



## Request for Proposal (RFP)

25 February 2010

Dear Sir/Madam,

**Subject: RFP for “Assessment of Direct and Indirect Impacts of Climate Change scenarios on water availability and quality in the Zarqa River Basin.”**

You are requested to submit a proposal as per enclosed Terms of Reference (TOR).

2. To enable you to submit a proposal, attached are:

- i. Instructions to Offerors ..... (Annex I)
- ii. General Conditions of Contract..... (Annex II)
- iii. Terms of Reference (TOR)..... (Annex III)
- iv. Proposal Submission Form .....(Annex IV)
- v. Price Schedule .....(Annex V)
- vi. Performance Security Form.....(Annex VI)
- vii. Vendor Form.....(Annex VII)

Your offer comprising of technical proposal and financial proposal, in separate sealed envelopes, should reach the following address no later than 21<sup>th</sup> March 13:00hrs, **marked with RFP/2010/02 “Assessment of Direct and Indirect Impacts of Climate Change scenarios on water availability and quality in the Zarqa River Basin.”**

**Attention: Camille Franjeh**

**Telephone number: 5338167 Ext 260**

**Address: UNDP-Jordan  
Queen Rania Street, University of Jordan,  
Bldg No. 274,  
Amman-Jordan**

4. If you request additional information, we would endeavor to provide information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal.

## **Instructions to Offerors**

### **A. Introduction**

#### **1. General**

Purpose of RFP

#### **2. Cost of proposal**

The Offeror shall bear all costs associated with the preparation and submission of the Proposal, the UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

### **B. Solicitation Documents**

#### **3. Contents of solicitation documents**

Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The Offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Offeror's risk and may affect the evaluation of the Proposal.

#### **4. Clarification of solicitation documents**

A prospective Offeror requiring any clarification of the Solicitation Documents may notify the procuring UNDP entity in writing at the organisation's mailing address or fax number indicated in the RFP. The procuring UNDP entity will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than two weeks prior to the deadline for the submission of Proposals. Written copies of the organisation's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Offerors that has received the Solicitation Documents.

#### **5. Amendments of solicitation documents**

At any time prior to the deadline for submission of Proposals, the procuring UNDP entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation Documents by amendment.

In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, the procuring UNDP entity may, at its discretion, extend the deadline for the submission of Proposals, therefore kindly check our UNDP website.

## C. Preparation of Proposals

### 6. Language of the proposal

The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and the procuring UNDP entity shall be written in the English language. Any printed literature furnished by the Offeror may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern.

### 7. Documents comprising the proposal

The Proposal shall comprise the following components:

- (a) Proposal submission form;
- (b) Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements;
- (c) Price schedule, completed in accordance with clauses 8 and 9;

### 8. Proposal form

The Offeror shall structure the operational and technical part of its Proposal as follows:

#### (a) Management plan

This section should provide corporate orientation to include the year and state/country of incorporation and a brief description of the Offeror's present activities. It should focus on services related to the Proposal.

This section should also describe the organisational unit(s) that will become responsible for the contract, and the general management approach towards a project of this kind. The Offeror should comment on its experience in similar projects and identify the person(s) representing the Offeror in any future dealing with the procuring UNDP entity.

#### (b) Resource plan

This should fully explain the Offeror's resources in terms of personnel and facilities necessary for the performance of this requirement. It should describe the Offeror's current capabilities/facilities and any plans for their expansion.

#### (c) Proposed methodology

This section should demonstrate the Offeror's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics

proposed warranty; and demonstrating how the proposed methodology meets or exceeds the specifications.

The operational and technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price Schedules.

It is mandatory that the Offeror's Proposal numbering system corresponds with the numbering system used in the body of this RFP. All references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexes to the Proposal/response.

Information which the Offeror considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will then be treated as such accordingly.

#### **9. Proposal prices**

The Offeror shall indicate on an appropriate Price Schedule, an example of which is contained in these Solicitation Documents, the prices of services it proposes to supply under the contract.

#### **10. Proposal currencies**

All prices shall be quoted in local Jordanian Dinars(JOD) only

#### **11. Period of validity of proposals**

Proposals shall remain valid for sixty (120) days after the date of Proposal submission prescribed by the procuring UNDP entity, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by the procuring UNDP entity on the grounds that it is non-responsive.

In exceptional circumstances, the procuring UNDP entity may solicit the Offeror's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. An Offeror granting the request will not be required nor permitted to modify its Proposal.

#### **12. Format and signing of proposals**

The Offeror shall prepare two copies of the Proposal, clearly marking each "Original Proposal" and "Copy of Proposal" as appropriate. In the event of any discrepancy between them, the original shall govern.

The two copies of the Proposal shall be typed or written in indelible ink and shall be signed by the Offeror or a person or persons duly authorised to bind the Offeror to the contract. The

latter authorisation shall be indicated by written power-of-attorney accompanying the Proposal.

A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialled by the person or persons signing the Proposal.

### 13. Payment

UNDP shall effect payments to the Contractor after acceptance by UNDP of the invoices submitted by the contractor, upon achievement of the corresponding milestones.

### D. Submission of Proposals

### 14. Sealing and marking of proposals

The Offeror shall seal the Proposal in one outer and two inner envelopes, as detailed below.

(a) The outer envelope shall be:  
addressed to –

Attention: Camille Franjieh  
Telephone number: 5338167 Ext 260  
Address: UNDP-Jordan  
Queen Rania Street Bldg No. 274, University of Jordan,  
Amman-Jordan

and,  
marked with – **“RFP/2010/03: “Assessment of Direct and Indirect Impacts of Climate Change scenarios on water availability and quality in the Zarqa River Basin.”**

(b) Both inner envelopes shall indicate the name and address of the Offeror. The first inner envelope shall contain the information specified in Clause 8 (*Proposal form*) above, with the copies duly marked “Original” and “Copy”. The second inner envelope shall include the price schedule duly identified as such.

Note, if the inner envelopes are not sealed and marked as per the instructions in this clause, the procuring UNDP entity will not assume responsibility for the Proposal’s misplacement or premature opening.

### 15. Deadline for submission of proposals

Proposals must be received by the procuring UNDP entity at the address specified under clause *Sealing and marking of Proposals* no later than 21<sup>st</sup> March 2010,13:00hrs local time.

The procuring UNDP entity may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause *Amendments of Solicitation Documents*, in which case all rights and obligations of the

procuring UNDP entity and Offerors previously subject to the deadline will thereafter be subject to the deadline as extended.

## **16. Late Proposals**

Any Proposal received by the procuring UNDP entity after the deadline for submission of proposals, pursuant to clause *Deadline for the submission of proposals*, will be rejected.

## **17. Modification and withdrawal of Proposals**

The Offeror may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by the procuring UNDP entity prior to the deadline prescribed for submission of Proposals.

The Offeror's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause *Deadline for Submission of Proposals*. The withdrawal notice may also be sent by telex or fax but followed by a signed confirmation copy.

No Proposal may be modified subsequent to the deadline for submission of proposals.

No Proposal may be withdrawn in the Interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Offeror on the Proposal Submission Form.

## **E. Opening and Evaluation of Proposals**

### **18. Opening of proposals**

The procuring entity will open the Proposals in the presence of a Committee formed by the Head of the procuring UNDP entity.

### **19. Clarification of proposals**

To assist in the examination, evaluation and comparison of Proposals, the Purchaser may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

### **20. Preliminary examination**

The Purchaser will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Offeror does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. The Purchaser's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.

A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Offeror by correction of the non-conformity.

## **21. Evaluation and comparison of proposals**

A two-stage procedure is utilised in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposal of the Proposals will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical proposals.

The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

In the Second Stage, the price proposal of all contractors, who have attained minimum 70% score in the technical evaluation will be opened. The weight given to the Financial Proposal is 30%. The lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed according to the following formula:  $Sf = 100 \times Fm / F$ , in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.

Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Data Sheet:  $S = St \times T\% + Sf \times P\%$ , where T% = 70% and P% is 30%. The firm achieving the highest combined technical and financial score will be invited for negotiation meetings.

**Technical Evaluation Criteria**

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Company / Other Entity				
				A	B	C	D	E
1.	Expertise of Firm / Organisation submitting Proposal	30%	300					
2.	Proposed Work Plan and Approach/Methodology	50%	500					
3.	Personnel	20%	200					
<b>Total</b>			<b>1000</b>					

Evaluation forms for technical proposals follow on the next two pages. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

Form 1: Expertise of Firm / Organisation Submitting Proposal

Form 2: Proposed Work Plan and Approach/Methodology

Form 3: Personnel

Technical Proposal Evaluation Form 1		Points obtainable	Company / Other Entity				
			A	B	C	D	E
Expertise of firm / organisation submitting proposal							
1.1	Reputation of Organisation and Staff (Competence / Reliability)	45					
1.2	General Organisational Capability which is likely to affect implementation (i.e. consortium, holding company or one firm, size of the firm / organisation, strength of project management support e.g. project financing capacity and project management controls)	65					
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills.	30					
1.5	Relevance of: - Specialised Knowledge - Experience on Similar Programme / Projects - Experience on Projects in the Region	160					

	Work for UNDP/ major multilateral/ or bilateral programmes						
		300					

Technical Proposal Evaluation Form 2		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
Proposed Work Plan and Approach/Methodology							
2.1	To what degree does the Offeror understand the task?	60					
2.2	Have the important aspects of the task been addressed in sufficient detail?	35					
	- Have the trend analysis for streamflow, GW levels, water quality parameters elaborated in the proposal.		5				
	- Have CC scenarios elaborated in the proposal		5				
	- Has the justification for the selection of the hydrological model(s) and its details been introduced in the proposal.		10				
	- Has the approach for the identification of CC impacts on water availability and quality been elaborated.		5				
	- Has the approach for the socio – economic study been elaborated in sufficient details.		10				
2.3	Are the different components of the project adequately weighted relative to one another?	30					
2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	70					
	- Has sufficient literature review been conducted on the ZRB characterizes and condition?		20				
	- Have the main factors affecting the water availability and quality in the ZRB been researched and introduced?		10				
	- Has a detailed data needs analysis been presented in the proposal?		20				
	- Were all stakeholders and counterparts identified in the proposal?		10				
	- Is the recommendations of Jordan Second National Communication to the UNFCCC reflected in the proposal?		10				

2.5	Is the conceptual framework adopted appropriate for the task? - Is the 2007 IPCC CC report on impacts, Adaptation, and vulnerability suggested framework used in developing the proposal? - Is the adopted methodology developed in an integrated manner?	60					
		40					
		20					
2.6	Is the scope of task well defined and does it correspond to the TOR? - Are the different parts, geographical and hydrological components, etc. of the ZRB covered by the proposal? - Are the different components of the socio – economic components covered by the proposal? - Does the proposal gender differentiate the impacts of CC and the associated responses?	150					
		60					
		50					
		40					
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project? - Is the proposal presented in an integrated manner? - Is the suggested time frame for different activities realistic?	95					
		45					
		50					
		500					

Technical Proposal Evaluation Form 3			Points Obtainable	Company / Other Entity				
				A	B	C	D	E
3.1	Team Leader		80					
		Sub-Score						
	<b>General Qualification</b>	65						
	Suitability for the Project							
	- International Experience	5						
	- Training Experience	0						

	- Professional Experience in the area of IWRM	10							
	- Experience in managing CC related projects.	10							
	- Experience in managing IWRM projects.	10							
	- Experience in cooperation with donor agencies in the area of IWRM	5							
	- Knowledge of the region	25							
	<b>Language Qualifications</b>		15						
			80						
3.2	Senior Expert (Climate change)			60					
			Sub-Score						
	<b>General Qualification</b>		50						
	Suitability for the Project								
	- International Experience	0							
	- Training Experience	5							
	- Professional Experience in Modeling CC change mpacts and water resources management.	10							
	- Experience in donor agencies funded projects.	5							
	- Experience in IWRM management projects.	5							
	- Publications in the area of CC and/or IWRM	10							
	- Knowledge of the Zarqa river basin	15							
	<b>Language Qualifications</b>		10						
			60						
3.3	Senior Experts (Socio economics and policy development)			60					
			Sub-Score						
	<b>General Qualification</b>		50						
	Suitability for the Project								
	- International Experience	0							

- Training Experience	5								
- Professional Experience in the area socio economics in the water sector	10								
- Experience in donor agencies funded projects.	5								
- Experience in IWRM management projects.	5								
- Publications in the area of CC and/or IWRM	10								
- Knowledge of the region	15								
<b>Language Qualification</b>		10							
		60							
<b>Total Part 3</b>			200						

### ***Award of Contract***

#### **22. Award criteria, award of contract**

The procuring UNDP entity reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Offeror or any obligation to inform the affected Offeror or Offerors of the grounds for the Purchaser’s action

Prior to expiration of the period of proposal validity, the procuring UNDP entity will award the contract to the qualified Offeror whose Proposal after being evaluated is considered to be the most responsive to the needs of the organisation and activity concerned.

#### **23. Purchaser’s right to vary requirements at time of award**

The Purchaser reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFP without any change in price or other terms and conditions.

#### **24. Signing of the contract**

Within 30 days of receipt of the contract the successful Offeror shall sign and date the contract and return it to the Purchaser.

#### **25. Performance security**

Within 30 days of the receipt of the Contract from the Purchaser, the successful Offeror shall provide the performance security on the Performance Security Form provided in the Solicitation Documents and in accordance with the Special Conditions of Contract.

Failure of the successful Offeror to comply with the requirement of Clause 24 or Clause 25 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Proposal security if any, in which event the Purchaser may make the award to the next lowest evaluated Offeror or call for new Proposals.

## 26. Vendor protest

Our vendor protest procedure is intended to afford an opportunity to appeal to persons or firms not awarded a purchase order or contract in a competitive procurement process. **It is not available to non-responsive or non-timely proposers/bidders or when all proposals/bids are rejected. 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/procurement/protest.shtml>.

## **Annex III**

### **Assessment of Direct and Indirect Impacts of Climate Change scenarios on water availability and quality in the Zarqa River Basin.**

#### **Terms of Reference**

##### **Objective:**

Assessment of the Climate Change situation in the Zarqa River Basin and its impacts on the water resources availability and quality in the Zarqa River Basin and an in-depth socio economic analysis of Climate Change impacts on the Basin.

**Deadline for Application: March 21st , 2010. 13:00 am local time.**

**Estimated Duration: About 150 working days during the period April 15th to December 15<sup>th</sup> .**

**Starting Date: As soon as possible, but not later than 15<sup>th</sup> April 2010**

##### **I. Background**

Adverse impacts of climate change will negatively affect progress toward development in a number of key areas including agriculture and food security, water resources, public health, climate-related disaster risk management and natural resources management. The Government of Jordan (GOJ) should take these impacts into account in all its national planning efforts.

In addition, it is anticipated that climate change will constrain the ability of developing countries to reach their poverty reduction and sustainable development objectives under the United Nations' Millennium Development Goals (MDGs). The achievement of the MDG targets will depend on effective planning for managing climate risks.

A number of constraints exist with regards to ensuring resiliency of the MDGs in the context of emerging climate change pressures. Within this context Jordan needs to face various important issues, such as: weak capacities of national agencies, local authorities and vulnerable communities to develop coping mechanisms and strategies on adaptation and risk management; lack of tools and systems to enable appropriate planning and implementation of climate change adaptation; and a general lack of information on technological adaptation and sustainable development.

Jordan has signed the United Nations Framework Convention on Climate Change (UNFCCC) in 1992, ratified it in 1994 and committed itself to the success of the global environmental

management system. The Ministry of Environment (MoEnv) became the national focal point for climate change issues and UNFCCC. Jordan started its efforts within the framework of the UNFCCC in 1996 with a GEF-UNDP supported programme for national capacity building in documenting national emissions of greenhouse gases and preparing Jordan's national communication to the UNFCCC. The first national communication was submitted in 1998. It was the first national communication to be prepared by a developing country party to UNFCCC. The national communication included an inventory of greenhouse gas (GHG) emissions from all sectors including energy, industry, transport, agriculture, establishments and households. The programme included developing national scenarios for greenhouse emissions for the upcoming 30 years based on various modeling systems. It has also included developing national mitigation measures for reducing the effects of climate change and a national action plan to reduce greenhouse emissions and turning into sustainable energy resources.

The MoEnv implemented between 2004 and 2006 the second phase of the capacity building programme under the title of "enabling activity" which included an inventory of current technologies. In 2009 the Ministry of Environment presented the Second National Communication (SNC) on greenhouse gas emissions that also includes suggested adaptation and mitigation measures for the first time in Jordan. The SNC project has contributed towards the development and enhancement of national capacities to fulfill Jordan's commitments to the Convention on a continuous basis; enhance general awareness and knowledge of government planners on issues related to climate change and reduction of GHG emissions, thus enabling them to take such issues into account in the national development agenda; and mobilize additional resources for projects related to climate change and mitigation of Greenhouse Gases.

The legislative framework in Jordan does not, at present, incorporate adaptation to climate change and awareness of climate change risks is limited within the MoEnv and public at large. Until now, no national policy for climate change was prepared. Efforts are, however, being made to rectify this situation.

In order for adaptation to climate change to become part of the national policy and decision-making routine, the key prevailing gaps and capacities need to be addressed. The UN system in Jordan has risen to help in these efforts through initiating and developing a Joint Programme (JP) by four UN organizations working in Jordan including UNDP, WHO-CEHA, FAO, and UNESCO. The JP was submitted to and later funded by the UNDP/Spain MDG Achievement Fund under the MDG-F Environment and Climate Change thematic window. The key national partners in this programme include the Ministry of Environment (MOEnv), Ministry of Health (MOH), Ministry of Agriculture (MOA), Ministry of Water and Irrigation (MWI) and Ministry of Education (MOE). The programme will also be supported by the UNDP Water Governance Facility at SIWI as it is in line with the strategy for UNDP's water governance programme. Other institutions, societies, and NGO's will be involved in the programme activities also.

This Joint Programme is designed to help Jordan through achieving the following **strategic outcomes**:

- 1) Sustained access to improved water supply sources despite increased water scarcity induced by climate change
- 2) Strengthened adaptive capacity for health protection and food security to climate change under water scarcity conditions.

These outcomes address identified barriers to adaptation and provide support to Jordan's national strategies and action plans for sustainable management of its natural resources; reducing poverty; and enhancing health indicators.

### **The study Area**

The Zarqa River System, the only river basin under the sole jurisdiction of the country, has been identified by many organizations and through a number of studies to be a hot spot region and needs to be addressed at the national level as well as at the basin level.

The Zarqa River area of 3300 km<sup>2</sup> forms a major part of the Amman-Zarqa basin, which is one of Jordan's most densely basins with around 65% of the total population of Jordan and houses 90% of the small-medium scale industries. This area includes the capital Amman, Zarqa and other nearby smaller towns. Zarqa River drains to the Jordan River at an elevation of 350 m below sea level after being captured by King Talal Dam, which impounds a reservoir of about 86 MCM. The water sources for King Talal Dam are the base flow, flood flows and the effluent of the wastewater Treatment Plant in the catchment area. King Talal dam is the main source for the irrigation water in middle Ghore area of Jordan Valley (about 120000 dunum). This area is the only area irrigated by surface water in the Kingdom. The water quality of King Talal Dam fluctuates all over the year and governed by the blended ratio of water from the different sources. The best quality occurs when the floodwater in the dam is dominant and the worst quality occurs when the effluent of the wastewater treatment plant is dominant.

Industries in Zarqa cover a wide range of sectors and produce industrial wastewater of low to high pollution loads. They vary in their wastewater treatment and discharge methods. Most of the industrial facilities in the Zarqa basin are linked to the public sanitary network which is heavily overloaded with influent domestic wastewater in the Zarqa basin containing high organic loads (serving 2 million people), plus industrial wastewater containing chemical and organic pollutants.

The introduction above and the mentioned discussions justify the need to assess the situation in the Zarqa River Basin in relation to Climate Change. Moreover it describes the need to identify the different actions to be taken and the needed development of an Adaptation Strategy to climate change.

Adaptation to climate change is a complementary strategy to mitigation to manage effectively climate change risks and must be placed within the context of a country's sustainable development. Therefore UNDP – in cooperation with all concerned stakeholders in the GOJ - is aiming at developing an Adaptation Strategy and formulate a Programme for Adaptation to Climate Change in order to adopt new policies and practices so as to secure Millennium Development Goals in the face of climate change and its associated impacts. The consultant will develop these products which will boost the UN systems support to the GOJ, with regard to Climate Change and Adaptation.

## **II. SCOPE OF THE ASSIGNMENT**

This assignment refers to Outcome 2 of the joint programme which has four outputs. These four outputs are sub-divided into twenty one sub outputs ( see annex 2 of the project document). The specific focus of this assignment is Output 2.4 titled “Adaptation capacity of Zarqa River Basin to climate change is piloted and strengthened” is to be implemented by the Ministry of

Environment (MoEnv), Ministry of Water and Irrigation (MWI), Zarqa Governorate, and local municipalities and communities with assistance from the UNDP in the Zarqa River Basin.

In order to achieve this output many activities will be carried out in a series of studies and consultations. This specific consultation is designed to carry out the following below activities.

### **Objectives of the assignment**

The Objective of the assignment is:

- To assess direct and indirect climate change risks to water availability and quality in ZRB.

*(Methodology for all activities shall be determined by the offerer and outlined in the proposal in a detailed manner)*

### Proposed Activities

1. Review all existing modeling of the ZRB, the available data, reports, projects, etc. on the all water resources and quality of the ZRB. This will include a thorough investigation of the water budget of the basin, sources and sinks, as well as an analysis of the factors, activities, and point and non point source pollution that affects water quality in the basin. The document produced from this activity will set the baseline information and corner stone for the later activities. the consultants need to compile the above mentioned information in a format and context that will allow them be used in the later activities.
2. Conduct trend analysis for streamflow, groundwater levels, and water quality parameters. How are stream flow and groundwater levels are changing over time and whether there are statistical trend detected for them. On water quality, the main quality parameters, such as TDS, temperature, alkalinity, and any other available water quality parameters are to be studied over time to determine correlations with factors that are known to influence them in the basin.
3. Construct realistic climate change scenarios including BAU, Business As Usual one. The scenarios should be downscaled to the basin scale rather than the regional scale adopted in previous studies. More specifically the scenario will include the following:

**Baseline scenario:** The purpose of this scenario is to identify what course of action would be taken in the absence of climate change adaptation, and how climate change is likely to affect development activities. It seeks to answer the question: "What development activities would be pursued by the Government of Jordan (MoEnv) at the Zarqa River Basin in the absence of climate change? How would the targeted human systems develop without adaptation?" Without adaptation, how would development activities be affected by climate change? This scenario should also include a description

of the adaptation baseline, to the adaptations to current climate that are already in place. An analysis of the current baseline effectiveness, gaps and additional needs is also expected.

**Adaptation scenario:** the purpose of this scenario is to identify the course of action that will have to be taken to respond to the adverse impacts of climate change, so as to achieve sustainable results. It seeks to answer the question: "How should the development objective be achieved, taking into account the impacts of climate change, and what immediate and urgent measures are necessary to respond to such impacts?" This scenario description must include a description of the activities to be implemented to address the adverse impacts of climate change in the short-term. These recommendations of activities should be described along the following:

- Mainstreaming of short-term adaptation strategies into national development frameworks,
  - Implementation of pilot adaptation measures,
  - Institutional capacity building and awareness rising.
4. Apply the appropriate hydrological models to make predictions (stream flow, recharge, soil moisture, evaporation transpiration, water quality, etc) under preferred climate change scenarios. This is a management model that will have the sources and demands nodes in the basin to allow for the inclusion of future scenarios related to CC change and help managers include CC impacts in the management options of the water resources in the basin.
  5. Conduct climate change impact studies on water availability and quality in Zarqa River Basin taking into consideration the envisioned scenarios developed earlier. This will include the possible impacts of change in the climate parameters on the water quantities (surface water and groundwater) and quality. i.e. higher average or minimum temperature, lower humidity may mean higher evaporation rates which will impact the water quantities and quality of the basin. Another example of the analysis could include the impact of using alternative water for irrigation and other uses in the basin. In more specific Terms the activity will at a minimum have to include future climate change risks through the following analysis protocol:
    - Climate scenarios/projections in mean and variability for Zarqa River Basin,
    - Assessing future climate change risks to the development objective,
    - Extrapolations of existing socio-economic trends,
    - Expected/potential impacts on the priority sector(s),
    - Economic and Financial impacts of climate change,
    - Climate Risk Analysis,
    - Definition of major non-climate-related development challenges in the ZRB.

6. Determine the need for additional or ongoing monitoring of hydrological data in light of predictions detailed in point 3 above and existing networks.
7. Carry an in-depth study of the impacts of climate change on the water quality and availability at the ZRB of key sectors of Economy in the basin and the country. This is a socio – economical study. Determine what will the future water availability and quality impact the overall economical conditions of the basin (may be the country since this basin has the most population and economical activities of Jordan). Determine how will the use of alternative water supplies with different qualities affect cropping pattern and types and may be marketing. Determine how will the industrial sector be forced to adopt different measures to deal with water availability which will impact the eventually impact the consumer. Determine how will the water availability affect the existence of? Etc.

In addition the consultant will have to insure the following:

- An integrated approach for carrying the above mentioned activities.
- Follow the approach adopted by the IPCC 2007Climate Change report on: Impacts, Adaptation and Vulnerability
- Formulation of the reasoning for the intervention based on the prior findings.
- Definition of relevant project counterparts and stakeholders.
- Definition of gender relevance of the CC topic in the ZRB.
- Report on the findings including a separate executive summary for policy and decision-makers.
- Discussion on the findings with MoEnv representatives, other relevant project counterparts, stakeholders and the project staff.

The Consultant will conduct a national workshop on the findings.

All documents produced under this assignment shall be gender-differentiate climate change response when needed. Currently, many national responses remain ‘gender neutral’, which has often translated to the marginalization of women’s needs in national climate change strategies.

### III TIMETABLE & DELIVERABLES

The consultant is expected to meet the target deadlines outlined in the timetable below. UNDP reserves the right to terminate the consultant’s contract for continuous failure to make timely delivery of agreed targets.

Order	Task	Deliverable	Date
1	Carry out one meeting with relevant stakeholders to launch the process.	Report.	3 weeks from signing
2	Conduct a stock-taking exercise of the Climate Change situation in the Zarqa River Basin: Current Vulnerability Assessment and Future	Report.	8 weeks from signing

	Climate-Risks Assessment.		
3	Develop an executive summary on the climate change situation in the Zarqa River Basin for policy and decision makers.	Executive summary Document.	10 weeks from signing
4	Conduct trend analysis for streamflow, groundwater levels, and water quality parameters.		
5	Construct realistic basin scale CC scenarios including BAU		
6	Apply the appropriate hydrological models to make under preferred CC scenarios.		
7	Conduct CC impact studies on water availability and quality in ZRB taking into consideration the envisioned scenarios developed earlier	Report on 4 to 7	30 weeks from signing
8	Conduct a dissemination workshop (water issues)		32 weeks from signing
9	Carry an in-depth socio – economical study	Report.	13 weeks from signing
10	Conduct a dissemination workshop (socio economics issues_		14 weeks from signing
11	Develop an educational Presentation to the MoEnv and UNDP professionals on the findings of the whole assignment findings, results, and recommendations.	An educational Electronic PPP, including an illustration manual for the PPP.	32 weeks from signing

All deliverables shall be in both, two soft copies and two hard copies. All written deliverables have to be presented in English language (except the executive summary which will be in both Arabic and English) and need to be approved by the MoEnv and UNDP.

### **Timeframe for assignment end**

It is estimated that the assignment will need 150 working days from contract signing to be accomplished. The consultant is expected to start as soon as possible but not later than April 1<sup>st</sup>, 2010.

## IV. QUALIFICATIONS AND PAYMENTS

### Consultant Qualifications

Because of the diversity of issues this assignment is supposed to tackle only consulting companies, research institutions, and academic institutions are welcomed to bid for this consultancy. Each bidding organization should formulate their teams with the minimum following members.

1. Climate change expert with a postgraduate degree in Water resources management or engineering, climate change or related fields and with a work experience of at least 8 years.
2. Socio-economist with a postgraduate degree in Social and economical, or related fields and with a work experience of at least 8 years.
3. Policy development expert with a postgraduate degree in related fields and with a work experience of at least 10 years.

The team has to show a proven real experience, in Climate Change Modeling and Analysis in general and in the Middle East in particular, policy and institutional knowledge in the Climate Change sector, and excellent oral and written communication skills in Arabic and English. Additional needed skills are:

- Experience in Programme/Project development,
- Experience in working on Zarqa river basin would be an advantage
- Experience in international best practices in Climate Change,
- Experience in strategies for assisting developing countries,
- Good knowledge of local context (culture, politics, and geography).

### Payments

Payments will be scheduled according to the following:

<b>Order</b>	<b>Activity</b>	<b>Deliverable</b>	<b>Percent of the Total contract budget</b>
<b>1</b>	Submitting the workplan, the timeframe, the table of contents of the deliverables and the signature of the contract.	Workplan, the timeframe, the table of contents of the deliverables and the signature of the contract.	<b>10</b>
<b>2</b>	Carry out one meeting with relevant stakeholders to launch the process.	Report.	
<b>3</b>	Conduct a stock-taking exercise of the Climate Change situation in the	Report.	

	Zarqa River Basin: Current Vulnerability Assessment and Future Climate-Risks Assessment.		
<b>4</b>	Develop an executive summary on the climate change situation in the Zarqa River Basin for policy and decision makers.	Executive summary Document.	<b>25</b>
<b>5</b>	Conduct trend analysis for streamflow, groundwater levels, and water quality parameters.		
<b>6</b>	Construct realistic basin scale CC scenarios including BAU		
<b>7</b>	Apply the appropriate hydrological models to make under preferred CC scenarios.		
<b>8</b>	Conduct CC impact studies on water availability and quality in ZRB taking into consideration the envisioned scenarios developed earlier	Report on 4 to 7	<b>35</b>
<b>9</b>	Conduct a dissemination workshop		
<b>10</b>	Carry an in-depth socio – economical study	Report.	
<b>11</b>	Conduct a dissemination workshop		
<b>12</b>	Develop an educational Presentation to the MoEnv and UNDP professionals on the findings of the whole assignment findings, results, and recommendations.	An educational Electronic PPP, including an illustration manual for the PPP.	<b>30</b>

## V. MANAGEMENT & SUBCONTRACTING

The Consultant shall be responsible to UNDP. The Consultant works closely with the Adaptation to Climate Change to Sustain Jordan's MDG Achievements Joint Project Coordinator, in consultation with Ministry of Environment, Ministry of Water and Irrigation, the Zarqa Governorate, Municipality, local authorities, local communities, and NGOs. Any subcontracting will need to be outlined in the technical bid including the names of those to whom the works will be sub- contracted . Any changes of names, other than those mentioned in the contract, will first have to be recommended in writing to UNDP and agreed upon by both parties.

### Functions of the Team Leader

The key functions of the team leader include:

- Act as the main focal point to coordinate with UNDP, MoEnv , MWI, and the Project Committees.
- Plan and manage the overall day-to-day activities.
- Ensure progress and implementation of activities.
- Be responsible for all deliverable within the agreed time frames
- Supervise and manage subcontractors, while maintaining full responsibility for achievements of the tasks and ensuring measures for quality control are kept. Subcontracting other organizations will be the responsibility of the Research Agency.
- Establish and maintain strong linkages throughout the study period with the Ministry of Environment and the Ministry of Water and Irrigation’s Climate Change Unit.

All work will be done in the Zarqa River Basin, Amman, and Zarqa.

### **RFP contents, format, and application deadline**

Proposals must comprise of the following documents:

- 1) Detailed updated Curriculum Vitae with supporting documents of all team members;
- 2) Cover letter;
- 3) Profile of the consultative institution or organization;
- 4) Technical approach to the Terms of Reference; and
- 5) Separate Financial proposal (in Jordanian Dinars).

## **VI. REPORTING REQUIREMENTS**

- Bimonthly progress reports on activities and achievements to be submitted to UNDP & MoEnv starting the date of signature of contract: Continuous failure to submit timely progress reports grants UNDP the right assume that there was no progress throughout the unreported period. The report should include:
  - Progress during the reporting period compared to the implementation plan and timetables
  - Constraints encountered and solutions proposed
  - Annexes of schedule of meetings specifying team achievements during the reporting period, lists of documents reviewed, list of all interviewees including organizations representatives and members of the community
- A mission report must be submitted upon completion of the assignment
- Any suggestion for deviation from the approved proposal must be elaborately submitted for approval by the UNDP

## **VII. IMPORTANT NOTES ON PROPOSAL SUBMISSION**

The proposal submitted in response to this RFP and TORs must include the following:

1. The full proposed Methodology, scope and coverage of the work, and a list of organizations to be included as stakeholders, to be contacted and worked with.
2. A detailed work plan of all the activities including desk and field research.

3. The full proposed management strategy for conducting the assignment: structure of the team, roles and responsibilities of each team member. It must include the plan for subcontracting, elaborating the roles and responsibilities of all subcontractors. All subcontractors must be approved by the UNDP and the Project Technical Committee,
4. The technical proposal must include the “proven track record” of the agency’s relevant experience. Qualifications of staff must be included.
5. The proposal must include background information about Climate Change research and initiatives in Jordan and indicate that sufficient research has been done prior to submission of the proposal.

The consultant will be selected through a competitive and transparent bidding process in accordance to UNDP rules and procedures.



**Annex V**

**PRICE SCHEDULE**

The Contractor is asked to prepare the Price Schedule as a separate envelope from the rest of the RFP response as indicated in Section D paragraph 14 (b) of the Instruction to Offerors.

All prices/rates quoted must be exclusive of all taxes, since the UNDP is exempt from taxes as detailed in Section II, Clause 18. ’

The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Estimates for cost-reimbursable items, if any, such as travel, and out of pocket expenses should be listed separately.

In case of an equipment component to the service provided, the Price Schedule should include figures for both purchase and lease/rent options. The UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages should be used in preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as **examples**.

<b>Price Schedule:</b>				
<b>Request for Proposals for Services</b>				
<b>Description of Activity/Item</b>		<b>Number of Staff</b>	<b>F. Monthly Rate</b>	<b>Estimated Amount</b>
<b>1.</b>	<b>Remuneration</b>			
1.1	Services in Home office			
1.2	Services in Field			
1.3				
<b>2.</b>	<b>Out of Pocket Expenses</b>			
2.1	Travel			
2.2	Per Diem Allowances			
2.3	Communications			
2.4	Reproduction and Reports			
2.5	Equipment and other items			

**PERFORMANCE SECURITY FORM**

To: UNDP

WHEREAS [*name and address of Contractor*] (hereinafter called “the Contractor”) has undertaken, in pursuance of Contract No. .... dated ....., to execute Services .....

(hereinafter called “the Contract”):

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognised bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract:

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of [*amount of guarantee*] [*in words*], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of [*amount of guarantee as aforesaid*] without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

The guarantee shall be valid until a date 30 days from the date of issue of a satisfactory certificate of inspection and testing by the procuring UN entity.

**G. SIGNATURE AND SEAL OF THE GUARANTOR**

Date .....

Name of Bank .....

Address .....



# ATLAS VENDOR PROFILE FORM

Name of Vendor \_\_\_\_\_

Type of Vendor  Supplier  SSA  Service Contract  UNV  Fellow  Other

Address \_\_\_\_\_

City/Country \_\_\_\_\_

P.O.Box \_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

E-mail address \_\_\_\_\_

Contact person (for suppliers only) \_\_\_\_\_

Telephone Number \_\_\_\_\_

E-mail address \_\_\_\_\_

## Banking Details

Bank Name \_\_\_\_\_

Bank Branch \_\_\_\_\_

City/Country \_\_\_\_\_

Bank Account Name \_\_\_\_\_

Bank Account # (JOD) \_\_\_\_\_  Checking Account  Saving Account

Bank Account # (U.S\$) \_\_\_\_\_  Checking Account  Saving Account

SWIFT CODE \_\_\_\_\_

Signature \_\_\_\_\_

\*Please sign and stamp with the official company seal

\*\*This form will be kept confidential and will be used when effecting payment in case the contract is awarded to your firm.