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REQUEST FOR PROPOSAL

International Consultancy Firm to undertake Strategic Environmental Assessment (SEA) for National Urbanization Policy (NUP 2015) in Rwanda

RFP No.: eTendering No: RWA10- 0000005428

Country: RWANDA

Issued on: 19 February 2020

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SECTION I. LETTER OF INVITATION

International Consultancy Firm to undertake Strategic Environmental Assessment (SEA) for National Urbanization Policy (NUP 2015) in Rwanda.

eTendering No: RWA10- 0000005428

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the Consultancy to undertake Strategic Environmental Assessment (SEA) for National Urbanization Policy (NUP 2015) in Rwanda. 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: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - o Form A: Technical Proposal Submission Form
 - o Form B: Bidder Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Proposal
 - o Form F: Financial Proposal Submission Form
 - o Form G: Financial Proposal Form

Detailed Terms of Reference (ToR) as well as other requirements have been provided through the UNDP eTendering system accessible at " <https://etendering.partneragencies.org> Event ID: RWA10-0000005428.

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit through the online eTendering system not later than **Tuesday, 24th MARCH 2020**.

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

eTendering information:

Event ID no: RWA10- 000005428.

- Bidders are advised to use Internet Explorer (Version 10 or above) to avoid any compatibility issues with the e-tendering system.
- Bidders have to submit their **Financial proposal as a password protected PDF uploaded in the system, and in the system, they must insert "1" in the line item unit price.**
- Supporting documents required are in the .pdf format, and free from any virus or corrupted files and Quotations.
- The File name has to contain only Latin characters (No Cyrillic or other alphabets).
- If you have not registered in the system before, you can register now by logging in using
username: event.guest
password: why2change
- Note that ATLAS has following minimum requirements for password:
 - Minimum length of 8 characters.
 - At least on capital letter.
 - At least one number.
- New bidder registering for first time, system will not accept any password that does not meet the above requirements and thus registration cannot be completed.
- For already existing bidders whose current password does not meet the criteria, when signing in, system will prompt you to change the password, and it will not accept a new password that does not meet requirement.
- The step by step instructions for registration of bidders and quotation submission through the UNDP ATLAS e-Tendering system is available in the "**Instructions Manual for the Bidders**", uploaded.
- You may check the following LINKs to access guiding instructional videos for bidders on how to use the UNDP etendering:
 - **Video Guide on How to register** in the UNDP eTendering system as a Bidder Profile:
<https://www.youtube.com/watch?v=Try1FX6reu8&feature=youtu.be>
 - **Video Guide on How to Submit a Bid on eTendering :**
<https://www.youtube.com/watch?v=cy34AXsYMrC&feature=youtu.be>

Issued by:

Approved by:

Name: Mbasa Rugigana
Title: Procurement Analyst
Date: **February 19, 2020**

Name: Varsha Redkar-Palepu
Title: Deputy Resident Representative
Date: **February 19, 2020**

SECTION 2. INSTRUCTION TO BIDDERS

A. GENERAL PROVISIONS	
<i>1. Introduction</i>	<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>
<i>2. Fraud & Corruption, Gifts and Hospitality</i>	<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>
<i>3. Eligibility</i>	<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>

<p>4. <i>Conflict of Interests</i></p>	<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> <ul style="list-style-type: none"> 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; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <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> <ul style="list-style-type: none"> 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 b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <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	
<p>5. <i>General Considerations</i></p>	<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>
<p>6. <i>Cost of Preparation of Proposal</i></p>	<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>
<p>7. <i>Language</i></p>	<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>
<p>8. <i>Documents</i></p>	<p>8.1 The Proposal shall comprise of the following documents:</p>

<p><i>Comprising the Proposal</i></p>	<p>a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, (NOT REQUIRED); e) Any attachments and/or appendices to the Proposal.</p>
<p><i>9. Documents Establishing the Eligibility and Qualifications of the Bidder</i></p>	<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>
<p><i>10. Technical Proposal Format and Content</i></p>	<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>
<p><i>11. Financial Proposals</i></p>	<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>
<p><i>12. Proposal Security</i></p>	<p>12.1 A Proposal Security, if required by BDS (Here is not required), 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>
<p>13. <i>Currencies</i></p>	<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>
<p>14. <i>Joint Venture, Consortium or Association</i></p>	<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 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> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or 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; 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 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>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>
<p>18. Clarification of Proposal</p>	<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>
<p>19. Amendment of Proposals</p>	<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>

	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.
20. <i>Alternative Proposals</i>	<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. <i>Pre-Bid Conference</i>	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.
C. SUBMISSION AND OPENING OF PROPOSALS	
22. <i>Submission</i>	<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>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall:</p> <p>i. Bear the name and address of the bidder;</p> <p>ii. Be addressed to UNDP as specified in the BDS</p>

<p>Email Submission</p> <p>eTendering submission</p>	<p>iii. Bear a warning that states “<i>Not to be opened before the time and date for proposal opening</i>” as specified in the BDS.</p> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; 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. 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>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. 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. 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. 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-notice/resources/
<p>23. <i>Deadline for Submission of Proposals and Late Proposals</i></p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and 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. <i>Withdrawal, Substitution, and Modification of</i></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 Manual and Email submissions: A bidder may withdraw, substitute or modify its</p>

<p><i>Proposals</i></p>	<p>Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 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>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
<p>25. <i>Proposal Opening</i></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. <i>Confidentiality</i></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. <i>Evaluation of Proposals</i></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> <ol style="list-style-type: none"> a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals
<p>28. <i>Preliminary Examination</i></p>	<p>28.1 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. <i>Evaluation of Eligibility and Qualification</i></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> <ol style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's

	<p>list of terrorists and terrorist financiers, and in UNDP’s ineligible vendors’ list;</p> <ul style="list-style-type: none"> 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 f) They have a record of timely and satisfactory performance with their clients.
<p><i>30. Evaluation of Technical and Financial Proposals</i></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 Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-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: 10px; margin-top: 10px;"> <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 style="text-align: center;">Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>

<p>31. <i>Due Diligence</i></p>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
<p>32. <i>Clarification of Proposals</i></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. <i>Responsiveness of Proposal</i></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. <i>Nonconformities, Reparable Errors and Omissions</i></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> <ul style="list-style-type: none"> 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 price shall prevail and the line item total shall be corrected, unless in the opinion

	<p>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. <i>Right to Accept, Reject, Any or All Proposals</i>	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. <i>Award Criteria</i>	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. <i>Debriefing</i>	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. <i>Right to Vary Requirements at the Time of Award</i>	38.1 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.
39. <i>Contract Signature</i>	39.1 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.
40. <i>Contract Type and General Terms and Conditions</i>	40.1 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
41. <i>Performance Security</i>	41.1 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.
42. <i>Bank Guarantee for Advanced Payment</i>	42.1 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
43. <i>Liquidated Damages</i>	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. <i>Payment Provisions</i>	44.1 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.
45. <i>Vendor Protest</i>	45.1 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
46. <i>Other Provisions</i>	46.1 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. 46.2 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. 46.3 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

SECTION 3. BID DATA SHEET

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Not applicable
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	N/A
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for	4 days before the submission deadline

		clarifications/ questions	
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Nadine UMUHIRE Address: United Nations Development Programme 12 Avenue de l'Armée P.O Box 445 Kigali, Rwanda E-mail address: nadine.umuhire@undp.org and mbasa.rugigana@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the website _____
14	23	Deadline for Submission	24 March 2020 at 12:00pm Kigali Time Submission is only allowed through eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	e-Tendering via https://etendering.partneragencies.org
15	22	Proposal Submission Address	e-tendering https://etendering.partneragencies.org BU Code : RWA10 Event ID number : 0000005428
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ 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 technical proposal must not be provided to UNDP until the date as indicated in No. 14 (<i>for email submission only</i>) ▪ Password for financial proposal must not be provided to UNDP until requested by UNDP ▪ Max. File Size per transmission: [Specify] ▪ Mandatory subject of email: Undertake Strategic Environmental Assessment (SEA) for National Urbanization Policy

17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	<i>April 15, 2020</i>
19		Maximum expected duration of contract	180 days
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Other Information Related to the RFP	-

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
- Minimum documents provided
- Technical and Financial Proposals submitted separately

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 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 ITB 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 Contracts¹	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	Minimum 5 years of relevant experience.	Form D: Qualification Form
	Minimum 3 contracts of similar value, nature and complexity implemented over the last 5 years. <i>(For JV/Consortium/Association, all Parties cumulatively should</i>	Form D: Qualification Form

¹ 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.

	<i>meet requirement).</i>	
Financial Standing	Minimum average annual turnover of USD..... 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. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	200
2.	Proposed Methodology, Approach and Implementation Plan	300
3.	Management Structure and Key Personnel	500
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing/ of research	40
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	50
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country. Attach company previous references of where similar assignments were done	20
1.4	Quality assurance procedures and risk mitigation measures (bidders should indicate their quality assurances)	60
1.5	Organizational Commitment to Sustainability (mandatory weight) -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points -Organization is a member of the UN Global Compact -5 points -Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	30
Total Section 1		200

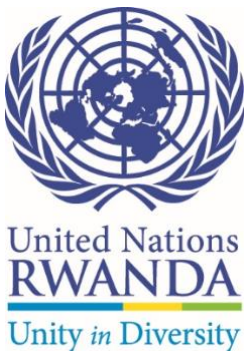
Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	80
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100
2.3	Details on how the different service elements shall be organized, controlled and delivered	30
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	30

2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	30
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	30
Total Section 2		300

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		30
3.2	Qualifications of key personnel proposed		
3.2 a	Team leader Leading SEA study (international)		
	Minimum of 10 years of working experience in conducting environmental studies on projects of comparable size and complexity. Should have led at least similar assignment	30	
	Proven working experience in the following fields: Environmental studies (SEA, ESA, EIA) in urban planning sector, natural resources, climate change, urbanization (should clearly articulate and tabulate the experience in a proper and readable format with)	50	
	Regional/International experience	20	
	At least MSc degree in Environmental Management or other related field	20	
	Language (English)/report writing and presentation	10	
3.2 b	Senior Environmental Expert (International Expert)		
	- Minimum of 10 years of working experience in a similar role of comparable size and complexity.	10	
	- Specific Experience relevant to the assignment: Experience in environmental management, planning, policy analysis particularly experience in Environmental assessment. in developing countries minimum of 5 years as project manager, prior working experience in Rwanda would be an asset.	40	
	- Regional/International experience	20	
	- Language Qualifications	10	
	Education: at least MSc degree or equivalent Environmental studies	10	
3.2 c	Urban planning Expert (Should be National)		
	- General Experience: Minimum of 10 years of working Experience in Infrastructure planning particularly experience in urban planning and built environment.	20	
	- Specific Experience relevant to the assignment: A minimum of 5 years in a similar role working on projects of comparable size and complexity.	15	

	- Knowledge of cartography GIS data collection, entry, and presentation (Attach proof of GIS Training)	10	
	MSc degree, equivalent in urban planning, or other related field	10	
3.3 d	Climate Change Expert (Open for international and national)		
	A minimum of 5 years in a similar role working on projects of comparable size and complexity.	30	
	Proven working experience in the following fields: Minimum of 3 years of working experience climate change, climate change adaptation and mitigation	20	
	Advanced degree in Environmental Management or related fields and/or equivalent work experience.	20	
3.4.e	Education: At least MSc degree or equivalent in climate change related sciences/studies	10	
	/Architect/civil engineer Open for international and national		
	Minimum of 5 years of working experience in developing countries. on urban design, comparable size and complexity.	30	
3.5 f	MSc degree Architecture or equivalent in civil engineering,	10	
	Socio-economist expert (Should be national)		
	Minimum of 5 years of working experience in developing countries. A minimum of 5 years in a similar role working on projects of comparable size and complexity.	30	
	Social impact of (sanitation) infrastructure development capacity needs assessment, awareness creation, behavior change	10	
	Expertise in socio-economic field studies and analysis, especially on poverty and gender related issues. Experience with such studies in urbanization sector would be an advantage.	10	
	Experience with conducting SEAs and or Social Impact Analysis, using participatory approaches, Proven working experience in the of fields: Costs and benefits analyses infrastructure investments, environmental economics	10	
	Education: Advanced University degree (MSc) in relevant field (sociology, economics, or similar).	10	
Language: English and Kinyarwanda	5		
Total Section 3			500

SECTION 5. TERMS OF REFERENCE



Terms of Reference for Recruitment of an International Consultancy Firm to undertake Strategic Environmental Assessment (SEA) for National Urbanization Policy (NUP 2015) in Rwanda.

“The Poverty Environment Action for SDGs – PEA”

Application type:	International Tender
Job Title:	Consultancy to undertake Strategic Environmental Assessment (SEA) for National Urbanization Policy (NUP 2015) in Rwanda
Category	Open Tender
Coverage area	Kigali, Rwanda
Application Deadline:	24 TH MARCH 2020, 12:00 pm
Type of contract:	Firm Contract
Expected starting date:	Immediately after signing of contract
Duration	180 calendar days

1. BACKGROUND

In order to achieve sustainable growth, development priorities should lie on both poverty alleviation and climate resiliency objectives. Urbanization is one of the booster of economic growth by increasing demand among urban businesses and individual consumers through a shift of people from rural to urban areas to seek to improve the dwellers’ quality of life such as greater opportunities for jobs, education, housing, and transportation. However, as urbanization increases, the needs for natural resources such as water, land, energy, natural construction materials, and services especially waste management, sanitation, buildings, transport, among others will exponentially increase. City development that does not consider such factors and establish an appropriate integrated planning is at risk of

irreversible environmental damage and subsequently renders the economy to the unsustainable path of development.

Therefore, it is imperative for the city's development to account for environmental aspects, especially through land-use and spatial development planning to achieve low carbon growth overall and build resilience to climate change. Sustainable urbanization² (green urbanization) is built on six pillars namely green building and construction, production and consumption, urban mobility, water production and distribution, water sanitation and waste management. Compliance with social and environmental safeguards are the basis of purposefully planned urban infrastructure to ensure that the world's fast-growing cities are in line with the 2030 Agenda.

Currently, 55% of the earth population live in urban areas today and they are expected to increase to 66% by 2050. Rwanda has the lowest urbanization in Africa with approximately 18.4%. However, its current average urbanization (4.5% per annum) is well above the world average of 1.8%. Moreover, this growth is largely concentrated in Kigali City with 9%. With such growth, the urban population in Rwanda are expected to reach 35% by 2024. with the development of six secondary cities namely Huye, Muhanga, Musanze, Nyagatare, Rubavu and Rusizi. Likewise, Rwanda's National Strategy for Transformation (NST 1) 2017 - 2024 urges that the country accelerate green urbanization because of its transformational potential and its association with higher productivity and income opportunities. These strategies align with country's overarching Vision 2020 goal for urbanization, and with goals in "The Rwanda We Want": Towards "Vision 2050", which aims for "Green/Eco-friendly cities and neighbourhoods".

Consequently, there is a need for efficient urban planning, implementation and monitoring and adopt a green development approach towards sustainable urbanization. To achieve this, Rwanda has reaffirmed its commitment to integrate Environment and Climate Change (ECC) across all key Sector Ministries toward green economy development.

Amongst ECC mainstreaming tools, Rwanda has embarked on the implementation of Strategic Environment Assessment (SEA) as a pathway to integrate environmental sustainability considerations into policy and strategic decision-making. Conducting SEA for urbanization Policy, Plans and Programs (PPP) will have many advantages including among others:

-Integrating environmental considerations into urbanization PPP to address cumulative, spatial impacts and inform decision-making. It will result in longer-lasting urban infrastructure that is more resilient to climate change risks and human-made/technological disasters.

- Identifying and addressing potential risks early in the planning process SEA for urbanization PPP will help to identify alternatives and propose strategic actions/recommendations to guide urban infrastructure projects, making them more attractive to investors.

SEA for urbanization PPP will be carried out based on the SEA process and procedures determined by the general guidelines for Strategic Environmental Assessment in Rwanda, which recommends two phases: a scoping study and a SEA study. A reactive assessment approach will be undertaken to update and integrate environmental, health and social concerns in an existing urbanization policy, plan or programme under review.

2. LEGAL AND INSTITUTIONAL FRAMEWORK

The Constitution of the Republic of Rwanda of 2003, revised in 2015, articulates the right of all its citizens to live in a clean and healthy environment, and the role of the state vis-à-vis the environment. The Law on Environment, N°48/2018 of 13/08/2018 art. 31 recommends every policy, strategy, plan and programme to undergo a strategic environmental assessment. A Ministerial Order describing the procedures for conducting strategic environmental assessment is under development. However, REMA has developed guidelines for Strategic Environmental Assessment (REMA,2011).

Furthermore, Rwanda has adopted strong policies and legal framework to develop smart, green cities and towns ³aligned with sustainable urbanisation. Just to name but a few :

1. Vision 2050- Rwanda to be a developed climate-resilient, low-carbon economy “Rwanda We Want: Green/Eco-friendly Cities and Neighborhoods”;
2. Sustainable Development Goals (SDGs). With seventeen goals. SDG 11 refers to sustainable cities and communities while many other goals include elements relevant to urbanization;
3. Green Growth and Climate Resilience (GGCRS) with 14 Programmes of Action;
4. National Strategy for transformation. Under NST-1, the Priority 7 recommends to promote sustainable management of the environment and natural resources to transition Rwanda towards a Green Economy. Environment and Climate Change is considered among the seven cross-cutting areas to be mainstreamed into all Sector Strategic Plans and the District Development Strategies.

The major policies, strategic plans, programmes and guideline documents to be considered are:

2.1 Policy Framework

³ "Smart City" encompasses optimal space utilization, connectivity with broadband systems and the internet of things, with efficient planning, services and utilities, and localized innovation for social and economic development (ICT Draft SSP 2018-2024). The "Green City" concept prioritizes policies and investments in public, non-motorized and low-emission transport, building efficiency, renewable energy and efficient waste management (ENR Draft SSP 2018-2024)

1. National Urbanization Policy (2015) in Rwanda
2. City of Kigali Master Plan (interim 2019)
3. Rwanda Secondary Cities Master Plans (Under review)
4. Rwanda National Land Use Planning Guidelines
5. Rwanda Urban Development Project (RUDP)
6. Urbanization and Rural Settlement Sector Strategic Plan (2018 - 2024)
7. National Roadmap for Green Secondary City Development, GGGI (2016)
8. National Informal Urban Settlement Upgrading Strategy (2017)
9. National Environment and Climate Change Policy (2019)
10. National Housing Policy (2015)
11. Health Sector Policy
12. Land Policy
13. Water and Sanitation Policy
14. National Water Resources Management Policy
15. Sector Strategic Plan for Urbanization Sector and rural Settlement (2018-2024)
16. District Development Strategies (DDS 2018-2024)
17. State of environment Outlook report 2017

2.2 Legal Framework

18. Constitution of the Republic of Rwanda of 2003 (revised in 2015)
19. Law on Environment, N°48/2018 of 13/08/2018
20. Rwanda Vision 2020.
21. Green Growth and Climate Resilience Strategy (GGCRS)
22. National Strategy for Transformation 2018-2024,
23. General Guidelines and Procedures for Strategic Environmental Assessment (SEA), REMA June 2011.
24. General Guidelines and Procedures for Environmental Impact Assessment (EIA), REMA, November 2006.
25. Rwanda State of Environment and Outlook Report 2017 – Achieving Sustainable Urbanization
26. Nationally Determined Contributions (NDC)
27. Law governing urban planning and building in Rwanda

2.3. Project Context

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 Rwanda.

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

The Outcome of PEA project is: *“Increased and enhanced investments that deliver concrete and significant results in poverty reduction, environmental and natural resource sustainability and resilience building at national and district levels”*, and will be achieved through the following Outputs: 1. *“Strengthened national planning and budgeting capacity and frameworks to sustainably implement poverty-environment actions”*; 2. *“Capacity for programming, budgeting and action that eliminate poverty and deliver sustainable ENR management at district-level”*; and 3. *“Increased investments with enhanced impacts for poverty elimination and ENR sustainability catalysed”*.

To this effect, REMA through PEA project seeks services of an international consultancy firm to conduct a SEA for the Urbanization policy in Rwanda that was adopted in 2015. To assess and guide the on-going development of the new city master plans including secondary cities and Kigali City master plan. Special focus should be given to the Poverty – Environment interactions of the urbanization sector and its future strategies and plans. This is to ensure that the net positive economic contribution of urbanization to achievement of Rwanda’s development goals is higher by avoiding or minimizing potential negative environmental, social and economic impacts. A consultancy firm will be hired to carry out this work.

2.4 The key stakeholders for the SEA of Urbanization Policy

The institutional framework for the SEA of urbanisation comprises a number of Ministries, public institutions and agencies that are responsible for urban development with the Ministry of Infrastructure in lead.

Ministry of Infrastructure (MININFRA) is the lead Ministry and is in charge of developing institutional and legal frameworks, policies, strategies and master plans relating to the urbanisation Sector. One of its core functions is to initiate, develop and maintain sustainable cities in Rwanda.

Rwanda Environment Management Authority (REMA) is the authority in charge of supervising, monitoring and ensuring that issues relating to environment are integrated in all national development programs. The legal responsibility for conducting SEA of Policies, Plans and Programmes (PPPs) lies with the lead agency, while REMA provides the necessary oversight.

Ministry of Environment (MoE) has the mandate to elaborate and disseminate the national policies, strategies and programs that aim at conserving the environment and ensuring optimal and rational utilization of natural resources.

The *Ministry of Finance and Economic Planning (MINECOFIN)* ensure the provision of funding for the different Ministries that are party to infrastructure and urbanisation agencies. MINECOFIN requires sectors to demonstrate environmental sustainability in their mandated activities before operational budgets can be allocated. A funding mechanism for SEA (just as already established for EIA in Rwanda) may be considered in the near future.

The *Private Sector Federation – Rwanda (PSF)* is a professional organization dedicated to the promotion and representation of the interests of the Rwandan business community. It is an umbrella organization that groups 9 professional chambers and replaced the former Chamber of Commerce and Industry in 1999.

Other stakeholders include GGGI, WB, MINEMA, WASAC, REG, RTDA, RHA, RWFA, RLMUA among others. The involvement of various environmental organization, Higher Learning and Research Institutions in Rwanda will be important along the scoping and SEA study process.

3.OBJECTIVES

3.1 Global objective

The general objective of this study is to ensure that environmental social and economic concerns are appropriately integrated in all urbanization sector planning decision-making, implementation and monitoring processes.

3.2 Specific objectives

Specific objectives of the SEA for urbanization Policy are to identify, describe and assess:

- a) The likely effect on environment during the implementation of the National Urbanization Policy (NUP), Master plans (MPs) of six Secondary Cities and City of Kigali (CoK).
- b) The most important environmental, natural resource and climate change-related constraints hindering the performance of Urbanization sector;
- c) The opportunities for the Urbanization Policy to contribute to enhancing the state of the environment, building climate resilience of the sector, and promoting low carbon development and the transition to the green economy.
- d) SEA recommendations to guide the implementation of National Urbanization Policy, Master plans of six Secondary Cities and City of Kigali;
- e) Implementation framework of SEA recommendations

4.SCOPE OF WORK

The scope of work will cover the National Urbanization Policy, Master plans of six Secondary Cities and City of Kigali The Scope of the work will entail:

1. Establish and describe the environmental baseline data in relation to the Urbanization sector, identifying problems and links to other existing strategic actions;
2. Document global best practices and benchmarks applicable to the context of Rwanda's urbanization Sector;
3. Identify the alternative interventions in the urbanization Sector focusing on master plan for Kigali City and Secondary Cities and link them with Environment and socio economic aspects;
4. Predict the Environmental impacts in the Urbanization Sector and propose a sustainable solution to address them
5. Conduct a public participation and Stakeholder consultations in SEA process

6. Proposal for inclusive and sustainable Interventions focusing on NUP and MP for Secondary Cities and CoK.
7. Propose feasible implementation and scale-up plan of the same interventions to other Districts in the Country.
8. Provide a complete SEA Report with all information from different stakeholders
9. Conduct a training of key stakeholders on SEA elaboration process and recommendations for Urbanization sector.

5.REQUESTED SERVICES

The SEA is composed of two parts: a scoping study and a SEA study.

5.1 Scoping study

The scoping study will define the issues that need to be addressed in the SEA study, considering the specific context of urbanization Sector. Precise activities and calendar for the SEA study will be determined on the basis of the conclusions of the scoping study.

The scoping study will provide:

1. Overview of the urbanization sector strategic documents, institutional and legal framework;
2. Briefly indicate the current status (challenges & opportunities) of the urbanization viz-a-vis environment & natural resources management
3. a brief description of the environmental requirements for green urbanization relevant to the sector;
4. an identification of the key stakeholders and relevant authorities for the SEA and their concerns, as this is critical to ensure buy-in and ownership (see step 6 of SEA Guidelines for Rwanda);
5. The links between existing policymaking/planning process and the SEA for Urbanization
6. a description of the scope of the environmental baseline to be prepared during the SEA study and the main sources from which the baseline will be compiled;
7. an identification of the impact identification and evaluation methodologies to be used in the SEA study;
8. Description of key aspects to be addressed in the SEA
9. an indication of the time frames (person-days), costs and resources needed to carry out the SEA study;
10. a proposal of the methodology for the SEA (see Annex).

5.2 SEA study

The SEA study will deliver the following results:

1. Environmental baseline data in relation to the Urbanization sector, problems and links to other existing strategic actions Analysis of performance indicators of urbanization Policy and MPs of CoK and Secondary Cities Based on this analysis, proposals should be made as appropriate for the improvement
2. *Identification and evaluation of environment-related risks, constraints and opportunities*
3. the degree to which the urbanization policy and Master plan for Kigali City and Secondary Cities (i) influences, relates to, or affects other PPPs, applicable laws, regional and international protocols and treaties or (ii) integrates environmental, health and social considerations, in particular with a view to promoting sustainable development (iii) incorporates emerging environmental, health and social issues, including climate change, gender and safety (iv) incorporates cross-cutting areas relevant to the different lead agencies; and (v) takes into account likely transboundary environmental, health and social issues and impacts.
4. *Identification and evaluation of likely impacts* : direct, indirect and cumulative environmental, and socio-economic impacts;
5. scenario analyses to determine strategic alternatives and options;
6. *Identification and evaluation of impacts in terms of vulnerability to climate risks*
7. identified information gaps, including any difficulties such as technical deficiencies or lack of know-how encountered in compiling the required information, and the need for more information;
8. linkages with other sectoral PPPs;
9. the evaluation of likely positive and adverse environmental, health and social impacts of the implementation of a PPP;
10. recommendations for decision making, including measures for enhancement and mitigation of impacts;
11. the scope and nature of residual impacts;
12. monitoring requirements for implementation of the recommendations, including monitoring indicators and timeframes for review cycles applicable to the PPP; and
13. any other information that may be necessary
14. *Conclusions and recommendations*

6.DELIVERABLES

The following deliverables are expected:

The SEA report will provide decision makers in Urbanization Sector with relevant information and recommendations to ensure that environmental concerns are appropriately integrated in the decision-making and implementation processes.

1. Scoping study (inception) report delivered and approved 20 calendar days since the date of signing the contract. Equivalent to 20% payment
2. Draft SEA report produced, presented and approved after 80 calendar days. Equivalent to 50% Payment after approval.
3. SEA final Draft report, approved after 180 working days for validation and approval Reporting. Payment of 30% of the total contract.

All reports are to be printed double-sided.

The scoping study and SEA report must be presented in the format given in Appendix 1.

The detailed stakeholder engagement plan must be presented (*two*) weeks after kick-off;

Soft and printed copies are to be presented to (*REMA and MININFRA*) for comments.

7.DURATION OF THE CONTRACT

The assignment is scheduled to be undertaken, for a maximum duration of 180 calendar days.

8.INSTITUTIONAL ARRANGEMENTS

UNDP will contract the best and most competitive consultancy firm to undertake the assignment as described in these ToRs on behalf of Rwanda Environment Management Authority (REMA), it will process all payments of the consultant based on the confirmation of REMA that the consultant firm has fulfilled the required tasks as specified in this ToRs. MININFRA will provide technical support in all SEA process. A technical committee headed by REMA will assess and validate the work of the hired firm.

9.EXPERTISE REQUIRED

No	Qualification	Education and Experiences
1.	/ Team leader Leading SEA study (international)	Minimum of 10 years of working experience in conducting environmental studies on projects of comparable size and complexity Proven working experience in the following fields: Environmental studies (SEA, ESA, EIA) in urban planning sector, natural resources, climate change urbanization At least MSc degree in Environmental Management or other related field
2	Environmental Expert Open for national and international	Minimum of 10 years of working experience in a similar role of comparable size and complexity. Experience in environmental management, planning, policy analysis particularly experience in Environmental assessment. in developing countries minimum of 5 years as project manager, prior working experience in Rwanda would be an asset. at least MSc degree or equivalent Environmental studies
		Language: English
3	Urban planning Expert Should be National national	Minimum of 10 years of working Experience in Infrastructure planning particularly experience in urban planning and built environment. A minimum of 5 years in a similar role working on projects of comparable size and complexity. Knowledge of cartography GIS data collection, entry, and presentation

No	Qualification	Education and Experiences
		MSc degree, equivalent in urban planning, or other related field
		Language: English and Kinyarwanda
5	Climate Change Expert Open for international and national	<p>A minimum of 5 years in a similar role working on projects of comparable size and complexity.</p> <p>Proven working experience in the following fields: Minimum of 3 years of working experience climate change, climate change adaptation and mitigation</p> <p>Advanced degree in Environmental Management or related fields and/or equivalent work experience.</p> <p>Education : At least MSc degree or equivalent in climate change related sciences/studies</p>
		Language: English
7	/Architect/civil engineer Open for international and national	<p>Minimum of 5 years of working experience in developing countries. on urban design, comparable size and complexity.</p> <p>MSc degree or equivalent in civil engineering,</p>
8	Socio-economist expert Should be national	<p>Minimum of 5 years of working experience in developing countries. A minimum of 5 years in a similar role working on projects of comparable size and complexity.</p> <p>Social impact of (sanitation) infrastructure development capacity needs assessment, awareness creation, behavior change</p> <p>Expertise in socio-economic field studies and analysis, especially on poverty and gender related issues. Experience with such studies in urbanization sector would be an advantage.</p> <p>Experience with conducting SEAs and or Social Impact Analysis, using participatory approaches, Proven working experience in the of fields: Costs and benefits analyses infrastructure investments, environmental economics</p> <p>Education: Advanced University degree (MSs) in relevant field (sociology, economics, or similar).</p>
		Language: English and Kinyarwanda

10.WORK PLAN

The work plan should include, but not necessarily be limited to, the following activities:

1. Scoping study
2. Define the methodology
3. Fact finding/data collection;
4. Review of prior public consultations (if relevant and accessible);
5. Identification of stakeholders; n Engagement of stakeholders;
6. Analysis/preparation of recommendations and scoping report;
7. Stakeholders' workshop to validate key issues;

SEA study

1. Fact finding/data collection;
2. Field trips;
3. Engagement of stakeholders;
4. Identification and detailed analysis of the potential environmental impacts, constraints and opportunities;
5. Preparation of recommendations to mitigate negative environmental effects, adapt to constraints, optimise positive effects, exploit opportunities, and generally manage and control environmental and climate-related risks;
6. Preparation of draft SEA report;
7. Preparation of the final SEA report (integrating comments received).

On the basis of this draft proposal and the time schedule outlined in the ToR, the consultants must provide their detailed work plan.

8. Duty Station

The consultant firm duty station is Kigali. However, the team of consultancy firm is expected to travel to the field in the secondary cities and Kigali City and will make regular consultations with relevant stakeholders within and outside Kigali.

11.APPENDICES

Appendix 1. Standard format for the SEA scoping report

The following text appears on the inside front cover of the report:

This report is financed by REMA/PEA Project funded by UNDP-UNEP and is presented by the (name of consultant/consortium) for MININFRA

Structure of the report:

1. Summary
2. Description of the sector strategic document under consideration
3. Overview of the policy, institutional and legal framework
4. Overview of key stakeholders, their interests and concerns
5. Description of key environmental aspects to be addressed in the SEA study

6. Description of the scope of the environmental baseline to be prepared in the SEA study
7. Recommendations on specific impact identification and evaluation methodologies to be used in the SEA study
8. Proposal of time frames and resources needed for the SEA study
9. Appendices
 - a. Stakeholders' engagement methodology
 - b. List of stakeholders engaged or consulted
 - c. List of documents consulted

Appendix 2. Proposed format for the SEA study report

The following text appears on the inside front cover of the SEA report:

This report is financed by REMA/PEA Project funded by UNDP-UNEP and is presented by the (name of consultant/consortium) for MININFRA

Structure of the report:

1. Summary

Part I: Background

2. Scope and objectives
3. Background
 - a. Description of the Urbanization sector strategic document
 - b. Alternatives under consideration
 - c. Policy and legal framework for the SEA
 - d. Key issues identified

4. Approach and methodology

- a. General approach
- b. Geographical or environmental mapping units
- c. Assumptions, uncertainties and risks
5. Environmental and climate change objectives and indicators relevant to the Urbanization sector
6. General environmental and climate change baseline

Part II: Analysis of key issues

7. Key Issue 1: ...

- a. Rationale for the selection of the key issue (synthesis)
- b. Baseline (including institutional, policy and legal framework specific to the key issue)
- c. Analysis (including, as relevant, a discussion on how the state of the environment and/or climate change affect Urbanization sector performance, potential significant impacts on the environment associated to the urbanization sector PPP implementation, significant opportunities for the sector strategy to contribute to environmental sustainability, low carbon development and the green economy – the analysis should take into account aspects such as the appropriateness of the institutional and regulatory framework, institutional capacities, etc.)
- d. Analysis of alternatives
- e. Recommendations

8. Key Issue 2: ...

- a. Rationale for the selection of the key issue (synthesis)
- b. Baseline (including institutional, policy and legal framework specific to the key issue)
- c. Analysis (including, as relevant, a discussion on how the state of the environment and/or climate change affect sector performance, potential significant impacts on the

environment associated to sector strategy implementation, significant opportunities for the sector strategy to contribute to environmental sustainability, low carbon development and the green economy- the analysis should take into account aspects such as the appropriateness of the institutional and regulatory framework, institutional capacities, etc.)

d. Analysis of alternatives

e. Recommendations

Annex

- Terms of reference for a SEA

Part III: Conclusions and recommendations

9. General conclusions

10. Recommendations for the Urbanization policy review

11. Recommendations for enhancement of the urbanization master plans under development

References

Technical appendices

12. Maps and other illustrative information not incorporated into the main report

13. Other technical information, data and analytical results, as required (e.g. flow-charts, matrices)

Other appendices

14. Study methodology/work plan (2-4 pages)

15. Consultants' itinerary (1-2 pages)

16. List of stakeholders consulted with their affiliation and contact details (1-3 pages)

17. List of documentation consulted

18. Curriculum vitae of the consultants

19. Terms of Reference for the SEA

SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted. Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Envelope

(Must be submitted in a separate sealed envelope/password protected email)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

FORM A: TECHNICAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/UNDP/RWA/2020/004		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. RFP/UNDP/RWA/2020/004 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) 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;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we *embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.*

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

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

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

FORM B: 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? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: Mbasa Rugigana Telephone numbers: + 250788744885 Email: mbasa.rugigana@undp.org
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Power of Attorney

FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture **OR** JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

FORM D: QUALIFICATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/UNDP/RWA/2020/004		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

--	--	--	--	--

Bidders may also attach their own Project Data Sheets with more details for assignments above.

Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

FORM E: FORMAT OF TECHNICAL PROPOSAL

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/UNDP/RWA/2020/004		

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

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

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 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

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>

	<p>[INSERT]</p>
<p>PROFESSIONAL CERTIFICATIONS</p>	<p><i>[PROVIDE DETAILS OF PROFESSIONAL CERTIFICATIONS RELEVANT TO THE SCOPE OF SERVICES]</i></p> <hr/> <ul style="list-style-type: none"> ▪ NAME OF INSTITUTION: [INSERT] ▪ DATE OF CERTIFICATION: [INSERT]
<p>EMPLOYMENT RECORD/ EXPERIENCE</p>	<p><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></p> <hr/> <p>[INSERT]</p>

REFERENCES

[PROVIDE NAMES, ADDRESSES, PHONE AND EMAIL CONTACT INFORMATION FOR TWO (2) REFERENCES]

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 F: FINANCIAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/UNDP/RWA/2020/004		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. RFP/UNDP/RWA/2020/004 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

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 period of time specified in the Bid Data Sheet.

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

FORM G: FINANCIAL PROPOSAL FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP/UNDP/RWA/2020/004		

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: [Insert Currency]

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
		A	B	C=A+B
In-Country				
Home Based				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			

Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1				
Deliverable 2				
Deliverable 3				
.....				

