



Request for Quotation (RFQ) for Services

**Environmental and Social Impact Assessment
(ESIA) for the MoH, Yekatit 12 Hospital,
Neonatal Care Centre ,Addis Ababa**

RFQ Ref No: RFQ/11943/UNOPS-ETOH/SERVICE/2017/002

Invitation letter

Dear Sir/Madam,

Subject: Request for Quotations for Conducting Environmental and Social Impact Assessment for the Federal Ministry of Health, Yekatit 12 Hospital Neonatal Care Centre Building project in Addis Ababa – RFQ Case No.: RFQ/11943/UNOPS-ETOH/SERVICE/2017/002

The United Nations Office for Project Services (hereinafter referred to as UNOPS) is pleased to invite prospective bidders to submit a quotation for the provision of services in accordance with the UNOPS General Conditions of Contract and the Schedule of Requirements as set out in this Request for Quotation (RFQ).

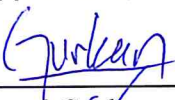
The RFQ consists of the following:

- This RFQ Invitation Letter
- Section I: RFQ Particulars
- Section II: Instructions to Bidders
- Section III: Schedule of Requirements
- Section IV: Returnable Bidding Forms
 - Form A: Quotation Submission Form
 - Form B: Price Schedule Form
 - Form C: Previous Experience Form
 - Form D: Key Personnel Form/ Assigned Experts
 - Form E: Method Statements
 - Form F: General Requirements: Company Profile including business license and relevant registration certificates from authorized body.

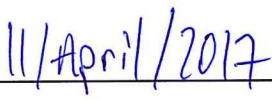
If you are interested in submitting a quotation in response to this RFQ, please prepare your quotation in accordance with the requirements and process as set out in this RFQ and submit it to UNOPS by the deadline for quotation submission set out in the Section I: RFQ Particulars.

We look forward to receiving your quotation.

Approved by:



Gurel Gurkan,
UNOPS ETOH
Head of Support Services



Date:

Section I: RFQ Particulars

Scope of Quotation	This RFQ refers to the provision of services for Environmental and Social Impact Assessment for the Federal Ministry of Health, Yekatit 12 Hospital Neonatal Care Centre Building project in Addis Ababa as further described in Section III: Schedule of Requirements.
Contact person for correspondence, notifications and requests for clarifications	<p>All correspondence, notifications and requests for clarifications in relation to this RFQ shall be sent to:</p> <p>Procurement official's name: Habteslassie Alemayehu Email: HabteslassieT@unops.org United Nations Office for Project Services UNECA Compound, Zambezi Building, 5th Floor</p> <p>ATTENTION: Quotations shall not be submitted to the above address but to the address for quotation submission as set out below.</p>
Clarifications	<p>Requests for clarification from bidders will not be accepted by any later than 18 April 2017.</p> <p>Responses to requests for clarification will be communicated: on the UNOPS website: https://www.unops.org/english/Opportunities/suppliers/Pages/Business-opportunities</p>
Quotation validity period	Quotations shall remain valid for acceptance by UNOPS for 30 days from the Deadline for Quotation Submission.
Quotation Currenc(ies)	Quotations shall be quoted in United States of Dollar (USD) for resources outside Ethiopia.
Duties and Taxes	All quotations shall be submitted net of any direct taxes.
Language of quotations	All quotations, information, documents and correspondence exchanged between UNOPS and the Bidders in relation to this RFQ process shall be in English.
Deadline for Quotation Submission	All quotations must be submitted by 14:00PM, Addis Ababa, Ethiopia Time on 27 April 2017
Quotation submission	<p>Quotations must be submitted as follows:</p> <p>Quotations must be submitted as follows:</p> <p>UNOPS, ETOH UNECA Compound Zambezi Building 5th Floor West Wing Tel.: +251 115 443957 E-mail: eth_procurement@unops.org</p>

Evaluation method and criteria	<p>Quotations shall be evaluated following PASS/FAIL method to determine the lowest price most technically acceptable offer. Evaluation shall be conducted as follows:</p> <ol style="list-style-type: none"> 1. Preliminary Examination. The following eligibility and formal criteria will be reviewed for compliance: <ul style="list-style-type: none"> • Bidder is eligible as defined in Instructions to Bidders, Article 3 • Completeness of the Quotation. All Returnable Bidding Forms and other documentation requested have been provided and are complete • Bidder accepts UNOPS General Conditions of Contract 2. Qualifications of the Bidder will be assessed as per below qualification criteria on PASS/FAIL system: <ul style="list-style-type: none"> • Bidder should be in continuous business of supplying similar services for the last 3 years. • Minimum experience of five (5) years in Environmental Impact Assessments. Specific experience on EISA for hospital construction project and in a built-up surroundings is an asset ; • Having successfully performed at least two (2) similar assessments in infrastructure projects, of which one (1) financed by bilateral/multilateral donor, UN organization, World Bank, ADB, etc. • ESIA Team composed of experts and staff with the profiles as specified under Section III: schedule of requirements; • Registration license from authorized body for Environmental and Social related services; • Business Licence for the current year 3. Technical compliance of the offered services. The bidders method statements will be reviewed towards the following technical criteria on PASS/FAIL method for compliance compared to UNOPS requirements: <ul style="list-style-type: none"> • Services offered in the quotation are compliant compared to the requirements in Section III: Schedule of Requirements. • Services offered in the quotation are compliant to the Environmental Management System Handbook of UNOPS, May 2014; • Services offered are in compliant with the local and International standard and to the requirements to obtain a building permit for ESIA by the Addis Ababa City Administration. • Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? • Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference 4. Key Personnel Proposed: The key personnel proposed shall meet the minimum qualification and experience as required in the TOR: <ul style="list-style-type: none"> • PhD or Master's Degree in environmental science, natural resource management or equivalent; fifteen (15) years of relevant professional experience • PhD or Master's Degree in social sciences or equivalent; ten (10) years of professional experience 5. Financial evaluation. Quotations that are found to be technically acceptable shall be evaluated based on price and UNOPS will award the contract as per the lowest priced, most technically acceptable offer evaluation methodology. <p>At any time during the evaluation process UNOPS may request clarification or further information in writing from Bidders. The Bidder's responses shall not contain any changes regarding the substance, including the technical and financial part of their</p>
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	quotation. UNOPS may use such information in interpreting and evaluating the relevant quotation.
Partial quotations	Partial quotations shall not be allowed. Bidders must quote prices for the total services as identified for work package-1 and work package-2 for the total requirement requested under Section III: Schedule of Requirements. Evaluation will be done for the total requirement.
Documents comprising the Quotation	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> • Form A: Quotation Submission Form • Form B: Price Schedule Form • Form C: Previous Experience Form • Form D: Key Personnel Form/ Assigned Experts • Form E: Method Statements • Form F: General Requirements -Company Profile including business license and relevant registration certificates from authorized body.
Type of Contract to be awarded	UNOPS will sign the following contract with the awarded Bidder(s): Small Services Contract.
General Conditions of Contract	<p>In the event of an order, the following conditions of contract will apply: UNOPS Conditions of Services for Contracts less than USD 50,000 in value</p> <p>The conditions are available at: http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx</p>
Signing of Contract	UNOPS plans to award the Contract by 15 th May, 2017
UNGM registration	<p>Any Contract resulting from this RFQ exercise will be subject to the supplier registration on United Nations Global Marketplace (UNGM) website. Vendors can register their company by accessing the website at www.ungm.org.</p> <p>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</p>

Section II: Instructions to Bidders

1. SCOPE OF QUOTATION

Bidders are invited to submit a quotation for the services specified in Section III: Schedule of Requirements, in accordance with this RFQ.

2. INTERPRETATION OF THE RFQ

This RFQ is an invitation to treat and shall not be construed as an offer capable of being accepted or as creating any contractual, other legal or restitutionary rights.

This RFQ is conducted in accordance with the applicable provisions of UNOPS Procurement Manual (latest version of which can be accessed at: <https://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx>) and other relevant Organisational Directives and Administrative Instructions that are referred to in the Procurement Manual. In case of contradictions between this RFQ and the UNOPS Procurement Manual, the UNOPS Procurement Manual shall prevail.

3. BIDDER ELIGIBILITY

Bidders may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding Contract with UNOPS.

A Bidder shall not be eligible to submit a quotation if and when at the time of quotation submission, the Bidder:

- i. is included in the Ineligibility List, hosted by [UNGM](#), that aggregates information disclosed by UNOPS ([UNOPS Ineligibility List](#)) and other Agencies, Funds or Programs of the UN System;
- ii. is included in UN/PD's suspended and removed vendors list;
- iii. is included in the [Consolidated United Nations Security Council Sanctions List](#), including the [UN Security Council Resolution 1267/1989 list](#);
- iv. is included in the [World Bank Corporate Procurement Listing of Non-Responsible Vendors](#) and [World Bank Listing of Ineligible Firms and Individuals](#).

All Bidders are expected to embrace the principles of the [United Nations Supplier Code of Conduct](#), given that it originates from the core values of the Charter of the United Nations. UNOPS also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](#).

4. CLARIFICATION OF THE RFQ

Bidders may request clarification in relation to the RFQ by submitting a written request to the contact stated in the **Section I: RFQ Particulars**, until the time stated in **Section I: RFQ Particulars**. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official.

5. REMUNERATION FOR AND COSTS OF QUOTATIONS

Bidders shall not be entitled to any remuneration or compensation for the preparation and submission of their quotation.

6. QUOTATION CURRENCY(IES)

The quotation shall be made in the currency(ies) stated in **Section I: RFQ Particulars**. If applicable, for comparison and evaluation purposes, UNOPS will convert the quotations into USD at the official United Nations rate of exchange in force at the time of the deadline for quotation Submission.

UNOPS reserves the right not to reject any quotation submitted in a currency other than the mandatory bidding currency(ies). UNOPS may accept quotations submitted in another currency than stated above if the Bidder confirms during clarification of quotations in writing that it will accept a Contract issued in the mandatory quotation currency and that for conversion the official United Nations operational rate of exchange of the day of RFQ deadline as stated in Section I: RFQ Particulars shall apply. Regardless of the currency of quotations received, the Contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

Rates in quotations shall be fixed. Quotations with adjustable rates shall be disqualified.

7. DUTIES AND TAXES

Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNOPS as a subsidiary organ, 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 in **Section I: RFQ Particulars**.

8. PAYMENT TERMS

UNOPS will ordinarily effect payment within 30 days after receipt of the goods/services and on submission of payment documentation. Time in connection with discounts offered for accelerated payment will be computed from the date of receipt of payment documents by UNOPS. Payment discounts will not be considered in the financial evaluation.

9. PUBLICATION OF CONTRACT AWARD

UNOPS shall publish in its website (<https://data.unops.org>) information regarding the purchase order(s) awarded as a result of this RFQ.

10. ETHICS AND PROSCRIBED PRACTICES

UNOPS requires that all Bidders observe the highest standard of ethics during the entire RFQ process, as well as the duration of any Contract that may be signed as a result of this process. Therefore, all Bidders shall represent and warrant that they:

- (i) have not unduly obtained, or attempted to unduly obtain, any confidential information in connection with the RFQ process and any Contract that may be signed as a result of this RFQ process;
- (ii) have no conflict of interest that would prevent them from entering into a Contract with UNOPS, and shall have no interest in other parties involved in this RFQ process or in the project underlying this RFQ process;
- (iii) have not engaged, or attempted to engage, in any Proscribed Practices in connection with this RFQ process or the Contract that may be awarded as a result of this RFQ process. For the purposes of this provision, Proscribed Practices are defined in the [UNOPS Vendor Sanctions Procedures](#), and include: corrupt practice, fraudulent practice, coercive practice, collusive practice, unethical practice and obstruction.

11. AUDIT

UNOPS may conduct investigations relating to any aspect of the Contract award at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract. The Contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNOPS access to the Contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Contractor's personnel and relevant documentation. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNOPS hereunder.

12. BID PROTEST

Any Bidder that believes to have been unjustly treated in connection with this RFQ process or any Contract that may be awarded as a result of such RFQ process may submit a complaint to UNOPS' General Counsel. More information about bid protests can be found on UNOPS' website at www.unops.org.

Section III: Schedule of Requirements

1 UNOPS Terms of Reference

I. Information and scope of the consultancy

Profile required: A consultancy firm/organization, with specialized expertise in Environmental and Social Impact Assessment of hospital projects (hereinafter referred to as the "ESIA team").

Location of works: Yekatit-12 Hospital, Addis Ababa, Ethiopia

Duration of appointment: 10 Weeks

II. Background

The Federal Democratic Republic of Ethiopia (FDRE) Ministry of Health (MoH) signed a contract agreement with the United Nations Support for Project Services (UNOPS) for development of a new building for Neonatal and Maternity Hospital (NMH) Centre of Excellence within the premises of Yekatit-12 Hospital. The centre of Excellence will be developed under the following two outputs:

- A new NMH building by demolishing the existing Maternity Building currently operational within the premises;
- A Hospital Support Centre (HSC) by rehabilitating the deteriorated situation of the existing G+4 neonatal department building and reconfiguration of the spatial Arrangements to complement the services in the new building.

The Centre of Excellence is intended to provide high quality Maternity and Neonatal health care services all in one building with complimentary services such as office, accommodation and training programs to be located in the existing neonatal building after undergoing major renovation works. The MNH Centre of Excellence will be used as tertiary neonatal care centre and maternity services which consist of units based at research, teaching & medical service institutions sharing a common idea or vision and an overall and clearly defined set of research objectives.

Towards that effect, the MNH Centre of Excellence will be developed in stages under the following two work packages:

Work Package-1: Transitional State

The work package refers to the upgrading work on the infrastructure facilities of the existing neonatal building to an improved standard to host the existing functions of the neonatal services for a transition period (5 years - 10 years) until the new building is realized. The refurbishment shall maintain the existing neonate functions and target upgrading the facilities (ground, first and second floor) that will ensure an improved standard of the neonatal services intended for the transitional period.

Work Package-2: Ultimate State - MNH Centre of Excellence

The work package refers to construction of a new building at the location of the existing Maternity building including a lasting rehabilitation and reconfiguration of the Existing G +4 Neonatal Building into complementary services such as offices, accommodation, training and teaching rooms.

In view of the above, UNOPS Ethiopia Hub is looking for a consultancy firm/company for furnishing the necessary services to conduct the following reports pursuant to the Local and International practice and UNOPS Environmental Management System Handbook 2014, Guidelines and Policies, which can be downloaded from UNOPS web sites:

- Environmental Review Report /ER/- for work package-1
- Full Environmental/Social Impact Assessment /EISA/- for work package-2

III. Description of Work

Under the authority of UNOPS Director in Ethiopia Hub and under the direct supervision of the Project Manager, the team will: Perform a detailed analysis of the Environmental and Social Impacts of the project and develop a management plan to avoid or mitigate the adverse impacts.

The objectives of the ER and ESIA include:

- Source and present baseline information on the environment in the project areas, including the physical, biological and socio-economic conditions;
- Analyze and assess in detail the environmental and social impacts of the project in the areas of implementation;
- Identify the institutional and normative aspects relevant to an EISA and to the potential impacts of the project;
- Identify and assess reasonable alternatives and variations to the project, and propose an overall strategy for the mitigation of the environmental impacts
- Identify and propose mitigation measures that are necessary to avoid, minimize or off-set predicted negative environmental impacts (direct and indirect), including a budget and monitoring plan.

Proposed methodology:

- Desk review of existing literature and studies;
- Filed assessment;
- Stakeholder consultations;
- Data analysis;
- Report writing (draft);
- Validation workshop;
- Production of final report;

Proposed scope and activities:

Activity 1 : Context of the project :

- Present the context and the proposed works of the project; including location of the proposed works, area of influence, justification of the proposed works, components and activities foreseen, scheduling, staffing, etc. ;
- Describe, if any, environmental planning and management already been included in the project;
- Undertake a review of policies, legislation and regulations that will affect the ER, EISA and the environmental management of the proposed works;
- Undertake review of landuse planning projects and other projects relevant to the proposed works (e.g. adjacent road expansion, municipal sewage lines, housing developments, etc.);
- Present the analysis in consideration of the foreseen operational option for the project implementation (e.g labour intensive ; fully mechanised ; mixed)

Activity 2 : Description and baseline of the Environment in the project area

- Present the areas subject to the study and assessment (areas of influence of the project);
- Collect and analyse baseline data of environmental elements in the area of influence of the project. Environmental elements to be covered include but are not limited to, the following:
 - Physical elements: geology, topography, soils, climate, air quality, drainage patterns, surface water, groundwater, water quality, soil erosion, etc.
 - Biological elements: flora and fauna, habitats, rare and endangered species, protected areas and other areas classified as vulnerable, trends in fauna and flora, etc.
 - Socio-economic elements: demographic characteristics, population density, land-use, agricultural and economic activities, modes of transport, road networks and their usage, administrative structures, employment, presence and magnitude of waterborne diseases and HIV/AIDS, sites of natural or cultural value, etc.

Activity 3 : Detailed assessment of the environmental and social impacts of the project

The EISA team will identify, analyse and assess environmental and social impacts of the proposed works. The study will investigate in detail the potential for the following impacts arising from the proposed works (not limited to these):

Direct impacts on the environment

- Direct impact on the environment and biodiversity (e.g. destruction or defragmentation of habitats, destruction or degradation of protected or vulnerable areas, ecosystems, species, poaching, [temporary] settlements, etc)
- Direct impacts on surface water and catchment areas: water flow, erosion, water quality, etc. ;
- Direct impacts on groundwater systems and quality, related to changes in surface water flows ;
- Direct impact on landscape : topography, landuse, erosion, drainage, quarries, camps, etc ;
- Direct impact on natural resources : project requirements in water, wood, energy, and other resources;
- Direct pollution from the project (routine, non-routine, accidental): solid waste, toxic and hazardous waste, effluents and discharges, leakages, spills, run-off, noise and air.
- Direct impact on natural disaster risks : landslides, flooding, erosion, etc.

Indirect impacts on the Environment

- Increase in deforestation (e.g. logging, land clearing, slash and burn, etc) ;
- Increase and facilitation in forest resource exploitation (industrial and local);
- Increase in poaching and harvesting of non-timber forest products ;
- Increase in trade of bush-meat;

Socio-economic impacts

- Impacts on health and security of the population (disease transmission, particularly HIV/AIDS and waterborne diseases, access to medical treatments, accident risk, noise and air pollution, etc.);
- Impacts on the local population, population movements and displacements, economic activities, creation of employment, loss of agricultural and residential lands, destruction of properties, relocation of infrastructures, threats to cultural and historical sites ;
- Impacts of camps and settlements set-up for construction purposes;
- Impacts in contented or conflict areas

Characteristics of the impact assessment

Environmental and Social impacts will be analysed in terms of the following and any other relevant characteristics:

- Positive (beneficial); Negative (adverse)
- Direct, indirect, cumulative
- Magnitude
- Spatial coverage
- Stages of the project at which they occur
- Duration (intermittent, continuous, short-term, long-term)
- Reversibility, irreversibility
- Likelihood of occurrence

Wherever possible, the above and any other impact characteristics shall be analysed quantitatively and the cost of each impact will be indicated. The significance of impact of the proposed works will be assessed, and the basis of this assessment specified. The ESIA team will take into consideration any national and international environmental standards, legislation, treaties, and conventions that may affect the significance of identified impacts. The team will use the most up-to-date data and methods of analysing and assessing environmental and social impacts (considering the local context). Uncertainties concerning any impacts will be indicated.

Activity 4 : Analysis of alternatives and proposal of a strategy to mitigate impacts

The Project includes both refurbishment of existing infrastructure and the construction of new infrastructure.

The ESIA team will identify alternatives to those proposed for the works and compare the impacts of the selected works with those of the alternatives.

The alternatives that will be considered, include but are not limited to:

- Alternative means of satisfying the project objectives
- Location
- Design
- Construction methods and materials
- Operation and maintenance

In comparing the impacts of the selected works with those of the alternatives, the study team will include aspects such as: i) capital and operating cost, ii) costs of mitigation measures for adverse impacts, iii) suitability under local conditions, and iv) institutional and training requirements. The study team may include the no project option (i.e. the proposed works are not undertaken as one of the alternatives).

In cases in which more than one alternative is presented, the ESIA team will describe and justify the choice of an alternative rather than the others.

Activity 5: Environmental Management Plan, EMP

The ESIA team will suggest cost-effective measures to minimise, mitigate, or eliminate adverse impacts of the proposed works. Measures to enhance beneficial impacts will also be recommended.

The Environmental Management Plan will include, but will not be limited to, the following:

- Mitigation measures for potential environmental and social impacts identified ;
- Monitoring plan for the implementation of the mitigation measures;
- The estimated cost of implementation of the mitigation and monitoring measures ;
- Institutional arrangements necessary for implementing the environmental management plan;
- Activities for strengthening of institutions, project staff and local population capacities;

In the context of the EMP, the ESIA team will define the magnitude and level of responsibilities that are attributable to the project in the modification and impacts to the environment (in relation also to other initiatives and developments foreseen or ongoing). The ESIA team will also take into consideration in its EMP, other mitigating initiatives, such as for instance the strengthening of forest governance. Finally, the ESIA team will also present the EMP so that it enables the project to comply with conditions of project approval, ensures that mitigation measures are effective, and provide data that will be used during environmental audits.

Activity 6: Compensation and relocation plans

The ESIA team will investigate national environmental regulations on compensation and relocation to identify relevant information and, if necessary, develop a Compensation and Relocation Plan.

If compensation and/or relocation is recommended as one form of mitigation, the EISA team shall identify all the names and physical addresses of the people to be compensated or relocated. The assessment will result in the development of compensation and relocation plan and on the institutional arrangements necessary to indemnify people negatively affected by the implementation of project activities.

Duration and location of appointment

The duration of the appointment is generally 10 weeks. The start date for the appointment is foreseen after agreement. The environmental/Social Review report to be submitted in six (6) weeks time.

The appointment will take place in UNOPS Ethiopia Hub and Yekatit-12 premises for all relevant and necessary field data collection, and home-based for all desk reviews, analyses, drafting and editing of reports.

IV. Expected results and outputs

Output

1) EISA Report

The EISA Team will produce a report which can be easily understood by the public. The report will include the following:

- Executive summary ;
- Note on the methodology used throughout the study and assessment ;
- Description of the context of the project including identification of the relevant laws and regulations (see activity 1) ;
- Description and baseline of the Environment in the project area (see activity 2) ;
- Detailed assessment of the environmental and social impacts of the project (see activity 3) ;
- A strategy for the mitigation of the environmental impacts of the project (see activity 4) ;
- Environmental Management Plan, including mitigation and monitoring (see activity 5) ;
- Compensation and relocation plans, if necessary (see activity 6).

Annexes will include: data collected, data and analyses used during the assessment, minutes of meetings and consultations, composition of the EISA team, and any other relevant information. All collected data will be presented in both hard copies and digital forms.

The draft reports, including in particular the detailed assessment of environmental and social impacts, and the management plans required, will be submitted to the Project Manager [at the end of the 6 Weeks of appointment]. Comments of project stakeholders, following consultations on the conclusions of the assessment and plans, will be provided to the EISA team [two (2) weeks] after submission of the draft report. The final report, including all annexes and incorporating comments, will be available [at the latest at the end of the 10th week of appointment] in [3] hard copies and in digital format on [2] CDs.

The report and annexes will be provided in English.

2) ER Report

The team shall produce a report as per UNOPS guidelines for Environmental/Social Review annexed to this TOR.

The draft reports, including in particular the detailed assessment of environmental and social impacts, and the management plans required, will be submitted to the Project Manager four weeks after appointment. Comments of project stakeholders, following consultations on the conclusions of the assessment and plans, will be provided to the Consultant one week after submission of the draft Environmental Review. The final Environmental Review, including all annexes and incorporating comments, will be available six weeks after appointment in three hard copies and in digital format on a USB flash drive or CD.

The report and annexes will be provided in English.

Expected impacts

- Positive contribution to the overall success of the new MNH Centre of Excellence within the Yekatit-12 Hospital ;
- Significant mitigation or elimination of adverse environmental and social impacts, due to the implementation of project activities such as demolishing work, refurbishment, material transportation, use of construction equipment, installation of finishing materials etc.. ;
- Effective ownership of mitigation and monitoring measures by project staff and concerned populations.

V. Profile of the Expert

Profile of the EISA Team

- Minimum experience of five (5) years in Environmental Impact Assessments. Specific experience on EISA for hospital construction project and in a built-up surroundings is an asset ;
- Having successfully performed at least two (2) similar assessments in infrastructure projects, of which one (1) financed by bilateral/multilateral donor, UN organization, World Bank, ADB, etc.
- Team composed of experts and staff with the following profiles (as a minimum):

Expert in Environmental Impact Assessments – team leader

PhD or Master's Degree in environmental science, natural resource management or equivalent; fifteen (15) years of relevant professional experience:

- Experience as multi-disciplinary team leader for Environmental and Social Impact Assessments ;
- Proven experience in biodiversity conservation and land use planning ;
- Excellent knowledge of methodologies necessary of Environmental and Social Impact Assessment in the context of infrastructure projects;
- Sound knowledge of environmental mitigation and monitoring plans
- *Sound knowledge of* legislation and *donor* policies that will affect the environmental management of the project;
- Experience in hospital project development contexts is an asset ;
- Fluency in English is required, in Amharic is an asset.

Expert in Social Science and Socio-economics

PhD or Master's Degree in social sciences or equivalent; ten (10) years of professional experience:

- Proven experience in infrastructure project in Ethiopia ;
- Excellent analytical skills in analysis of social impacts for infrastructure projects. Hospital project is an asset.
- Experience in data collection and analysis, from secondary sources such as governmental statistics, sampling, etc.;
- Sound knowledge of legislation and donor policies that will affect social management of the project;
- Experience in the development of compensation and relocation plans;
- Fluency in English is required, in Amharic is an asset.

Any other expertise deemed relevant for the purpose of this ESIA



Section IV: Returnable Bidding Forms

Note to Bidders: Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Bidding Forms as instructed and return them as part of your quotation.

The following returnable forms are part of this RFQ and must be completed and returned by bidders as part of their Quotation.



Form A: Quotation submission form

Bidders are requested to complete this form, sign it and return it as part of their bid submission. 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.

Date: [Insert submission date]

Subject: Quotation for the supply of [Insert a brief description of the services] **in** [Name of country/city],
RFQ Case No. [Insert RFQ ref. number], dated [insert date]

We, the undersigned, declare that:

- a. We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract;
- b. Our quotation shall be valid for the period of time of [insert number of days which shall not be less than the specified in Section I: RFQ Particulars, Period of Validity of Quotations] from the date fixed for the submission deadline as set out in the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- c. We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS;
- d. Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation;
- e. Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the Contract—has not been declared ineligible by UNOPS, nor is included in the suspended/ineligibility list of the UN/PD, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Bidders Article 3, Eligibility;
- f. We embrace the UN Supplier Code of Conduct and adhere to the principles of the UN Global Compact;
- g. 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;
- h. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFQ and will not engage in any such activity during the performance of any Contract awarded.

I, the undersigned, certify that I am duly authorized by [insert full name of bidder] to sign this quotation and bind [insert full name of bidder] should UNOPS accept this quotation:

Name: [complete]

Title: [complete]

Date: [complete]

Signature: _____

Provide the name and contact information for the primary contact from your company for this quotation:

Name: [complete]

Title: [complete]

Email address: [complete]

Telephone: [complete]

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Form B: Price Schedule Form

Bidders shall fill in this Price Schedule Form in accordance with the instructions indicated.

RFQ reference no: insert RFQ reference No.

1 Environmental Review (ER)- Work Package-1

Currency	ETB
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Item No	Description	Qty	Unit price [Incoterms]	Total price [Incoterms]
1.	Inception Report (1 Week from signing agreement)	3 hard copies and 2 CD		
2.	Draft ER Report (4 th week)	3 hard copies and 2 CD		
3.	Final ER Report (6 th week)	3 hard copies and 2 CD		
Total Price				

2 Environmental and Social Impact Assessment (ESIA)- Work Package-2

Currency	ETB
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Item No	Description	Qty	Unit price [Incoterms]	Total price [Incoterms]
1.	Inception Report (2 weeks from signing agreement)	3 hard copies and 2 CD		
2.	Draft ESIA Report (8 th week)	3 hard copies and 2 CD		
3.	Final ESIA Report (10 th Week)	3 hard copies and 2 CD		
Total Price				

Payment terms 30 days accepted: ☒ Yes

Bidder's discount for accelerated payment: % of total firm price for each calendar day less than thirty (30) days

I, the undersigned, certify that I am duly authorized by insert full name of Bidder to sign this quotation and bind insert full name of Bidder should UNOPS accept this quotation:

Name : _____

Title : _____

Date : _____

Signature : _____

Form C: Previous experience form

RFQ reference no: [insert RFQ reference No.]

Name of Bidder: [insert name of Bidder]

Description of services	Country	Total amount of Contract	Contract Identification and Title and Contact details of Client (Name, Address, telephone, email, fax)	Year project was undertaken

Name : _____

Title : _____

Date : _____

Signature : _____

Form D: Key Personnel Form/Assigned Experts

RFQ reference no: [insert RFQ reference No.]

Name of Bidder: [insert name of Bidder]

Key Staff/Experts to be involved in the project

Ser No.	Name of Key Staff	Position in the Company	Qualification	Proposed Position
1				
2				
3				
4				
5				
6				
7				
8				
9				

Please include CVs for Key Staff



Form F: General Requirements

Note:

Please attach company profile, business licences and registration certificates issued from authorized authority to conducted environmental and social related services.

Bidders can submit using their own format.



Form E: Method Statements

Note:

Bidders shall provide a brief statement (not more than 15 pages) showing their approach to address the following technical requirements:

- Compliance towards the requirements in Section III: Schedule of Requirements.
- Compliance to the Environmental Management System Handbook of UNOPS, May 2014;
- Compliance with the local and International standard and to the requirements to obtain a building permit requirement for ESIA by the Addis Ababa City Administration.

Bidders can submit using their own format.