a policy note with a brief description of the study findings have been prepared:</b></p> <ul style="list-style-type: none"> <li>• The report shall contain the analysis of: <ul style="list-style-type: none"> <li>○ key climate change trends in the Republic of Belarus;</li> <li>○ impact of climate change, risks and opportunities on the target sectors;</li> <li>○ adaptation potential of target sectors;</li> <li>○ links between climate adaptation goals and measures in the target sectors;</li> <li>○ barriers and opportunities for the legislative support of adaptation activities;</li> <li>○ barriers and opportunities for financing adaptation activities.</li> </ul> </li> </ul>	4 weeks after preparation of the deliverables within Stage 2
<b>4</b>	<b>The report on coordination and supervision of the work of national consultants hired by the Project has been prepared</b>	<b>from the date of contract signing until the end of its implementation</b>

All reports shall be agreed with UNDP.

The expected commencement of the services is October 2021, to be completed by February 2022.

#### Requirements to the deliverables:

- ✓ Plan, strategy, work schedule, programmes of meetings, reports about conducted activities and other reports – are to be submitted in electronic form. All documents must be edited for grammar and style prior to their submission for review to UNDP
- ✓ A policy note in a common (non-technical language) with the research findings summary (*relevant to the stages where it is provided*) — 5 pages long maximum, font size - 10; Calibri
- ✓ All source materials, Excel files with the calculations or data shall be submitted
- ✓ Final versions of the reports shall be submitted 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 must briefly describe the methodology of work performance, and quality assurance mechanisms demonstrating that the proposed methodology will correspond to the local conditions and work context. The Contractor must determine the number of business trips, their duration and timeframes independently at the stage of the preparation of the financial proposal, and travel expenses must be included in the financial proposal amount.

Required experience	Description of requirements
Organization	<ul style="list-style-type: none"> <li>• Provide a methodology to perform the task in accordance with the following requirements: <ul style="list-style-type: none"> <li>○ A summary of work completion stages</li> <li>○ A summary of the necessity of the formulation of the National Adaptation Strategy and Plan for the Republic of Belarus</li> <li>○ How the works will be coordinated, quality control of document preparation</li> </ul> </li> <li>• At least 3 completed projects related to climate change and/or conservation implemented in partnership with government bodies / non-governmental organizations / national governing bodies in the Republic of Belarus / EU / EP / EEU countries</li> <li>• At least 5 conducted stakeholder discussions/ workshops on adaptation to climate change with the analysis following these discussions</li> <li>• Availability of the required number of personnel with sufficient qualifications to perform the contract work, at least availability of: Project Manager (responsible executor), Climate Change Adaptation Expert</li> </ul>
Project Manager (responsible executor)	<ul style="list-style-type: none"> <li>• Higher specialized education in the field of social sciences, economics, sustainable development, environmental management and/or environmental protection</li> <li>• At least 5 years of project management experience</li> <li>• 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</li> </ul>
Climate Change Adaptation Expert	<ul style="list-style-type: none"> <li>• Higher specialized education in the field of social sciences, economics, sustainable development, environmental management and/or environmental protection</li> <li>• At least 7 developed climate change adaptation plans / strategies</li> </ul>

## **7. Terms of payment:**

<b>Stage</b>	<b>Terms of Payment</b>
1	40% of overall contract amount
2	30% of overall contract amount
3+4	30% 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:	<b>UNDP/286/2021</b>	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.
<b>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</b>	
<b>Name of previous contracts</b>	<b>Client &amp; Reference Contact Details including e-mail</b> <b>Contract Value</b> <b>Period of activity</b> <b>Types of activities undertaken</b>

#### Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> 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"/>	<b>Ethics:</b> 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 : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> 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"/>	<b>Prohibitions, Sanctions:</b> 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"/>	<b>Bankruptcy:</b> 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"/>	<b>Offer Validity Period:</b> 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:	<b>UNDP/286/2021</b>	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 assignment

*This section shall describe the proposed methodology to perform the task, including:*

*An overall vision of the implementation of the stages of the assignment:*

- *A summary of work completion stages*
- *A summary of the necessity of the formulation of the National Adaptation Strategy and Plan for the Republic of Belarus*
- *How the works will be coordinated, quality control of document preparation*

\* 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 **at least 3 completed projects** related to climate change and/or conservation implemented in partnership with government bodies / non-governmental organizations / national governing bodies in the Republic of Belarus / EU / EP / EEU countries.

List only those assignments for which the Bidder was legally contracted as a company. Assignments implemented by individual experts within the framework of contracts concluded with them or within the framework of contracts concluded with other companies shall not be listed and will not be considered as the relevant experience of the Bidder.

**Table 1**

Title of the completed assignment <i>(lines can be added or removed as needed)</i>	Period of assignment implementation	Description of the assignment (or in the form of an attachment to the Technical and Financial Proposal and / or a link to the project)	The name of the Client (the party of the contract concluded with the Bidder)	Position, full name of the contact person, telephone No
1.				
2.				
3.				
4.				
5.				



3. Confirmation of the experience of conducted stakeholder discussions/workshops on adaptation to climate change with the analysis following these discussions (**at least 5 discussions/workshops**).

List only those assignments for which the Bidder was legally contracted as a company. Assignments implemented by individual experts within the framework of contracts concluded with them or within the framework of contracts concluded with other companies shall not be listed and will not be considered as the relevant experience of the Bidder.

**Table 2**

<b>Title of the project within which the stakeholder discussions /workshops on adaptation to climate change was held, country where the discussions/workshops were conducted</b> <i>(lines can be added or removed as needed)</i>	<b>Subject of the stakeholder discussions /workshops</b>	<b>Period of work</b>	<b>The name of the Client</b>
1.			
2.			
3.			
4.			
5.			

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, Climate Change Adaptation Expert.**

Involvement of subcontractors (non-staff external expert) is not foreseen for this tender. UNDP reserves the right to additionally request copies of contracts of the proposed experts to confirm compliance with this requirement.

<b>Requirements to the Bidder's personnel</b>	<i>Confirmation of Bidder's compliance (fill in each column specifying the required information, supporting documents may be requested additionally)</i>	<b>Compliance of the Bidder's personnel with the requirements</b>
<b>Project Manager</b>  – Higher specialized education in the field of social sciences, economics, sustainable development, environmental management and/or environmental protection; – at least 5 years of project management experience;  – 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.	[specify the name of the university and the years of study]  [specify the project title and the name of employing organization] [specify the period of work]  [specify the project title and the country it was implemented in] [specify the project objective] [specify the expert's position] [specify the period of work]	Yes/No*  Yes/No*  Yes/No*

<p>Climate Change Adaptation Expert</p> <ul style="list-style-type: none"> <li>– Higher specialized education in the field of social sciences, economics, sustainable development, environmental management and/or environmental protection;</li> <li>– at least 7 developed climate change adaptation plans / strategies</li> </ul>	<p>[specify the name of the university and the years of study]</p> <p>[specify the project title under which the plans / strategies for adaptation to climate change were developed and the country of its implementation]</p> <p>[specify the title of climate change adaptation plan / strategy]</p> <p>[specify the expert's position]</p>	<p>Yes/No*</p> <p>Yes/No*</p>
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\* leave the selected Yes/No answer for the expert and delete unnecessary)

## 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:** *Indicate currency of your quotation*

Ref	Description of Deliverables/Stages	% of the Total Contract price**	Price (excluding VAT)	VAT rate ____% Amount of VAT (if applicable)	Total Price (including VAT, if applicable)	Dates of delivery of Services*
1.	Development of the plan, strategy and the methodology of the assessment of the impact of climate change, work schedule for the Contract implementation	40%				
2.	Stakeholder consultations have been conducted and the report containing data analysis and summary based on conducted consultations has been prepared	30%				
3.	A report with the finalized assessment of the impact of climate change, vulnerability and climate risks on the target sectors and a policy note with a brief description of the study findings have been prepared	30%				
4.	A report on coordination and supervision of the work of national consultants hired by the Project has been prepared					
<b>Total Price</b>		<b>100%</b>				

\*All the Stages shall be completed by February 21, 2022

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

**Table 2. Breakdown of Fees**

Personnel / other elements	UOM	Qty	Unit Price excluding VAT	Unit Price including VAT (if applicable)	Total Price excluding VAT	Total Price including VAT (if applicable)
Personnel						
Project Manager	Working day					
Climate Change Adaptation Expert	Working day					
Other expenses <i>(delete unnecessary)</i>						
International flights						
Subsistence allowance						
Local Transportation						
Communication						
Other Costs: (please specify)						
<b>Total</b>						

**\* 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 <b>(by February 21, 2022)</b>	<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 <b>60 (sixty) calendar days</b> from the deadline for the submission of Quotation.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
The contract concluded as a result of this RFQ <b>will be 100% executed by the Contractor's own resources without involving sub-contractors</b> (non-staff external expert)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Full acceptance of UNDP General Terms and Conditions and UNDP Model Contract	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
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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> <b>Company Name</b> Click or tap here to enter text. <b>Address:</b> Click or tap here to enter text. Click or tap here to enter text. <b>Phone No.:</b> Click or tap here to enter text. <b>Email Address:</b> Click or tap here to enter text.	<b>Authorized Signature:</b> <b>Date:</b> Click or tap here to enter text. <b>Name:</b> Click or tap here to enter text. <b>Functional Title of Authorised Signatory:</b> Click or tap here to enter text. <b>Email Address:</b> Click or tap here to enter text.