

**REQUEST FOR EXPRESSION OF INTEREST (EOI)**

This notice is placed on behalf of UNON. United Nations Procurement Division (UNPD) cannot provide any warranty, expressed or implied, as to the accuracy, reliability or completeness of contents of furnished information; and is unable to answer any enquiries regarding this EOI. You are therefore requested to direct all your queries to UNON

Togo using the fax number or e-mail address provided below.

Title of the EOI:

Technical Assistance for the development of a methodology to create climate-smart communes in Togo and formulate 4 mitigation and adaptation action plans

Date of this EOI: 10 March 2021**Closing Date for Receipt of EOI:** 10 April 2021**EOI Number:** EOIUNON18254**Address EOI response by fax or e-mail to the Attention of:** Jecinta Cheruiyot**Fax Number:****E-mail Address:** jecinta.cheruiyot@un.org; unon-procurement-rfx@un.org**UNSPSC Code:** 77000000**DESCRIPTION OF REQUIREMENTS**

The United Nations Office at Nairobi (UNON), on behalf of Climate Technology Centre and Network (CTCN), United Nations Environment Programme (UNEP) invites qualified interested firms to submit Expression of Interest (EOI) to participate in the upcoming solicitation for provision of technical assistance for the development of a methodology to create climate-smart communes in Togo and prepare 4 adaptation and mitigation action plans.

United Nations Environment Programme (UNEP) on behalf of the Climate Technology Centre and Network (CTCN) requires the services of an institution to deliver the technical assistance. The overall objective of this Technical Assistance (TA) is to define a conceptual framework for "climate smart" Communes in close cooperation with all stakeholders. It will be a methodology for developing climate change adaptation and mitigation plans. This methodology will be defined on the basis of 10 selected communes representing the diversity of the country in terms of climate. This methodology will then be applied to four communes that will obtain, as a result of the TA, adaptation and mitigation plans to the effects of climate change, taking into account key economic sectors such as waste, transport, agriculture and energy. This TA will also create a convergence cluster through its interventions to ensure the achievement of sustainable development objectives in the communes of Togo.

Some of the expected outcome, outputs and activities are;

1. Development of communication documents
2. Vulnerability assessment of ten targeted urban communes (these communes will be selected beforehand by Togo).
3. Establishing a conceptual framework for "climate smart" Communes in close cooperation with all stakeholders

4. Formulation of an action plan for adaptation and mitigation to the effects of climate change is developed for each of the four selected communes.
 5. Final adaptation and mitigation plans and formulation of a concept note.
 6. Carrying out awareness Campaign.
- The complete details of the requirement will be provided in the tender documents that will be issued to bidders after this request for EOI is closed.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

The Climate Technology Centre and Network (CTCN) is the operational arm of the United Nations Framework Convention on Climate Change (UNFCCC) Technology Mechanism and co-hosted by the United Nations Environment (UN Environment) in collaboration with the United Nations Industrial Development Organization (UNIDO) and supported by 11 partner institutions with expertise in climate technologies. The mission of the CTCN is to promote accelerated development and transfer of climate technologies at the request of developing countries for energy-efficient, low-carbon and climate-resilient development.

CTCN provides technical assistance to the countries using its own funds (which it receives through voluntary contributions of donor) or through the other funding sources specifically the Green Climate Funds (GCF) through the Readiness Programme. The requests for Technical Assistance (TA) are submitted to the CTCN by the National Designated Entity (NDE) of the respective country. In this present case the CTCN has developed a response plan and expect to implement the technical assistance on its own funding. The scope of services under these Terms of Reference shall be executed based on a restricted solicitation process where only accepted Members of the CTCN Network, are eligible to submit proposals.

In case you are not a CTCN network member yet, you may apply for this REOI and subsequent solicitation (Request for Proposal), subject to the condition that you submit your completed application for CTCN membership before the proposal submission closing date, which will be communicated in the subsequent Request for Proposal in due course of time. Furthermore, the contract award – should your proposal be selected – is conditional to your application for CTCN network membership being approved by CTCN management. The requirement to join the CTCN network is only relevant to the main bidder and no subcontractors.

Please find more information to join CTCN Network at- <https://www.ctc-n.org/network>

The purpose of this REOI is to identify and hire a suitable firm amongst the network members of CTCN to implement a Technical Assistance to develop a methodology to create climate-smart communes in Togo and formulate 4 mitigation and adaptation plans.

In addition to CTCN registration, all applicants should also be registered (free of charge) at United Nations Global Marketplace (www.ungm.org). Please fill out the Vendor Response form with the reference UNGM number.

Interested vendors should forward their Expressions of Interest (EOI) along with the signed vendor forms to: unon-procurement-rfx@un.org with a copy to: jecinta.cheruiyot@un.org.

All EOI submissions should be sent via email; citing the EOI reference number and title in the subject line.

IMPORTANT:

Please note that this REOI is not an invitation for submission of tenders. Its purpose is to identify companies that would be interested and eligible to participate in the solicitation when issued. Companies

interested in providing the above services should submit a completed Vendor Response Form. UNON will examine the outcome of this request for EOI and will consider those companies that have expressed their interest providing the required information as to their ability to fulfill the requirement. UNON reserves the right to change or cancel the requirement at any time during the EOI and/or solicitation process. Thus, submitting a reply to this Request for EOI does not automatically guarantee your company will be considered for receipt of the solicitation when issued. Vendors that are deemed qualified upon completion of an objective evaluation of their EOI submission will receive the final tender solicitation documents. See the Vendor Response Form of this REOI for additional instructions.

NOTE

Information on tendering for the UN Procurement System is **available free of charge** at the following address: <https://www.ungm.org/Public/Notice>

Only the United Nations Global Marketplace (UNGM) has been authorised to collect a nominal fee from vendors that wish to receive automatically Procurement Notices or Requests for Expression Of Interest. Vendors interested in this Tender Alert Service are invited to subscribe on <http://www.ungm.org>

Vendors interested in participating in the planned solicitation process should complete/submit the Vendor Response Form of this EOI either electronically (through the link available on the next page) or send it via fax or e-mail to UNON Togo (UNON) before the closing date set forth above.

VENDOR RESPONSE FORM

TO: Jecinta Cheruiyot **EOI Number:** EOIUNON18254
Email: jecinta.cheruiyot@un.org; unon-procurement-rfx@un.org
FAX:
FROM:

SUBJECT: Technical Assistance for the development of a methodology to create climate-smart communes in Togo and formulate 4 mitigation and adaptation action plans

NOTICE

- Companies can only participate in solicitations of the UN Secretariat after completing their registration (free of charge) at the United Nations Global Marketplace (www.ungm.org).
- As you express interest in the planned solicitation by submitting this response form, please verify that your company is registered under its **full legal** name on the United Nations Global Marketplace (www.ungm.org) and that your application has been submitted to the UN Secretariat.
- We strongly recommend all companies to register at least at **Level 1** under the United Nations Secretariat prior to participating in any solicitations.

PLEASE NOTE: You can express your interest to this REOI by filling out this form manually or electronically (recommended) at:

<https://www.un.org/Depts/ptd/node/add/interest-expressed?EOI=EOIUNON18254>

To be completed by the Vendor (All fields marked with an '**' are mandatory)

COMPANY INFORMATION

UNGM Vendor ID Number*:

Legal Company Name (Not trade name or DBA name) *:

Company Contact *:

Address *:

City *:

State:

Postal Code * :

Country *:

Phone Number *:

Fax Number *:

Email Address *:

Company Website:

We declare that our company fully meets the prerequisites A, B, C, D, E and F, for eligibility to register with the United Nations as outlined in the paragraph 1 of the EOI INSTRUCTIONS page.

Signature : _____

Date: _____

Name and Title : _____

EOI INSTRUCTIONS

1) Registering as a Vendor with the United Nations

Vendors interested in fulfilling the requirement described above must be registered at the UN Global Marketplace (www.ungm.org) with the UN Secretariat in order to be eligible to participate in any solicitation. Information on the registration process can be found at <https://www.un.org/Depts/ptd/vendors>.

Prerequisites for Eligibility

In order to be eligible for UN registration, you must declare that:

- A. Your company (as well as any parent, subsidiary or affiliate companies) is not listed in, or associated with a company or individual listed in:
 - I. the Compendium of United Nations Security Council Sanctions Lists (<https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>), or
 - II. the IIC Oil for Food List website or, if listed on either, this has been disclosed to the United Nations Procurement Division in writing.
- B. Your company (as well as any parent, subsidiary or affiliate companies) is not currently removed or suspended by the United Nations or any other UN organisation (including the World Bank);
- C. Your company (as well as any parent, subsidiary or affiliate companies) is not under formal investigation, nor have been sanctioned within the preceding three (3) years, by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice;
- D. Your company has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against your company that could impair your company's operations in the foreseeable future;
- E. Your company does not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with the Vendor in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15).
- F. Your company undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN.

For Registered Vendors: Vendors already registered at the UN Global Marketplace with the UN Secretariat must ensure that the information and documentation (e.g. financial statements, address, contact name, etc.) provided in connection with their registration are up to date in UNGM. Please verify and ensure that your company is registered under its full legal name.

For Vendors Interested in Registration: Vendors not yet registered should apply for registration on the United Nations Global Marketplace (<http://www.ungm.org>); information on the registration process can be found at <https://www.un.org/Depts/ptd/vendors>. Vendors must complete the registration process prior to the closing date of the REOI. Vendors who have not completed the UNGM registration process with the UN Secretariat before the closing date of the REOI are not considered eligible to participate in solicitations of the UN Secretariat. We strongly recommend all companies to register at least at Level 1 under the UN Secretariat prior to participating in any solicitations.

IMPORTANT NOTICE: Any false, incomplete or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.

2) EOI Process

Vendors interested in participating in the planned solicitation process should forward their expression of interest (EOI) to
UNON

Togo (UNON) by the closing date set forth in this EOI. *Due to the high volume of communications UNON is not in a position to issue confirmation of receipt of EOIs.*

Please note that no further details of the planned solicitation can be made available to the vendors prior to issuance of the solicitation documents.

This EOI is issued subject to the conditions contained in the EOI introductory page available at <https://www.un.org/Depts/ptd/eoi>.

