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Resilient nations.

REQUEST FOR PROPOSAL (RFP)

National Open Bidding	DATE: November 20, 2014
	REFERENCE: RFP/UNDP/INDIA/2014/049

Dear Sir / Madam:

We kindly request you to submit your Proposal for '**Developing a strategy and action plan for reducing energy requirement and biomass consumption in tea and cardamom processing in Munnar region**'.

Please be guided by the form attached hereto as Annex 1 & 2, in preparing your Proposal.

- Annexure 1 – Description of Requirements
- Annexure 2 – Terms of Reference
- Annexure 3 – Form for submitting service provider's Technical proposal
- Annexure 4 – Form for submitting service provider's financial proposal
- Annexure 5 – General Terms and Conditions of the Contract

Your proposal comprising of technical proposal and financial proposal, in separate sealed envelopes, should reach on or before **December 08, 2014, 1730 hrs. (IST)** at the address below:

United Nations Development Programme
55, Lodi Estate, New Delhi – 110 003
Mr. Surjit Singh
Fax: 91-11-24627612

If the technical and financial proposals are not submitted in separate sealed envelopes, the proposal will be rejected.

Please also provide the technical proposal and its annexures (scanned copies in **ONE PDF FILE**) in a CD/DVD, which can be kept in the envelope containing the hard copy of the technical proposal. PLEASE NOTE THAT CD/DVD should not contain the Financial Proposal.

Your Proposal must be expressed in the English language, and be valid for a minimum period of One Hundred and Twenty (120) days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

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

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

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

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

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

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

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions>

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

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Yours sincerely,

Irene Dabare
Deputy Country Director (Operations)
UNDP, India

Description of Requirements

Context of the Requirement	UNDP, through this requirement, intends to develop strategy and action plan for introducing energy saving technologies which would reduce the biomass consumption in the tea and cardamom sector in the Munnar region; and expects to reduce the biomass requirement in tea processing by 10% and in cardamom sector by 20% by the end of the project. Please refer to Annexure 2 for more details
Implementing Partner of UNDP	Ministry of Environment, Forests and Climate Change, Government of India (MoEFCC, GoI)
Brief Description of the Required Services	Assessing the impacts of current practices in tea and cardamom industry and recommending a roadmap to introduce eco-friendly practices and technologies in the two sector. Please refer to Annexure 2 for more details
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> • Submission of draft work plan and methodology • Baseline data and impact on biomass in tea and cardamom industry in Munnar landscape identified and the scope for reduction in biomass consumption in tea and cardamom industry assessed • Good practices from India / overseas- minimum of 5 for both sectors- recommended for these sectors to reduce pressure on the natural resource base and mechanisms suggested and a roadmap prepared to introduce these practices and technologies in the project landscape with indicative budget and timeline • Submission of draft report • Submission of final report after incorporating all the necessary correction, comments and modification suggested by the approving agencies <p>Please refer to the Annexure 2 for more details</p>
Person to Supervise the Work/Performance of the Service Provider	State Project Coordinator, Kerala Forest Department; Project Manager, Landscape Level Project Management Unit; and Programme Analyst, UNDP.
Frequency of Reporting	To be determined based on the final Work Plan.
Progress Reporting Requirements	The agencies on request from the MoEFCC and UNDP will need to make presentations at various fora such as National Project Steering Committee Meetings, State Project Steering Committee Meetings, Conferences, Workshops and Review Meetings etc.
Location of work	<input checked="" type="checkbox"/> Kerala, Munnar Landscape <input checked="" type="checkbox"/> At Contractor's location
Expected duration of work	3 Months
Target start date	15 December 2014
Latest completion date	15 March 2015

Travels Expected	Please refer to Annex- 2 for details.																	
Special Security Requirements	<input checked="" type="checkbox"/> Others [Not Applicable]																	
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> None																	
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required																	
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required																	
Currency of Proposal	<input checked="" type="checkbox"/> Indian Rupees (INR)																	
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes																	
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 60 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																	
Partial Quotes	Not permitted																	
Payment Terms	<table border="1"> <thead> <tr> <th>Outputs</th><th>Percentage payment of total agreed amount</th><th>Duration (from the day of signing the contract)</th><th>Condition for Payment Release</th></tr> </thead> <tbody> <tr> <td>Submission of draft work plan, methodology and a note on potential best practices which could be introduced in the region</td><td>25</td><td>10 days</td><td rowspan="3"> Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider. </td></tr> <tr> <td>Baseline data and impact on biomass in tea and cardamom industry in Munnar landscape identified and the scope for reduction in biomass consumption in tea and cardamom industry assessed</td><td>30</td><td>Week 6</td></tr> <tr> <td>Good practices from India / overseas- minimum of 5 for both sectors- recommended for these sectors to reduce pressure on the natural resource base and mechanisms suggested and a roadmap prepared to</td><td>10</td><td>Week 9</td></tr> </tbody> </table>				Outputs	Percentage payment of total agreed amount	Duration (from the day of signing the contract)	Condition for Payment Release	Submission of draft work plan, methodology and a note on potential best practices which could be introduced in the region	25	10 days	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	Baseline data and impact on biomass in tea and cardamom industry in Munnar landscape identified and the scope for reduction in biomass consumption in tea and cardamom industry assessed	30	Week 6	Good practices from India / overseas- minimum of 5 for both sectors- recommended for these sectors to reduce pressure on the natural resource base and mechanisms suggested and a roadmap prepared to	10	Week 9
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	Submission of draft report	10	Week 10													
	Submission of final report after incorporating all the necessary correction, comments and modification suggested by approving agencies	25	Week 12													
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	State Project Coordinator, Kerala Forest Department and; Programme Analyst, UNDP.															
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services															
Criteria for Contract Award	<input checked="" type="checkbox"/> Compliance on Preliminary Examination of Proposals <input checked="" type="checkbox"/> Compliance on Essential Eligibility/Qualification requirements <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of GTC may be grounds for rejection of the Proposal.															
Criteria for Preliminary Examination of Proposals	<div>1. Bid was received on or before the date and time specified</div> <div>2. Technical Offer separately sealed from Financial Offer</div> <div>3. Details of Personnel to be engaged in the Contract Submitted</div> <div>4. Implementation Timetable submitted</div> <div>5. Latest Certificate of Registration of Business submitted</div> <div>6. Latest Audited Financial Statements submitted</div> <div>7. Is the Offeror, or any of its joint venture member, included in UN Security Council 1267 List, Suspended and Removed vendors list</div> <div>8. Is the performance of the offeror, any of its Joint Venture Member, or any of the proposed key personnel found satisfactory in previous assignments with UNDP</div>															
Criteria for Essential Eligibility/Qualification	<div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div><div><div>The agency should have minimum 8 years of experience in undertaking similar assignments related to the energy efficiency.</div><div>Team Leader and other team member should have minimum qualification and work experience as mentioned in the table below:</div></div></div><table><tr><th>Category of Consultant</th><th>Essential Qualification</th><th>Min. Experience in relevant field</th></tr><tr><td>Expert and team leader: Energy Efficiency</td><td>PhD in Energy Efficiency, Renewable Energy or relevant subject.</td><td>5 years</td></tr><tr><td>Consultant – Agro-forestry/ Silviculture</td><td>Masters in relevant field</td><td>4 years</td></tr><tr><td>Consultant – Finance</td><td>Masters in relevant field</td><td>4 years</td></tr></table></div>				Category of Consultant	Essential Qualification	Min. Experience in relevant field	Expert and team leader: Energy Efficiency	PhD in Energy Efficiency, Renewable Energy or relevant subject.	5 years	Consultant – Agro-forestry/ Silviculture	Masters in relevant field	4 years	Consultant – Finance	Masters in relevant field	4 years
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	<p>Note:</p> <p>1. If bidders do not meet any of the above listed criteria, their proposal will not be considered for further evaluation.</p> <p>2. Bidders meeting above listed criteria are required to submit evidences (details / documents) in support – otherwise proposal may be disqualified.</p>
Criteria for the Assessment of Proposal	<p>Technical Proposal (70%)</p> <p><input checked="" type="checkbox"/> Expertise and experience of the firm (30 marks)</p> <p><input checked="" type="checkbox"/> Methodology, its Appropriateness to the Condition and Timeliness of the Implementation Plan (20 marks)</p> <p><input checked="" type="checkbox"/> Qualification and experience of Key Personnel (20 marks)</p> <p>Financial Proposal (30%)</p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One Service Provider
Contact Person for Inquiries (Written inquiries only)	<p>Surjit Singh Procurement Unit surjit.singh@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information	<p>Outer envelope should bear RFP reference number and sender's name and address</p> <p>Proposals are invited from the institutions/organizations only. Proposal submitted by Individuals will not be accepted.</p>

TERMS OF REFERENCE**‘Developing an action plan for reducing energy requirement and biomass consumption of tea and cardamom processing in Munnar Region’**

I. BACKGROUND

Munnar landscape in the Western Ghats of peninsular India is a globally significant biodiversity region. Its key attributes are: a) high levels of endemism and biological diversity; b) Important Bird Area; c) presence of globally threatened species of fauna and flora; d) part of one of the five viable breeding centers of tiger in India; e) harbour the largest global population of Nilgiri tahr and a significant population of Grizzled Giant Squirrel (both threatened species); f) catchment of three major river systems of peninsular India; g) strong eco-cultural affinities; and h) support important economic sectors like cardamom, tea and tourism. At present, Munnar Landscape is a complex mosaic of land uses where conservation, economic production and livelihood requirements assume equal primacy and profoundly influence each other. These contribute to competitive use of natural resources affecting vital ecological processes. The rapidly altering developmental context, demographic contours, resource use configurations place a challenge for Munnar Landscape’s long term ecological sustainability and livelihood security. The existing planning and policy framework, as well as the institutional arrangements in Munnar Landscape are inadequate to address biodiversity conservation from a landscape perspective. The project aims to put in place a collaborative governance framework and know-how for management of multiple use Munnar Landscape. Therefore, GEF-UNDP-Gol ‘India High Range Landscape Project’ will attempt a paradigm shift from current sector based planning to an integrated approach for management of multiple use mountain landscapes to deliver global environmental benefits. The project aims to achieve this through the following Outcomes: a) Effective governance framework for multiple-use landscape management in place; b) Multiple-use mountain landscape management is applied securing the ecological integrity of Munnar Landscape; and c) Strengthened capacities for community based sustainable use and management of natural resources. The project covers 3,000 sq.km spread across three districts of Kerala viz. Idukki, Ernakulam and Thrissur.

Tea and cardamom cultivation and production are important economic activities in the project region. However, the tea and cardamom processing mechanisms being employed currently are heavily biomass dependent, which impact natural resource conservation efforts. UNDP intends to engage a technical agency to identify current biomass consumption under the said economic activities and develop a strategy as well as a roadmap for reducing the biomass intensity under Tea and Cardamom processing.

II. SPECIFIC DETAILS

An assessment made during the initial phases of preparing the project document, showed that the tea industry in the Munnar landscape has a potential (in both electrical and thermal energy) for improvements to the tune of 8-10%. Adapting the results from a recently conducted GEF-UNDP project- *Energy Conservation in small sector tea processing units in South India* (in the adjoining landscapes of Nilgiri), it is estimated that energy efficiency in the tea industry of Munnar landscape will have a CO₂ mitigation potential of 0.12 kg of CO₂/kg of manufactured tea. The additional investments needed to mitigate 1 ton of CO₂ from the tea processing comes to around US \$ 30 only. Interestingly the investment for bringing in the energy efficiency is not too much (about ₹ 0.20/kg of manufactured tea). However, the tea industry requires a large bouquet of technical solutions, continued availability of high quality technical support, strengthened supply chain of energy efficient equipment suppliers etc. to factor in such innovations.

Tea processing is an energy intensive process (constituting 30 percent of cost of production) and tea factories rely heavily on biomass from energy plantations (*Eucalyptus*) to meet thermal energy requirements. On an average, the energy mix for tea production is 50 percent thermal and 50 percent electrical. In the case of wood, the mean specific consumption is 1.89 kg of wood/ one kg of made tea while the mean specific cost is found to be Rs. 1.58. For electricity, the mean specific consumption is 0.66 kWh/ one kg of made tea and the mean specific cost is Rs. 1.97 (TIDE, 2012).¹ Adopting energy efficiency options in tea industry can bring down its dependency on mono culture plantations of *Eucalyptus* (that currently occupy 32 percent area of tea gardens) with significant co-benefits such as reduced Green House Gas (GHG) emissions. Preliminary Energy Audit assessment in the tea factories of Munnar landscape has revealed the scope for energy efficiency in three distinct areas, viz., a) housekeeping and demand side management; b) energy conservation in electrical systems; and c) fuel conservation (firewood) on thermal side. Such savings in fuel wood in tea industry can reflect in the land use currently under *Eucalyptus* plantations in three ways: a) tea industry can strive for increasing production without putting additional pressure on biomass for energy requirements; b) such saved fuel wood can be distributed to other energy intensive economic production activities in the landscape that have heavy reliance on biomass and a cause of forest and tree cover depletion (e.g. cardamom curing and lemon grass distillation), and c) areas vacated by *Eucalyptus* woodlots could be allowed to re-grow into wilderness adding to the vegetal cover of the region. Either way, these options are highly promising from ecological, economic, livelihood and GHG emission reduction point of view.

Like tea, cardamom also requires vast amount of thermal energy for curing. At present, most of the curing units procure fuel wood from trees grown/ existing in the cardamom gardens that is marginally supplemented by wood brought from outside. It is estimated that the total quantity of firewood used in CHR for cardamom curing is around 80,000 metric tons per annum. Most of these curing units are also operating below par in terms of energy efficiency. Improvements in technology can bring in significant reduction in firewood use that will have a big influence in retaining the top canopy tree cover in cardamom gardens. Even a modest 20 percent reduction in fire wood consumption (achieved through energy efficiency interventions) in cardamom curing units will save 16,000 metric tons of firewood every year which will have a corresponding CO₂ emission reduction to the tune of 27.84 million kg

III. OBJECTIVE

UNDP intends to engage a technical agency to identify current biomass consumption under the said economic activities and develop a strategy as well as a roadmap for reducing the biomass intensity under Tea and Cardamom processing. The project intends to introduce and pilot energy saving technologies in the tea and cardamom sector in the Munnar region and expects to reduce the biomass requirement in tea processing by 10% and in cardamom sector by 20% by the end of the project.

IV. SCOPE OF WORK:

Identification of the baseline and impact on biomass: Using the available data from agencies like Tea Board, Cardamom (Spices) Board, and various tea and cardamom processing industries from the region, the hired agency should establish the baseline of biomass consumption from the Munnar landscape region. The baseline would be in the form of amount of biomass consumed in the production of one kg Tea and Cardamom each.

Assessment of the scope for reduction in biomass consumption in tea and cardamom processing: Using the Terminal Evaluation Reports and relevant publications of GEF-UNDP-Gol project 'Energy Conservation in small sector tea processing units in South India' and other academic publications from IISC, UPASI etc., the hired agency should suggest possible intervention mechanisms for reducing the biomass requirement in tea and cardamom processing mechanisms in the Munnar landscape. The agency is expected to study the above mentioned reports and publications with respect

¹TIDE, 2012. Process Document on Energy Conservation in Small Sector Tea Processing Units in South India

to resultant reduction in biomass consumption after undertaking these measures, cost incurred, benefits generated and financial pay-back period of the interventions.

Recommend good practices from India and abroad- five each- for the two sectors to reduce pressure on the natural resource base: The agency would look into case studies/ success stories from India and abroad- five each- and document the interventions, achievements, cost saving, reduction in biomass consumption etc. with maximum possible detail.

Review of relevant literature, publications, laws, policies, practices and government interventions: Hired agency would undertake a comprehensive review of existing literature, publications to capture the best practices on reducing biomass requirement in tea and cardamom processing from India and around the world. The agency should also review relevant national and state laws, policies and practices relevant to this subject.

Suggest mechanisms for introducing these practices and practices in the project landscape with indicative budget: The agency would suggest the intervention measures required to increase energy efficiency by all the tea and cardamom processing industries from Munnar landscape. The agency should provide potential interventions, best possible estimates of potential reduction in biomass (timber) consumption, scientifically estimated increase in energy efficiency, reduction in impact on natural resources, opportunity costs and energy efficiency to be imparted.

V. DELIVERABLES

- Submission of draft work plan, methodology and a note on potential best practices which could be introduced in the region - in 10 days
- Baseline data and impact on biomass in tea and cardamom industry in Munnar landscape identified and the scope for reduction in biomass consumption in tea and cardamom industry assessed- in 6 weeks
- Good practices from India / overseas- minimum of 5 for both sectors- recommended for these sectors to reduce pressure on the natural resource base and mechanisms suggested and a roadmap prepared to introduce these practices and technologies in the project landscape with indicative budget and timeline- in 9 weeks
- Submission of draft report- in 10 weeks
- Submission of final report after incorporating all the necessary correction, comments and modification suggested by the approving agencies-in 12 weeks

VI. Provide following with the proposal

- Team qualification: CVs of Team Members (attach separately in the template provided) and their time commitment. Please specify if the team members are from the Agency's own organization or external experts who will be a part of the team. *(Note: These members should be available for the entire assignment).*
- *Specify the core team with management structure indicating the Team leader, and other consultants with the assurance that they will be with the assignment during the entire period. Any replacement should be agreed upon by Working Committee under the project and UNDP.*
- Expertise of the firm: Relevant similar assignments undertaken may be highlighted here by providing, title of the assignment, client for whom the assignment was carried out, cost of assignment, timeline, team strength, outputs/results. Assignments carried out for UNDP/major multilateral/or bilateral programmes should be described.
- Approach for the proposed assignment: Steps to carry out the proposed assignment should---- be described.

- Timeline: Provide a chart of timeline with clear milestones.
- A separate sealed Financial Proposal (containing details of professional fees, travel, other expected costs, etc.)

VII Expected Travel

The agency should identify and visit following sectors from the project region:

1. Three tea processing units; and
2. Three cardamom processing units;

where energy efficiency measures aimed at reducing biomass dependency are being employed

The agency should also submit anticipated travel plan highlighting duration, locations and necessary details.

All travel & accommodation related cost to be borne by the Agency and should be quoted in the Financial Proposal.

**FORM FOR SUBMITTING SERVICE PROVIDER'S
TECHNICAL PROPOSAL**

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery²)

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

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

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

The Service Provider must provide:

- a) List out the components of the task at hand such as energy audits, providing consultancy services for improved energy efficiency, policy research, power trading consultancy etc. and accordingly indicate expertise required for carrying out the task at hand such as Energy efficiency expert, Agro-forestry expert, Finance expert etc.*
- b) Names and qualifications of the key personnel who will perform the services indicating the Team Leader and the supporting team members;*
- c) CVs demonstrating qualifications, experience and proficiency in required languages must be submitted in the template given below; and*
- d) Written confirmation from each personnel that they are available for the entire duration of the contract.*

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

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL

A. Cost Breakdown per Deliverable*

Outputs	Percentage payment of total agreed amount	Price (Lump Sum, All Inclusive)
Submission of draft work plan, methodology and a note on potential best practices which could be introduced in the region	25	
Baseline data and impact on biomass in tea and cardamom industry in Munnar landscape identified and the scope for reduction in biomass consumption in tea and cardamom industry assessed	30	
Good practices from India / overseas- minimum of 5 for both sectors- recommended for these sectors to reduce pressure on the natural resource base and mechanisms suggested and a roadmap prepared to introduce these practices and technologies in the project landscape with indicative budget and timeline	10	
Submission of draft report	10	
Submission of final report after incorporating all the necessary correction, comments and modification suggested by approving agencies	25	

**This shall be the basis of the payment tranches*

B. Cost Breakdown by Cost Component *[This is only an Example]:*

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Amount
I. Personnel Services				
1. Expert and team leader: Energy Efficiency				
2. Consultant – Agro-forestry/ Silviculture				
3. Consultant – Finance				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				
Total				

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

General Terms and Conditions for Services

1.0 LEGAL STATUS:

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2.0 SOURCE OF INSTRUCTIONS:

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4.0 ASSIGNMENT:

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

5.0 SUB-CONTRACTING:

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7.0 INDEMNIFICATION:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the

nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

- 8.1** The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 8.2** The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- 8.3** The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.
- 8.4** Except for the workmen's compensation insurance, the insurance policies under this Article shall:
 - 8.4.1** Name UNDP as additional insured;
 - 8.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;
 - 8.4.3** Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
- 8.5** The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

9.0 ENCUMBRANCES/LIENS:

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10.0 TITLE TO EQUIPMENT:

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

- 11.1** Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes,

inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

- 11.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.
- 11.3** At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.
- 11.4** Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

- 13.1** The recipient ("Recipient") of such information shall:
- 13.1.1** use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,
 - 13.1.2** use the Discloser's Information solely for the purpose for which it was disclosed.
- 13.2** Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:
- 13.2.1** Any other party with the Discloser's prior written consent; and,

13.2.2 the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

13.2.2.1 a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

13.2.2.2 any entity over which the Party exercises effective managerial control; or,

13.2.2.3 for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

13.3 The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

13.4 The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.

13.5 The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.

13.6 These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

14.1 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

14.2 If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

- 14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.
- 14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

15.0 TERMINATION

- 15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days' notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.
- 15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

16.0 SETTLEMENT OF DISPUTES

- 16.1 Amicable Settlement:** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.
- 16.2 Arbitration:** Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential

information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

17.0 PRIVILEGES AND IMMUNITIES:

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18.0 TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19.0 CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20.0 MINES:

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or

manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

- 20.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21.0 OBSERVANCE OF THE LAW:

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22.0 SEXUAL EXPLOITATION:

- 22.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

- 22.2** The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

23.0 AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official.