

Ref: LRPS-2022/9175318

REQUEST FOR PROPOSAL (RFP)

30 May 2022

UNITED NATIONS CHILDREN’S FUND (UNICEF)

Wishes to invite you to submit a proposal for

Institutional Consultancy to Impacts of Climate identify Change and Environmental Degradation on Children in Lao PDR and priority mitigation options

SEALED Proposals should be sent to:

UNICEF Vientiane, Lao PDR
Bid Reference Number: **LRPS-2022/9175318**
Km3 Thadeua Road, Ban Watnak
Vientiane, Lao PDR
Telephone +856 21 487500
Facsimile +856 21 314852

IMPORTANT – ESSENTIAL INFORMATION

The reference **LRPS-2022/9175318** must be shown on the envelope containing the **Technical Proposal** and, on the envelope, containing the **Financial Proposal**, as well as on the outer packaging containing both envelopes.

The bid form must be used when replying to this request for proposal.

The Proposals **MUST** be received at the above address by latest **17:00 Local Time on 20 June 2022**. Due to the nature of this RFP, there will be no public opening of proposals.

Proposals received after the stipulated date and time will be invalidated.

It is important that you read all of the provisions of the request for proposal, to ensure that you understand UNICEF’s requirements and can submit a proposal in compliance with them. Note that failure to provide compliant proposals may result in invalidation of your proposal.

BID FORM

THIS PAGE/BID FORM must be completed, signed and returned to UNICEF. Bid must be made in accordance with the instructions contained in this Request for Proposal.

TERMS AND CONDITIONS OF CONTRACT

Any Contract or Purchase Order resulting from this INVITATION shall contain UNICEF General Terms and Conditions and any other Specific Terms and Conditions detailed in this INVITATION.

INFORMATION

Any request for information regarding this INVITATION must be forwarded by email to the attention of the person who prepared this document, with specific reference to the Invitation Number.

The Undersigned, having read the Terms and Conditions of **LRPS-2022/9175318** set out in the attached document, hereby offers to supply the services specified in the schedule at the price or prices quoted, in accordance with any specifications stated and subject to the Terms and Conditions set out or specified in the document.

Signature: _____
Date: _____
Name & Title: _____
Company: _____
Postal Address: _____
Tel. No.: _____
E-mail: _____
Validity of Offer: _____
Currency of Offer: _____

THIS REQUEST FOR PROPOSAL HAS BEEN:



PREPARED BY: Siphachanh Chounlamany
Supply Officer
Email: schounlamany@unicef.org
To be contacted for additional information. NOT FOR SENDING OFFERS

APPROVED BY: Helena Soldatova
Deputy Representative, Operations
Email: hsoldatova@unicef.org

1.0 PROCEDURES AND RULES

1.1 ORGANISATIONAL BACKGROUND

UNICEF is the agency of the United Nations mandated to advocate for the protection of children's rights, to help meet their basic needs and to expand their opportunities to reach their full potential. Guided by the Convention on the Rights of the Child, UNICEF strives to establish children's rights as international standards of behaviour towards children. UNICEF's role is to mobilise political will and material resources to help countries ensure a "first call for children". UNICEF is committed to ensuring special protection for the most disadvantaged children.

UNICEF carries out its work through its headquarters in New York, 8 regional offices and 125 country offices world-wide. UNICEF also has a research centre in Florence, a supply operation based in Copenhagen and offices in Tokyo and Brussels. UNICEF's 37 committees raise funds and spread awareness about the organisation's mission and work.

1.2 PURPOSE OF THE REQUEST FOR PROPOSAL

The purpose of this RFP is to invite proposals for Institutional Consultancy to identify Impacts of Climate Change and Environmental Degradation on Children in Lao PDR and priority mitigation options.

1.3 FORECAST SCHEDULE

The schedule of the contractual process is as follows:

a) Closing date and time for submission of full proposal:	20 June 2022 @17:00 Local Time
b) Opening of Technical proposal:	28 June 2022
c) Opening of Financial proposal:	30 June 2022 (estimated date)
d) Award Notice:	05 July 2022 (estimated date)
e) Signature of contract:	06 July 2022 (TBC)

1.4 RFP CHANGE POLICY

All requests for formal clarification or queries on this RFP must be submitted in writing to laosupply@unicef.org and copy to hsoldatova@unicef.org. Please make sure that the e-mail mentions the RFP reference number.

Only written inquiries will be entertained. Please be informed that if the question is of common interest, the answer will be shared with all potential RFP bidders.

Erasures or other corrections in the proposal must be explained and the signature of the applicant shown alongside. All changes to a proposal must be received prior to the closing time and date. It must be clearly indicated that it is a modification and supersedes the earlier proposal or state the changes from the original proposal. Proposals may be withdrawn on written request received from bidders prior to the opening time and date. Bidders are expected to examine all instructions pertaining to the work. Failure to do so will be at bidder's own risk and disadvantage.

1.5 RFP RESPONSE FORMAT

Full proposals should be submitted in ENGLISH and must be received not later **20 June 2022 @17:00 Local Time**, duly signed and dated. Bidders must submit a sealed proposal, with two **separate sealed envelopes inside for (a) the Technical Proposal and (b) the Price Proposal**.

Sealed proposals must be securely closed in suitable envelopes and dispatched to arrive at the UNICEF office

indicated no later than the closing time and date. They must be clearly marked as follows:

- Outer envelope: **Name of company**
Bid Reference Number: LRPS-2022/9175318
Km3 Thadeua Road, Ban Watnak
Vientiane, Lao PDR
Telephone +856 21 487500
Facsimile +856 21 314852
- Inner envelope – technical proposal: Name of company, RFP number - technical proposal
- Inner envelope – financial proposal: Name of company, RFP number - financial proposal

Alternatively, bidders/consultants are allowed to submit their proposal by email. Bidders/consultants who intend to submit electronic proposals must follow the submission instruction as follows:

- Bidders can submit proposals through email. The proposal shall consist of two separate files i.e. one Technical Proposal and one Price Proposal.
- The file for the Price proposal shall be protected by a password which is retained by the bidder. If the technical proposal passes the minimum technical requirement, UNICEF will then request the password to open the Price Proposal file from the bidder. However, if the company loses the password, fails to submit within a period of 3 days, or in the case that the file does not open with the password provided, UNICEF will not be responsible for this matter.
- The file shall be in the form of pdf files only.
- Max. Files Size per transmission: 5MB
- Please send the electronic proposal to laosupply@unicef.org and copy to hsoldatova@unicef.org
- Please be aware that bids or proposals emailed to UNICEF will be rejected if they are received after the deadline for bid submission. As an email may take some time to arrive after it is sent, especially if it contains a lot of information, we advise all bidders to send email submissions before the deadline.

Please note that the proposal must arrive in the email box before the submission deadline.

Proposals received in any other manner will be invalidated.

Sealed proposals received prior to the stated closing time and date will be kept unopened. The responsible officers will open technical proposals when the specified time has arrived, and no proposal received thereafter will be considered. UNICEF will accept no responsibility for the premature opening of a proposal not properly addressed or identified. Any delays encountered in the mail delivery will be at the risk of the bidder.

Offers delivered at a different address or in a different form than prescribed in this RFP, or which do not respect the required confidentiality, or received after the designated time and date, will be rejected.

All references to descriptive materials should be included in the appropriate response paragraph, though the material/documents themselves may be provided as annexes to the proposal/response.

The bidder must also provide sufficient information in the proposal to address each area of the Proposal Evaluation contained in 1.10 to allow the evaluation team to make a fair assessment of the candidates and their proposal.

1.6 BIDDER RESPONSE

1.6.1 Formal submission requirements

The formal submission requirements as outlined in this Request for Proposal must be followed, e.g. regarding form and timing of submission, marking of the envelopes, no price information in the technical proposal, etc.

1.6.2 Bid Form

The completed and signed bid form must be submitted together with the proposal.

1.6.3 **Mandatory criteria**
All mandatory (i.e. must/have to/shall/should/will) criteria mentioned throughout this Request for Proposal have to be addressed and met in your proposal.

1.6.4 **Technical Proposal**
The technical proposal should address all aspects and criteria outlined in this Request for Proposal, especially in its statement of work, terms of reference and paragraph 1.10 of this Request for Proposal. However, all these requirements represent a wish list from UNICEF. The bidders are free to suggest/propose any other solution. UNICEF welcomes new ideas and innovative approaches.

No price information should be contained in the technical proposal.

1.6.5 **Financial Proposal**
The financial proposal should be as per but not limited to paragraph 1.10 of this Request for Proposal.

1.6.6 **Checklist for submission of proposals**

- Bid form filled in and signed
- Envelope for technical proposal
 - o Technical proposal
 - o Technical proposal does not contain prices
 - o Envelope is sealed
 - o Envelope is marked as follows: Name of company, RFP number - technical proposal
- Envelope for financial proposal
 - o Financial proposal
 - o Envelope is sealed
 - o Envelope is marked as follows: Name of company, RFP number - financial proposal
- One outer enveloped
 - o Containing: (i) bid form, (ii) envelope for technical proposal, and (iii) envelope for financial proposal
 - o Envelope is sealed
 - o Envelope is marked as follows:

1.7 **CONFIDENTIAL INFORMATION**

Information, which the bidder considers proprietary, should be clearly marked "proprietary", if any, next to the relevant part of the text, and UNICEF will treat such information accordingly.

1.8 **RIGHTS OF UNICEF**

UNICEF reserves the right to accept any proposal, in whole or in part; or, to reject any or all proposals. UNICEF reserves the right to invalidate any Proposal received from a Bidder who has previously failed to perform properly or complete contracts on time, or a Proposal received from a Bidder who, in the opinion of UNICEF, is not in a position to perform the contract. UNICEF shall not be held responsible for any cost incurred by the Bidder in preparing the response to this Request for Proposal.

The Bidder agrees to be bound by the decision of UNICEF as to whether her/his proposal meets the requirements stated in this Request for Proposal. Specifically, UNICEF reserves the right to:

- contact any or all references supplied by the bidder(s);
- request additional supporting or supplementary data from the bidder(s);
- arrange interviews with the bidder(s);
- reject any or all proposals submitted;
- accept any proposals in whole or in part;

- negotiate with the service provider(s) who has/have attained the best rating/ranking, i.e. the one(s) providing the overall best value proposal(s);
- contact any number of candidates as required to achieve the overall evaluation objectives.

1.9 PROPOSAL OPENING

Due to the nature of this RFP, there will be no public opening of proposals.

1.10 PROPOSAL EVALUATION

After the opening, each proposal will be assessed first on its technical merits and subsequently on its price. The proposal with the best overall value, composed of technical merit and price, will be recommended for approval. UNICEF will set up an evaluation panel composed of technical UNICEF staff and their conclusions will be forwarded to the internal UNICEF Contracts Review Committee.

The evaluation panel will first evaluate each response for compliance with the requirements of this RFP. Responses deemed not to meet all of the mandatory requirements will be considered non-compliant and rejected at this stage without further consideration. Failure to comply with any of the terms and conditions contained in this RFP, including provision of all required information, may result in a response or proposal being disqualified from further consideration. The proposals will be evaluated against the following:

Evaluation Process and Methods:

A two-stage procedure shall be utilized in evaluating proposals, with evaluation of the technical proposal being completed prior to any price proposal being compared. Applications shall therefore contain the following required documentation:

1. Technical proposal including most updated CVs of the team, a cover letter and work samples of previous formative studies done.
2. Financial Proposal: Lump-sum offer with the cost breakdown: Consultancy fees and in-country travel costs (economy class). The travel shall be based on the most direct and economy fare.

No financial information should be contained in the technical proposal.

For evaluation and selection method, the Cumulative Analysis Method (weight combined score method) shall be used for this recruitment:

a) Technical Proposal (max. 100 points) weight 70%

- Service provider team leader should have an advanced university degree in Social Sciences, Climate or Environmental Sciences, Statistics, Development or a similarly relevant discipline and at least 10 years of experience in working in the field of Climate or Environment and Development. Other team members must have an advanced university degree in sciences or other related field and at least 10 years of experience in working in the field of climate, environment or development – 20 points
- Specific Team experience in climate or environmental studies – 10 points.
- Demonstrated experience working with Government on climate and environment in Lao PDR/South East Asia – 5 points.
- Excellent strategic vision and communication skills, substantive facilitation skills and experience working with governments, ideally in the climate/environment sector – 10 points.
- Clear understanding of Objectives demonstrated – 10 points.
- Quality of Methodology and Approach understanding and clarity – 20 points.
- Work Program - Schedule, planning and allocation of Resources and quality control – 10 points
- Work samples - 15 points

b) Financial Proposal (max. 100 points) weight 30%

The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technical qualified candidates who have attained a **minimum 70 points score** in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price. The Contract shall be awarded to institution obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.

The total amount of points allocated for the price component is **30**. The maximum number of points will be allotted to the lowest financial proposal that is opened and compared among those invited firms/institutions which obtain the threshold points in the evaluation of the technical component. All other financial proposals will receive points in inverse proportion to the lowest price, e.g.:

$$\text{Score for financial proposal X} = \frac{\text{Max. score for financial proposal} * \text{Price of lowest financial proposal}}{\text{Financial of proposal X}}$$

Total Technical and Financial Proposals = 100 Pts

Each valid proposal will be assessed by an evaluation panel first on its technical merits and subsequently on its price. The weight allocated to this technical evaluation is 70% of the total evaluation. To be further considered for the financial evaluation, a minimum score of 70 out of 100 points (or) **49 points** from the maximum **70 points** is required.

The weight allocated to the financial proposal is 30% as per the following: the maximum 30 points will be allotted to the lowest technically compliant proposal. All other price proposals will receive points in the inverse proportion to the lowest price. The proposal(s) obtaining the overall highest score after adding the score for the technical and financial proposals in the proposal that offers best value for money and will be recommended for award of the contract.

It is essential that the financial proposal includes all cost implications for successfully completing the required assignment.

The bidders should ensure that all pricing information is provided in accordance with the following:

The currency of the proposal shall be in **US Dollars**. Invoicing will be in the currency of the proposal. The bidder will suggest providing a payment schedule for the Contract, linked to unambiguous Contract milestones. All prices/rates quoted must be exclusive of all taxes as UNICEF is a tax-exempt organization.

For the national bidders, the contract will be issued in local currency using UN exchange rate on the day issued the contract.

1.11 PROPERTY OF DELIVERABLES

This RFP, along with any responses there to, shall be considered the property of MoES and UNICEF and the proposals will not be returned to their originators. In submitting this proposal, the bidder will accept the decision of UNICEF as to whether the proposal meets the requirements stated in this RFP.

1.12 VALIDITY

Proposal must be valid for a minimum of ninety (90) days from the date of opening of this RFP and must be signed by all candidates included in the submission. For proposals from institutions, the proposal must also be signed by an authorised representative of the institution. Bidders are requested

to indicate the validity period of their proposal in the Proposal Form. UNICEF may also request for an extension of the validity of the proposal.

1.13 CONTRACTUAL TERMS AND CONDITIONS

The UNICEF Special and General Terms and Conditions are attached and will form part of any contract resulting from this RFP.

1.14 FULL RIGHT TO USE AND SELL

The bidder warrants that it has not and shall not enter into any agreement or arrangement that restrains or restricts UNICEF or the recipient government's rights to use, sell, dispose of or otherwise deal with any item that may be acquired under any resulting contract.

1.14 PAYMENT TERMS

Payment will be made only upon UNICEF's acceptance of the work performed in accordance with the contractual milestones. The terms of payment are Net 30 days, after receipt of invoice and acceptance of work. Payment will be made by bank transfer in the currency of billing. Price proposals should include proposed stage payments.

ANNEX I: STATEMENT OF WORK AND TERMS OF REFERENCE

1- Background and Rationale

Climate change and environmental degradation are threatening to undermine many of the gains made in child survival and development. Over a billion children are already at extremely high risk of environmental and climate hazards including heat waves, droughts, floods and cyclones. The climate crisis is a child rights crisis, a concern iterated by H.E Mme Bounkham Vorachit, the Lao PDR Minister for Natural Resource and Environment, to the Global Forum for Children and Youth in December 2021. The UN Special Rapporteur on Human Rights and Environment stated that “no group is more vulnerable to environmental harm than children. Air pollution, water pollution and exposure to toxic substances, together with other types of environmental harm, cause 1.5 million deaths of children under the age of 5 every year, and contribute to disease, disability and early mortality throughout their life. In addition, climate change and the loss of biodiversity threaten to cause long-term effects that will blight children's lives for years to come. Making matters worse, children are often not able to exercise their rights, including their rights to information, participation and access to effective remedies”.

Children in Lao PDR are highly vulnerable to the negative impacts of climate change and environmental degradation. Access to social services (nutrition, water, sanitation and hygiene (WASH), health, education, protection and shelter) is challenged for many children, with 70% of children in the country suffering from multidimensional poverty. Impacts of climate change and environmental degradation have the potential to worsen these challenges, contributing to increased child poverty nationally.

Lao PDR faces projected warming of 3.6°C by the 2090s against the baseline conditions over 1986–2005, under the highest emissions pathway. Rises in annual maximum and minimum temperatures are expected to be more rapid than the rise in average temperature and will likely amplify pressure on human health, livelihoods, and ecosystems. Increased incidence of extreme heat represents a major threat to human health, particularly for urban populations. Without action, the population annually exposed to river flooding is projected to double to over 80,000 people by the 2030s. However, flooding impacts could be even greater as the potential for increased loss and damage from flash flooding and landslides are poorly understood. The impacts of climate change are likely to fall disproportionately on the poorer and more marginalized communities. Inequality is widening in Lao PDR and evidence suggests that this may further amplify the impacts of climate-related disasters.

Regional climate change projections indicate increases in temperatures and in the frequency and intensity of floods and droughts, all of which have implications for health and health system responses and food security. Floods and droughts commonly affect children's schooling, and health and food security challenges further exacerbate their capacity to attend school and to learn. The disruption caused by floods also places children in far more vulnerable situations, particularly those displaced.

There are 7 million deaths every year due to exposure to air pollution alone. It is a key environmental issue affecting children in nearly every country, with more than 90% of the world's children breathing toxic air every day. Vientiane City experienced the worst air quality in the world in April 2020. Clean air is one of the fundamental rights of every child as it affects many aspects of child survival, health and development throughout the course of their life. Pollution of water resources has resulted in only 14% of children in Lao PDR having access to drinking water unpolluted by fecal wastes. Recent studies indicate that the average 2 lead concentration in children in Lao PDR are above 5 µg/dL, a level at which WHO associates with decreased intelligence in children, behavioral difficulties and learning problems. Sources of lead include residual soil and dust contamination from the recent phasing out of leaded fuels in Lao PDR; lead plumbing fixtures; lead-based paints; lead-acid batteries; burning of wastes and small- and large-scale industrial processes.

Lao PDR has recognized climate change as one of the key challenges affecting communities' health, livelihoods and economic growth in the 9th NSEDP, which prioritizes Green Growth and climate adaptation. However, existing climate policies and plans seem to have limited recognition and inclusion of children's environmental rights and their unique vulnerabilities and needs. For instance, there is limited reflection and prioritization of climate vulnerability and adaptation needs of key social sectors such as education and social protection systems that are critical for children's climate resilience. At the same time, proposed measures and actions in the country's ambitious climate plans and policies will need to address significant challenges and barriers including high upfront investment costs, technical capacity, effective coordination and public support. There are also challenges related to uncertainties of climate change and its impacts, lack of data and research on coping capacities and vulnerabilities in sectors and local area and lack of tools to support implementation, as identified in the updated Nationally Determined Contribution (NDC).

UNICEF as the UN agency mandated to protect the rights of every child, including children's environmental rights, intends to launch a comprehensive assessment on children and climate change as part of its contribution to national climate and environmental efforts, with a focus on children's unique vulnerabilities, needs and perspectives in Lao PDR.

2- Background of consultancy assignment

The purpose of this assignment is to provide much needed data and evidence on the impacts of climate change and environmental degradation on children and fill the critical information and knowledge gaps in promoting child-sensitive climate and environmental policies and programmes in Lao PDR.

The assignment will be undertaken to assess both the current and projected impacts of climate change and environmental degradation and related climate/environmental policy measures on children in Lao PDR. The assessment will actionable recommendations to the Government of Lao PDR and UNICEF, including possibilities for expanding public and private partnerships towards addressing the impact of climate change and environmental degradation on children and adolescents.

By enhancing availability and use of policy-relevant child-specific data and information on climate and environmental issues, this assessment is intended to contribute to the design and implementation of inclusive and equitable climate and environmental policies and measures, including Lao PDR's updated Nationally Determined Contribution, National Adaptation Plan and relevant sector and sub-national policies and programs.

3- Expected outputs

The following key deliverables are expected:

1. Inception report on the assignment methodology, process and timelines
2. Multi-disciplinary and multi-stakeholder inception and consultation meetings organized to guide and validate the assessment and recommendations
3. Report on the impacts of climate change and environmental degradation on children (draft, final)
4. Report on the projected impacts of climate and environmental policies and measures on children (draft, final)
5. Report on the recommended child-sensitive climate and environmental actions
6. Policy briefs, PPT slides, fact sheets on the key findings of the assignment (detailed formats, audience, quantity to be determined during the assignment)
7. Technical note on the methodology, lessons learned and recommendations for use by UNICEF regional climate change and environment advisor to share this assignment experience with UNICEF country offices, regional offices and HQ (6 pages)

4- Description of the assignment

The assessment will be undertaken through literature review, available data and information, desk-based analysis and stakeholder and expert consultations. This publication is expected to be developed and endorsed jointly by UNICEF and relevant government partners.

The assignment will include the following key elements:

1. Assessment of impacts of climate change and environmental degradation on children in Lao PDR, including consideration of region, income groups, minority ethnic groups, disability, gender, age and other factors that may influence the impact
 - 1.1. Development of an approach for the impact assessment, including potentially use and adaptation of existing climate and socio-economic impact assessments models, scenario tools, stakeholder consultation, climate vulnerability and risk index, definition of the impact assessment scale and scope
 - 1.2. Impacts of climate change and environmental degradation on child multi-dimensional poverty (nutrition, WASH, health, education, protection and shelter) in Lao PDR over the past decade (based on the available data)
 - 1.3. Projected impacts of climate change and environmental degradation on child multi-dimensional poverty (nutrition, WASH, health, education, protection and shelter) in Lao PDR under future climate scenarios over the short, mid and long-term
2. Assessment of projected impacts of key national and sectoral climate mitigation, adaptation and environmental policies and programmes on children in Lao PDR
 - 2.1. Identification and review of key climate, environmental policies, institutions, public finance, programmes such as the NDC, National Adaptation Plan (NAP), public climate/environmental funding, private sector investment, youth engagement, youth entrepreneurship
 - 2.2. Both positive co-benefits and adverse side-effects of selected policies and measures, especially on inequality, distributional impacts and child poverty
 - 2.3. Impact analysis with disaggregation by region, age, gender, disability, income groups, minority ethnic groups
 - 2.4. Identification of green skills and jobs potential based on the current policy scenarios and other sectors that may be negatively affected
 - 2.5. Identification and analysis of key stakeholders and partners, including central and local government agencies, private sector and youth networks for addressing these impacts and seizing the opportunities for child-sensitive climate and environmental actions
3. Recommendation for Child-Sensitive Climate and Environmental Actions
 - 3.1. Development of a methodology for identification, prioritization and selection of the recommended actions
 - 3.2. Propose prioritized Child-sensitive measures to reduce exposure and vulnerability of children, especially

those most marginalized to climate change to be considered in climate adaptation policies such as the NAP

- 3.3. Propose Child-sensitive measures to accelerate climate mitigation and a just transition towards a low carbon economy to be considered in climate mitigation policies such as the NDC
- 3.4. Measures to improve equality and equity outcomes of key climate mitigation and adaptation policies and programmes to be considered by finance, social policy, education, health sectors
- 3.5. Measures to empower and enhance children, adolescents and youth engagement in climate and environmental actions

4. Multi-stakeholder and multi-disciplinary process
 - 4.1. Coordinate with key stakeholders, the Steering Group (coordinated by Government) and UNICEF to ensure their inputs are considered in the development and finalization of the study outputs to facilitate ownership of the report conclusions and recommendations

5- Duration

Tentative contract duration is 4 months starting from June 2022. Bidders may propose a realistic timeline for the implementation of tasks and deliverables.

6- Deliverables

The assignment is deliverable based as per below table on the summary of key deliverables and timeline.

(a) Timeframe: 10 working days; Payment: 25%

Tasks:

1. Inception Report
2. Multi-disciplinary and multi-stakeholder inception and consultation meetings organized

Deliverables: Inception report on the assignment methodology, reports, process and timelines. Meeting dates planned for Reference Group

(b) Timeframe: 10 working days; Payment: 35%

Tasks:

3. Draft Report on the impacts of climate change and environmental degradation on children
4. Draft Report on the projected impacts of climate and environmental policies and measures on

Deliverables: 2 Documents presenting findings from desk reviews, initial interviews and analysis

(c) Timeframe: 2 working days; Payment: 35%

Tasks:

5. Present study findings to Reference Group

Deliverables: Meeting report, including summary of key recommendations

(d) Timeframe: 12 working days; Payment: 10%

Tasks (10 working days):

6. Draft Report on the recommended child-sensitive climate and environmental actions

Deliverables: Document presenting findings from interviews and analysis. This is a synthesis report to combine results and findings from all of the previous consultations and reports, together with recommendations

Tasks (2 working days):

7. Present the draft report findings in a session involving Reference Group

Deliverables: Meeting report, including summary of key recommendations

(e) Timeframe: 9 working days; Payment: 10%

Tasks:

8. Revise draft reports based on partner and UNICEF feedback 9 working days

Deliverables: Final report

(f) Timeframe: 2 working days; Payment: 10%

Tasks:

9. Present the draft final report findings in a session involving Government and Development partner technical staff

Deliverables: Meeting report, including summary of key recommendations

(g) Timeframe: 12 working days; Payment: 15%

Tasks (10 working days):

10. Develop policy briefs, PPT slides, fact sheets on the key findings of the assignment

Deliverables: Policy briefs, PPT slides, fact sheets on the key findings of the assignment (detailed formats, audience, quantity to be determined during the assignment)

Tasks (2 working days):

11. Present the final report findings in a session involving Government and Development partners

Deliverables: Meeting report, including summary of key recommendations

(h) Timeframe: 2 working days; Payment: 5%

Tasks:

12. Develop Technical Note on the methodology, lessons learned and recommendations for use to share this assignment experience with UNICEF country offices, regional offices and HQ (6 pages)

Deliverables: 6 pager brief containing key findings and recommendation from desk review

Reports will be prepared according to the UNICEF Style Guide and UNICEF Brand Toolkit (to be shared with the awarding company). All deliverables must be in professional level standard English and must be proofread by a native English speaker.

The first draft of the final report will be received by the research manager who will work with the reporting team on necessary revisions in consultation with the country and regional teams before sending the report to the research reference group for comments. The research manager will consolidate all comments on a response matrix and request the reporting team to indicate actions taken against each comment in the production of the final reports. Products are expected to conform to the stipulated number of pages where that applies.

Copyright of all the deliverables to be produced through this assignment will rest with the Ministry of Natural Resource and Environment (MoNRE) and UNICEF.

7- Reporting requirements

The research will be managed by UNICEF Lao PDR Country Office (CO) Chief of WASH who will be responsible for the day-to-day oversight and management of the assignment. The assignment lead will ensure the quality and independence of the assessments and guarantee its alignment with Research, Study and Evaluation Standards and Ethical Guidelines and other relevant procedures and provide quality assurance on the relevance of the findings and conclusions, and the implement ability of recommendations.

The assignment lead will work in collaboration with relevant sections of UNICEF CO and the UNICEF Lao PDR Climate Consultant. Additional quality assurance will be provided as needed by Regional Advisers and HQ technical staff. The Final Report will need to be rated as satisfactory by UNICEF's external quality assurance facility.

8- Reference group

A Reference Group composed of government, academic, private sector, youth experts and young people will be established and coordinated by Government with support from UNICEF to act as an advisory body and provide inputs on all main research deliverables. The Reference Group is expected to provide feedback during the research process and on the deliverables; comment on the approach and methods and facilitate access to data and information. Representatives of the Reference Group will participate in elaboration of recommendations through active contribution during debriefing meetings and by providing feedback to the draft inception and final reports.

9- Location and Duration

The indicative starting date for this work is June 2022, with completion 15 October 2022. The initial desk review will be undertaken remotely, with the assessment undertaken in-person in Lao PDR. Given the complexity of currently bringing consultants into Lao PDR, it is anticipated that all work in the country will be completed in a single 25-day block, with the report finalized remotely.

10- Qualification and experience requirements

The assignment will be carried out by a multi-disciplinary team of experts (including the Team Leader and at least one national of Lao PDR), all to be recruited by an institutional contractor, who should have substantive expertise in leading and conducting similar research and should not have any conflict of interest with respect to UNICEF.

The team will have combined knowledge and expertise in the following areas:

- Climate change, environmental management and policy
- Environmental economics - Social policy and public finance
- Governance and private sector engagement
- Child rights, gender equality, human rights.

Companies responding to the RFP should plan to hire interpreters and consultants for support in interpretation, organization of the in-country agenda, and interpretation of findings from a country-specific standpoint if needed.

As a general guide, the level of effort and duration of the research suggest that the Team Leader should be allocated a total of 50 days and all team members should be allocated up to 30 days (depending on the distribution of work and missions across the team).

The research will have to be conducted by a gender-balanced team covering the below requirements:

- Team-leader with documented extensive experience (at least 10 full years) in conducting similar research (having conducted similar climate-related research for UNICEF and UN agencies is an asset, having research positively rated by UNICEF's quality assurance system is an additional asset)
- At least two team members with proven expertise in one or more of the following areas: environmental management, environmental economics, climate change, social policy and public finance, governance, private sector engagement;
- At least one team member with proven extensive experience in quantitative and qualitative data collection and analysis;
- All team members with experience of working in lower middle income countries
- At least one team member with solid knowledge on child rights, HRBA and gender equality;

- Excellent report writing skills in English;
- Good communication skills
- Fluency in English and Lao is required in the team.

The research team including their consultants must remain in strict adherence with UNICEF Ethical Guidelines and Code of Conduct.

11- Administrative issues

The selected service provider/institution will undertake the work in Lao PDR. UNICEF will help arrange meetings with MoNRE. Reasonable administrative support will be provided to the agency, although translation of Lao documents for the purpose of this study is a responsibility of the service provider/institution.

Copyright of all the deliverables to be produced through this assignment will rest with the MoNRE and UNICEF.

12- Payment Schedule

Payment will be made in accordance with UNICEF financial rules and regulations based on the deliverables as outlined in Section 6.

13- Contract Supervisor

The service provider will report to and be supervised by the Chief of WASH.

Financial Proposal Template:

RFP Financial Proposal Template			
RFP number:			
Company name:			
UNGM reference number:			
Main contact person and title:			
Email address of contact person:			
Direct telephone number of contact person:			
Date of proposal:			
Validity of proposal:			
Currency of proposal:			
Commercial proposals should be submitted on an all-inclusive basis for providing the contracted Deliverable as described in the TOR.			
Service Fee Description		Costs to be provided based on Deliverables	
TOTAL			
Please indicate proposed payment term			
Breakdown of above rates to be provided for information purposes			

ANNEX II: SPECIAL NOTES