**Annex 2**

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL[[1]](#footnote-1)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[2]](#footnote-2))***

 [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:

1. **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:*

1. *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
2. *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
3. *Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.;*
4. *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
5. *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
6. *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.*
7. **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.* |

1. **Qualifications of Key Personnel**

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

1. *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
2. *CVs demonstrating qualifications must be submitted if required by the RFP; and*
3. *Written confirmation from each personnel that they are available for the entire duration of the contract.*
4. **Cost Breakdown per Deliverable\***

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Deliverables*****[list them as referred to in the RFP]*** | **Percentage of Total Price *(Weight for payment)*** | **Price*****(Lump Sum, All Inclusive)*** |
| 1 | Comparative assessment of various climate finance mechanisms:1. Desk review of official documents from key ministries and secondary documents
2. Interviews (at least 10) with officials (UNDP, Ministry of Finance, BAPPENAS, KLHK, Line Ministries, World Bank, CPI etc).
3. Develop analytical framework and methodology
4. Organize a coordination meeting in Bogor with Ministry of Women, Ministry of Finance, and other relevant partners (approx. 30 pax)
 | 25% |  |
| 2 | Guidance for sector pilot projects to better contribute towards gender transformative change and adaptive capacity of poor women and men in selected subnational sites:1. Consultation workshop in Bogor with Ministry of Women, Ministry of Finance and selected sector ministries (approx. 30 pax)
2. Develop indicators to measure gender transformative change and adaptive capacity for climate change for selected sector(s)
3. Conduct field research at selected subnational sites and interviews with subnational level governments and stakeholders
4. Collaborate with UNDP partner organizations and relevant ministries to design and implement baseline study
5. Facilitation of a UNDP-organized validation workshop in Jakarta with Ministry of Women, Ministry of Finance and selected sector ministry(es)
 | 40% |  |
| 3 | Communicating findings through tailored and innovative products and engagements:1. A project report with details approach, findings and policy implications for Output 1 and Output 2
2. A Policy Brief which is aimed at addressing decision-makers to consider financing climate actions (mitigation and adaptation) that result in gender transformative change and pro-poor co-benefits
3. Facilitation of a UNDP-organized validation workshop with relevant government officials in Jakarta (Ministry of Finance, BAPPENAS, Ministry of Women, etc.).
4. A high quality interactive communication product based on field research and consultations at various levels
 | 35% |  |
|  | Total  | 100% |  |

*\*This shall be the basis of the payment tranches*

1. **Cost Breakdown by Cost Component *[This is only an Example]*:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Activity** | **Remuneration per Unit of Time** | **Total Period of Engagement** | **No. of Personnel** | **Total Rate**  |
| **I. Personnel Services**  |  |  |  |  |
|  1. Services from Home Office |  |  |  |  |
|  a. Team Leader |  |  |  |  |
|  b. Senior Expert |  |  |  |  |
|  c. Research Assistant |  |  |  |  |
|  d. ……. (if any) |  |  |  |  |
|  e. ……. (if any) |  |  |  |  |
| **II. Out of Pocket Expenses (please provide in detail)** |  |  |  |  |
|  1. Travel Costs |  |  |  |  |
|  2. Daily Allowance |  |  |  |  |
|  3. Communications |  |  |  |  |
|  4. Reproduction |  |  |  |  |
|  5. Equipment Lease (if any) |  |  |  |  |
|  6. Others |  |  |  |  |
| **III. Other Related Costs (please provide in detail)** |  |  |  |  |

*[Name and Signature of the Service Provider’s Authorized Person]*

*[Designation]*

*[Date]*

1. *This serves as a guide to the Service Provider in preparing the Proposal.*  [↑](#footnote-ref-1)
2. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-2)