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REQUEST FOR PROPOSALS

Conduct Compliance Environmental Audit for different projects

RFP No.: RFP/UNDP/RWA/2019/038

eTendering case : RW10- 0000004403

(Extension of Evant case : 4286)

Country: RWANDA

Issued on: 27 August 2019

Contents

SECTION 1. LETTER OF INVITATION.....	4
SECTION 2. INSTRUCTION TO BIDDERS	5
A. GENERAL PROVISIONS.....	5
1. Introduction.....	5
2. Fraud & Corruption, Gifts and Hospitality.....	5
3. Eligibility.....	5
4. Conflict of Interests.....	5
B. PREPARATION OF PROPOSALS.....	6
5. General Considerations	6
6. Cost of Preparation of Proposal	6
7. Language.....	6
8. Documents Comprising the Proposal	6
9. Documents Establishing the Eligibility and Qualifications of the Bidder	6
10. Technical Proposal Format and Content	6
11. Financial Proposals.....	7
12. Proposal Security.....	7
13. Currencies.....	7
14. Joint Venture, Consortium or Association	7
15. Only One Proposal.....	8
16. Proposal Validity Period	8
17. Extension of Proposal Validity Period.....	8
18. Clarification of Proposal.....	9
19. Amendment of Proposals.....	9
20. Alternative Proposals	9
21. Pre-Bid Conference.....	9
C. SUBMISSION AND OPENING OF PROPOSALS.....	9
22. Submission.....	9
23. Deadline for Submission of Proposals and Late Proposals.....	10
24. Withdrawal, Substitution, and Modification of Proposals.....	10
25. Proposal Opening.....	10
D. EVALUATION OF PROPOSALS.....	10
26. Confidentiality.....	11
27. Evaluation of Proposals	11
28. Preliminary Examination.....	11
29. Evaluation of Eligibility and Qualification.....	11
30. Evaluation of Technical and Financial Proposals	11
31. Due Diligence.....	12
32. Clarification of Proposals.....	12
33. Responsiveness of Proposal	12
34. Nonconformities, Reparable Errors and Omissions.....	12
E. AWARD OF CONTRACT.....	13
35. Right to Accept, Reject, Any or All Proposals	13
36. Award Criteria.....	13
37. Debriefing.....	14
38. Right to Vary Requirements at the Time of Award.....	13
39. Contract Signature.....	13
40. Contract Type and General Terms and Conditions.....	13
41. Performance Security.....	13
42. Bank Guarantee for Advanced Payment.....	13
43. Liquidated Damages.....	13
44. Payment Provisions.....	13
45. Vendor Protest	14
46. Other Provisions.....	14
SECTION 3. BID DATA SHEET.....	17
SECTION 4. EVALUATION CRITERIA.....	22
SECTION 5. TERMS OF REFERENCE.....	26
SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST.....	22
FORM A: BIDDER INFORMATION FORM	
FORM B: FORMAT OF TECHNICAL PROPOSAL	
FORM C: FINANCIAL PROPOSAL SUBMISSION FORM.....	
FORM D: FINANCIAL PROPOSAL FORM.....	

Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) RWANDA hereby invites you to submit a Proposal to this Request for Proposal (RFP) **a National consultancy Firm conduct Compliance Environmental Audit for different projects**

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Instruction to Proposers/ Data Sheet (DS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - o Form A: Bidder Information form
 - o Form B: Format of Technical Proposal
 - o Form C: Financial Proposal Submission Form
 - o Form D: Financial Proposal Form

Please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by **19 September 2019 5:00 PM Kigali time (11:00 AM EDT time).**

The related case on the online UNDP eTendering system is no : **RWA10-000004403**

Proposals must be submitted in the online eTendering system in the following link: <https://etendering.partneragencies.org>

UNDP has developed instructional **videos for bidders** which are now available in the UNDP website <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/>

Please acknowledge receipt of this RFP by sending an email to procurement.rw@undp.org. You may also utilize the "Accept Invitation" function in eTendering system, where applicable <https://etendering.partneragencies.org>. This will enable you to receive amendments or updates to the RFP. Financial Proposal must be submitted as a separate file encrypted with a password.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Sincerely,

Approved by:

Name: Varsha Redkar-Palepu
Title: Deputy Resident Representative
Date: **August 28, 2019**

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS

1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid 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>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 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 observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 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 or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal 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 of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should 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.</p> <p>3.2 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>
4. Conflict of Interests	<p>4.1 Bidders must 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. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <p>a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;</p> <p>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</p> <p>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</p>

	<p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <p>a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and</p> <p>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</p> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 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 RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. Cost of Preparation of Proposal	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. Language	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
8. Documents Comprising the Proposal	<p>8.1 The Proposal shall comprise of the following documents:</p> <p>c) Documents Establishing the Eligibility and Qualifications of the Bidder;</p> <p>d) Technical Proposal;</p> <p>e) Financial Proposal;</p> <p>f) Proposal Security, if required by BDS;</p> <p>g) Any attachments and/or appendices to the Proposal.</p>
9. Documents Establishing the Eligibility and Qualifications of the Bidder	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
10. Technical Proposal Format and Content	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p>

	<p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
11. Financial Proposals	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. Proposal Security	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <p>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</p> <p>b) In the event that the successful Bidder fails:</p> <p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal 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 Proposal; 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.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to</p>

	<p>represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<p>15.Only One Proposal</p>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or</p> <p>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>c) they have the same legal representative for purposes of this RFP; or</p> <p>d) 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 Proposal of, another Bidder regarding this RFP process;</p> <p>e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or</p> <p>f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.</p>
<p>16.Proposal Validity Period</p>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<p>17.Extension of Proposal Validity Period</p>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p>

	<p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18. Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
20. Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. 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 proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. Pre-Bid Conference	<p>21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.</p>
C. SUBMISSION AND OPENING OF PROPOSALS	
22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>

<p>Hard copy (manual) submission</p>	<p>Hard copy (manual) submission not Allowed.</p> <p>22.4 Electronic submission only allowed or specified in the BDS, and governed as follows:</p> <p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.</p> <p>c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</p> <p>22.5 Electronic submission through eTendering will be governed as follows:</p> <p>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</p> <p>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</p> <p>d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</p> <p>c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
<p>Email Submission</p>	
<p>eTendering submission</p>	
<p>23. Deadline for Submission of Proposals and Late Proposals</p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than 19th September 2019 at 05:00 pm KIGALI TIME, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p>24. Withdrawal, Substitution, and Modification of Proposals</p>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p>
<p>25. Proposal Opening</p>	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
<p>D. EVALUATION OF PROPOSALS</p>	

<p>26. Confidentiality</p>	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
<p>27. Evaluation of Proposals</p>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ul style="list-style-type: none"> g) Preliminary Examination h) Minimum Eligibility and Qualification (if pre-qualification is not done) i) Evaluation of Technical Proposals Evaluation of Financial Proposals
<p>28. Preliminary Examination</p>	<p>UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
<p>29. Evaluation of Eligibility and Qualification</p>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and <p>They have a record of timely and satisfactory performance with their clients.</p>
<p>30. Evaluation of Technical and Financial Proposals</p>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those firms who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-</p>

	<p>responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 5px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;">TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<p>31. Due Diligence</p>	<p>N/A</p>
<p>32. Clarification of Proposals</p>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
<p>33. Responsiveness of Proposal</p>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<p>34. Nonconformities, Repairable Errors and Omissions</p>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <p style="margin-left: 40px;">a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit</p>

	<p>price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;</p> <p>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35.Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36.Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37.Right to Vary Requirements at the Time of Award	37.1 At the time of award of Contract, UNDP reserves the right to vary 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.
38.Contract Signature	38.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
39.Contract Type and General Terms and Conditions	39.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
40.Performance Security	40.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
41.Bank Guarantee for Advanced Payment	41.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
42.Liquidated Damages	42.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
43.Payment Provisions	43.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP

	with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
44. Vendor Protest	<p>44.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</p>
45. Other Provisions	<p>45.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>45.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>45.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

Section 3. Instructions to Proposers

Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Instruction to Proposers. In the case of a conflict between the Instructions to Proposers, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall govern.

DS No.1	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
1		Project Title :	Conduct Compliance Environmental Audit for different projects
2		Title of Services:	National Consultancy Firm to conduct Compliance Environmental Audit for different projects
3		Country / Region of Work Location:	RWANDA
4		Language of the Proposal:	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others (pls. specify) _____
5		Conditions for Submitting Proposals for Parts or sub-parts of the TOR	<input type="checkbox"/> Allowed <input checked="" type="checkbox"/> Not allowed
6		Conditions for Submitting Alternative Proposals	<input checked="" type="checkbox"/> Shall not be considered <input type="checkbox"/> Shall be considered. A proposer may submit an alternative proposal, but only if it also submits a proposal that meets the base case. UNDP shall only consider the alternative proposals offered by the Proposer whose proposal for the base case was determined to be the proposal with the highest evaluated score.
7		A pre-proposal conference will be held on: Will be Conducted	Thursday , 05 th Sptember 2019 at 9:30 am, UNDP Office.
8		Period of Proposal Validity commencing on the submission date	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days

¹ All DS number entries in the Data Sheet are cited as reference in the Instructions to Proposers. All DS nos. corresponding to a Data must not be modified. Only information on the 3rd column may be modified by the user. If the information does not apply, the 3rd column must state "N/A" but must not be deleted.

9		Proposal Security	<input type="checkbox"/> Required Amount: Click here to enter text. Form: Click here to enter text. <input checked="" type="checkbox"/> Not Required
10		Acceptable forms of Proposal Security ²	<input type="checkbox"/> Bank Guarantee (See Section 8 for template) <input type="checkbox"/> Any Bank-issued Check / Cashier's Check / Certified Check <input type="checkbox"/> Other negotiable instrument <input type="checkbox"/> Cash (exceptionally, if none of the other forms are feasible) <input type="checkbox"/> Others
11		Validity of Proposal Security	N/A
12		Advanced Payment upon signing of contract	<input type="checkbox"/> Allowed up to a maximum of ____% of contract ³ <input checked="" type="checkbox"/> Not allowed
13		Liquidated Damages	<input checked="" type="checkbox"/> Will not be imposed <input type="checkbox"/> Will be imposed under the following conditions : Percentage of contract price per day of delay : .05% Max. no. of days of delay : 30 After which UNDP may terminate the contract.
14	F.37	Performance Security	<input type="checkbox"/> Required Amount : _____ Form: _____ <input checked="" type="checkbox"/> Not Required
15	C.17, C.17 b)	Preferred Currency of Proposal and Method for Currency conversion	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (RWF)
16	B.10.1	Deadline for submitting requests for clarifications/ questions	4 days before the submission date.
17	B.10.1	Contact Details for submitting clarifications/questions ⁴	Focal Person in UNDP: Mbasa Rugigana Address: UNDP RWANDA E-mail : mbasa.rugigana@undp.org OR procurement.rw@undp.org Please include Reference " RFP/UNDP/RWA/2019/038 " in the begining of the subject line. <u>Please note that delay in replies from UNDP should not be considered as a reason for deadline extension.</u>
18	B.11.1	Manner of Disseminating Supplemental Information to the	<input type="checkbox"/> Direct communication to prospective Proposers by email or fax

² Surety bonds or other instruments issued by non-bank Financial Institutions are least preferred by UNDP. Unless stated otherwise, they shall be considered unacceptable to UNDP.

³ If the advanced payment that the Bidder will submit will exceed 20% of the Price Offer, or will exceed the amount of USD 30,000, the Bidder must submit an Advanced Payment Security in the same amount as the advanced payment, using the form and contents of the document in Section 10

⁴ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received.

		RFP and responses/clarifications to queries	<input checked="" type="checkbox"/> Direct communication to prospective Proposers by email or fax, and Posting on the websites UNGM, UNDP Procurement Notices, E-tendering
19	D.23.3	No. of copies of Proposal that must be submitted [if transmitted by courier]	N/A
20	D.23.1 D.23.2 D.24	Proposal Submission Address	Only Through UNDP etendering platform https://etendering.partneragencies.org
21	C.21 D.24	Deadline of Submission	Date and Time : September 19, 2019 05:00 PM KIGALI TIME
22	D.23.2	Allowable Manner of Submitting Proposals	<input type="checkbox"/> Courier/Hand Delivery <input checked="" type="checkbox"/> Electronic submission of Bid ⁶
23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	<ul style="list-style-type: none"> ▪ Only Through UNDP etendering platform at https://etendering.partneragencies.org ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Password for financial proposal must not be provided to UNDP until requested by UNDP ▪ Documents which are required in original (e.g. Bid Security) should be sent to the below address with a PDF copy submitted as part of the electronic submission: Procurement.rw@undp.org ▪ Max. File Size per transmission: 5MB <p>Mandatory subject of email: RFP/UNDP/RWA/2019/038 Conduct Compliance Environmental Audit for different projects</p> <p>Please note that You MUST NOT put any price for RFP cases. Your technical and financial proposals must be uploaded in two separate PDF files and financial proposal should be password protected. Please ensure password is kept safe and you can recover (and remember) the passwords when UNDP requests you to submit the passwords. Do not provide the Financial proposal encryption password unless UNDP asks you to do by an email from this email address.</p>

⁵ Posting on the website shall be supplemented by directly transmitting the communication to the prospective offerors.

⁶ If this will be allowed, security features (e.g., encryption, authentication, digital signatures, etc.) are strictly required and must be enforced to ensure confidentiality and integrity of contents.

			<p>DO NOT DISCLOSE YOUR PRICE IN THE LINE ITEMS. YOU MUST PUT PRICE AS "1" IN THE SYSTEM AND PROVIDE THE FINANCIAL PROPOSAL AS ENCRYPTED FILE AS EXPLAINED ABOVE.</p>
24	D.23.1	Date, time and venue for opening of Proposals	N/A
25	E.29.2 E.29.3 F.34	Evaluation method to be used in selecting the most responsive Proposal	<input type="checkbox"/> Lowest financial offer of technically qualified Proposals (i.e., offers that are rated 70% and above) <input checked="" type="checkbox"/> Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively, where the minimum passing score of technical proposal is 70% <input type="checkbox"/> Combined Scoring Method, using 60%-40% distribution for technical and financial proposals, respectively, where minimum passing score of technical proposal is 60%.
27		Other documents that may be Submitted to Establish Eligibility	Reference Section 6: Returnable forms – Checklist
29	C.15.2	Latest Expected date for commencement of Contract	Immediately after signing of the contract
30	C.15.2	Expected duration of contract (Target Commencement Date and Completion Date)	60 working days spread over 1 year
31		UNDP will award the contract to:	<input checked="" type="checkbox"/> One Proposer only <input type="checkbox"/> One or more Proposers, depending on the following factors : <i>[clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Proposers]</i>
32	E.29.2 F.34	Criteria for the Award of Contract and Evaluation of Proposals	(See Tables below)
33		Other Information Related to the RFP ⁷	N/A

⁷ Where the information is available in the web, a URL for the information may simply be provided.

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney (if necessary)
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Financial proposal encrypted with password
- Bid Validity

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder registration/Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with RFP clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		

History of Non-Performing Contracts	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Specialization in setting up Environmental Monitoring Networks, data collection, data archiving, data analysis and another relevant field	Form D: Qualification Form
Financial Standing	Minimum average annual turnover of USD450,000 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. Bidder must be profitable for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form

Criteria for the Award of Contract and Evaluation of Proposals

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Expertise of Service Provider	300
2.	Proposed Methodology, Approach and Implementation Plan	
3.	Management Structure and Key Personnel	300
	Total	1000

Section 1. Expertise of Service Provider		Points obtainable
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect implementation <ul style="list-style-type: none"> - Financial stability - loose consortium, holding company or one firm - age/size of the firm - strength of project management support - project financing capacity - Strong project management structure within the team. 	90
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.)	15

⁸ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

	Quality assurance procedures, warranty	25
1.4	Relevance of: - Specialized Knowledge - Experience on Similar Programme / Projects - Experience on Projects in Districts, Country and in the Region Work for UNDP/ major multilateral/ or bilateral programmes	120
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	To what degree does the Proposer understand the task?	30
2.2	Have the important aspects of the task been addressed in sufficient detail?	25
2.3	Are the different components of the project adequately weighted relative to one another?	20
2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	55
2.5	Is the conceptual framework adopted appropriate for the task?	65
2.6	Is the scope of task well defined and does it correspond to the TOR?	120
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	85
Total Section 2		400

Section 3 Management Structure and Key Personnel		Points obtainable
	Task Manager	Sub-Score
	General Qualification	
	Suitability for the Project	
	- International Experience	25
	- Training Experience. Master's degree in Environmental sciences, water resources management, air quality monitoring, and Natural resources management	20
	- Professional Experience in the area of specialisation. At least 5 years of experience practicing Environmental Audit for different industries.	45
	- Knowledge of the region. A good understanding of the main challenges facing the industries in complying with environmental requirements	30
	- Language Qualifications, Excellent writing, editing, and oral communication skills in English knowledge of French and Kinyarwanda is an asset.	20
	Sub total	140
	Senior Expert	Sub-Score
	General Qualification	
	Suitability for the Project	
	- Training Experience: - An expert in Air quality monitoring having a master's degree in Environmental Chemistry, Atmospheric Chemistry, or any other related field	20
	- Professional Experience in the area of specialisation. At least 3 years of experience in drafting EA reports in the context of Rwanda, preferably EA for industries for both team members	50
	Knowledge of the region. A good understanding of the main challenges facing the industries in complying with environmental requirements	30

Language Qualifications. - Excellent writing and oral communication skills in English. Knowledge of French and Kinyarwanda will be an asset	20
Sub total	120
Junior Expert	Sub-Score
General Qualification	
Suitability for the Project	
- Training Experience: - An expert in water quality monitoring, having a master's degree in water resources management, water quality monitoring	10
- Professional Experience in the area of specialisation. At least 3 years of experience in drafting EA reports in the context of Rwanda, preferably EA for industries for both team members	10
Knowledge of the region. A good understanding of the main challenges facing the industries in complying with environmental requirements	10
Language Qualifications. - Excellent writing and oral communication skills in English. Knowledge of French and Kinyarwanda will be an asset	10
	300

Section 5. Terms of Reference

Terms of Reference for Recruitment of a Consultancy Firm to conduct Compliance Environmental Audit for different projects

“The Poverty Environment Action for SDGs – PEA”

Application type:	Local vacancy
Job Title:	Consultancy Firm to conduct Compliance Environmental Audit for capital projects
Category	PEA/ Private Sector mainstreaming

Coverage area	Kigali, Rwanda
Application Deadline:	19/09/2019, 5: 00 PM
Type of contract:	Firm Contract
Expected starting date:	Immediately after signing of contract
Duration	60 working days spread over 1 year

1. Background information

The new **Poverty-Environment Action for the SDGs (PEA)** follows a global joint support programme under UNDP and UN Environment, and builds on the previous phases of the UNDP-UNEP Poverty Environment Initiative (PEI) support in 22 countries, including in Rwanda.

The programme addresses the relationship between unsustainable management of Environment & Natural Resources (ENR) and multi-dimensional poverty

Industrialization is one of the main indices of global and national development. However, Industrialization has been a mixed blessing to mankind. On one hand, it enhances the quality of life and on the other hand, poses serious threats to the management of natural systems, environment and security of public health.

Industrial pollution is one of the leading causes of pollution worldwide it can impact air quality, and it can enter the soil, causing widespread environmental problems.

Industrial activities are a major source of air, water and land pollution, leading to illness and loss of life all over the world. The World Health Organization estimates that outdoor air pollution alone accounts for around 2% of all heart and lung diseases, about 5% of all lung cancers, and about 1% of all chest infections.

Rwanda Environment Management Authority (REMA), is the Government institution whose mandate is to regulate industrial pollution among others. In the framework of its mandates, REMA performs different environmental assessments including preliminary Environmental Audit to different projects and industries as well as monitoring of the same projects.

Continuous monitoring is needed and expertise in some areas of industries/projects to be monitored/inspected is also required.

Existing mechanisms to monitor, control and report pollution is well designed but continuous monitoring of the same industries/projects for a long period is a challenge to REMA which is understaffed.

REMA in partnership with UNDP through Poverty and Environment Action for SDG (PEA) would like to recruit a consulting firm to conduct Continuous Environmental Assessment of some industries for a period of one year. Different industries targeted by this consultancy are those whose activities have an impact on air quality, water and soil quality.

2. Objective

The main objective of this study is to assess the short term, medium term and long term environmental impact of the targeted industries on the environment. This study aims at measuring different parameters that will reveal the level of compliance of targeted industries vis a vis the agreed standards for a period of one year.

3. Scope of the study

This study will specifically focus on 11 industries and report in general the impact of Rwandan industries on environment. These industries are categorized in 2 groups:

- Industries that may cause air pollution
 - Industries that may cause Soil and Water pollution.
- Air Pollution

Industries listed below will be audited/monitored for compliance on the air quality:

- Imana Steel
 - Roto Rwanda
 - Cimerwa
 - SteelRwa
 - Ameki Color (Tanks production)
- **Soil and water pollution**

Industries listed below will be audited/monitored for compliance against soil and water pollution:

- Ameki Color (Paint Production)
- Skol Ltd
- Trust Industry Ltd
- Sopyrwa Ltd
- Bralirwa
- Utexrwa
- Kigali Leather Ltd

4. Activities and Deliverables

The firm will undertake following activities:

For all industries in general:

- A brief description of the areas and industries that have been audited
- For each industry, the firm will describe its lifecycle (step by step) from raw material to the last product, specifying all chemicals and products that the industries use in the manufacturing process.
- Specify the kind of waste generated by the industries, their estimate quantity and frequency.
- Describe the short, medium and long-term impact of the selected industries' activities on Environment with consideration of the surrounding environment /ecosystem
- Describe other areas of potential risk
- Identify all the areas of non-compliances and opportunities for improvement
- Propose solutions and measures to be taken by the industry owners

Specific activities:

For the air quality monitoring of the 5 industries:

- Test the air quality at each factory for a period of one week nonstop every 2 months within a period of 6 months with comparison to permissible limits

For water quality:

- Test waste water quality for all the 7 industries at least in 2 different points (at the source, at the released area...etc.) every 2 months within a period of 6 months with comparison to national and international standards. These tests will be done only when industries are in operation.

Outputs/Expected deliverables:

1. Report on the brief description of the areas and industries to be audited (serving as inception report)
2. Comprehensive report industries' lifecycle (step by step) from raw material to the last product, specifying all chemicals and products that the industries use in the manufacturing process.
3. Results of the air quality tests and water and soil quality tests with a detailed analysis of the impact of the findings on environment
4. A full Audit report compiling all the activities conducted at each industry, a summary list of non-compliances, and proposed solutions and way forward to include required tools to help the industries to properly manage their activities in sustainable ways eg : environmental management systems(EMS)

Methodology

The consultancy involves a mix of desk reviews, field data collection and sample taking at source and laboratory analysis.

Analysis and recommendations should include a focus on gender aspects and aim to promote women's empowerment.

The application for this consultancy is to include a summary methodology, with the successful applicant to provide a detailed methodology in the inception report. In line with the Scope of Work and assignments this summary methodology is to include, but is not limited to:

- Methodology to conduct compliance environmental audit report
- Methodology to measure different pollution parameters
- Methodology for assessing existing pollution issues that are connected to the industries' activities

5. Duration of the contract

The assignment is expected to take 6 months from the signature date in the period of 1year.

6. Institutional arrangement

UNDP will contract a National Consultants firm to undertake this assignment, which will work with the support from PEA and the department of Environmental Regulations and Pollution Control in REMA. REMA will supervise the firm. The Consultants will directly report to the PEA Program manager at REMA and UNDP Country Office PEA focal point. A Technical Working Group(TWG) to guide the assignment will be established, consisted of REMA (PEA & DER&PC) of UNDP PEA Focal Person and other stakeholders as deemed necessary. All deliverables should be accepted and approved by the Technical Working Group, and cleared by the DG REMA.

7. Duty station

The assignment is home based (Kigali), the consultants will be required to travel to sites outside Kigali as appropriate.

8. Required expertise and experience

Academic Qualifications/Education:

The firm must have an experience in conducting Environmental Audit of at least 5 years

- **The lead Expert**

- Should have a Master's degree in Environmental sciences, water resources management, air quality monitoring, and Natural resources management. Or any other related field
- At least 5 years of experience practicing Environmental Audit (EA), Environmental Impact Assessment (EIA) for different industries.
- At least 3 years of experience in drafting EA reports in the context of Rwanda, preferably EA for industries.
- Excellent writing and oral communication skills in English. Knowledge of French and Kinyarwanda will be an asset.
- A good understanding of the main challenges facing the industries in complying with environmental requirements;
- Experience working in multi-disciplinary teams with national experts and other stakeholders from relevant national institutions and private sector;

- **Team members:**

The team must be composed of 2 experts with following qualifications:

- An expert in Air quality monitoring having a master's degree in Environmental Chemistry, Atmospheric Chemistry, or any other related field
- An expert in water quality monitoring, having a master's degree in water resources management, water quality monitoring
- At least 3 years of experience in drafting EA reports in the context of Rwanda, preferably EA for industries for both team members
- A good understanding of the main challenges facing the industries in complying with environmental requirements
- Excellent writing and oral communication skills in English. Knowledge of French and Kinyarwanda will be an asset

Language skills:

- Excellent writing, editing, and oral communication skills in English is required. Knowledge of French and Kinyarwanda is an asset.

Competencies:

- Demonstrates practical knowledge of inter-disciplinary development issues;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates strong oral and written communication skills;

9. Payment modality

The firm will be paid the consultancy fee upon completion of the following deliverables.

10% upon the submission and acceptance by the TWG of the report on the brief description of the areas and industries to be audited (Deliverable 1)

20% upon the submission and acceptance of the Comprehensive report on industries' lifecycle (step by step) from raw material to the last product, specifying all chemicals and products that the industries use in the manufacturing process (Deliverable 2).

40% upon the submission and acceptance of the results of the air quality tests and water and soil quality tests with a detailed analysis of the impact of the findings on environment (Deliverable 3)

30% upon the submission and acceptance of the audit report compiling all the activities conducted at each industry, a summary list of non-compliances, and proposed solutions and way forward. (Deliverable 4).

10. Evaluation criteria

The consultant firm will be evaluated against a combination of technical and financial criteria (combined scoring method). Maximum score is 100% out of which technical criteria equals 70% and financial criteria equals 30%. The technical evaluation will include the following:

Technical Proposal Evaluation Form 1	Points obtainable
Expertise of the Firm/Organization	

1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect implementation <ul style="list-style-type: none"> - Financial stability - loose consortium, holding company or one firm - age/size of the firm - strength of project management support - project financing capacity - project management controls 	90
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.)	15
1.4	Quality assurance procedures, warranty	25
1.5	Relevance of: <ul style="list-style-type: none"> - Specialized Knowledge - Experience on Similar Programme / Projects - Experience on Projects in the Region Work for UNDP/ major multilateral/ or bilateral programmes	120
		300

Form 2		Max Points
Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the Proposer understand the task?	30
2.2	Have the important aspects of the task been addressed in sufficient detail?	25
2.3	Are the different components of the project adequately weighted relative to one another?	20
2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	55

2.5	Is the conceptual framework adopted appropriate for the task?	65
2.6	Is the scope of task well defined and does it correspond to the TOR?	120
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	85
	TOTAL B	400

Technical Proposal Evaluation Form 3			Points Obtainable
Management Structure and Key Personnel			
3.1	Task Manager	Sub-Score	
	General Qualification		
	Suitability for the Project		
	- International Experience	25	
	- Training Experience. Master's degree in Environmental sciences, water resources management, air quality monitoring, and Natural resources management	20	
	- Professional Experience in the area of specialisation. At least 5 years of experience practicing Environmental Audit for different industries.	45	
	- Knowledge of the region. A good understanding of the main challenges facing the industries in complying with environmental requirements	30	
	- Language Qualifications, Excellent writing, editing, and oral communication skills in English knowledge of French and Kinyarwanda is an asset.	20	
	Sub total	140	
3.2	Senior Expert	Sub-Score	120
	General Qualification		

	Suitability for the Project		
	- Training Experience: - An expert in Air quality monitoring having a master's degree in Environmental Chemistry, Atmospheric Chemistry, or any other related field	20	
	- Professional Experience in the area of specialisation. At least 3 years of experience in drafting EA reports in the context of Rwanda, preferably EA for industries for both team members	50	
	Knowledge of the region. A good understanding of the main challenges facing the industries in complying with environmental requirements	30	
	Language Qualifications. - Excellent writing and oral communication skills in English. Knowledge of French and Kinyarwanda will be an asset	20	
	Sub total	120	
.3	Junior Expert	Sub-Score	40
	General Qualification		
	Suitability for the Project		
	- Training Experience: - An expert in water quality monitoring, having a master's degree in water resources management, water quality monitoring	10	
	- Professional Experience in the area of specialisation. At least 3 years of experience in drafting EA reports in the context of Rwanda, preferably EA for industries for both team members	10	
	Knowledge of the region. A good understanding of the main challenges facing the industries in complying with environmental requirements	10	
	Language Qualifications. - Excellent writing and oral communication skills in English. Knowledge of French and Kinyarwanda will be an asset	10	
		40	
	Total Part 3		300

Section 6: Returnable Forms

Form A: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]

Does your Company have a written Statement of its Environmental Policy? <i>(If yes, provide a Copy)</i>	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the services being procured

Form B: Format of Technical Proposal

Name of Bidder:		Date:	Select date
RFP reference:	RFP/UNDP/RWA/2019/038		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.4 A clear methodology reflect support in promotion of the Kuwait's global positioning contribute to the KNDP.
- 2.5 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i> <ul style="list-style-type: none"> ▪ name of institution: [Insert] ▪ date of certification: [Insert]
Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

Form C: Financial Proposal Submission Form

Name of Bidder:		Date:	Select date
RFP reference:	RFP/UNDP/RWA/2019/038		

We, the undersigned, offer to provide the services **to conduct conduct Compliance Environmental Audit for capital projects** in accordance with your Request for Proposal No. RFP/UNDP/RWA/2019/038 and our Proposal.

We are hereby submitting our Proposal, which includes this Technical Proposal and our **Financial Proposal is submitted as a separate file encrypted with a password**. None of the financial proposal data is disclosed in other documents of the submission, INSTEAD WE PUT PRICE AS 1 IN THE ETENDERING SYSTEM ONLINE AND PROVIDED THE FINANCIAL PROPOSAL AS ENCRYPTED FILE.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the 120 DAYS.

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form D: Financial Proposal Form

Name of Bidder:		Date:	Select date
RFP reference:	RFP/UNDP/RWA/2019/038		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: RWF

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		<i>A</i>	<i>B</i>	<i>C=A+B</i>
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International flights (define destination of each team member)	Trip			
Living allowance (per each team	Day			

member)				
Communication costs	Day			
Local transportation costs	Day			
Printing report costs				
Taking photos during interview				
Other Costs: (please specify)				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Payment percentage	Due date	Professional Fees	Other Costs	Total
(Deliverable 1)- Report on the brief description of the areas and industries to be audited	10%	Submission and acceptance by the TWG of the report			
(Deliverable2)-Comprehensive report on industries' lifecycle (step by step)	20%	Submission and acceptance of the Comprehensive report			
(Deliverable 3) Results of the air quality tests and water and soil quality tests with a detailed analysis of the impact of the findings on environment	40%	Submission and acceptance of the results of the air quality tests and water and soil quality tests			
(Deliverable 4)-Audit report compiling all the activities conducted at each industry, a summary list of non-compliances, and proposed solutions and way forward.	30%	Submission and acceptance of the audit report compiling all the activities conducted at each industry			