



REQUEST FOR PROPOSAL (RFP)

To: All Proposers:	DATE: February 3, 2022
	REFERENCE: UNDP/SOM/RCC/RFP/2021/161109

Dear Proposer,

We kindly requests you to submit your Proposal **Support for Strengthening Climate Change Adaptation Planning for the Federal Republic of Somalia** Please be guided by the form attached hereto as Annex 2 in preparing your proposal

Your proposal must be submitted electronically through the UNDP ATLAS e-Tendering system at <https://etendering.partneragencies.org> by or before the submission deadline (closing date and time) displayed on the main screen of this Event in the e-Tendering system under **BU SOM10**; Hard copy and email submissions will not be accepted.

Detailed instructions on how to register, submit, modify, or cancel a bid in the UNDP e-Tendering system are provided in the UNDP eTendering User Guide for Bidders and instructional videos available at the following link:
<https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html>.

Please acknowledge receipt of this RFP by utilizing the **“Accept Invitation”** function in the e-Tendering system. This will enable you to receive amendments or updates to the RFP.

Your Proposal must be expressed in the **English language, and valid for a minimum period of 90 days.**

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it is submitted in the e-tendering system by or before the submission deadline. If you require any clarification related to this RFP, please send an email to procurement.so@undp.org

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

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

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

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

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

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

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

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

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

UNDP implements 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:

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

DocuSigned by:

Godwill Ebot

Godwill Ebot

Head of Procurement

UNDP Somalia

Annex 1: Description of Requirements

Context of the Requirement	Support for Strengthening Climate Change Adaptation Planning for the Federal Republic of Somalia.
Brief Description of Services Required	Please refer to the detailed Terms of Reference attached hereto as Annex 4
List and Description of Expected Outputs to be Delivered	Detailed Outputs and Deliverables are provided in the Terms of Reference attached hereto as Annex 4
Person to supervise the Work/performance of the Service Provider	Please refer to the detailed Terms of Reference attached hereto as Annex 4
Frequency of Reporting	As specified in the Terms of Reference attached hereto as Annex 4
Progress Reporting Requirements	Deliverables Based
Location of Work	As specified in the Terms of Reference attached hereto as Annex 4
Expected Duration of Work	As specified in the Terms of Reference attached hereto as Annex 4
Target Start Date	Estimated as January 15, 2022
Latest Completion Date	Estimated as December 31 st , 2022
Travels Expected	As specified in the Terms of Reference attached hereto as Annex 4
Special Security Requirements	Welfare for contractor's personnel solely lies with the Contractor with no responsibility whatsoever on the part of UNDP, thus it will be the sole responsibility of the Contractor to provide security for its personnel taking into consideration the security situation in Somalia.
Implementation Schedule indicating breakdown and timing of activities/sub activities	Please refer to the Terms of Reference (Annex 4)
Names and Curriculum Vitae of Individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required. Please submit detailed CVs
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars

Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> Should not be included Further the United Nations, including its subsidiary organs is tax exempt from all direct taxes except charges for direct 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 refused to recognize the United Nations' exemption from such taxes, duties or charges, the Contractor shall immediately consult with UNDP to determine a mutually acceptable procedure.
Validity Period of Proposals	<input checked="" type="checkbox"/> 90 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	<input checked="" type="checkbox"/> permitted per full complete LOT.

Payment Terms	Deliverables and Payment Schedule				
	No.	Deliverables/Outputs	Weighted percentage of Deliverable	Est. Target Due Date	Review and Approvals Required
		LOT1			
	1	Deliverable 1 <ul style="list-style-type: none"> Three MOUs between selected NGOs and regional Universities 	30% of total payment (after approval of deliverable)	Feb-March 2022	Portfolio Manager, RCC
	2	Deliverable 2 <ul style="list-style-type: none"> Stakeholder engagement framework tools and guidelines produced knowledge products developed, 3 knowledge products totals 	30% of total payment (after approval of deliverable)	Feb-June 2022	
3	Deliverable 3 <ul style="list-style-type: none"> Sector Specific Training Modules and Curricular and Modules developed 	40%	April-August 2022		

	(X5)			
	<ul style="list-style-type: none"> Sector Agency training Workshop conducted (X8) 			
	LOT 2			
1	Deliverable 1 <ul style="list-style-type: none"> Vulnerability Assessments methodology and guidelines developed. Somali Language climate Change Adaptation Knowledge Products developed (X8) 	40%	March-July 2022	
2	Deliverable 2 <ul style="list-style-type: none"> State Level Vulnerability Assessments completed (X6) 	60%	June-November, 2022	

Payment will be made within 30 days of receipt of invoice upon final and approved submission of each deliverable related to each activity and certification of payment by the designated UNDP manager that services have been delivered satisfactorily.

Person(s) to Review/Inspect/approve outputs/completed services and authorize the disbursement of payment.	Portfolio Manager, RCC Portfolio.
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Institutional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution). <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.

Criteria for the Assessment of Proposal

Technical evaluation will be conducted after screening of proposals based on the following preliminary examination, eligibility, and qualification criteria.

No.	Basic Criteria (Pass/Fail)	Provided	
		Y	N
1	Bid submitted through e-Tendering	✓	
2	Annexes 2 and 3 completed, signed by Proposer's authorized representative, and stamped with official stamp of the Bidder together with ALL supporting documents listed in the RFP.	✓	
3	Technical and Financial Proposals submitted separately.	✓	
4	Financial Proposal Submission (Annex 3) must be submitted in a signed password protected PDF file.	✓	
5	Language of proposal is English (where applicable, supporting documents in other languages accompanied by a translation)	✓	
6	Screening against <i>UN Security Council 1267/1989 List, UNPD List or Other UN Ineligibility List</i>	✓	
7	Acceptance of UNDP General Terms & Conditions	✓	
8	Acceptance of Bid Validity (90 days) from date of submission deadline.		
Passed for Technical Evaluation		✓	

Only proposals found compliant at this stage will be passed for technical evaluation.

Technical Proposal (70%) of total Evaluation

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of NGO/Organization	30%	300
2	Proposed Methodology, Approach, and Implementation Plan	40%	400
3.	Management Structure & Qualifications of Key personnel	30%	300
Total		100%	1000

Technical Proposal Evaluation Form 1	Points obtainable
Expertise of the Organization	

		<p>1.1 Reputation of Organization and Staff/credibility/Reliability/ Industry Standing</p> <ul style="list-style-type: none"> • Is the organization legally registered and, is its mandate in line with the required service? • At least 3 years' experience in similar nature of projects handled in the past especially on research and awareness around Climate Change Adaptation and National Planning • Competence and reliability in provision of similar services evidenced by at least two positive Letters of Satisfactory Performance from different clients in the past 3 years? 	50	
		<p>1.2 General Organizational capacity which is likely to affect implementation:</p> <ul style="list-style-type: none"> • How suitable is the overall management structure and does the organization demonstrate ability to engage a managerially and technically sound team? How is this likely to positively influence the desired result? • Is the organization financially sound and, based on the submitted annual financial statements (should not show concerns such as negative net worth, bankruptcy proceedings, insolvency, major litigation, judgements, or bad credit/payment history) demonstrate the capacity to deliver activities described in the TOR? 	90	
		<p>1.3 Relevance of specialized knowledge and experience on similar engagements: Does the organization have a successful track record of implementing similar projects, especially those focusing on climate change adaptation relevant activities in conflict, humanitarian, and development contexts and excellent networks with CSOs, UN and other multilateral actors working closely with national governments.</p>	90	
		<p>1.4 Quality assurance procedures and risk mitigation measures. How detailed are the Proposer's internal quality assurance and reporting mechanisms? Are they technically sound and justifiably expected to ensure the desired result?</p>	50	
		<p>1.5 Organizational Commitment to Sustainability</p>	20	

<ul style="list-style-type: none"> • Is Proposer compliant with ISO 14001 or ISO 14064 or equivalent - Does the Organization demonstrate significant commitment to sustainability through some other means such as internal company policy documents on Environmental management and and other environmentally oriented requirements. 	
Total Part 1	300

Technical Proposal Evaluation Form 2		Points Obtainable
Methodology, its Appropriateness to the Condition & Timeliness of the implementation Plan		
2.1	<ul style="list-style-type: none"> • How well does the Proposer demonstrate a thorough understanding of the purpose/scope of the RFP as outlined in the TOR? • Does the proposal focus on raise awareness and conducting outreach materials on climate change adaptation among key stakeholders, staff training program for priority sector agencies and developing guidelines and methodology for vulnerability assessments. • How detailed is the approach and methodology? Does it consider the local project environment and, is it appropriate, realistic, feasible with potential to achieve the desired outcome or the TORs? 	150
2.2	Does the proposal identify potential risks and corresponding mitigation strategies and are these described extensively and addressed in sufficient detail? How relevant are they to the local project context?	50
2.3	Is the work plan well-detailed? Is the sequence of activities and planning logical, realistic and does it explain how work will be undertaken for each deliverable to ensure completion within prescribed timeline? Does it promise efficient implementation of project?	100
2.4	How sound are the Proposer's internal quality assurance and reporting mechanisms? Are they justifiably expected to ensure efficient and effective delivery of the project?	50

2.5	Does the Proposal demonstrate knowledge, experience, and a track record of delivery on similar projects in similar contexts/settings in the region for UN and other multilateral actors working closely with national governments?	50
Total Part 2		400
Technical Proposal Evaluation Form 3		Points Obtainable
Management Structure and Qualification of Key Personnel		
3.1.	Experience and Competencies:	180
	Team Leader/project Manager	
	Master's degree in Environmental Management/ Climate change/natural studies/ Economics/ Public Administration/ Law/ International development or other related field.	40
	Minimum 7 years of relevant practical professional work experience in the implementation development projects in environment and/or projects in the field of Sustainable Development and/ or Climate Change, Natural Resources Management and/ or working in a relevant position to this post.	30
		90

		<ul style="list-style-type: none"> - A broad understanding of the various aspects of climate change adaptation, particularly vulnerability assessments, Climate change awareness and strategies and tools for implementation. - Ability to lead and manage activities in all phases of project management involving multiple partners and in conflict settings. - Good knowledge of the legislative and policy aspects of the adaptation framework in Somalia. - Strong knowledge about the political and socio-economic context related to the Somalis climate change development context, including legal and policy enforcement at national and subnational levels; - Experience in collaborating with government agencies, international organizations, and community leaders. - Excellent skills in problem-solving, conflict resolution, advocacy, and stakeholder coordination; - Demonstrated ability in writing good quality project reports and policy briefs - Proven field experience in climate adaptation activities in conflict-prone communities; 			
		Fluent in spoken and written English and Somali languages.	20		
	3.2	Finance Officer (1 position)		120	
		Bachelor's degree in Business Administration/ accounting and any other related qualifications	30		
		minimum of 3 years of relevant experience in finance, administration and programme support service.	20		

		<ul style="list-style-type: none"> - Experience in the usage of computers and office software packages (MS Word, Excel, etc.), - Advanced knowledge of spreadsheet and database packages, - Experience in handling of web-based management systems and ERP financials. 	30		
		<ul style="list-style-type: none"> - Excellent communication, relationship skills and a strong team player. 	20		
		Fluent in spoken and written English and Somali languages	20		
Total Part 3				300	
Grand Total (forms 1, 2 and 3)				1000	
<p>Only offers that score at least 70% (700 points) in the technical evaluation will be considered for financial evaluation.</p> <p><u>Financial Proposal (30%)</u> 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 and only one Service Provider				
Contract General Terms and Conditions ¹	<input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html				
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submitting Service Provider's Technical Proposal (Annex 2) <input checked="" type="checkbox"/> Form for Submitting Service Provider's Financial Proposal (Annex 3) <input checked="" type="checkbox"/> Terms of Reference (Annex 4)				
Contact Person for Inquiries (Written inquiries only) ²	<p>Focal Point: Procurement Unit Email Address: Procurement.so@undp.org</p> <p>Note: Only requests for clarifications should be sent to this email address. Proposals must be submitted through the UNDP e-Tendering system. Proposals submitted to this email address will not be accepted.</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>				

¹ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

² This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

<p>Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries</p>	<p>Posted directly to e-Tendering</p> <p>Note: Once supplemental information to the RFP and responses/clarifications are uploaded to the e-Tendering system by UNDP, prospective bidders (i.e., bidders who have utilized the “Accept Invitation” function in the e-Tendering system) will be notified via email that changes have occurred. It is the responsibility of the Bidders to view the respective changes and clarifications in the e-Tendering system.</p>
<p>Deadline for Bid Submission</p>	<p>As per the submission deadline (date and time) displayed on the main screen of this Event in the e-Tendering system.</p> <ol style="list-style-type: none"> 1. The submission deadline (closing date and time) displayed on the main screen of this Event will be Wednesday 9th February 2022, 7:00 A.M New York time 2. The e-Tendering system automatically blocks bid submission after the submission deadline.
<p>Other Information Electronic submission (eTendering) requirements</p>	<ul style="list-style-type: none"> • Technical and financial proposals must be uploaded in the e-Tendering system in separate PDF files • Format: PDF files only. Proposers are encouraged to check the attachment formats prior to submission as UNDP will not be responsible if attachments are in other formats that cannot be opened without additional software. • All files must be free of viruses and not corrupted. Bidders are solely responsible for ensuring that any uploaded file is readable, that it is uncorrupted and free from viruses and malware. Failure to submit readable files will result in rejection of the proposal. • Digital certification/signature: Signed and stamped copy. • Time zone to be recognized: EST/EDT (New York) time zone. <p>Please note that when uploading files in the UNDP e-Tendering System, the following restrictions and specifications must be followed:</p> <ul style="list-style-type: none"> • Make sure that all bid factors are answered, bid price is entered and all documents are uploaded before submitting the bid. Ensure your bid is submitted once it is complete. • Bidders are requested to ensure appropriate and self-explanatory file names, organized structure and clear content which should correspond to the structure of the RFP requirements and the required content of the bid. • Bidders are encouraged to use zip files up to maximum size of 50 MB. In such case, they should not include multiple lower sub-folders or directories. If you are uploading many files (Ex. 15 or more), please zip the files into a ZIP folder and upload the folder instead of each file individually. • The name of each file must not be longer than 60 characters. In addition, the file name should not contain any special characters or letters from different alphabets/keyboards other than English, as per system restrictions. • You can use the .xml upload function only once to upload your initial bid. If you need to make changes, you must make them online. You cannot attach

documents through the .xml file, they must be uploaded directly into the e-Tendering system.

- You can start creating a bid response in the system at any time. You can use the “Save for later” function to save it as a draft. You can update your draft at any time before deadline by opening it from “View, Edit, or Copy from Saved bids” link and start editing the bid response. Make sure to click on “Submit bid” once you have completed your bid.
- Be careful when using the “Save for Later” function. It does not submit your bid, and in addition, it will remove the bid that you have submitted previously.
- If you want to edit a bid that has already been posted, you first must cancel your bid. You can do so by opening it from “View, Edit, or Copy from Saved bids” link and then click on “Cancel” link. Once this is done, you can create a new bid response. You can copy from the cancelled bid and then make needed changes.
- Proposers are advised to submit proposals well in advance of the submission deadline. Do not wait until the last minute because in the event you encounter a problem in submitting your proposal just before the deadline, UNDP cannot guarantee last minute Help-Desk support. It is the Proposer’s responsibility to ensure bids are posted in the system before the submission deadline.

Important Note on Submission of Financial Proposal:

The Proposer is required to prepare and submit the Form for Submitting Service Provider’s Financial Proposal (Annex 3) in a signed and stamped password protected PDF file **separate from the Form for Submitting Service Provider’s Technical Proposal (Annex 2). Form for Submitting Service Provider’s Financial Proposals (Annex 3) that are not password protected will be disqualified.**

DO NOT disclose the value of your financial proposal in the e-Tendering system. Indicate your bid price in the e-Tendering system as USD 1.

The value of your financial proposal should only be indicated in the password protected Form for Submitting Service Provider’s Financial Proposal Submission (Annex 3) uploaded in the e-Tendering system. Proposers who disclose the value of their financial proposal in the e-Tendering system will be disqualified.

The Password for Financial Proposal Submission Form (Annex 3) must not be provided to UNDP until it is formally requested by UNDP if the proposal is deemed technically qualified. Proposers will have 48 hours to respond to the request for password from UNDP.

Proposers are advised to note their passwords in a secure place. Should UNDP be unable to open the file due to forgotten password, the Proposal will be disqualified.

Annex 2: Form for Submitting Service Provider’s Technical Proposal³

(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery⁴)

RFP Ref: UNDP/SOM/RCC/RFP/2021/161109

[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) Company Profile describing the nature of business, field of expertise, licenses, certifications, accreditations; **(attach)**.*
- b) Business Licenses – Registration Papers, Tax Payment Certification **(attach copies)**.*
- c) Latest Audited Financial Statement – income statement and balance sheet for the last two Financial Years (2019 & 2020) to indicate Its financial stability, liquidity, credit standing, and market reputation, etc., **(attach copies)**.*
- d) Track Record – list of clients for similar services as those required in the TORs for this RFP, indicating description of contract scope, contract duration, contract value in table format and also attach Statements of Satisfactory Performance from top three clients in the past five year.*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, and/or demonstration of significant*

³ This serves as a guide to the Service Provider in preparing the Proposal.

⁴ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

*commitment to sustainability through some other means such as internal company policy documents on women empowerment, or membership of trade institutions promoting such issues etc. - **attach if any.***

- 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. **Attach an implementation schedule preferably in Gantt chart format.***

C. Qualifications of Key Personnel

Service Provider must provide:

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

Name: _____

Title: _____

Date: _____

Signature: _____

**Signed by
authorized
signatory and
stamp with**

Annex 3 - Form for Submitting Service Provider's Financial Proposal

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁵)

RFP Ref: UNDP/SOM/RCC/RFP/2021/161109

The Proposer is required to prepare the Financial Proposal following the below format and **submit it in a password protected PDF FILE in the e-Tendering system separate from the Technical Proposal**. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification. Financial proposals that are not password protected will be disqualified.

A. Cost Breakdown per Deliverable*

No.	Deliverables/Outputs	Weighted percentage of Deliverable	Est. Target Due Date	Review and Approvals Required
LOT 1				
1	Deliverable 1 <ul style="list-style-type: none"> • Stakeholder engagement framework tools and guidelines • knowledge products developed, 3 knowledge products totals • Develop self-guided e-presentations, introductory brochures, knowledge products, and outreach materials • Three MOUs between selected NGOs and regional Universities 	60%	February-June, 2022	Portfolio Manager, RCC
2	Deliverable 2 <ul style="list-style-type: none"> • Sector Specific Training Modules and Curricular and Modules developed (X5) • Sector Agency training Workshop conducted (X8) 	40%	June-August, 2022	
3	Total Percentage	100%	July, 2022	
LOT 2				
4	Deliverable 1 <ul style="list-style-type: none"> • Vulnerability Assessments methodology and guidelines developed • Somali Language climate Change Adaptation Knowledge Products developed (X8) 	40%	March-July, 2022	

⁵ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

5	Deliverable 2 <ul style="list-style-type: none"> State Level Vulnerability Assessments completed (X6) 	60%	June- November, 2022	
	Total Percentage	100%	December, 2022	

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

B. Cost Breakdown by Cost Component

Description of Activity	Unit of Measure	No. of Persons	Quantity	Unit Rate (USD)	Total Rate (USD)
I. Personnel Services: <i>Unit rates for this sub-section should be inclusive of all costs except travel-related costs</i>					
Project Manager/Team Leader	Month	1			
Finance Officer	Month	1			
Sub-Total Personnel Services					
II. Other Costs: <i>E.g., field transport, air travel (if applicable). Please specify unit of measure, itemize in separate lines, and add rows for cost components as needed.</i>					
...					
Sub-Total Other Costs					
TOTAL					

- **International flights (if applicable):** Economy class on the most direct route (please specify routing).
- **Living Allowance (Food & accommodation at field level):** Only applicable when staff travel outside their operational base.
- **Local flights:** Only applicable in locations not accessible by road or, for security reasons with prior UNDP approval.

Name: _____
 Title: _____
 Date: _____
 Signature: _____

Signed by authorized signatory and stamp with

Annex 4: Terms of Reference

A. Background Information and Rationale, Project Description

PROJECT TITLE: Support for Strengthening Climate Change Adaptation Planning for the Federal Republic of Somalia

The Federal Government of Somalia (FGS) has committed to establishing a national Climate Change Adaptation Planning (NAP) framework to serve as a baseline and to guide future climate change adaptation policies and projects. To achieve its adaptation goals, the FGS and its constituent States must overcome several obstacles, including institutional coordination and capacity for adaptation planning and implementation at the federal level, limited technical, institutional, and managerial capacity for Climate Change Adaptation (CCA) planning at the state level, and a lack of investment planning and enabling conditions for financing Climate Change Adaptation (CCA) interventions. The project addresses each of these issues and builds upon the foundation that was created when the country formulated its National Adaptation Programme of Action (NAPA) in 2013. The project also addresses the priorities that were elucidated in the country's Nationally Determined Contribution (NDC) and is consistent with the recently ratified National Development Plan. Finally, the project is consistent with UNDP's Country Programme for Somalia (2018-2020), the Somalia Partnership Agreement (a blueprint to guide international partner efforts), and the GCF's investment priorities. This will be achieved through three strategically linked outcomes, including 1) Robust National institutional coordination and capacity for Climate Change Adaptation (CCA) planning; 2) Enhanced State-level technical capacity for CCA planning, and 3) Accelerated Financial planning for CCA at the national and sub-national level.

The project will support the DOECC in developing a stakeholder engagement framework that is consistent with the goals of the Federal Government of Somalia and is sensitive to the complex political realities prevalent at the local level in Somalia. The engagement framework will include procedures for conducting stakeholder consultations along with minimum participation targets for women, youths, Internally Displaced Persons, and other groups that have been identified as particularly vulnerable. University partners will also be involved in developing the stakeholder engagement framework and in determining a role for regional universities in facilitating inclusive stakeholder consultations at national and subnational levels. In addition, MoWHRD will be involved in the development of the framework to ensure that mechanisms are in place to ensure the meaningful participation of women, internally displaced persons and other groups that have been identified as particularly vulnerable. This framework will be used to inform NAP- related activities at the federal and state levels and will be included as part of the National Adaptation Plan resulting from activity 1.1.8. The activity will include awareness raising knowledge products to explain the importance of stakeholder engagement and practical guidelines for sector agencies and states for ensuring that all activities and processes are consistent with the framework.

The assignment is needed to develop information and outreach materials to familiarize FGS stakeholders (e.g., upper echelon federal and state-level ministry officials as well as key NGOs) with climate change physical processes, impacts, and adaptation, as well as the NAP process. The NGO will develop self-guided e-presentations, introductory brochures, and other materials. The NGO will establish partnerships with three universities distributed throughout the country to provide inputs into the outreach materials and to serve as a first step in establishing university-government partnerships to support the NAP process and CCA in general. UNDP will support the NGO in selecting university partners based on UNDP's current and ongoing work with tertiary educational institutions throughout Somalia, in particular, Master's level CCA curriculum developed as part of the Least Developed Countries Climate Fund project. The universities will also serve as repositories for the outreach materials generated by this activity. The NGO will also conduct follow-up consultations with the stakeholders. The purpose of this activity is to raise awareness and encourage buy-in on the part of key stakeholders on the NAP process.

As noted, awareness of climate change impacts and adaptation is very low throughout the country. This activity will produce a series of presentations, knowledge products, and other resources that can be disseminated and used digitally. The materials will be produced in the Somali language and will cover a range of topics, including basic awareness of climate change, potential impacts to various sectors and stakeholder groups in Somalia, an overview of the NAP process, and material specifically geared towards women, IDPs, youths, and pastoralists. Materials will be developed by the NGO with prior experience in conducting CCA and socioeconomic development activities in Somalia so that they are sensitive to cultural and political issues in the country. As with other capacity building activities, the NGO will partner with the universities identified in above in the development and eventual dissemination of these materials, and the materials will become part of the climate change repositories at the universities. Through this activity the NGO will also work with the partner universities to identify future research areas focusing on the nexus between climate change and society, which will empower the universities to play a strong role in NAP implementation and will make them more effective partners for the government with respect to developing effective climate change adaptation policies and programs. These materials will be distributed to all levels of government as well as through the Somalia NGO Consortium, an association of NGOs and CSOs in the country.

In addition to the e-materials for widespread distribution, this activity will develop and deliver a series of training modules and supporting materials (e.g. instructional resources, workbooks, exercises) specifically geared towards federal-level agency staff and creating a common understanding of the challenges of climate change across sectors. These face- to-face materials will be developed in the Somali language by a national-level NGO in collaboration with international experts and the university partners. The project team, working in consultation with key agencies from relevant sectors (e.g. priority sector agencies, MoF, MoPIED, MoWHRD), will identify specific topics and select a cohort consisting of staff from these agencies. The training modules will be developed on a quarterly basis and used to capacitate this cohort over the life of the project, beginning with basic level CC awareness and progressing through more specific content to build the skills of the cohort. Development of the training materials will be supported by an international technical expert on climate change adaptation.

Furthermore; with DOECC as coordinating body, successful NGO will be conducting vulnerability assessments at the state level. The vulnerability assessment will cover priority sectors identified by the FGS and FMS. Priority sectors that have been identified at the federal level include land use, agriculture, water, food security, DRR, marine and coastal resources, health and biodiversity. Specific priority sectors will be validated at the state level through activities associated with Outcome 2 (below).

UNDP and Directorate of Environment and Climate Change Office of The Prime Minister through this request for proposal will be implementing this activity by contracting local NGOs who are currently working on CCA relevant activities. The selection of NGOs will be based on a set of criteria to be established by the DOECC and UNDP maintaining employment and meeting the demands of the customers in crises. The proposed activities will be undertaken in partnership with organizations selected through a competitive process in response to this request for proposals.

B. Overall Objectives

The overall objective is to develop stakeholder engagement framework as well as information and outreach materials, organise staff training program for priority sector agencies, undertake vulnerability guidelines, methodologies, and vulnerability assessment, conduct a review and cost of the adaptation priorities identified in the NAP and INDC the relevant ministries/institutions at national and subnational. These are aimed at familiarizing the Federal Government Somalia and Federal Member States stakeholders (e.g., upper echelon federal and state-level ministry officials as well as key NGOs) with climate change physical processes, impacts, and adaptation, as well as the NAP process.

C. Scope

1. Developing a stakeholder engagement framework tool, and guidelines at federal and state level and conducting stakeholder consultations
 - Awareness raising knowledge products on the importance of stakeholder engagement and practical guidelines for sector agencies
 - To develop self-guided e-presentations, introductory brochures, knowledge products, and outreach materials
 - To establish partnerships with three universities distributed in the country to provide inputs into the outreach materials and to serve as a first step in establishing university-government partnerships to support the NAP process and CCA in general

- To develop and disseminate climate-informed materials
- To develop a staff training program for priority sector agencies, this will be done during the entire project
- To develop guidelines and methodology for vulnerability assessments.
- To conduct 6 vulnerability assessments

D. Approach and Methodology

- The proposals should demonstrate understanding of the objectives to be attained, must be realistic, and should be well-structured
- The proposals should clearly define a strategy for implementation, detailing a step-by-step project plan, geographical focus, target groups, and clear timelines for activity duration.
- The proposals should demonstrate the ability of the organization to effectively provide support to awareness on the climate change adaptation through development of their skills in the long term
- Previous experience in related fields, availability of skills and capacities should be demonstrated

E. Deliverables and Schedules/Expected Outputs

Output 1.1: Legal and institutional framework established

Activities:

1. Awareness raising and encouraging buy-in on the part of key stakeholders on the NAP process
2. Support for local universities to provide MSc. Climate Change scholarships and CCA curriculums/modules
3. Contract with an NGO to develop and disseminate/deliver materials

Output 1.2: Climate change adaptation capacities and interagency coordination at key agencies strengthened

Activities

- 1- Development staff training program for priority sector agencies

Output 1.3: Tools, Methodologies, and Information platform to support NAP process developed

Activities:

2. Establish stakeholder engagement framework, tools, and guidelines
3. Contract with a NGO develop guidelines and methodology for vulnerability assessments
Activity 1.3.4, Likely to be bundled with contract in Activity 1.2.3.
4. Develop Somali language CCA training materials through Somali-language CCA knowledge products developed (x8)

Output 2.2 Country programmes, including adaptation priorities, developed and continuously updated

Activities:

- 1- Contract with national NGO to conduct 6 vulnerability assessments

Key Activity Results	Sub activity result	Key deliverables	Indicators	Mean of Verification (Source of Data)
1.1.3 and 1.3.3 Establish stakeholder engagement framework and Awareness raising on the part of key stakeholders on the NAP process	Development of stakeholder engagement framework and Awareness raising knowledge products on the importance of stakeholder engagement and practical guidelines for sector agencies	<ul style="list-style-type: none"> - Developing a stakeholder engagement framework tool, and guidelines - conducting stakeholder consultations, 	<ul style="list-style-type: none"> - Tools and guidelines framework for stakeholder engagement - Stakeholder consultation conducted 	stakeholder engagement framework report
	Develop self-guided e-presentations, introductory brochures, and other materials Distribution /dissemination of CCA knowledge products	<ul style="list-style-type: none"> - CCA knowledge products developed/produced - Awareness-raising campaigns conducted - CCA knowledge products distributed 	<ul style="list-style-type: none"> - Three (3) CCA knowledge products developed/produced - six (6) awareness-raising campaigns at the implantation phase - Six (6) times of CCA knowledge products distributed 	Final CCA knowledge products Final report on the distribution covering awareness campaign, and CCA knowledge product
	Establish partnerships with three universities distributed in the country to provide inputs into the outreach materials and to serve as a first step in establishing university-government partnerships	Signing agreements/MOUs with 3 universities in the country	Number of MOUs signed with NGOs and local universities	MOUs/Agreements

	to support the NAP process and CCA in general			
1.2.4. Development staff training program for priority sector agencies	Contract with an NGO to develop a staff training program for priority sector agencies	Sector Specific Training Modules and Curricular and Modules developed	<ul style="list-style-type: none"> - Number of Sector-specific training modules/ curricula and modules developed (5 in total) - Number of Sector agency training workshops conducted (8 in total) 	<ul style="list-style-type: none"> - Workshop/training reports - Training manuals/modules/curriculum - Number of trained staff applying CCA by gender and sector - Staff attendance sheet
1.3.4. Development of guidelines and methodology for vulnerability assessments.	develop guidelines and methodology for vulnerability assessments	Guidelines and methodology for vulnerability assessments are produced	Guidelines and methodology for vulnerability assessments produced	Final content/quality of Guidelines produced
	Develop Somali language CCA training materials	Somali Language climate Change Adaptation Knowledge Products developed (X8)	8 Somali Language Climate Change Adaptation Knowledge Products developed	A series of presentations, knowledge products produced and disseminated into Somali language.

2.2.3. Vulnerability assessment reports	Conduct 6 vulnerability assessments	State Level Vulnerability Assessments completed (X6)	6 vulnerability assessment reports	Vulnerability assessments reports
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Geographic Locations and Target beneficiaries:

The activities all the target location at the federal level and 6 federal member states

S/N	Lots	Activity	Remarks
Local NGO 1	Lot 1	<ul style="list-style-type: none">- Developing a stakeholder engagement framework tool, and guidelines- conducting stakeholder consultations,- Development of information and outreach materials to familiarize FGS stakeholders- Awareness raising and encouraging buy-in on the part of key stakeholders on the NAP process.- Development staff training program for priority sector agencies	This will carry out by local NGO through facilitation by UNDP and DOECC
Local NGO 2	Lot 2	<ul style="list-style-type: none">- Development of guidelines and methodology for vulnerability assessments.- Develop Somali language CCA training materials- Conduct 6 vulnerability assessments	The local NGO two will implemented these activities through support with foreign grassroots NGO with experience in conducting community/regional vulnerability assessments

F. Key Performance Indicators and Service Level

Output 1: Establish stakeholder engagement framework and Awareness raising on the part of key stakeholders on the NAP process

Indicators:

- Development of stakeholder engagement framework and Awareness raising knowledge products
- Three CCA knowledge products developed/produced, six awareness-raising campaigns at the implantation phase, six times of CCA knowledge products distributed

Output 2: Support for local universities to provide MSc. Climate Change scholarships and CCA curriculums/modules

Indicators: Number of MOUs signed with NGOs and local universities

Output 3: Development of guidelines and methodology for vulnerability assessments.

Indicators: Guidelines and methodology for vulnerability assessments produced

Output 4: Conduct Vulnerability assessment

Indicators: 6 vulnerability assessment reports

Output 5: Development staff training program for priority sector agencies

Indicators: 5 Sector-specific training modules/ curricula and modules developed, 8 Sector agency training workshops conducted

G. Governance and Accountability

- UNDP will support the NGO in selecting university partners based on UNDP's current and ongoing work with tertiary educational institutions throughout Somalia, in particular, Master's level CCA curriculum developed as part of the Least Developed Countries Climate Fund project.
- When necessary, UNDP will provide adequate project execution Support to the NGOs in each target location by linking to the relevant local authorities in the project target locations to the NGO(s).
- Regular monitoring, which will include progress reports.
- Periodical monitoring and to the sites will be undertaken by UNDP when possible and third-party monitoring will be used where the feedback will be shared with the implementing institution. The monitoring of activities should be properly documented in monitoring reports and forms, which will form an integral part of the project documentation.
- Ad-hoc reports: Upon the request of UNDP.
- Success stories and case studies.
- Project signboards, banners, and all visibility materials should be consulted to UNDP before printing out.
- Final financial report and final narrative/substantive report, reflecting results against the targets set, challenges/issues, risks, lessons learned, best practices, roles of

various stakeholders - reporting template will be provided by UNDP project team.

Photos and videos showing the development in the project progress (before, during, and after).

- Oversee and administer all payments requested and effected within the project.
- Inform and advise UNDP on all issues relating to and/ or potentially affecting project implementation.
- Keep logs of issues on project implementation as well as the general security of the given area.

Reporting and Visibility:

- As part of the technical proposal, the service provider/organization is required to propose a comprehensive reporting and visibility plan of action with methodology, channels, approach, capacities including project management and communication. UNDP requires a minimum monthly progress narrative report with financial status and achieved results.

Accounting, Filing, and Data Entry

- Set up and maintain a separate project filing system, both physical and electronic, and keep all relevant papers, documents, such as payment requests and receipts, vouchers, invoices attendance sheets, monitoring reports, pictures, video clips, and progress and final reports.
- Set up and maintain a project accounting system and track project payments within that system. Maintain the inventory lists of the items purchased for the projects and handover documentation.
- The service provider's financial books/documents related to the subproject are subjected to auditing upon the request of UNDP within a minimum period of 5 years after completion of the project. So, it is the responsibility of the service provider to keep and maintain these books during this period.

H. Service provider's administration and management

- Ensure the safety and security of staff working for the service provider (NGOs).

- Ensure that the equipment and assets procured under the project by the service provider are maintained properly and are kept and administered in line with UNDP Rules and Regulations.
- Monitor staff movements, their attendance and leave records, work plans, and ensure timely and correct salary payments.

I. Knowledge and Skills Sharing for Capacity Building

Participate actively in local coordination meetings especially during the community mobilization and meeting relevant government authorities, and share knowledge and skills amongst the stakeholders, including local authorities and communities.

J. Language

All reports, surveys, and other written project documentation produced by the Service Provider will be in English. All written and oral communications between UNDP and the service provider's staff will take place in English.

K. Facilities to be provided by UNDP

Where possible or needed UNDP will support service providers by connecting them locally and authorities /relevant ministries in the project target locations, furthermore UNDP will provide guidance to service providers.

L. Expected duration of the contract/assignment

12 months- January-December 2022

M. Duty Station

Federal level and state level

N. Professional Qualifications of the Successful Contractor and its key personnel

Organization

- The interested organizations/firms should be registered under the relevant Acts/Rules of the Federal Government of Somalia and Federal Member States.
- They should have Legal compliance such as tax deduction and deposit in the tax office/bank, independent auditor appointment, renewal, tax exemption, and other local laws strongly followed

- They should have their office network in the region or district where they apply to be the Lead NGO.
- They have free access to all regions and districts in Somalia.
- They should have a lead result-oriented research and interventions around participatory community-driven resilience and developments
- The impact of the NGO`s work in creating an enabling environment for systemic and local level outreach and meaningful sensitization around climate-informed adaptation and resilience building
- The extent to which the approach employed in the work of the NGO is addressing the current needs and priorities of the communities impacted by climate change and natural disasters
- They must have a strong presence and a good track record in the region and districts targeted by the NAP Project.
- They should have had to experience a similar nature of projects handled in the past especially on research and awareness around Climate Change Adaptation and National Planning
- Demonstrated track record of effective stakeholder engagement in policy and project development.
- They should have enough qualified and experienced staff who are capable of handling technical and managerial issues.
- Sensitivity towards group action/conflict resolution and equity for the marginalized community.
- They should have the best social and moral values and be engaged in social developments in the
- context of Resilience and climate change Adaptation
- Special consideration will be given to the local NGOs who are currently working on climate change adaptation relevant activities. The selection of NGOs will be based on a set of criteria to be established by the DOECC and UNDP.

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Price and Schedule of Payments

Tranche	Lots	Deliverables	Percentage	Timeframe
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1	Lot 1	<ul style="list-style-type: none"> • Three MOUs between selected NGOs and regional Universities 	30%	February - March, 2022
2	Lot 1	<ul style="list-style-type: none"> • Development of stakeholder engagement framework tools and guidelines • knowledge products developed, 3 knowledge products totals 	30%	
3	Lot 1	<ul style="list-style-type: none"> • Sector Specific Training Modules and Curricular and Modules developed (X5) • Sector Agency training Workshop conducted (X8) 	40%	April-June, 2022 June-August, 2022
4	Lot 2	<ul style="list-style-type: none"> • Vulnerability Assessments methodology and guidelines developed • Somali Language climate Change Adaptation Knowledge Products developed (X8) 	40%	March-May, 2022 June-July, 2022
5	Lot 2	<ul style="list-style-type: none"> • State Level Vulnerability Assessments completed (X6) 	60%	June-November, 2022