

REQUEST FOR PROPOSAL (RFP)



Empowered lives.
Resilient nations.

| | |
|------------------------|---------------------------|
| NAME & ADDRESS OF FIRM | DATE: September 5, 2018 |
| | REFERENCE: RFP/KRT/18/021 |

Dear Sir / Madam:

We kindly request you to submit your Proposal for **“Provision of Capacity Building Training for HAC and National Partners in Darfur, South Kordofan, Blue Nile and Khartoum States”**.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Documents may be submitted on or before the deadline indicated by UNDP in the e-tendering system. Documents must be submitted in the online e-tendering system in the following link:

<https://etendering.partneragencies.org> , using your username and password.
Event ID: SDN10- 0000002783

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on “Accept Invitation”.

Proposals may be submitted on or before 14: 00 Hours, September 19, 2018 , GMT+2

If you have not registered in the system before, you can register now by logging in using:

[Username: event.guest](#)

[Password: why2change](#)

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.

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.

he Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money 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 that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

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,

Hari Kafle
Head of Procurement
UNDP Sudan

Description of Requirements

| | |
|--|---|
| Context of the Requirement | <p>Capacity Building of government and other national partners is one of OCHA Sudan's strategic priorities. This is particularly important in Darfur, South Kordofan and Blue Nile States where there is a large humanitarian presence.</p> <p>Continuing with our experience in the country in 2017, and 2018, OCHA is looking to support HAC and national partners to enhance their skills on humanitarian needs assessment, humanitarian response monitoring and evaluation, and humanitarian principles.</p> <p>This capacity building programme aims to contribute to strengthening of national response mechanisms of Sudanese national partners and government stakeholders and ensure the sustainability and facilitation of humanitarian operations in Sudan.</p> <p>To implement these, OCHA intends to engage the services of an experienced Training Institution to facilitate their development and implementation of trainings focused on these topics.</p> |
| Implementing Partner of UNDP | N/A |
| Brief Description of the Required Services | Provision of Capacity Building Training for HAC and National Partners in Darfur, South Kordofan, Blue Nile and Khartoum States |
| List and Description of Expected Outputs to be Delivered | As per Terms of References – Annex 2 |
| Person to Supervise the Work/Performance of the Service Provider | UNOCHA |
| Frequency of Reporting | <ul style="list-style-type: none"> As stated in TOR (Annex 2) |
| Progress Reporting Requirements | As and when required |
| Location of work | Darfur, South Kordofan, Blue Nile and Khartoum States |
| Expected duration of work | The training shall be conducted for total (50) working days, between 04 October 2018 and 18 December 2018, where the exact dates for training shall be coordinated with UNOCHA. |

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|---|--|
| Target start date | 4 October 2018 |
| Travels Expected | It is the Contractor's responsibility to anticipate and plan for necessary travel at their own expense. |
| Special Security Requirements | N/A |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal) | N/A |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | <input checked="" type="checkbox"/> Required |
| Names and curriculum vitae of individuals who will be involved in completing the services | <input checked="" type="checkbox"/> Required <i>CVs and copies of certificates for at least three key staff that will be engaged on the Contract meeting the qualifications and experiences indicated in the TORs (Annex 2) should be submitted with the proposal. The CVs should clearly indicate the qualifications, experience and relevant previous projects undertaken by the staff.</i> |
| Currency of Proposal | United States Dollar and/or Local Currency (SDG) |
| Value Added Tax on Price Proposal | <input checked="" type="checkbox"/> Could be inclusive of VAT and other applicable indirect taxes |
| Validity Period of Proposals (Counting for the last day of submission of quotes) | <input checked="" type="checkbox"/> 60 days 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. |
| Partial Quotes | <input checked="" type="checkbox"/> Not permitted |
| Payment Terms ¹ | As indicated in the Terms of Reference (TOR) |
| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | UNOCHA |
| 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 criterion 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. |
| | |

¹ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

| | |
|--|--|
| Criteria for the Assessment of Proposal | <p>Technical Proposal (70%)</p> <p><input checked="" type="checkbox"/> Expertise of the Firm <i>[indicate percentage]</i></p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan <i>[indicate percentage]</i></p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel <i>[indicate percentage]</i></p> <p>Financial Proposal (30%)</p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> |
| UNDP will award the contract to: | <p><input checked="" type="checkbox"/> One and only one Service Provider</p> <p><input type="checkbox"/> One or more Service Providers, depending on the following factors : <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i></p> |
| Type of Contract to be Signed | <p><input type="checkbox"/> Purchase Order</p> <p><input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement² and <i>if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i></p> <p><input type="checkbox"/> Other Type/s of Contract</p> |
| Contract General Terms and Conditions ³ | <p><input checked="" type="checkbox"/> General Terms and Conditions for contracts (services)</p> <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p> |
| Annexes to this RFP ⁴ | <p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> Detailed TOR (Annex 1)</p> <p><input checked="" type="checkbox"/> Others⁵ List of Expected Training Topics</p> |
| Contact Person for Inquiries (Written inquiries only) ⁶ | E-mail address: inquiry.procurement.sd@undp.org |
| Other Information <i>[pls. specify]</i> | NA |

² Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

³ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁴ Where the information is available in the web, a URL for the information may simply be provided.

⁵ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁶ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Annex1

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

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:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

Annex 2

Terms of Reference

Provision of Capacity Building Training for HAC and National Partners in Darfur, South Kordofan, Blue Nile and Khartoum States

A. Background:

Capacity Building of government and other national partners is one of OCHA Sudan's strategic priorities. This is particularly important in Darfur, South Kordofan and Blue Nile States where there is a large humanitarian presence.

Continuing with our experience in the country in 2017, and 2018, OCHA is looking to support HAC and national partners to enhance their skills on humanitarian needs assessment, humanitarian response monitoring and evaluation, and humanitarian principles.

This capacity building programme aims to contribute to strengthening of national response mechanisms of Sudanese national partners and government stakeholders and ensure the sustainability and facilitation of humanitarian operations in Sudan.

To implement these, OCHA intends to engage the services of an experienced Training Institution to facilitate their development and implementation of trainings focused on these topics.

The project seeks to achieve the following outputs:

Output 1: Enhance the skills and knowledge of 175 trainees across Sudan.

Output 2: Capacity Building Training Programmes for humanitarian actors in seven locations implemented.

Output 3: Improved capacities to the overall coordination, among national partners and between other actors, to respond effectively and efficiently to existing and foreseen humanitarian needs.

B. Objectives of the Assignment:

The overall objective of this assignment is to build the capacity of Sudanese national partners and government in principled humanitarian action, monitoring and evaluation to strengthen their capacity to lead and engage in principled humanitarian operations in targeted States. These training offer also an opportunity for participants to share experiences and engage with other stakeholders who work in the humanitarian field.

The specific objectives of the assignment are:

- Undertake capacity building training on humanitarian work to build the skills and knowledge of 175 humanitarian partners in Darfur, South Kordofan, Blue and Khartoum States;
- Develop tailored training manuals and materials on the relevant topics in English and Arabic language;
- Build capacity of the national and government stakeholders, to more specifically, the below gaps in knowledge and skills where acknowledged:
 - Concepts and principles of M&E
 - Generating and monitoring indicators
 - Data analysis and interpretation
 - Needs assessment and evidence-based programming
 - Quality assurance of data and reporting
 - Information sharing and working towards collective outcomes
 - Developing standardised M&E plans
- Document the experience of the training on knowledge and skill acquisition through training evaluations and a final report.

Scope of Work:

The selected training organization will conduct 4-day trainings on humanitarian aspects in 7 States across designed to target the needs of the trainees. A survey to all participants on the final day of each training will be done to measure their satisfaction with the training quality, their perception of how relevant the training is to their job role. The training entity will design the trainings tailored to the needs of the program and in collaboration with the request of UNOCHA Sudan, ensuring that the program is adapted to the needs and context of the country.

- **Approach and Methodology:**

A participatory methodology will be applied, allowing participants to share their experiences and knowledge to maximize learning. The trainings will contain theoretical sessions which will be complemented with practical exercises in which they can apply the concepts learned. These examples will be linked to their working environments to facilitate application of learning in their work following the trainings. The trainings will be conducted in both English and Arabic language, and the training materials will be designed and provided by the training entity in guidance from UNOCHA Sudan.

- **Develop Training Curriculum and Training Materials**

The training organization will design and develop training modules and print training manuals, handouts and learning materials for participants. The materials should depict the design of the

training program, content of each module, pedagogy/methodologies in detail, user friendly and suitable to the context of the targeted States. The Training firm shall avail the services of professional staff/experts with professional experience in the humanitarian field, mainly Team Leader /Training Manager and Facilitator / Trainer (1) . CVs shall be provided with the proposal to ensure qualification of the staff is adapted to the needs of the trainings. Facilitators must be fluent in English and Arabic.

Based on each training modules, handouts and reading materials will also be designed for easy understanding, tailored to the needs of the target groups. Training topics should be identified in line with the subject matter and the objectives of the training and to be chosen jointly by the training firm and UNOCHA. Overall, the contents of the training, the methods used, and the materials developed should take into consideration the needs and capacities of the target groups and expected outputs/outcome of the project capacity building training for government stakeholders and National Partners.

- **Conduct Training on principled humanitarian actions and M&E**

Trainings will be conducted in 7 States across Sudan: North Darfur, South Darfur, Central Darfur, West Darfur, South Kordofan, Blue Nile and Khartoum States. The number of participants will be 25 participants per each State using on a range of topics in 4 days. The training firm must have the capacity to undertake trainings in all these locations within the specifications outlined in the TORs and the timeline proposed. The firm will be responsible for trainings initiation, development of training kits and training preparation, organizing logistics, venues, supplies, meals, course delivery and project closure.

- **Reporting**

a) **Conduct Training Evaluation:** Using an agreed format, the firm will carry out training evaluation after each module to assess the satisfaction of participants and solicit their recommendations and suggestions for improvement. This evaluation report will be drafted in English and shared with UNOCHA for their knowledge.

b) **Develop of Comprehensive Training Report** At the end of the training, the firm shall develop and submit a comprehensive report for the training delivered. This report will be drafted in English and shared with UNOCHA for feedback, comments, and revisions.

C. Expected Outputs and Deliverables

The Training Firm is expected to accomplish the following deliverables, with in the below mentioned tentative timeframe:

| Deliverables/ Outputs | Estimated Duration to Complete | Target Due Dates |
|--|---------------------------------------|-------------------------|
| Develop inception report outlining methodology, approach to the work and detailed work plan for UN-OCHA Approval | 3 days | 4/10/2018 |
| Preparation of training moles and all supporting materials like training kits, handouts etc. are prepared. | 7 days | 11/10/2018 |
| Conduct Training in all 7 States and prepare post training evaluation report | Within 60 days | 12/10/2018 |
| Final Training Report | 7 days | 18/12/ 2018 |

D. Contract Price and Schedule of Payments

- a) The Contract price will be lump sum amount as a **fixed price** derived out of the price proposal submitted by the bidder, and it will be paid to the contractor (*company, firm or institution*) upon delivery of the milestones. The contract price remains fixed for the entire duration and will not increase even if the contract is extended to allow the Contractor to complete the delivery of the contract milestones due to mutually acceptable reasons;
- b) UNDP will make the payment to the contractor upon delivery of the milestones, which shall also be part of the contract to be signed with the firm.

| Key Deliverable | % of Contract Amount to be Paid | Document Required |
|--|--|---|
| <u>Deliverable 1:</u> a) Develop inception report outlining methodology, approach to the work and detailed work plan | 20% | 1) Inception Report submitted to UNOCHA within 7 working days from the upon signature of contract; 2) Detailed Work plan for the work presented and approved by UNOCHA |
| <u>Deliverable 2:</u> Develop training modules, Training Manuals, training timetables and all supporting materials like training kits, handouts, training Certificates are prepared. | 20% | 1) Training modules developed, Manuals printed, timetables developed and approved by UNOCHA. 2) Training Aids, Kits and Certificates of Completion Designed, Developed and approved by UNOCHA. |
| <u>Deliverable 3:</u> | %40 | 1) Submit Interim report for training |

| | | |
|---|-------------|--|
| Conduct Training in all 7 states and prepare interim training evaluation report | | completed. |
| Deliverable 4: Final Training Report including training evaluation and assessment | 20% | 1) Final comprehensive report submitted that contain the outcomes of the project with strategic recommendations. |
| TOTAL | 100% | |

E. Location where the works is to be carried out:

This assignment will cover seven states. Therefore, the training organization is required to be able to cover all the states by deploying trainers to all the locations to train trainees to cascade the training services. The training organization must have the legal capacity to work in Sudan, with physical presence in Khartoum and ability to undertake the trainings in the mentioned locations.

F. Duration of Assignment:

The training shall be conducted for total **(60)** working days, between 04 October 2018 and 18 December 2018, where the exact dates for training shall be coordinated with UNOCHA.

G. Required Qualifications/Selection Criteria

The training Firm/Company/Institution must have experience in conducting similar training activities in the past, ideally in Sudan and in humanitarian principles, M&E, and humanitarian needs assessments. Also, the training organization must have adequate personnel and experience in imparting well developed training programmes on similar subject matter for similar target group. Due to the nature of the assignment, medium to large firms with considerable capacity will be more suitable and preferred, including those with international experience who have provided similar services in similar contexts. Evaluation and award of contract will be based on evaluation of capacity to deliver services simultaneously at multiple locations at an efficient rate.

H. Management and Institutional Arrangements:

1. The Training firm will provide UNOCHA with all the relevant documentation such as training materials, list of trainers, facilitators...etc.
2. Each training has been calculated on the bases of 25 participants per course.
3. The Training firm will provide the necessary logistical arrangements such venue, stationeries, catering, and will take care of their own logistical arrangements for travel and implementation of the trainings in each location.
4. UNOCHA in co-operation with government counterparts will nominate and invite participants to the training.

| Key Assessment Criteria | Maximum Obtainable Points |
|---|---------------------------|
| The Firm/Company [These marks, at the stage of RFP preparation, will be spread over Firms capacity, proposed Methodology and approach, and Understanding of the TOR] | |
| Must be registered in Sudan, or shall have license or permission to operate in Sudan with at least 5 years of experience in carrying out capacity assessments, carrying out capacity development activities especially training services on areas related to training and capacity building | 250 |
| Extensive experience (+5 years) in implementing similar assignments including developing Training Curricula and Training Materials, providing training and other capacity development services to Government, humanitarian partners, and similar clients across the world and in Sudan. | 250 |
| Extent of Field Presence in Darfur and other states in Sudan and or number of years of working in Sudan as well as demonstrable capacity to deploy highly qualified Training team to all targeted States. | 150 |
| Familiarity with United Nations policies, methods and procedures is a requirement; | 50 |
| Total | 700 |
| Key Staff | |
| a) Team Leader/ Training Manager (1) | 180 |
| Master's degree in social sciences, or closely related subjects with at least 10 years of field-based experience in training in multi humanitarian sectors (80 points) | |
| Strong capability for development and preparation of Training modules and Manuals in Humanitarian works (both English and Arabic) suitable to the context of Sudan (80 points) | |
| Deep understanding of humanitarian context and in relation to delivery of humanitarian aid specially to the needy people in needy States (40 points) | 120 |
| b) Facilitator/Trainer (1) | |
| Master's degree in social sciences, or closely related subjects with at least 10 years of field-based experience in training in multi humanitarian sectors (80 points) | |
| Strong capability for development and preparation of Training modules and Manuals in Humanitarian works (both English and Arabic) suitable to the context of Sudan (20 points) | |
| Deep understanding of humanitarian context and in relation to delivery of humanitarian aid specially to the needy people in needy States (20 points) | |
| Total | 300 |
| TOTAL | 1,000 |

The proposals obtaining 700 points and above (or 70% and above) will only be technically qualified; then their price proposals will be reviewed and compared for the assessment of overall ranking of the proposals. Those obtaining lower than 700 points (or lesser than 70%) will be technically non-responsive proposals; price proposals of such bidders' will not be compared.

I. Assessment of the Price Proposals (30 Points) or 30%

The lowest priced bid from among the technically qualified Offerors will obtain the full marks of 30 points in the price proposal. Price proposals of remaining qualified bidders will be prorated against the lowest priced bid using the following formula to derive the marks in their price proposal:

Marks obtained by a Bidder = Lowest Priced Bid (amount) / Bid of the Offeror (amount) X 30 (Full Marks)

J. Award of the Contract/Award Criteria:

The contract will be awarded to the bidder whose proposal obtains the highest cumulative marks (points) when the marks obtained in technical and price proposals are aggregated together.

K. Recommended Presentation of Offer

Please refer to the Request for Proposal (RFP) of which this ToR is an integral part of. The RFP will be advertised and all interested bidders are welcome to apply.

L. Intellectual Property:

All training materials, manuals other products produced as a result of the consultancy will remain the exclusive property of UNDP

M. Service Provider's Qualifications; and performance & other standards:

The firm/entity shall meet the following requirements to be qualified for this assignment:

- 5-years or above of working experiences in the humanitarian and training field, and experience in building national capacity.
- Strong knowledge of humanitarian, training, and methodology aspects proposed in this TOR.
- Ability to carry out the designed workplan in the expected timeline;
- Experience in working with international organizations, the UN in particular, and/or donors;
- Key experts have excellent written and spoken English and Arabic. .
- Key technical Staff based in Sudan including a physical office.
- Existing experience with partnerships with distinguished service providers in Sudan and abroad.
- References and examples of similar projects undertaken will also be taken into account.

N. Qualification of the Experts:

- The team for the task should consist of 2 experts who are responsible as following functional roles titles:

| Type of Expert/Key Personnel | Years of Relevant Experience | Education Qualification | Other Expertise Required |
|--|------------------------------|--|--|
| Team Leader/ Training Manager (1) | 15 Years | Master's Degree in Project Development/management Economic Social sciences , Humanitarian, or any relevant field | Strong leadership and project management skills; Strong analytical skills; Fluency in written and oral English |
| Facilitator / Trainer (1) | 7 Years | Master's Degree in, Economics, Social sciences, Computer Science or any relevant field Master | Strong experience on capacity assessment, designing and tailored training modules. Proven experience in delivering HP training to different target groups. |

O. Proposal Requirements:

Proposals must include:

- Full details of the proposed project including a brief approach and methodology as per the RFP requirement;
- Summary of qualifications and expertise of key project team personnel;
- The curriculum vitae's (CV) of key project team personnel;
- All the documents legally required in the submissions of proposals (e.g. Company Registration Certificate, references from past clients.... etc.);

Financial Proposal Form

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification. The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: [Insert Currency]

| Cost Element/Structure | Per Day Remuneration (Currency) (a) | Proposed Period of engagement (days) (b) | Total Remuneration $c = a * b$ | Travel Expenses (d) | | Other Costs (currency) (please specify) (e) | Total Amount (currency) $f = c + d + e$ |
|---|---|--|-----------------------------------|------------------------|--------|--|---|
| | | | | Living Allowance | Ticket | | |
| 1. Staff Cost :(Professional fees Services): | | | | | | | |
| 1.1 Team Leader/ Training Manager | | | | | | | |
| 1.2 Facilitator /Trainer | | | | | | | |
| Sub- total Professional Fees (Currency) | | | | | | | |
| 2. Operating costs: | | | | | | | |
| 2.1 Travel costs for Team Leader and Facilitator | lump sum | - | - | - | - | - | |
| 2.2 Local Transportation | Lump sum | | | | | | |
| 2.3 Rental of Training Hall /Venue (arranging all Trainings) | | | | | | | |
| 2.4 Catering Services (for arranging all Trainings) | | | | | | | |
| 2.5 Stationery and Reproduction of Report | | | | | | | |
| 2.6 Printing Cost – for Training Materials | | | | | | | |
| 2.7 Communication Cost | | | | | | | |
| 2.8 Management Fees/Overhead | | | | | | | |
| | | | | | | | |
| Sub- total Operating Costs (Currency) | | | | | | | |
| Grand Total (all-inclusive price proposal) (pls select Currency) | | | | | | | |