



Empowered lives.  
Resilient nations.

## REQUEST FOR PROPOSAL RFP 063/18

<b>NAME &amp; ADDRESS OF FIRM</b>	DATE: September 3, 2018
	<b>REFERENCE: Development of wildfire management training modules and assistance in introduction of the topic in the curricula for higher education institutions and provision of respective trainings to forestry and nature conservation specialists</b>

Dear Sir/Madam,

We kindly request you to submit your Proposal for the **Development of wildfire management training modules and assistance in introduction of the topic in the curricula for higher education institutions and provision of respective trainings to forestry and nature conservation specialists** are attached separately as Annex 1a.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal. Proposals need to be submitted on or before **4:00 p.m., 24 September 2018**, local Yerevan time (GMT +4) via email, courier mail to the address below:

[Tenders.armenia@undp.org](mailto:Tenders.armenia@undp.org)

or

**United Nations Development Programme / UNDP**  
14 Petros Adamyan St., Yerevan 0010, Republic of Armenia

***Please note that proposals received through any other e-mail address will not be considered.***

**Your Proposal must be expressed in the English**, and valid for a minimum period of 60 calendar 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 (max size per file 5Mb), 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 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 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 3.

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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours, Procurement Unit UNDP  
Armenia

## Description of Requirements

Context of the Requirement	<b>Development of wildfire management training modules and assistance in introduction of the topic in the curricula for higher education institutions and provision of respective trainings to forestry and nature conservation specialists</b>
Brief Description of the Required Services <sup>1</sup>	Please see attached Terms of Reference (TOR), Annex 1a
List and Description of Expected Outputs to be Delivered	Please see attached Terms of Reference (TOR), Annex 1a
Person to Supervise the Work/Performance of the Service Provider	Vardan Melikyan, Wildfire Management Project Technical Task Leader, United Nations Development Programme
Frequency of Reporting	Monthly
Target start date	October, 2018
Latest completion date	February, 2019
Travels Expected	<input checked="" type="checkbox"/> Not Required
Special Security Requirements	<input checked="" type="checkbox"/> Not Required
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> 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
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Local Currency
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> must be exclusive 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

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

	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 <sup>3</sup>	<table border="1"> <thead> <tr> <th>Output</th> <th>Percentage</th> <th>Timing</th> <th>Condition for payment release</th> </tr> </thead> <tbody> <tr> <td>Report on the findings of needs assessment on capacity building for improved wildfire monitoring, prevention and fighting to inform development of respective training modules</td> <td>20%</td> <td>By the end of 3<sup>rd</sup> week after contract signing</td> <td rowspan="3">Within fifteen (30) days from the date of meeting the following conditions: a) UNDP's written acceptance of the outputs; and b) Receipt of invoice from the Service Provider.</td> </tr> <tr> <td>Developed full package of training modules and materials, including training methodology. Hard and soft copies of all developed materials.</td> <td>60%</td> <td>By the end of 9<sup>th</sup> week after contract signing</td> </tr> <tr> <td>Organized and conducted trainings for staff of targeted educational institutions.</td> <td>20%</td> <td>By the end of 12<sup>th</sup> week after contract signing</td> </tr> </tbody> </table>	Output	Percentage	Timing	Condition for payment release	Report on the findings of needs assessment on capacity building for improved wildfire monitoring, prevention and fighting to inform development of respective training modules	20%	By the end of 3 <sup>rd</sup> week after contract signing	Within fifteen (30) days from the date of meeting the following conditions: a) UNDP's written acceptance of the outputs; and b) Receipt of invoice from the Service Provider.	Developed full package of training modules and materials, including training methodology. Hard and soft copies of all developed materials.	60%	By the end of 9 <sup>th</sup> week after contract signing	Organized and conducted trainings for staff of targeted educational institutions.	20%	By the end of 12 <sup>th</sup> week after contract signing
Output	Percentage	Timing	Condition for payment release												
Report on the findings of needs assessment on capacity building for improved wildfire monitoring, prevention and fighting to inform development of respective training modules	20%	By the end of 3 <sup>rd</sup> week after contract signing	Within fifteen (30) days from the date of meeting the following conditions: a) UNDP's written acceptance of the outputs; and b) Receipt of invoice from the Service Provider.												
Developed full package of training modules and materials, including training methodology. Hard and soft copies of all developed materials.	60%	By the end of 9 <sup>th</sup> week after contract signing													
Organized and conducted trainings for staff of targeted educational institutions.	20%	By the end of 12 <sup>th</sup> week after contract signing													
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Vardan Melikyan, Wildfire Management Project Technical Task Leader, United Nations Development Programme														
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Services <input type="checkbox"/> Long-Term Agreement														
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <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.														

<sup>3</sup> 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.

<p>Criteria for the Assessment of Proposal</p>	<p><b>Technical Proposal (70%)</b></p> <p><input checked="" type="checkbox"/> Expertise of the Firm: <b>Maximum obtainable points: 40</b></p> <ul style="list-style-type: none"> <li>- At least 5 years of proven experience in education sector, including design and delivery of training materials, and conducted trainings, <b>max score - 20;</b></li> <li>- Proven knowledge and understanding of modern learning approaches and methodologies, <b>max score – 10;</b></li> <li>- Proven experience in successful completion of at least 3 similar assignments within last 7 years, <b>max score – 10;</b></li> <li>- Experience in cooperation with higher educational institutions, public institutions (ministries, regional administration etc.), local self-governing bodies and international organizations is an asset.</li> </ul> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan: <b>Maximum obtainable points: 30</b></p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel: <b>Maximum obtainable points: 30</b></p> <ul style="list-style-type: none"> <li>- <b>Expert 1</b> (Team Leader) with advanced university degree in education, disaster risk reduction or other related areas with at least 7 years of working experience in development of training materials, public education programmes or other relevant tasks, as well as with strong coordination and team leading skills, <b>max score – 10</b></li> <li>- <b>Expert 2</b> with advanced university degree in forestry and at least 5 years of working experience in the field. Experience in development of training materials and delivery of training, <b>max score – 5</b></li> <li>- <b>Expert 3</b> with relevant university degree and at least 5 years of working experience in monitoring of wildfires. Experience in development of training materials and delivery of training, <b>max score – 5</b></li> <li>- <b>Expert 4</b> with relevant university degree and at least 5 years of working experience in prevention of wildfires. Experience in development of training materials and delivery of training, <b>max score – 5</b></li> <li>- <b>Expert 5</b> with relevant university degree and at least 5 years of working experience in organization and/or management of fighting wildfires. Experience in development of training materials and delivery of training, <b>max score – 5</b></li> </ul> <p><b>Financial Proposal (30%)</b></p> <p>To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.</p>
<p>UNDP will award the contract to:</p>	<p><input checked="" type="checkbox"/> One and only one Service Provider</p>

Annexes to this RFP5	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <input checked="" type="checkbox"/> Detailed TOR (Annex 1a) <input type="checkbox"/> Others [pls. specify]
Contact Person for Inquiries (Written inquiries only) <sup>8</sup>	Procurement Unit, UNDP Armenia <a href="mailto:procurement.armenia@undp.org">procurement.armenia@undp.org</a> 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.
Other Information [pls. specify]	

<sup>4</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$100,000.00

<sup>5</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>6</sup> 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.

<sup>7</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>8</sup> 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

### TERMS OF REFERENCE

<b>Scope of services:</b>	Development of wildfire management training modules and assistance in introduction of the topic in the curricula for higher education institutions and provision of respective trainings to forestry and nature conservation specialists.
<b>Duration:</b>	October 2018-February 2019
<b>Location:</b>	Yerevan, Armenia
<b>Project title:</b>	“Addressing climate change impact through enhanced capacity for wildfires management in Armenia” UNDP 00104555

#### I. Project Background

This project will help address the critical issue of forest and wild fire risks exaggerated under the climate change, by supporting national partners building necessary technical capacity and establishing sustainable practices of monitoring, prevention and coordination of roles and responsibilities during suppression of forest fires. The project thus will contribute to the application of sustainable forest management practices enhancing carbon sink, as well as conservation of carbon in agriculture lands and protection of forest ecosystems’ rich biodiversity.

The stated objectives can be ensured through provision of assistance for improvement and enforcement of the relevant policy and regulatory framework, strengthening forest fire early warning and monitoring systems, establishment of clear roles and responsibilities of corresponding national structures, and developing their technical capacity to execute their mandates. The project will provide for contemporary equipment, technologies, and other capacities to consolidate the efforts of respective stakeholders at regional and national levels.

The project will involve forest neighboring communities in all project activities as key stakeholder and steward for sustainable management of forest resources, including assistance in transfer and application of climate change mitigation innovative technological solutions, e.g. production of pellets and bricks; energy efficient stoves, involving them in agroforestry system through cooperation with technology accelerator, thus generating income, and jobs.

The project builds on a number of past and current UNDP activities in the area of sustainable management of natural resources and disaster risk reduction. The project foresees significant cooperation with the Russian Federation, both through technical and advisory support and in terms of technology transfer.

#### II. Scope of Work, Terms and Conditions

The overall objective of the assignment is development of wildfire management training modules for Crisis Management State Academy and Armenian National Agrarian University, aimed at capacity development for improved monitoring, prevention and fighting wildfires in Armenia.

The modules should be designed based on the findings and recommendations of conducted needs assessment, to be conducted as part of the contract.

**The provision of the following tasks is expected for the project purposes:**

- 1. Conduct needs assessment on capacity building for improved wildfire monitoring, prevention and fighting:**
  - Identification of specific wildfire management elements and issues that require capacity building, e.g. monitoring, prevention, etc. through desk study of existing reports presented by the Government and relevant International organizations, as well as meetings with representatives of respective public and educational institutions,

including the Ministry of Nature Protection, the Ministry of Emergency Situations, the Ministry of Agriculture, Crisis Management State Academy and Armenian National Agrarian University;

- Identification and analysis of existing training/educational programs on wildfire management, identification of strengths of these to build on and weaknesses to be addressed;
- Assessment of the level of existing knowledge on wildfire management of staff and respective training approaches in Crisis Management State Academy and Armenian National Agrarian University;

**2. Development of training modules in Armenian and assistance to the introduction of the subject of “Forest and Wildfire Management” in the curricula of the Crisis Management State Academy and development and adding of forest and wildfire prevention and monitoring module to the curricula of “Forestry and Landscape Gardening” specialization at the Armenian National Agrarian University (ANAU).**

- Study and assess existing training approaches at local and international level and conduct literature review of existing training modules and materials on similar topics with the view to incorporate potential information into new training modules and materials;
- Identify and develop training modules, focusing on the needs of students of Crisis Management State Academy and Armenian National Agrarian University;
- Develop training packages for each module, including curriculum with total duration of at least 32 hours, training materials, tests and handouts. The materials should be elaborated in view of different education and background of potential learners and based on results of the needs assessment. The modules should include not only theoretical approaches, but also should have examples of best local and international practice, practical recommendations and exercises.
- Assist in introduction of the subject of “Forest and Wildfire Management” in the curricula of the Crisis Management State Academy and development and adding of forest and wildfire prevention and monitoring module to the curricula of “Forestry and Landscape Gardening” specialization at the Armenian National Agrarian University (ANAU).

**3. Development of delivery mechanisms.**

- To develop appropriate delivery mechanisms and teaching methodology based on innovative educational approaches and techniques. To develop the package including as a minimum:
  - Guidelines for professors, including recommendations on possibilities of adaptation of training materials based on the need and the level of respective participants;
  - Presentations on the developed modules for professors.
  - Development of tests to assess the level of knowledge of learners on wildfire management before and after the trainings.
  - Development of respective handouts for students based on adaptation of modules developed for professors.

**4. Organize and facilitate training of 5 professors to be teaching respective modules in Crisis Management State Academy and 3 professors in Armenian National Agrarian University.**

- To organize and facilitate a joint training course for the staff of Crisis Management State Academy and Armenian National Agrarian University to enhance their capacity to deliver wildfire management course;
- Assessment of the level of knowledge of learners on wildfire management before and after the trainings.

**III. Expected Outputs**

N	Outputs/Deliverables	Cost	Due date
1	Report on the findings of needs assessment on capacity building for improved wildfire monitoring, prevention and fighting to inform development of respective training modules	20%	By the end of 3 <sup>rd</sup> week after contract signing



2	Developed full package of training modules and materials, including training methodology. Hard and soft copies of all developed materials.	60%	By the end of 9 <sup>th</sup> week after contract signing
3	Organized and conducted trainings for staff of targeted educational institutions.	20%	By the end of 12 <sup>th</sup> week after contract signing

#### IV. Institutional Arrangements

- The contractor will work under the overall guidance of the UNDP SGR Portfolio Analyst and direct supervision of the Project Technical Task Leader, and in close collaboration with the Project team and experts.
- The contractor should closely collaborate with UNDP to identify learning objectives, training modules, teaching methodology, and expected outcomes for each of the suggested modules, as well as developed training content of each of the module.
- The contractor should present the developed training packages and training materials for review of the Project team and main stakeholders, revise, refine and complete the training packages based on recommendations and feedback of the project team and stakeholders.
- For proper communication and quality assurance, regular meetings will be held between the Project Coordination Unit and the selected company to agree on expectations, scope of work, milestones and the workplan. Regular briefings should be held with the Project Coordination Unit on the task progress and completed milestones, as well as discussing any issues requiring decisions or guidance from UNDP.
- The language of all developed materials should be Armenian, if not indicated in any other language by the Project.

#### V. Schedule of Payments

- Payment will be done in 3 instalments, upon timely completion of respective Outputs and their acceptance by UNDP based on the signed acceptance acts and narrative reports for each deliverable.
- Evaluation of outcomes is the responsibility of UNDP.
- In case the conditions of the ToR are not met the contract may be terminated or the consultancy fee may be reduced.

#### VI. Required Qualifications and Application Package

- The company should demonstrate its capability and thorough understanding of the work to be carried out, as outlined in Terms of Reference and present clear methodology for implementing assesment, as well as it should be able to mobilize resourses and the experts in order to sucessfully implement the works as per Terms of Reference.

#### **The bidder is required to submit the following:**

##### **Expertise of the Company:**

- At least 5 years of proven experience in education sector, including design and delivery of training materials, and conducted trainings.
- Proven knowledge and understanding of modern learning approaches and methodologies.
- Proven experience in successful completion of at least 3 similar assignments within last 7 years.
- Experience in cooperation with higher educational institutions, public institutions (ministries, regional administration etc.), local self-governing bodies and international organizations.

##### **Proposed Methodology, Approach and Implementation Plan:**

Task implementation approach, including detailed description of implementation methods and milestones the steps to carry out the proposed task; a detailed work plan with timelines for the Deliverables/Outputs.

**Management Structure and Key Personnel:**

The Company should have a strong team of experts, with shown professional capacities. Resumes (CV) of at least **5 (five)** main experts with proven experience in developing methodology and conducting training, designing and delivering educational content should be provided. One of the Experts should act as a Team Leader.

CVs of professional staff to be involved:

- **Expert 1 (Team Leader)** with advanced university degree in education, disaster risk reduction or other related areas with at least 7 years of working experience in development of training materials, public education programmes or other relevant tasks, as well as with strong coordination and team leading skills.
- **Expert 2** with advanced university degree in forestry and at least 5 years of working experience in the field. Experience in development of training materials and delivery of training.
- **Expert 3** with relevant university degree and at least 5 years of working experience in monitoring of wildfires. Experience in development of training materials and delivery of training.
- **Expert 4** with relevant university degree and at least 5 years of working experience in prevention of wildfires. Experience in development of training materials and delivery of training.
- **Expert 5** with relevant university degree and at least 5 years of working experience in organization and/or management of fighting wildfires. Experience in development of training materials and delivery of training.

**Language of the proposal: English**

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>9</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>10</sup>)*

[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.*

**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.*

<sup>9</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>10</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

D. **Cost Breakdown per Deliverable\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	Report on the findings of needs assessment on capacity building for improved wildfire monitoring, prevention and fighting to inform development of respective training modules	20	
2	Developed full package of training modules and materials, including training methodology. Hard and soft copies of all developed materials.	60	
3	Organized and conducted trainings for staff of targeted educational institutions.	20	

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

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

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

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

*[Designation]*

*[Date]*

**Annex 3**  
(attached separately)