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REQUEST FOR PROPOSALS (RFP)

BID DOCUMENT

**Firm Level Consultancy Service for Evaluation of and
comments on papers submitted for African Economic
Conference 2017 and compilation**

Procurement Reference No.: [RBA/RFP/2017/01](#)

Published (Posted on): 23rd June 2017

**Submission Deadline: 23rd July, 2017 by CoB i.e., @ 5:30 PM in NY
time**

*Note: those who submit afterwards will be
automatically rejected. Thus you all are strongly
advised to meet the submission deadline and avoid
last hour rush.*

United Nations Development Programme (UNDP)
June 2017



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LETTER OF INVITATION

Date: **23rd June 2017**

Procurement Ref. No.: **RBA/RFP/2017/01**

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Frim Level Consultancy Service for Evaluation of and comments on papers submitted for African Economic Conference 2017 and compilation**

Please be guided by the form attached hereto as Annex II, in preparing your Proposal.

Proposals may be submitted on or before **23rd July, 2017** and via email, courier mail or fax to the address below:

Attn: STAFF Ms. Hailu
United Nations Development Programme (UNDP)
Regional Bureau for Africa (RBA)
1 UN Plaza, 24th floor
New York, NY 10017

OR

Via our **secured** mail address: rba.procurement@undp.org

Your Proposal must be expressed in **English** and valid for a minimum period of **120 days**.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the pdf format, and free from any virus or corrupted files.

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

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

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

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

terms and conditions.

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

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

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

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

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

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link:

http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Dmitri Katelevsky
Regional Operational Advisor
United Nations Development Programme (UNDP)
Regional Bureau for Africa (RBA)
New York



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DESCRIPTION OF REQUIREMENTS

No.	Data	Specific Instructions / Requirements
1	Context of the Requirement	<input checked="" type="checkbox"/> Review of papers submitted to African Economic Conference 2017
2	Implementing Partner of UNDP	<input checked="" type="checkbox"/> N/a
3	Brief Description of the Required Services	<input checked="" type="checkbox"/> Firm Level Consultancy Service for Evaluation of and comments on papers submitted for African Economic Conference 2017 and compilation
4	List and Description of Expected Outputs to be Delivered	<input checked="" type="checkbox"/> Defined in the ToR <i>(Please Refer to Annex I)</i>
5	Person to Supervise the Work/Performance of the Service Provider	<input checked="" type="checkbox"/> Chief Economist and Head, Strategy and Analysis Team, HQ/RBA
6	Frequency of Reporting	<input checked="" type="checkbox"/> Defined in the ToR <i>(Please Refer to Annex I)</i>
7	Progress Reporting Requirements	<input checked="" type="checkbox"/> Defined in the ToR <i>(Please Refer to Annex I)</i>
8	Location of work	<input checked="" type="checkbox"/> Defined in the ToR <i>(Please Refer to Annex I)</i>
9	Expected duration of work	<input checked="" type="checkbox"/> 37 working days
10	Target start date	<input checked="" type="checkbox"/> August 2017
11	Latest completion date	<input checked="" type="checkbox"/> September 2017
12	Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: 0.5% of contract for every day of delay, up to a maximum duration of 1 calendar month. After which UNDP may terminate the contract.
13	Travels Expected	<input checked="" type="checkbox"/> Defined in the ToR <i>(Please Refer to Annex I)</i>
14	Special Security Requirements	<input checked="" type="checkbox"/> N/a
15	Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Defined in the ToR <i>(Please Refer to Annex I)</i>
16	Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
17	Names and Curriculum Vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
18	Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars
19	Validity Period of Proposals <i>(Counting for the last day of submission of quotes)</i>	<input checked="" type="checkbox"/> 120 days <input checked="" type="checkbox"/> In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially

		indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
20	Partial Quotes	<input checked="" type="checkbox"/> Not permitted
22	Payment Terms	<input checked="" type="checkbox"/> Defined in the ToR (<i>Please Refer to Annex I</i>)
23	Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<input checked="" type="checkbox"/> UNDP/Chief Economist and Head, Strategy and Analysis Team, HQ/RBA
24	Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
25	Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
26	Criteria for the Assessment of Proposal	Technical Proposal (70%) <input checked="" type="checkbox"/> Expertise of the Firm 30% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30% Please Refer to Annex IV – Summary of Technical Points Financial Proposal (30%) <input checked="" type="checkbox"/> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
27	UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
28	Annexes to this RFP	<input checked="" type="checkbox"/> Detailed TOR (<i>Annex I</i>) <input checked="" type="checkbox"/> Technical Proposal Template (<i>Annex II</i>) <input checked="" type="checkbox"/> Financial Proposal Template (<i>Annex III</i>) <input checked="" type="checkbox"/> Summary of Technical Points (<i>Annex IV</i>) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (<i>Annex V</i>)
29	Contact Person for Inquiries (Written inquiries only)	<input checked="" type="checkbox"/> Focal Person in UNDP: Ms. Hailu <input checked="" type="checkbox"/> E-mail address dedicated for this purpose: rba.procurement@undp.org <input checked="" type="checkbox"/> It is advantageous for a prospect Consulting Firm to express its interest in the captioned RFP Bid Notice ahead at rba.procurement@undp.org so that amendments and/or related Supplemental Information on respective RFP could be directly communicated. <input checked="" type="checkbox"/> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
30	Deadline of Submission	<input checked="" type="checkbox"/> Date and Time: 23rd July, 2017 by CoB @ 5:30 PM NY time

31	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Electronic submission of Bid (Most Preferred for its Convenience)
32	Bid submission address in case of Courier/Hand Delivery	<input checked="" type="checkbox"/> Address: Attn: STAFF Ms. Hailu 1 UN Plaza, DC-1 building, 24th floor New York, NY 10017
34	Conditions and Procedures for electronic submission and opening	<input checked="" type="checkbox"/> Official Address for e-submission: rba.procurement@undp.org <input checked="" type="checkbox"/> Free from virus and corrupted files <input checked="" type="checkbox"/> Format: PDF files only and password protected <input checked="" type="checkbox"/> UNDP Ethiopia Office uses Adobe PDF reader version 9 and Microsoft 2007 & Microsoft 2010 <input checked="" type="checkbox"/> For electronically transferred data, the maximum capacity is 9MB . Thus, if the size of the file is greater than 9MB attach them with two or more emails. In this case you are kindly advised to label each email as " <i>Attachment 1 of 3; 2 of 3; and 3 of 3</i> ". <input checked="" type="checkbox"/> No. of copies to be transmitted: only One , do not send the proposals time and again to avoid mistake in identifying the appropriate proposals. UNDP/Procurement Unit will not be liable for failing to locate a right proposal owing to repetitively sending proposals. <input checked="" type="checkbox"/> Subject of email (Mandatory): your Technical and Financial proposals shall be sent into two separate emails under the following Email Subject Lines: RBA-RFP-2017-001 <input checked="" type="checkbox"/> Proposals File Name (Mandatory): The File Name for Technical and Financial Proposals MUST BE: <ol style="list-style-type: none"> For Technical Document: RBA-RFP-2017-01 - TP - [insert Proposing Firm Legal Name] For Financial Document: RBA-RFP-2017-01 - FP - [insert Proposing Firm Legal Name] <input checked="" type="checkbox"/> For failing and/or incorrectly state the above subject line may result in failing to exactly locate your proposals as the Procurement Unit processes several of such type bid process and will not be liable for any consequences thereof
35	Date, and time for opening of Proposals	<input checked="" type="checkbox"/> Date and Time: 25th July , 2017 @ 10:00 AM in the Morning- NT Time <input checked="" type="checkbox"/> Bidders attendance is not required. Bid opening will take place on the presence of approved Technical Evaluation Panel by UNDP Senior Management.

36	Post-Qualification Actions	<input checked="" type="checkbox"/> Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted; <input checked="" type="checkbox"/> Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; <input checked="" type="checkbox"/> Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder; and <input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on going or previous contracts completed;
37	Conditions for Determining Contract Effectivity	<input checked="" type="checkbox"/> Upon duly signed Contract Agreement by UNDP and Prospect Service Provider which will score the highest in the combined rating (Technical and Financial proposals)
38	Other Information Related to the RFP	<input checked="" type="checkbox"/> If any request for clarification either on the ToR and/or RFP Standard Bid Document (SBD), use the "Request for Clarification Template" here below.

Request for Clarification Template

Date of Request: _____

Request No.: _____

Requesting Proposer Legal Name: [\[insert the Name here\]](#)

Procurement Reference No.: **RBA/RFP/2017/01**

Schedule of Requirements/Product Specs: **Firm Level Consultancy Service on xxxx**

SN	List of Requests which require Clarification either on "ToR" and/or "RFP Standard Bid Document"	Page or DS Refer.	Clarification (to be provided by UNDP Ethiopia Technical Team/Procurement Unit)
1			<input type="checkbox"/>
2			<input type="checkbox"/>
3			<input type="checkbox"/>
4			<input type="checkbox"/>
5			<input type="checkbox"/>

Note:

- Please note that the request shall be sent with word document
- Please use your corporate headed paper to ensure the authenticity of the request
- Request for Clarification will be entertained seven (7) days before submission deadline
- You are strongly advised to frequently visit the dedicated procurement notice link/website for clarifications (i.e., the link you have downloaded this RFP Standard Bid Document)

TERMS OF REFERENCE (TOR)



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SECTION 3: TERMS OF REFERENCE (TOR)

REF: RBA/RFP/2017/001

GENERAL INFORMATION

Services/Work Description:	Evaluation of and comments on papers submitted for African Economic Conference 2017 and compilation
Project/Program Title:	Review of papers submitted to African Economic Conference 2017
Duty Station:	Home-based
Type of the Contract:	Both
Duration:	37 working days
Expected Start Date:	16 August 2017

I. BACKGROUND / RATIONALE

Africa's average growth remained moderate throughout 2016 (3.7 per cent) and is expected to reach 4.5 per cent in 2017.¹ Notwithstanding the sustained level of economic growth, African countries' efforts at reforming their economies have not, in most cases, resulted in the desired transition into more diversified high-productive industrial sectors. Such "structural transformation" is indispensable for African countries to significantly reduce poverty and achieve the Sustainable Development Goals.

One of the preconditions for the successful transformation of African economies is good political, economic and environmental governance.² In Africa, evidence shows that countries with limited transparent, accountable and responsible Governments and institutions, or weak socioeconomic systems, have experienced slow progress in diversifying the economy, in increasing labour productivity, in improving the business and investment environment, in creating sustainable job

¹ African Development Bank, and others, *African Economic Outlook 2016: Sustainable Cities and Structural Transformation* (Paris, Organisation for Economic Cooperation and Development Publishing, 2016). Available at <http://www.africaneconomicoutlook.org/en/african-economic-outlook%202016>.

² Governance is a complex concept that goes beyond the traditional conception of exercise of authority or power in order to manage an entity's economic, political and administrative affairs. It refers to the dynamic framework of rules (formal and informal), norms, values, structures, relationships, systems and processes by which an entity (public and private/corporate or state and non-state) is directed, controlled and held to account and whereby power/authority within the entity is exercised and maintained for the attainment of specific outcomes. It encompasses broad-based participation, rule of law, accountability, transparency, responsiveness, effectiveness and efficiency, stability and safety, equity and inclusiveness, empowerment, and control of corruption.

opportunities, and in upscaling human well-being. As such, the African Economic Conference 2017 will contribute to the policy dialogue and advocacy on governance for structural transformation by presenting the latest policy-oriented research in this area, with the aim of identifying specific governance policies and strategies for successful structural transformation, building on existing best practices and alternative African perspectives.

The Conference

The African Economic Conference (AEC) 2017 will provide a unique opportunity for researchers, policymakers and development practitioners from Africa, and elsewhere, to debate Africa's development and how to achieve better governance to support structural transformation. The African Economic Conference is now the leading research-oriented Forum for the discussion of Africa's burning issues of the day that brings together both researchers and policymakers. The 2017 Conference will be the twelfth edition and will be held in Addis Ababa, Ethiopia, from December 4 to 6, 2017.

The main objectives of the African Economic Conference series are:

- To promote knowledge generation and dissemination as an important driver of policy dialogue, good policy planning and implementation;
- To foster dialogue that promotes the exchange of ideas and innovative thinking among researchers, development practitioners and African policymakers;
- To encourage and enhance research on economic and policy issues related to the development of African economies;
- To provide an opportunity for young African researchers, Africans in the diaspora, regional and sub-regional organizations to disseminate their research findings as well as share information with African policymakers on the work they do in the region.

The theme for the AEC 2017 is Governance for Structural Transformation. The AEC 2017 will explore specific governance policies and strategies for successful structural transformation. The Conference will comprise a number of plenary sessions, which will feature presentations and discussions by prominent academics, policy makers, business actors and opinion leaders, as well as representatives from development partner organizations.

The break-out sessions will allow for in-depth discussions of salient issues arising from the thematic focus of the Conference, allowing for deeper and more technical analyses.

The key discussion topics suggested below will enable a broad range of discussions on the current state of and prospects for Africa's transformation and inclusive growth and will generate valuable insights for improved policy making.

- Governance, institutions and economic development: developmental states; institutional capabilities; stable macroeconomic and fiscal policies; industrial policies and frameworks; public investment; green growth.
- The role of the State and leadership in overcoming barriers to effective structural transformation: interdependence of political stability and structural transformation; state legitimacy, state capacity; political institutions effectiveness; state-society relationships; and decentralization and local governance.

- Financing structural economic transformation in Africa
- Assessing the role of decentralized government institutions in structural transformation
- Inclusive governance of natural resources as a driver of structural transformation
- Governance, migration and structural economic transformation: improving the quality of human assets; promoting labour productivity, especially for young people; and facilitating knowledge sharing and skills-transfer (e.g. South-South cooperation).
- Deepening regional integration towards effective governance and structural transformation

Papers Selection Process

Selected papers for presentation will comprise original work not previously published. The organizers are particularly interested in policy-oriented papers that are linked to the overall theme of poverty and inequality.

The selection process will take place in two stages. At the first stage, the institution selected under the present Terms of Reference (referred to hereafter as “the consulting institution”) will assist in preparing for the 2017 conference by providing an anonymous, independent and objective review of the full papers submitted for presentation at the conference. Then at the second stage, based upon the consulting institution’s recommendations, the AEC partners will finalize the selection so as to limit the number of papers and establish an interesting agenda for the AEC 2017.

II. OBJECTIVES OF THE SERVICE / WORK

- To produce a selection of approximately 50 papers of superior quality from among the submitted papers, to be sent to, AfDB, ECA and UNDP by 7 October 2017.

III. SCOPE OF THE SERVICE / WORK

The specific tasks assigned to the consulting institution will include:

- The selected institution is required to draw on its network of researchers, policy makers, resource persons, universities, research institutions, trainers and Africans in the Diaspora to constitute a panel to peer-review and recommend suitable full papers for presentation at the AEC;
- The selected institution is required to provide ratings on all papers submitted via the AEC website within the specified timeframe;
- The selected institution is required to provide comments on all papers submitted via the AEC website within the timeframe specified in the call for papers;
- The selected institution is required to officially transmit the reviews with a list showing the rating of each full paper along their specific comments/observations to AfDB, ECA and UNDP by 7 October 2017.

IV. EXPECTED OUTPUTS / DELIVERABLES

- a. Reviews of all papers submitted via the AEC website within the timeframe specified in the call for papers
- b. A list showing the rating of each full paper along their specific comments/observations

V. METHODOLOGY / APPROACH OF THE SERVICE (WORK)

- a. The selection criteria are the following: (i) Adequacy of research questions and literature review (ii) Methodological innovation, originality (iii) Recommendations justified by the results (iv) Policy relevance for Africa and (v) Clarity in language and presentation. Rating scale for these criteria ranges from 1 (worst) to 5 (best) (see attached rating sheet). The rating sheet should be completed for each paper. The consulting institution will provide a list of detailed comments and suggestions in order to improve the work when assessing (i) the substance (including the theme, the ideas, the conclusions as well as the originality of the paper and the updating of information and data), (ii) the analytical quality (methodology, scientific rigor, references) and the writing quality (presentation, framework, clarity, etc.). Comments should be made in the original version of the paper (French or English).

VI. LOCATION, DURATION AND TIMEFRAME OF THE WORK /DELIVERABLES/OUTPUT

- a. The location for the work is home-based. No travel will be required.
- b. The service provider is not required to report, aside from posing any clarificatory questions as needed

No.	Deliverables	Implementing Partners (IP) if any	Location and Action to be Undertaken	Duration (approx.)
1	Reviews of all papers submitted via the AEC website within the timeframe specified in the call for papers		Home-based	36 working days
2	A list showing the rating of each full paper along their specific comments/observations			1 working days
Total Working Days				37 working days

VII. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- a. Reporting will be to Ms. Angela Lusigi, Ms. Eunice Kamwendo and Mr. Ayodele Odusola
- b. Reporting is to take place once, at the end of the assignment
- c. The service provider is not expected to liaise or interact with any other institutions, organizations or individuals during the assignment

- d. Identify institutions/organizations/individuals with whom the Service Provider is expected to liaise/interact/collaborate/meet with in the course of performing the work (e.g., other agencies, project co-implementors, donors, communities, local government units, etc.)
- e. AfDB, ECA and UNDP will all be involved in evaluating the contractor's performance
- f. The project will not provide any support personnel, support service, or logistics.

VIII. PAYMENT MILESTONES AND AUTHORITY

- a. Specify the key outputs or milestone activities for which payments will be made, the corresponding percentage of the contract price that will be paid per milestone/output, including all the conditions/documentations required prior to the release of any tranches of payment.

A winning Proposer shall then be paid the lump sum contract amount upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained from:	Percentage of Payment
1 st Installment	Submission of plan of work including staff assigned to paper review one week after signature of contract.	Ms. Angela Lusigi, Ms. Eunice Kamwendo or Mr. Ayodele Odusola	20%
2 nd Installment	Reviews of all papers submitted via the AEC website within the timeframe specified in the call for papers and a list showing the rating of each full paper along their specific comments/observations	Ms. Angela Lusigi, Ms. Eunice Kamwendo or Mr. Ayodele Odusola	80%

IX. MINIMUM ORGANIZATION AND CONSULTANCY TASK FORCE REQUIREMENTS

9.1 Minimum Organization Requirements

- a. The type of firm required is one with technical expertise in research and analysis on economic, political and environmental governance and structural transformation and the ability to review and evaluate hundreds of academic papers on this topic. They should have at least 5 years' experience undertaking work related to the topic. Other qualities of the ideal entity would be a several number of academic staff, either qualified to PhD level or undertaking a PhD, specialized in the area of economic, political and environmental governance and structural transformation who will be available to work on the project.
- b. The minimum number of team should not be less than 2 reviewers per paper. A set of varied experts is not required.

The prospective Service Provider is expected to meet the following minimum requirements:

- It must have at least 5 years of practical experience in the academic study of economic, political and environmental governance and structural transformation preferably have a lot

- of engagements with the non-for-profit sector and UN agencies
- Knowledge of relevant sectors and access to stakeholders and relevant information sources, especially of the African region.
- Experience working with UN or other international organizations beneficial.
- Capability to deploy strong analytical aptitude, communication and presentation expertise.
- Capability to deploy good communication expertise in English and French language(s)
- Certification from no organization / institution
- It must have experience in the African Region
- It shall demonstrate its capabilities, understanding of the TOR, and methodology of audit approach
- The minimum level of education required for the team leader is a Master's degree in either African studies, development studies, economics or political science. The minimum level of education for the team members and other experts is a Bachelor's degree in either African studies, development studies, economics or political science, and both the team leader and all team members and other experts must either hold a PhD or be currently enrolled in a PhD programme in either African studies, development studies, economics or political science. The minimum number of years of work experience in the preferred field of practice is 1. Experience in reviewing academic papers, dissertations or theses will be advantageous and vital to the success of the work implementation.

The multi-disciplinary team should comprise members with the following educational qualifications, experience and competencies:

9.2 Task Manager / Team Leader

Academic Qualification:

- At least a PhD degree or being enrolled in a PhD programme in African studies, development studies, economics or political science or related fields

Experience:

- A minimum of 5 year's professional experience in the study of economic, political and environmental governance and structural transformation.

Competencies:

- Ability to provide general leadership and direction to the work;
- Excellent understanding of governance and structural transformation
- Strong organizational skills;
- Strong communication skills;
- Proficiency should be in English or French;

9.3 Lead Consultant / Senior Expert

Academic Qualification:

- A PhD degree or being enrolled in a PhD programme in African studies, development studies, economics or political science or related fields or a related discipline.

Experience:

- A minimum of 5 years of proven experience of working in relating to economic, political and environmental governance and structural transformation

Competencies:

- Excellent understanding of economic, political and environmental governance and structural transformation
- Ability to work under pressure and to deliver in a timely manner without compromising quality standards;
- Strong communication skills;
- Proficiency should be in English.
- Excellent command on both written and spoken English or French is essential.

9.4 Project Staff / Associate Consultants / Team Members

Academic Qualification:

- A minimum of a University PhD Degree or enrolment in a PhD programme in African studies, development studies, economics or political science or a relevant area.

Experience:

- A minimum of 1 years of professional experience and proven expertise and experience in African studies, development studies, economics or political science or related fields or a related discipline..

Competencies:

- Strong understanding of economic, political, environmental governance and structural transformation
- Strong communication skills;
- Proficiency should be in English and/or French, and the team must include sufficient members who are fluent in English and sufficient members who are proficient in French such that the team is able to review all of the papers submitted for the conference in accordance with the other provisions of these terms of reference

X. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Consultancy Firm is expected to submit both the Technical and Financial Proposals. Accordingly; the firm will be evaluated based on Cumulative Analysis as per the following conditions:

- Responsive/compliant/acceptable as per the Instruction to Bidders (ITB) of the Standard Bid Document (SBD), and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
 - a. Technical Criteria weight is 70%
 - b. Financial Criteria weight is 30%

XI. LOGISTICAL SUPPORT

List logistical support the Requesting Unit will offer to prospect Service Provider such as:

- UNDP will ensure that the Consultancy Firm receives an electronic copy of each of the papers to be reviewed and email addresses to send the paper evaluations and accompanying list of evaluations.

XII. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating proposals whose contents are uniformly presented and to facilitate their comparative review, a Service Provider advised to use a proposed Table of Contents. Hence, your Technical Proposal document must have at least the preferred content as outlined in the respective RFP Proposal Submission Form.

XIII. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The consultants shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy or the Government without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP. This assignment will be administrated by the United Nations Development Programme (UNDP), and all relevant UNDP rules, policies and procedures will apply.

XIV. ANNEXES TO THE TOR

The concept note and call for papers are annexed to this ToR.

PROPOSED STANDARD TECHNICAL PROPOSAL EVALUATION CRITERIA

Herewith please find the Standard Technical Proposal Evaluation Criteria along with respective allocated weight template for Requester's subsequent review. As per the relevance of the proposed criteria it can either:

- a. Redistributed the allocated weight;
- b. Delete specific criteria if you find it irrelevant or less relevant; or
- c. Replace with new criteria along with corresponding allocated weight

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise of Firm / Organization-	30%	300
2	Proposed Methodology, Approach and Implementation Plan	40%	400
3	Management Structure and Key Personnel	30%	300
TOTAL		100%	1000

Technical Proposal Evaluation (FORM I)		
Expertise of the Firm / Organization		Points Obtainable
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect implementation - Financial Stability - Loose consortium, Holding company or One firm - Age/size of the firm - Strength of the Project Management Support - Project Financing Capacity - Project Management Control	90
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 specialized skills.)	15
1.4	Quality assurance procedure, warranty	25
1.5	Relevance of: level of experience in drafting or reviewing academic papers in African studies, development studies, economics or political science of staff	120

	assigned to review papers - Specialized Knowledge - Experience on Similar Programme / Projects - Experience on Projects in the Region - Work for UNDP/ major multilateral/ or bilateral programmes	
	SUB TOTAL	300
Technical Proposal Evaluation (FORM II)		
Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the Proposer understand the task?	30
2.2	Have the important aspects of the task been addressed in sufficient detail?	25
2.3	Are the different components of the project adequately weighted relative to one another?	20
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?	55
2.5	Is the conceptual framework adopted appropriate for the task?	65
2.6	Is the scope of task well defined and does it correspond to the TOR? level of expertise in economic, political and environmental governance and structural transformation of staff to be assigned to review papers	120
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	85
	SUB TOTAL	400
Technical Proposal Evaluation (FORM III)		
Management Structure and Key Personnel		
3.1	Task Manager / Team Leader Mean average level of expertise in economic, political and environmental governance and structural transformation of staff to be assigned to review papers General Qualification Suitability for the Project	
	- International experience	25
	- Training experience	20
	- Professional experience in the area of specialization	45
	- Knowledge of region	30
	- Language qualification	20
	SUB TOTAL	140
3.2	Senior Expert / Lead Consultant General Qualification Suitability for the project	
	- International experience	15
	- Training experience	15
	- Professional experience in the area of specialization	45
	- Knowledge of the region	25
	- Language qualification -team members sufficiently proficient in English and team members sufficiently proficient in French to ensure that papers can be reviewed in both languages, and b) team members proficient in both English and French to ensure that papers can be reviewed in both languages.	20
	SUB TOTAL	120
3.3	Junior Expert / Associate Consultant General Qualification Suitability for the project	
	- International experience	5
	- Training experience	5
	- Professional experience in the area of specialization	10

	- Knowledge of the region	10
	- Language qualification - team members sufficiently proficient in English and team members sufficiently proficient in French to ensure that papers can be reviewed in both languages, and b) team members proficient in both English and French to ensure that papers can be reviewed in both languages.	10
	SUB TOTAL	40
	Aggregate	1000

Cover Page

Firm Level Consultancy Service for Evaluation of and comments on papers submitted for African Economic Conference 2017 and compilation

Procurement Reference No.: [RBA/RFP/2017/01](#)

Technical Proposal

Legal Name of Proposing Organization / Firm:	[insert here]
Country of Registration:	[insert here]
Year of Registration:	[insert here]
Name of Signatory for this Proposal:	[insert here]
Designation of the Signatory:	[insert here]
Date of Preparation:	[insert here]
Email:	[insert here]
Business Address:	[insert here]
Phone / Fax:	[insert here]
Skype Account:	[insert here]

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TECHNICAL PROPOSAL COVER PAGES

Proposal Submission Form (use the template hereto) i.e., Statement of Declaration
Statement of Full Disclosure (use the template hereto)

SECTION I. QUALIFICATION OF SERVICE PROVIDER

- 1.1 Brief Description of Proposer as an Entity
- 1.2 Financial Capacity and/or Standing
- 1.3 Track Record and Experiences

SECTION II. PROPOSED METHODOLOGY FOR THE COMPLETION OF SERVICES

- 2.1 Approach to the Service/Work
- 2.2 Performance Characteristics
- 2.3 Technical Quality Assurance Review Mechanism
- 2.4 Implementation Timelines (i.e., Work plan)
- 2.5 Risks and Mitigation Measures
- 2.6 Others

SECTION III. QUALIFICATIONS OF KEY PERSONNEL

- 3.1 Management Structure
- 3.2 Staff Time Allocation
- 3.3 Qualifications of Key Personnel with Written Confirmation of Availability
- 3.4 Summary of Key Personnel Qualifications
 - CV of [Task Manager / Team Leader](#)
 - CV of [Lead Consultant / Senior Consultant](#)
 - CV of [Associate Consultant / Junior Consultant](#)
 - CV of [Support Staff – if any](#)

ANNEXES

Renewed Company Registration Certificate and/or Business License including Articles of Incorporation or equivalent document if Bidder is not a corporation (Annex 1)
Tax Registration or TIN/VAT Certificate (Annex 2)
Tax Payment Certificate or Certificate of Tax Exemption by the Internal Revenue Authority (Annex 3)
Past Two Years Audited Financial Statements (Annex 4)
Statement of Satisfactory Performance from Top Three Firms in the Past Five Years (Annex 5)
Bank Reference (Annex 6)
Other Certificates and Accreditations – including Quality Certificates, Patent Registration, Environmental Sustainability (if any), etc. (Annex 7 . . .)

Documentation Checklist (please refer to the checklist attached hereto)

Location: [insert location]

Date: [insert date]

Proposal Submission Cover Letter

To: Dmitri Katelevsky
Regional Operations Advisor
United Nations Development Programme
Regional Bureau for Africa

Dear Mr. Dmitri;

We, the undersigned, hereby offer to provide professional services for [insert: title of services] in accordance with your Request for Proposal dated [insert: Date] and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal sealed under a separate envelope.

We hereby declare that:

- i. All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- ii. We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- iii. We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- iv. We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of UNDP's Contract for Professional Services.

We agree to abide by this Proposal for a period of **120 days** from the date fixed for opening of Proposals in the RFP Data Sheet, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Name of Signatory:

Designation:

Signature: _____

Date Signed:

Company Seal: _____

[Please mark this letter with your corporate seal]

Statement of Full Disclosure

To: Dmitri Katelevsky
Regional Operations Advisor
United Nations Development Programme
Regional Bureau for Africa

Dear Mr. Dmitri;

We hereby declare that we have no conflicts to disclose in accordance with the definition of conflict in this RFP. Specifically, we have not/do not:

- i. Been associated in the present or past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, specifications, Terms of Reference (ToR) and other documents to be used for the procurement of the goods and services to be purchased in this selection process;
- ii. Been involved in the preparation and/or design of the programme/project related to the services requested under this RFP;
- iii. Have owners, officers, directors, controlling shareholders, or key personnel who are related by blood or affinity up to third civil degree to UNDP staff involved in procurement functions and/or the Government of the country receiving services under this RFP;
- iv. Submitted more than one Proposal in this RFP, either as an individual entity, or through its membership with a joint venture/consortium/association that is also submitting a Proposal for the same contract.
- v. Combined functions of consulting and supply of goods, and the advisory services may lead to the procurement of such goods;
- vi. In addition, we are not in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

We remain,

Yours sincerely,

Name of Signatory:

Designation:

Signature: _____

Date Signed:

Company Seal: _____

[Please mark this letter with your corporate seal]

TECHNICAL PROPOSAL SUBMISSION FORM

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

Location: [insert: Location]

Date: [insert: Date]

To: Dmitri Katelevsky
Regional Operations Advisor
United Nations Development Programme
Regional Bureau for Africa

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

SECTION I. QUALIFICATION OF SERVICE PROVIDER

1.1 Brief Description of Proposer as an Entity:

Provide a brief description of the organization / firm submitting the proposal, its legal mandates/authorized business activities, the year and country of incorporation, types of activities undertaken, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration.

1.2 Financial Capacity:

- Provide a brief description of the organization / firm financial stand which clearly indicate its strength to Technical Panel who will appraise the proposal.
- Provide as an attachment the latest Audited Financial Statement (Income Statement and Balance Sheet) duly certified by a Public Accountant, and with authentication of receiving by the Government's Internal Revenue Authority. Include any indication of credit rating, industry rating, etc.
- Provide tabular summary of the respective Audited Financial and/or its equivalent Statements in the **last two (2) years**.
- Please convert the currency into **US\$** if the audit statement is in different currency. You may use the UN Official Exchange Rate (UNOER) of the respective audit report date. It can be accessed at <http://treasury.un.org/operationalrates/Default.aspx>

You are advised to use the format below:

Item	Descriptions	Year: _____ In US\$	Year: _____ In US\$
a.	Current Assets		
b.	Fixed Assets (Property, Plant & Equipment - PPE)		
c.	Total Assets [a + b]		
d.	Current Liabilities		
e.	Long-term Liabilities		
f.	Total Liabilities/debt [d + e]		
g.	Equity [c - f]		

Item	Descriptions	Year: _____ In US\$	Year: _____ In US\$
h.	Capital Employed and Liabilities [f + g]		
i.	Net Sales (Revenue)		
j.	Total Expenses (Selling and Administration)		
k.	Profit before Tax [i - j]		
l.	Profit tax		
m.	Profit after Tax (Net Profit) [k - l]		

1.3 Track Record and Experiences:

Provide the following information regarding corporate experience within the last five (5) years which are related or relevant to those required for this Contract. *You are advised to use the format below:*

No.	Name of project	Client	Contract Value	Period of activity	Types of activities undertaken	Status or Date Completed	References Contact Details (Name, Title – Mr., Mrs., Dr. to properly address, Phone, Email*)

** Be sure the correct email address is/are indicated*

SECTION II. PROPOSED METHODOLOGY FOR THE COMPLETION OF SERVICES

2.1 Approach to the Service/Work Required:

Please provide a detailed description of the methodology for how the organisation/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.

2.2 Performance Characteristics:

Providing a detailed description of the essential performance characteristics

2.3 Technical Quality Assurance Review Mechanisms:

The methodology shall also include details of the Proposer's internal technical and quality assurance review mechanisms.

2.4 Implementation Timelines / Work Plan:

The Proposer shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

2.5 Risks and Mitigation Measures:

Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks. *You are advised to use the format below:*

Phase	Potential Risk	Impact	Significance Level (H, M, L)*	Probability of Occurrence (H, M, L)*	Risk Mitigation Measures to be Taken
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Phase	Potential Risk	Impact	Significance Level (H, M, L)*	Probability of Occurrence (H, M, L)*	Risk Mitigation Measures to be Taken

Note: * H: High; M: Medium; L: Low

2.6 Other:

Any other pertinent information related to successful implementation

SECTION 3: PERSONNEL

3.1 Management Structure:

Describe the overall management approach toward planning and implementing this activity. Include an organization chart for the management of the project describing the relationship of key positions and designations.

3.2 Staff Time Allocation:

Provide a spreadsheet will be included to show the activities of each staff member and the time allocated for his/her involvement. *(Note: This spreadsheet is crucial and no substitution of personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the written approval of the UNDP. If substitution is unavoidable it will be with a person who, in the opinion of the UNDP project manager, is at least as experienced as the person being replaced, and subject to the approval of UNDP. No increase in costs will be considered as a result of any substitution.)*

3.3 Qualifications of Key Personnel:

Provide the CVs for key personnel (Team Leader, Managerial and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the Scope of Services. *You are kindly advised to use the format below:*

Name:	[insert here]
Position for this Contract:	[insert here]
Nationality:	[insert here]
Contact information:	[insert here]
Area of Specialization:	[insert here]
Years of Relevant Experience:	[insert here]
Countries of Work Experience:	[insert here]
Language Skills:	[insert here]
Educational and other Qualifications:	[insert here]
Summary of Experience:	Highlight experience in the region and on similar projects.
Relevant Experience (From most recent):	

Period: From – To	Name of activity/ Project/ funding organisation, if applicable:	Job Title and Activities undertaken/Description of actual role performed:
e.g. June 2004-January 2005		
Etc.		
Etc.		
References no.1 (<i>minimum of 3</i>):	Name: [insert here] Designation: [insert here] Organization: [insert here] Contact Information – Address; Phone; Email; etc.: [insert here]	
Reference no.2	Name: [insert here] Designation: [insert here] Organization: [insert here] Contact Information – Address; Phone; Email; etc.: [insert here]	
Reference no.3	Name: [insert here] Designation: [insert here] Organization: [insert here] Contact Information – Address; Phone; Email; etc.: [insert here]	

Declaration:

I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.

Signature of the Nominated Team Leader/Member: _____

Date Signed*: _____

** It should be signed by the proposed consultant whose CV to be attached in the Technical Proposal*

Note: All *colored text* is for indicative purposes only to assist in preparing this form and shall be deleted from the final product.

3.4 Summary of Key Personnel Qualifications:

The Proposing Firm shall provide the summary of the key personnel who will be engaged in terms of their respective role, specialization, nationality and years of experience as per the following template

No.	Name of the Consultant	Position in the Consultancy Team	Specialization	Nationality	Professional Experience (in years)
1					
2					
3					

Documentation Checklist

SN	Documentation Requirement	Yes	No	If "No" Reason
1	Renewed Business License and/or Company Registration Certificate with Articles of Incorporation or equivalent document if Bidder is not a corporation	<input type="checkbox"/>	<input type="checkbox"/>	
2	Tax Registration or TIN/VAT Certificate	<input type="checkbox"/>	<input type="checkbox"/>	
3	Tax Payment Certificate or Certificate of Tax Exemption by the Internal Revenue Authority	<input type="checkbox"/>	<input type="checkbox"/>	
4	The Service Provider has the minimum required years of work experience in similar projects indicated in the ToR	<input type="checkbox"/>	<input type="checkbox"/>	
5	Past Two Years Audited Financial Statements	<input type="checkbox"/>	<input type="checkbox"/>	
6	Statement of Satisfactory Performance from Top Three Firms in the last Five Years	<input type="checkbox"/>	<input type="checkbox"/>	
7	Duly Signed CV of Task Manager / Team Leader	<input type="checkbox"/>	<input type="checkbox"/>	
8	Duly Signed CV of Lead Consultant / Senior Consultant(s)	<input type="checkbox"/>	<input type="checkbox"/>	
9	Duly Signed CV of Project Staff / Associate Consultants	<input type="checkbox"/>	<input type="checkbox"/>	
10	Other Certificates and Accreditation – including Quality Certificates, Patent Registration, Environmental Sustainability (if any), etc.	<input type="checkbox"/>	<input type="checkbox"/>	
11	Acceptance of Request for Proposal (RFP) General Terms and Conditions	<input type="checkbox"/>	<input type="checkbox"/>	

Note: Double click on the respective [Check Box](#) and click [checked](#) in the dialogue box of your choice.

All other information and documentations that we have not provided automatically implies our fully compliance with the requirements, terms and conditions of the RFP.

Name of Signatory: _____

Designation: _____

Signature: _____

Date Signed: _____

Company Seal: _____

[please mark this letter with your corporate seal]

ANNEX III

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

Cover Page

Firm level Consultancy Service Evaluation of and comments on papers submitted for African Economic Conference 2017 and compilation

Procurement Reference No.: [RBA/RFP/2017/01](#)

Financial Proposal

Name of Proposing Organization / Firm:	[insert here]
Country of Registration:	[insert here]
Name of Signatory for this Proposal:	[insert here]
Date of Preparation:	[insert here]
Email:	[insert here]
Address:	[insert here]
Phone / Fax:	[insert here]

Cover Letter

To: Dmitri Katelevsky
Regional Operations Advisor
United Nations Development Programme
Regional Bureau for Africa

Dear Mr. Dmitri;

We, having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged to provide Firm Level Consulting services [insert the description of the profession/activity for project/programme/office] for the lump-sum amount of [insert the lump sum amount in figures and words including the currency] as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal.

We undertake, if the Proposal is accepted, to commence and complete delivery of all services specified in the contract within the timeframe stipulated in the Terms of Reference (ToR).

We agree to abide by this Proposal for a period of **120 days** from the date fixed for opening of Proposals in this RFP Procurement Notice, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that UNDP is not bound to accept any Proposal you may receive.

Full Name:

Designation:

Signature: _____

Date Signed: _____ **Company Seal:** _____

FINANCIAL PROPOSAL FORM

Directions:

- The financial proposal shall specify a **total lump-sum amount** (including professional fee, travel, per diems, and other relevant expenses and/or costs for number of anticipated working days) which **UNDP Ethiopia Country Office will be obligated to pay to Prospect Service Provider upon Contract Award and successful completion of the consultancy assignment.**
- Do not include** any conditional statement(s) about your financial lump sum amount and partial financial quotation is also not allowed.
- The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.
- The format shown below is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.
- For **VAT registered Ethiopian Firm**, its financial proposal must be VAT inclusive. If it is not separately indicated, UNDP Ethiopia will consider its lump sum financial quote **includes VAT**.
- In case of physical submission, the Proposer is required to prepare the Financial Proposal in an **envelope separate** from the rest of the Technical Proposal. In case of **electronic submission**, the Technical and Financial proposals shall be submitted in **two separate file but in one email if the file size 9MB allows**.
- You must send your duly signed Financial proposal separately** from Technical Proposal through **UNDP secured email procurement.et@undp.org** in a **PDF FORMAT**

I. BREAKDOWN OF COST BY COMPONENTS:

Cost Components	Fee per day (Roundtrip/person) (Per-diem/day)	Total Period of Engagement	No. of Personnel	Total Rate in US\$
Personnel costs				
Professional Fees for:				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices [if any]				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas [if any]				
a. Expertise 1				
b. Expertise 2				
Others [pls. specify]				
Out of Pocket Expenses				
1. Reproduction				
2. Equipment Lease [if you find it applicable]				
3. Others [pls. specify]				

Cost Components	Fee per day (Roundtrip/person) (Per-diem/day)	Total Period of Engagement	No. of Personnel	Total Rate in US\$
Travel Expenses to Join duty station				
Round Trip Airfares to and from duty station [if you find it applicable]				
Living Allowance [if you find it applicable]				
Travel Insurance [if you find it applicable]				
Terminal Expenses [if you find it applicable]				
Others [pls. specify]				
Duty Travel				
Round Trip Airfares [if you find it applicable]				
Living Allowance [if you find it applicable]				
Travel Insurance [if you find it applicable]				
Terminal Expenses [if you find it applicable]				
Others [pls. specify]				
All-inclusive Lump-sum Contract Amount				

Amount in Words: [Insert the total amount in words]

II. BREAKDOWN OF COST BY DELIVERABLES*

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

SN	Deliverables Payment Milestones	Percentage of Total Price (Weight for payment)	Price in US\$
1		%	
2		%	
3		%	
Lump-sum Contract Amount		100%	

**Basis for payment tranches*