



## REQUEST FOR PROPOSAL (RFP)

(For Low-Valued Services)

NAME & ADDRESS OF FIRM	DATE: October 7, 2021
	REFERENCE: RE-RFP/PNG/010-2021 (re-announced)

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Hiring a firm for IMPLEMENTATION OF THE CAPACITY DEVELOPMENT PLAN**. (Re-Advertisement/ Re-announced)

Please be guided by the form attached hereto as Annex 2, in preparing your proposal. **Proposals shall be submitted on or before 5.00 p.m. (local time) on Thursday, October 21, 2021**

Proposals may be submitted on or before the deadline indicated by UNDP in the e-Tendering system. Bids must be submitted in the online e-Tendering system in the following link:

<https://etendering.partneragencies.org>; using your username and password. If you have not registered in the system before, you can register now by logging in using

**Username:** event.guest | **Password:** why2change

and follow the registration steps as specified in the system user guide. Your proposal must be expressed in the English, and valid for a minimum period of 90 days.

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on "Accept Invitation" in the system.

In the course of preparing and submitting your proposal, it shall remain your Responsibility to ensure that it submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. Kindly ensure attaching the required supporting documents (with file name less than 60 characters) in pdf, word or excel format, which must be free from any virus or corrupted files. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

The Financial Proposal and the Technical Proposal files **MUST BE COMPLETELY SEPARATE** and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address. **The file with the "FINANCIAL PROPOSAL" must be encrypted with a password** so that it cannot be opened nor viewed until the proposal has been found to pass the technical evaluation stage. Once a Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request via email the Proposer to submit the password to open the Financial Proposal. The Proposer shall assume the Responsibility for not encrypting the financial proposal. It is strongly suggested that Bidders make a note of the passwords and keep them in a safe place. If we are unable to open the file because of forgotten password (s), the proposal will be disqualified. The Proposer should not put amount of financial proposal in the eTendering system, but indicate "1".

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

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

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

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

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

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

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

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

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements zero tolerance on fraud and other proscribed practices and is committed to preventing, identifying, and addressing all such acts and practices against UNDP and third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

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

Thank you and we look forward to receiving your proposal.

Sincerely yours,



Operations Manager

10/6/2021



**Annex 1****Description of Requirements**

Context of the Requirement	Advancing Papua New Guineas National Adaptation Plan																	
Implementing Partner of UNDP	Climate Change & Development Authority (CCDA) – Government of Papua New Guinea																	
Brief Description of the Required Services	The hiring of a training institution to implement the Capacity Development Plan for the National Adaptation plan																	
List and Description of Expected Outputs to be Delivered	<table><tr><th>Reporting period and key Milestones</th><th>Duration</th><th>Report Due</th></tr><tr><td><b>INCEPTION REPORT</b> – Submission and acceptance of Task 1</td><td>10 days</td><td>November 30, 2021</td></tr><tr><td><b>DEVELOPMENT OF TRAINING MATERIALS</b> – Submission and acceptance of Task 2</td><td>60 days</td><td>January 31, 2022</td></tr><tr><td><b>CONDUCTING TRAINING WITH DEVELOPED MATERIALS (including printing)</b> – per themes in Capacity Development Plan – Submission and acceptance of Task 3</td><td>180 days</td><td>July 31, 2022</td></tr><tr><td><b>TRAINING REPORT &amp; FINAL REPORT</b> – Submission &amp; Acceptance of Task 4</td><td>20 days</td><td>August 31, 2022</td></tr></table>			Reporting period and key Milestones	Duration	Report Due	<b>INCEPTION REPORT</b> – Submission and acceptance of Task 1	10 days	November 30, 2021	<b>DEVELOPMENT OF TRAINING MATERIALS</b> – Submission and acceptance of Task 2	60 days	January 31, 2022	<b>CONDUCTING TRAINING WITH DEVELOPED MATERIALS (including printing)</b> – per themes in Capacity Development Plan – Submission and acceptance of Task 3	180 days	July 31, 2022	<b>TRAINING REPORT &amp; FINAL REPORT</b> – Submission & Acceptance of Task 4	20 days	August 31, 2022
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Person to Supervise the Work/Performance of the Service Provider	The contracted service provider will work with the UNDP NAP Project team and the CCDA to implement the training																	
Frequency of Reporting	As indicated in the TOR																	
Progress Reporting Requirements	As indicated in the TOR																	
Location of work	As indicated in the TOR																	
Expected duration of work	November 2021 – August 2022																	
Target start date	November 15 2021 (Expected)																	
Latest completion date	August 31 2022(Expected)																	

Travels Expected				
	<b>Destination/s</b>	<b>Estimated Duration</b>	<b>Brief Description of Purpose of the Travel</b>	<b>Target Date/s</b>
	Port Moresby (if required to travel to PNG)	For the duration of trainings (5 Months)	If the service provider is based overseas, then travel into PNG may be required, or at least one team member should be located in PNG during this time.  These costs should be incorporated.	December 2021-August 2022
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to traveling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others <b>Responsibility at the bidder's end. UNDP will facilitate if specific support required during the implementation of the assignment</b>			
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others The contractor is expected to work from their own offices essentially and attend meetings at UNDP/CCDA as required			
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required			
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required			
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars, or <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency ( <b>UN Rate of Exchange of Date of Bid Closure will be applicable</b> )			
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes			

Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days <p>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the proposal beyond what has been initially indicated in this RFP. The proposal shall then confirm the extension in writing, without any modification whatsoever on the proposal.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>
Payment Terms	As indicated in the TOR
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	CCDA & NAP Project Coordinator
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i> <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the proposal.
Criteria for the Assessment of Proposal	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively. The minimum technical score required to pass is 70%.</p> <p>Evaluation matrix and minimum requirements are provided in the Annex 3.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) <p>Applicable Terms and Conditions are available at:</p>

	<a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) with Attachment <input checked="" type="checkbox"/> Written Self-Declaration (Annex 4)
Contact Person for Inquiries (Written inquiries only)	<p>procurement.pg@undp.org</p> <p><b><i>Please mention the following in the subject while sending any query to UNDP regarding this RFP on or before October 18, 2021, 4.30 PM (PNG Time)</i></b></p> <p><b><u>“Queries on RE-RFP/PNG/010-2021”</u></b></p> <p>Any delay in UNDP’s response shall not be used as a reason for extending the deadline for submission unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information [pls. specify]	<p>A pre-bid meeting will be held <b><u>on October 13, 3.30 PM (PNG TIME)</u></b></p> <p><b><u>Through Zoom Meeting ID:</u></b> <a href="https://undp.zoom.us/j/88467820524">https://undp.zoom.us/j/88467820524</a></p>

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL

(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery)

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :*

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

*The proposed draft is below:*

*Dear Sir,*

*I declare that ..... is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

*Yours Sincerely,*

***g) Please describe the experience in developing and conducting climate change adaptation-related training, with international experience in the pacific AND/OR Papua New Guinea and past engagements in international/national technical assistance projects focused on climate change, disaster risks management, etc.***

B. Proposed Methodology for the Completion of Services

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality*

*assurance mechanisms that will be put in place while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work*

***Please describe the proposed training approach, the sequence of activities, timelines, etc.***

**C. Qualifications of Key Personnel**

*The Service Provider must provide:*

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

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

**(Must be password protected and Separate from Technical Proposal)**

<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
<b>1<sup>st</sup> Instalment - INCEPTION REPORT –</b> Submission and acceptance of Task 1	20%	
<b>2<sup>nd</sup> Instalment - DEVELOPMENT OF TRAINING MATERIALS –</b> Submission and acceptance of Task 2	30%	
<b>3<sup>rd</sup> Instalment- DELIVERY/CONDUCTING OF TRAININGS PER MATERIALS DEVELOPED (including printing) –</b> per themes in Capacity Development Plan – Submission and acceptance of Task 3	40%	
<b>Final Instalment- TRAINING REPORT &amp; FINAL REPORT –</b> Submission & Acceptance of Task 4	10%	
Total	100%	

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

**E. Cost Breakdown by Cost Component :**

**(Must be password protected and Separate from Technical Proposal)**

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
I. Team Leader (Core Position)		20 months	1	
1. Climate Change Vulnerability/Risk Expert (Core Position)		5 months	1	



2. Climate Finance Expert (Core Position)		5 months	1	
3. Gender Specialist		1 month	1	
4. Infrastructure Specialist		1 month	1	
5. Monitoring & Evaluation Specialist		1 month	1	
<b>II Travel</b>			LS	
<b>III. Training Materials</b>			LS	
<b>IV. Other cotsts</b>				

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

*[Designation][Date]*

**Annex 3****TERMS OF REFERENCE****IMPLEMENTATION OF THE CAPACITY DEVELOPMENT PLAN (RE-ANNOUNCED)**

**Project Title:** Advancing PNGs National Adaptation Plan

**Type of Contract:** Request for Proposal

**Duration:** November 2021 – August 2022

**Location:** Port Moresby, Papua New Guinea

**1. PROJECT DESCRIPTION**

Climate Change continues to negatively impact Papua New Guinea (PNG). This affects PNG's growth trajectory, and the socio-economic opportunities people may otherwise enjoy. Building resilience to climate change has featured in the national dialogue and political commitments for over a decade. Recognised as an acute challenge for PNG, Government and partners have committed to mainstream climate action in their planning and delivery. Major policy initiatives such as Vision 2050 and the National Strategy for Responsible Sustainable Development, PNG' Sustainable Development Goal 13 Roadmap and Papua New Guinea's Enhanced Nationally Determined Contribution 2020, have broadened efforts to include better natural resource management, conservation, and sustainable growth. Growing legal architecture has supported these efforts. However, PNG's geography, economic base, exposure to external shocks and limited capacity across Government present challenges to their implementation. As a result, a phased approach to adaptation planning is required.

Advancing Papua New Guinea's National Adaptation Plan was established to reduce vulnerability to the impacts of climate change by building adaptive capacity, resilience and integration of climate change adaptation into relevant new and existing policies and the development planning process. This project will support PNG in these areas through the following three project outcomes:

Outcome 1: The coordination mechanism for multi-sectoral adaptation planning and implementation at different levels is strengthened.

Outcome 2: Climate change risks are integrated into key national and sectoral policies and NAP is formulated.

Outcome 3: Financing framework for climate change adaptation action for medium-to-long-term is established.

The project closely aligns itself with ongoing relevant programmes aimed at mainstreaming climate change and reducing vulnerability such as a) USAID's Climate Change Ready Programme, b) GCF/GGGI supported GCF Readiness Support Programme, c) FCDO's Climate Change Information and Knowledge Management Programme and complements their activities thus increasing efficiency and avoiding duplication of efforts. The primary beneficiaries of the project are the Climate Change Development Authority (CCDA), the sectoral representatives and non-government stakeholders in the project's Technical Advisory Group (TAG). The project will also benefit the following key sectors: agriculture, health, transport, and infrastructure.

Building capacities on climate change adaptation is of paramount importance to enable developing countries to address the adverse effects of climate change. Developing countries often lack the necessary human, technical, institutional and financial capacities to undertake required action in an effective, efficient or

sustainable manner, underscoring the need to strengthen institutional capacities at different levels of policy implementation and across sectors (Capacity Development Plan for NAP Process, p.4). Therefore, a professional training institution/company are required to implement a Capacity Development Plan for the National Adaptation Plan (NAP) process in PNG.

## 2. OBJECTIVE

Based on the systematic, institutional and individual capacity assessment conducted in the context of the formulation of the NAP (Capacity Development Plan for NAP Process, p.11), this assignment is targeted at a training facility/institution that will cover the implementation of the plan which is targeted particularly to those making and implementing policies and investment plans for the agriculture, transport, infrastructure and health sectors such as the technical staff in the Department of Agriculture and Livestock, Department of Transport, Department of Works, National Department of Health, Climate Change & Development Authority and provincial administration and other relevant government or non-government organizations.

In alignment with the NAP project results framework, the total number of individuals, who are intended to benefit from capacity building training by August 2022, is at least 150, with the following targets;

- Managerial and technical staff in national and sectoral institutions, and other sectoral stakeholders: 50 (25 men and 25 women)
- Provincial Staff & Local stakeholders: 100 (50 men and 50 women)

The candidates will be selected by the project team (UNDP) and CCDA.

In addition, the capacity building should contribute to sensitization of key stakeholders being undertaken as part of the Communication Strategy developed through the NAP project (details will be provided upon commencement of the assignment and this doesn't require additional costs/efforts from the selected proposer). While themes/topics have been developed and provided in the capacity development plan, it is important that the training program for each one of the key themes is developed in collaboration with sectors with whom the trainings will be delivered (Capacity Development Plan for the NAP process, p.25)

***Refer to Annex, Capacity Development Plan- Section III Capacity Development Approach (Page 26 – 33) for further details.***

## 3. SCOPE OF WORK

The main tasks of the assignment include, but are not limited to, the following;

- a. Participate in an inception meeting with UNDP & CCDA to clarify the objectives of the assignment, methodological approach, tasks, deadlines and logistical schedule. The results of the meeting should be captured in the inception report, which should be formally approved by UNDP & CCDA before proceeding.
- b. Develop Training Materials/Modules per the themes identified in the Capacity Development Plan to be produced and approved by UNDP & CCDA before printing. At least one training material per theme should be developed. Each participant should receive training materials. The number of participants is stated in the Capacity Development Plan. The final layouts should be agreed with the UNDP Project team and CCDA.
- c. Deliver each of the trainings per the key themes in the capacity development plan. At least one training programmes per theme (thus, at least three training programmes in total). The precise number and duration of trainings should be suggested by the proposer to ensure that themes are well covered.
- d. Submit a report with details of each workshop/training session and overall implementation of the assignment.

#### 4. KEY DELIVERABLES AND SCHEDULE OF PAYMENTS

The contractor will deliver the following outputs:

Reporting period and key Milestones	Duration	Report Due	Payment Percentage	Review and Approvals
<b>INCEPTION REPORT</b> – Submission and acceptance of Task 1	10 days	November, 30 2021	20%	CCDA & NAP Project Coordinator
<b>DEVELOPMENT OF TRAINING MATERIALS</b> – Submission and acceptance of Task 2	60 days	January 31, 2022	30%	CCDA & NAP Project Coordinator
<b>DELIVERY/CONDUCTING OF TRAININGS PER MATERIALS DEVELOPED (including printing )</b> – per themes in Capacity Development Plan – Submission and acceptance of Task 3	180 days	July 31, 2022	40%	CCDA & NAP Project Coordinator
<b>TRAINING REPORT &amp; FINAL REPORT</b> – Submission & Acceptance of Task 4	20 days	August 31, 2022	10%	CCDA & NAP Project Coordinator

#### 5. INSTITUTIONAL ARRANGMENTS

The contracted service provider will discuss and closely coordinate the scope of work with UNDP & CCDA.

#### 6. RESOURCES PROVIDED

UNDP will logistically and financially arrange trainings/workshops as well as the participation of national stakeholders where necessary based on a pre-agreed schedule. This should be discussed and agreed upon at the inception meeting.

#### 7. DURATION OF THE ASSIGNMENT

The duration of the assignment is from November 2021 to August 2022. In accordance with the expected outputs and deliverables, the contractor submits reports to the designated UNDP focal Point for review of outputs, comments, certify/approval/acceptance of works in the framework of 4<sup>th</sup> milestone. In case of any delays to achieve the expected outputs, the contractor should notify the designated UNDP focal point in advance to take necessary steps.

#### 8. DUTY STATION

Under the current travel situation globally, it is not expected that international trainers will be able to travel to Port Moresby unless under a two-week quarantine period and associated PCR test requirements. The COVID and travel situation to/from PNG as well as within PNG continues to change and interested bidders are encouraged to view the latest travel advice and guidance provided by the National Controller's Office. However, while some of the trainings can take place virtually, a certain portion will be required to be done face to face, so at least one team member should be present in PNG during the training phase. The Proposer should describe travel arrangements in its technical proposal.

Furthermore, the training team is expected to make themselves available between 9am and 5pm PNG time for meetings when working remotely.

## 9. QUALIFICATION, TEAM COMPOSITION & EXPERIENCE

The service provider should have at least 4 years of experience in development and conducting climate change adaptation-related training, with international experience in the Pacific AND/OR Papua New Guinea.

The Training Institution should appoint a qualified project team and provide the qualifications and experience carried out by the relevant staff, indicating responsibilities assumed by them, and their qualifications and experience. Team members should comprise of the following:

**a. Team leader (Core Position)** - lead preparation and consolidation of reports and submit all such reports on behalf of the team. S/he should lead the overall training consultancy, take conceptual leadership of the tasks, lead the high-level consultation meetings, and coordinate with team members and deliver all the outputs under this assignment.

- The team leader should hold a Master's degree in the field of climate change adaptation, environment management, business administration, banking, and/or finance, training & development and or a related field.
- S/he should have at least 7 years of experience working in international development, climate change adaptation and or a related field.
- The leader should possess high quality consultative skills, organizational skills, data analysis and report writing, and should communicate effectively, in writing and orally (in English).

**b. Climate Change Vulnerability/Risk Expert (Core Position)**

- The Expert should hold a minimum of a post-graduate degree in the field of climate change adaptation/climate science.
- The Expert should have at least 5 years of experience in climate change vulnerability and risk assessments and or training.

**c. Climate Finance Expert (Core Position)**

- The Expert should hold a minimum of a post-graduate degree in the field of climate change adaptation/climate science and or finance/commerce.
- The Expert should have at least 5 years of experience in Climate Finance related work and or training.

**d. Gender Specialist**

- The Expert should hold a minimum degree qualification in the field of social and or development work, with preferred specialisations in Gender studies.
- Experience in working with gender in the climate change adaptation space would be desirable.

**e. Infrastructure Specialist**

- The Expert should hold a minimum degree qualification in building/architecture/science.
- The Expert should have at least five years of experience in infrastructure related to climate resilience.

**f. M&E Specialist**

- The Expert should hold a minimum degree qualification in science/development/business
- The Expert should have at least five years of experience with monitoring and evaluation in the development sector.

## EVALUATION MATRIX

Technical Proposal Evaluation		Points obtainable
<b><u>Form 1: Expertise of the Firm/Organization</u></b>		
1	Experience in developing and conducting climate change adaptation-related training, with international experience in the pacific AND/OR Papua New Guinea(4-5 years - 70 points, 6-7 years - 85 points and more than 7 years - 100 points)	100
2	Engagements in international/national technical assistance projects focused on climate change, disaster risks management, etc. (1 assignment - 20 points, 2 assignments and more - 40 points)	40
<b>Total</b>		<b>140</b>
<b><u>Form 2: Technical Proposal Evaluation</u></b>		<b>Points obtainable</b>
1	Quality and relevance of proposed training approach about capacity development plan	100
2	Have the important aspects of the task been addressed in sufficient detail?	40
3	Is the presentation clear and are the sequence of activities and the planning logical, realistic and promise efficient completion of the assignment?	30
4	Is the proposed timeline precise and realistic to complete the assignment?	30
<b>Subtotal</b>		<b>200</b>
<b><u>Form 3: Management Structure and Key Personnel</u></b>		<b>Points obtainable</b>
<b>Team leader (Core Position)</b>		<b>Team Leader</b>
1	At least Master's degree in the field of climate change adaptation, environment management, business administration, banking, and/or finance, training & development and or a related field (Master's degree - 15 points, PhD's or higher - 20 points)	20
2	At least 7 years of experience working in international development, climate change adaptation and or a related field (7-8 years - 40 points, 9-10 years - 50 points and 11 years and more - 60 points)	60
3	Experience as Team Leader in various similar assignment (5 years - 20 points, 6-7 years - 25 points, 8 years and more - 30 points)	30
<b>Subtotals</b>		<b><u>110</u></b>
<b>Climate Change Vulnerability/Risk Expert (Core Position)</b>		<b>Specialist 1</b>
1	At least Master's degree in the field of climate change adaptation/climate science (Master's degree - 15 points, PhD's or higher - 20 points)	20
2	At least 5 years of experience in climate change vulnerability and risk assessments and/or trainings (5-6 years - 30 points, 7-8 years - 40 points and 9 years and more - 50 points)	50
<b>Subtotals</b>		<b><u>70</u></b>
<b>Climate Finance Expert (Core Position)</b>		<b>Specialist 2</b>
1	At least Master's degree in the field of climate change adaptation/climate science (Master's degree - 10 points, PhD's or higher - 15 points)	15
2	At least 5 years of experience in climate finance related work and/or trainings (5-6 years - 20 points, 7-8 years - 25 points and 9 years and more - 30 points)	30
<b>Subtotals</b>		<b>45</b>
<b>Gender Specialist</b>		<b>Specialist 3</b>

Technical Proposal Evaluation		Points obtainable
1	At least Bachelor's degree in the field of social and or development work, with preferred specializations in gender studies (Bachelor's degree - 10 points, Master's or higher - 15 points)	15
2	Experience in working with gender in the climate change adaptation space would be desirable but not necessary (1-2 years - 20 points, 3-4 years - 25 points and 5 years and more - 30 points)	30
Subtotals		45
Infrastructure Specialist		Specialist 4
1	At least Bachelor's degree in building/architecture/science (Bachelor's degree - 10 points, Master's or higher - 15 points)	15
2	At least 5 years of experience in infrastructure related to climate resilience (5-6 years - 20 points, 7-8 years - 25 points and 9 years and more - 30 points)	30
Subtotals		45
M&E Specialist		Specialist 5
1	At least Bachelor's degree in science/development/business (Bachelor's degree - 10 points, Master's or higher - 15 points)	15
2	At least 5 years of experience in monitoring and evaluation in the development sector (5-6 years - 20 points, 7-8 years - 25 points and 9 years and more - 30 points)	30
Subtotals		45
Total		360

Summary of Technical Proposal Evaluation Forms		Points obtainable
1	Expertise of Firm / Organization	140
2	Proposed Methodology, Approach and Implementation Plan	200
3	Management Structure and Key Personnel	360
Total		700

## 10. ANNEX - CAPACITY DEVELOPMENT PLAN



Annex\_Capacity  
development plan\_NA