



## TERMS OF REFERENCE

GQSP Colombia/ 220124

### To contract an online in Damage Assessment and Environmental Needs Analysis (EDANA) course

#### 1. Background

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes Inclusive and Sustainable Industrial Development (ISID) for poverty reduction, inclusive globalization and environmental sustainability. The mandate of UNIDO is to promote and accelerate inclusive and sustainable industrial development in developing countries and economies in transition. UNIDO's vision is a world where economic development is sustainable and economic progress is equitable.

One of the projects implemented by UNIDO is a project Quality Programme for the Chemical Value Chain- GQSP Colombia funded by the Secretary of State for Economic Affairs of the Swiss Confederation (SECO), the Ministry of Commerce, Industry and Tourism of Colombia and Colombia Productiva.

The main objective of the project is to promote the integration of Colombia in the regional and multilateral trade systems, through the strengthening of the National Quality Subsystem within the framework of the priorities of ten (10) industrial groups that integrate the chemical value chain, and also to increase and improve the capacities of SMEs to meet technical requirements, international quality standards, private and sustainability standards, necessary for trade facilitation.

The project is being implemented over a four-year period and its interventions include the support and its interventions include improving the competencies of the personnel of the National Environmental Licensing Authority (ANLA) in several areas to strengthen the technical competencies of entities responsible for Inspection, Surveillance and Control, with a special focus on the chemical industry value chain. This purpose is covered by the product 1.3 of the GQSP Colombia logical framework:

<p><b>Product 1.3.</b> The technical competencies of the entities responsible for Inspection, Surveillance and Control, such as INVIMA, the Superintendency of Industry and Commerce, the</p>
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ICA, etc, are strengthened to improve the quality levels of the national chemical industry and facilitate compliance with national and international technical standards.

## 2. Objective

Contract an online course on recognition of nature-based solutions to be considered in the preparation and execution of emergency response and environmental recovery after a contingency event.

## 3. Scope and specifications

- UNIDO/GQSP will provide the online platform (Zoom)
- The contractor must keep a record of attendance and carry out a knowledge test at the end of the training.
- The instructor must demonstrate experience of at least 3 years teaching this type of course, verifiable through supporting documents.
- The contractor must issue certificates to attendees who completed the training course and passed the final test. The certificates must include, in addition to the contractor's logos, UNIDO and GQSP logos. The use of the program's image must follow GQSP's guidelines
- The contractor will provide the necessary documentation, academic material and PowerPoint presentations to all participants.
- The course will have at least 4 sessions of 4 hours each. The contractor can propose a different structure or duration (not less than 16h) if necessary.
- The number of participants will be a maximum of 30 people (Spanish speakers).  
Offering the course in Spanish is considered an advantage.
- Study cases and discussions should be included to facilitate the learning process.
- The course's contents must include at least the following topics:
  1. Incorporation of biodiversity and ecosystem services in disaster risk management.
  2. Valuation of biodiversity and its ecosystem services for the estimation of environmental damages and losses.
  3. Minimum elements to be taken into account in ecological recovery and rehabilitation to address contingencies.



4. Identification of routes to address ecological restoration in damage and loss assessment through case studies.
5. Monitoring processes in ecological restoration.

At the end of the training, the participants will fill out a training's satisfaction survey. The result will be an input to fill out the training's report according to the format provided by UNIDO. The report must be sent within the following 10 business days after the end of the training, via email to [m.godoygomez@unido.org](mailto:m.godoygomez@unido.org) and [j.urregolaiton@unido.org](mailto:j.urregolaiton@unido.org).

The evaluation process will take into account the facilitator's experience, the technical proposal's quality and the economic proposal.

#### 4. Description of activities and deliverables

In accordance with the description of numeral 3 *Specifications of the required service*, the proposal must consider the following activities and deliverables:

Main Activities	Outputs	Expected duration
<b>Initial meeting</b> In this meeting the contractor can clarify any concerns and the training's timetable. It can be done through video call.	<b>Meeting minutes</b>	1 hour
<b>Academic material</b> Prior the training , the contractor must send to UNIDO / GQSP the academic material for a review process.	<b>Academic material</b>	At least 5 working days before the training
<b>Online course</b> It should be delivered according to the approved timetable and content.	<b>Online course</b>	16 hours
<b>Training Report</b> It should include a description of the activities carried out , tests' grades and recommendations.	<b>Training report</b>	10 working days after the course



<b>Additional documents</b> See numeral 3 <i>Specifications of the required service</i>	<b>List of attendees</b> <b>Satisfaction Surveys</b>	10 working days after the course
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## 5. Deliverables and payments

Payment will be subject to UNIDO's compliance

Deliverable	Payment
Initial meeting Academic material Online course Training Report Additional documents	100%
<b>Total</b>	<b>100%</b>

## 6. Minimum Requirements of the Proposal

A detailed proposal in line with these terms of reference is expected. The proposal must be submitted in detail with all relevant information that is considered important for an objective evaluation.

The proposal must contain at least:

Bidder cover letter: In which the proponent introduces the company, its services and any relevant information. Moreover, the bidder should mention that: "accepts that the presentation of the proposal implies understanding of the conditions and obligations established in this terms of reference"

Technical Proposal: Taking as a reference the main activities described in the scope of the service section, the bidder must clearly specify the methodology to be implemented, including details or descriptions of each activity as well as execution dates.

Facilitator: The bidder must present the facilitator assigned for the activity, attaching his/her resume.

Economic proposal: It must include a value for each activity to be carried out that includes all the expenses incurred to fulfil and carry out all the activities necessary for the presentation of the final deliverables, such as travel expenses (If applicable) and experts' fees.



UNIDO, as an agency of the UN system, is granted full tax exemption

## 7. Evaluation Criteria

Offers will be evaluated based on compliance with the terms of reference and the following criteria.

<b>Evaluation Criteria</b>
Cover letter
Technical proposal
Facilitator resume
Economic proposal

## 8. Submission of offers

Bidder's offer should be submitted per e-mail addressed to [info@gqspcolombia.org](mailto:info@gqspcolombia.org) together with the documentation above, indicating in the subject of the email "EDANA course proposal" by **07 February 2022 at 23:59** Colombian Time.

Any inquiry about the present Terms of Reference must be sent to [info@gqspcolombia.org](mailto:info@gqspcolombia.org) before process deadline.

- UNIDO General Terms and Conditions of Contract (Annex A)  
The contract shall be awarded to the qualified bidder whose Technical Proposal has been found substantively responsive and whose Commercial Proposal is the lowest cost to UNIDO.