



REQUEST FOR PROPOSAL (RFP)

UNDP Georgia Project Support to Rural Development in Georgia/ENPARD2	DATE: September 21, 2018
	REFERENCE: 00094527

Dear Sir / Madam:

We kindly request you to submit your Proposal for **providing analytical support to Smart Rural Development in Ajara**.

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

Proposals may be submitted on or before 17:00, Friday, October 05, 2018 via courier mail in sealed envelopes as described to the address below:

United Nations Development Programme
UN House 9, Eristavi St. Tbilisi, 0179, Georgia
Ivane Shamugia, Capacity Development Adviser, Project Support to Rural Development in Georgia
Ivane.shamugia@undp.org

Your Proposal must be expressed in English, and valid for a minimum period of 90 days

The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall:

Bear the name and address of the bidder;

Be addressed to UNDP;

Bear a warning that states “Not to be opened before the time and date for proposal opening”.

If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.

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.

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Ivane Shamugia
Capacity Development Adviser
25/09/2018

Description of Requirements

Context of the Requirement	<p>The EU signed an Association Agreement (AA) with Georgia in June 2014. This aims to deepen political and economic relations between the parties and to gradually integrate Georgia into the EU's internal market. This entails, as one element, creating a Deep and Comprehensive Free Trade Area (DCFTA) between the EU and Georgia. Under Article 333 of the Association Agreement (Cooperation between the Parties in the field of agriculture and rural development), there is provision for 'facilitating the mutual understanding of agricultural and rural development policies'.</p> <p>UNDP Georgia implements the project "Support to Rural Development in Georgia" under ENPARD II. The project is part of the EU supported nationwide programme "European Neighbourhood Programme for Agriculture and Rural Development" (ENPARD) and contributes to its main purpose, which is to promote inclusive and sustainable growth and development, creating employment and livelihoods for the poor and excluded, and to the achievement of results related to improvement of rural economic diversification, employment and services and the institutional capacities for the implementation of the Rural Development Strategy.</p> <p>Community learning and development has an essential role to play in giving communities the confidence and skills they need to engage effectively with community-led development, however, access to suitable training provision is more difficult for firms in remote rural areas, particularly because the majority of 'off-the-job' training opportunities are urban-based. Rural people all over the country need a range of skills to improve their livelihoods. Five types of skills are particularly important: innovation, natural resources management, marketing, finance and group organization.</p>
Implementing Partner of UNDP	Ministry of Agriculture of Georgia
Brief Description of the Required Services	The overall objective of this RFP is to support smart rural business development in Ajara through identifying integrated approaches for improving production and marketing capacity of rural businesses and inspire communities to foster innovation and enrich a marketplace of business ideas in rural areas.
List and Description of Expected Outputs to be Delivered	For Detailed Description of Services Required and objectives refer to Annex 4 – Terms of Reference (ToR)
Person to Supervise the Work/Performance of the Service Provider	UNDP Project "Support to Rural Development in Georgia" Manager
Frequency of Reporting	<i>Monthly and upon deliverables, as per Annex 4 - TOR</i>
Progress Reporting Requirements	Monthly
Location of work	Georgia, Ajara AR (Kobuleti, Khelvachauri, Keda, Shuakhevi, Khulo)
Expected duration of work	Up to 60 calendar days after signing the Contract
Target start date	19 October 2018
Latest completion date	20 December 2018
Travels Expected	Please refer to Annex 4 – Terms of Reference (ToR), Scope of Work.
Special Security Requirements	<input checked="" type="checkbox"/> N/A

Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Others 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>Refer to Annex 2 – Section C – Qualifications of Key Personnel.</i>				
Currency of Proposal	<input checked="" type="checkbox"/> GEL				
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes				
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 90 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	Outputs	Percentage	Timing		Condition for Payment Release
	Report on business support needs (analyses of business processes and process needs and recommendations to improve the production and marketing of local products).	30%	Before 9 th November	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and	
	Trademark development package (naming, branding and development of visual characteristics and guidelines – trademark's user manual, also provide packaging solutions and labeling design for two pilot enterprises).	30%	Before 3 rd December	b) Receipt of invoice from the Service Provider.	
	Set of guidance material (Guidebook on the use of digital and point-of-sale marketing; Guidebook on starting and managing a local small	40%	Before 20 th December		

	food production business; Guidebook on starting and managing a small rural hospitality business (guest house, restaurant/cafe, or other related services) and training modules.				
Person(s) to review/inspect/ approve completed services and authorize the disbursement of payment	UNDP Project "Support to Rural Development in Georgia" Manager				
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services				
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) respectively, where the minimum passing score of technical proposal is 70%. Detailed breakdown of points obtainable is provided in Technical Proposal Evaluation Form - Annex 5. <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is 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.				
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Qualifications of the Service Provider 30 % <input checked="" type="checkbox"/> Methodology and Process, its Appropriateness to the Condition and Timeliness of the Implementation Schedule 30 % <input checked="" type="checkbox"/> Management Structure and Qualifications of Key Personnel 40 % <u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. If the offeror does not meet any of the minimum technical qualification criteria/requirements defined in the forms 1, 2, and 3 of the Technical Proposal Evaluation (presented below), it will be given score (0) zero and will be automatically disqualified and there is no more need for further evaluation of disqualified offeror.				
UNDP will award the contract to:	<input checked="" type="checkbox"/> One or only one Service Provider.				
Annexes to this RFP	<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 4) <input checked="" type="checkbox"/> Technical Proposal Evaluation Form (Annex 5) <input checked="" type="checkbox"/> Financial Proposal Form (Annex 6)				

Contact Person for Inquiries (Written inquiries only) ¹	Ivane Shamugia, "Support to Rural Development in Georgia", Capacity Development Adviser. E-mail: ivane.shamugia@undp.org Any delay in UNDP's response shall not be 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.
Deadline for submitting requests for clarifications/ questions	5 days before the submission deadline
Other Information <i>[pls. specify]</i>	N/A

¹ 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.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery²)

Tbilisi, Georgia
[insert: Date]

To: Ivane Shamugia, "Support to Rural Development in Georgia" Capacity Development Adviser

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 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) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;
 - 1b. 4 years of experience in providing business support services in retail, FMCG and/or food production (**minimum requirement**);
 - 2b. At least 3 successfully completed branding projects (**minimum requirement**);
 - 3b. List of all ongoing projects (if applicable).
- c) Letters of recommendation;
 - 1c. 2 letters of recommendation from previous similar assignments (**minimum requirement**);
- d) Business Licenses – Registration Papers, Tax Payment Certification, etc. – Certificate of the Registration of the organization, Tax Registration/Payment Certificate issued by the Revenue Authority evidencing that the Proposer is updated with its tax payment obligations and certificate of No Debts towards budget (**minimum requirement**), or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder;
- e) Financial Statements – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation;
 - 1e. Detailed bank requisites;
 - 2e. Bank letter evidencing financial turnover for the last 3 years. Minimum required annual turnover is USD 100,000 per year (**minimum requirement**);
- f) Quality Assurance Procedure (**minimum requirement**);
- g) Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country and/or in case of consortium of several companies: the signed declaration on the appointment of the leading entity (if applicable);

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

h) All information regarding any past and current litigation during the last three (3) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded;

i) 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 and Process 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

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;
 - (1) **Team Leader/Marketing Consultant** with at least 5 years of experience in retail, FMCG and food production (**minimum requirement**); Experience in promoting Georgian production businesses on local and international level is an asset;
 - (2) **Marketing Consultant** with at least 5 years of experience in hospitality industry (**minimum requirement**);
 - (3) **Business Analyst** with at least 5 years of experience in financial analysis, business diagnostics and reporting (**minimum requirement**);
 - (4) **Branding Expert/Art Director** with at least 7 years of experience in art direction, branding and graphic design (**minimum requirement**);
 - (5) **Graphic Designer** with at least 3 years of experience in graphic design (**minimum requirement**);
 - (6) **Expert in Digital Marketing** with at least 5 years of experience in online marketing, social media management and content marketing (**minimum requirement**);
 - (6) Administrative staff if deemed appropriate by the contractor to fulfill the requirements of the TOR.

Note: It is possible to combine several expert functions within one individual, provided that the candidate fully meets all needed qualifications.

**Written confirmation from each personnel that they are available
for the entire duration of the contract.**

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

General Terms and Conditions for Services**1.0 LEGAL STATUS:**

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2.0 SOURCE OF INSTRUCTIONS:

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4.0 ASSIGNMENT:

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

5.0 SUB-CONTRACTING:

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7.0 INDEMNIFICATION:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents,

servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

- 8.1** The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 8.2** The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- 8.3** The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.
- 8.4** Except for the workmen's compensation insurance, the insurance policies under this Article shall:
 - 8.4.1** Name UNDP as additional insured;
 - 8.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;
 - 8.4.3** Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
- 8.5** The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

9.0 ENCUMBRANCES/LIENS:

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10.0 TITLE TO EQUIPMENT:

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

- 11.1** Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and

the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

- 11.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.
- 11.3** At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.
- 11.4** Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

- 13.1** The recipient ("Recipient") of such information shall:
 - 13.1.1** use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,
 - 13.1.2** use the Discloser's Information solely for the purpose for which it was disclosed.
- 13.2** Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:
 - 13.2.1** any other party with the Discloser's prior written consent; and,
 - 13.2.2** the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls it, or with which it is under common control, who have a need to know such

Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

- 13.2.2.1** a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,
- 13.2.2.2** any entity over which the Party exercises effective managerial control; or,
- 13.2.2.3** for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

- 13.3** The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.
- 13.4** The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.
- 13.5** The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.
- 13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

- 14.1** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.
- 14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.
- 14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

15.0 TERMINATION

- 15.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2 UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3 In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.
- 15.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

16.0 SETTLEMENT OF DISPUTES

- 16.1 **Amicable Settlement:** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.
- 16.2 **Arbitration:** Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

17.0 PRIVILEGES AND IMMUNITIES:

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18.0 TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19.0 CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20.0 MINES:

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21.0 OBSERVANCE OF THE LAW:

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22.0 SEXUAL EXPLOITATION:

- 22.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.
- 22.2** The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

23.0 AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official.

Terms of Reference (ToR)
Support to Smart Rural Business Development in Ajara

1. Background

The EU signed an Association Agreement (AA) with Georgia in June 2014. This aims to deepen political and economic relations between the parties and to gradually integrate Georgia into the EU's internal market. This entails, as one element, creating a Deep and Comprehensive Free Trade Area (DCFTA) between the EU and Georgia. Under Article 333 of the Association Agreement (Cooperation between the Parties in the field of agriculture and rural development), there is provision for 'facilitating the mutual understanding of agricultural and rural development policies'. This was a trigger for the formulation of a Rural Development Strategy for Georgia which will in turn yield specification of measures which will benefit from funding under the European Neighborhood Programme for Agriculture and Rural Development (ENPARD).

Rural development has an important role to play in the sustainable development of Georgia. The need for rural communities to approach development from a wider perspective has created more focus on a broad range of development goals rather than merely creating incentive for agriculture development. The goal of the Rural Development Strategy for Georgia 2017-2020 is to support Georgia's sustainable economic development through enhanced socio-economic activities in rural areas and improved living condition of rural population. The strategy provides the country's vision related to the key areas of rural development – growth and diversification of local economies, improvement of social and public services, increase of employment and sustainable use of national resources.

UNDP Georgia implements the project "Support to Rural Development in Georgia" under ENPARD II. The project is part of the EU supported nation-wide programme "European Neighbourhood Programme for Agriculture and Rural Development" (ENPARD) and contributes to its main purpose, which is to promote inclusive and sustainable growth and development, creating employment and livelihoods for the poor and excluded, and to the achievement of results related to improvement of rural economic diversification, employment and services. The support within the framework of EU ENPARD is now being continued to ensure adoption of the best practices for the most effective and efficient way of delivering sustainable policy solutions. The emphasis is placed on the European experience of supporting rural areas through fostering knowledge and bottom-up participatory processes leading to the delivery of sustainable outcomes.

Ajara is a special place of Georgia, with a unique geography and micro-climate resulting from the close proximity of mountain to sea, and valleys to upland forests and wide-ranging views. The Ajara Rural Development Strategy (2016-2020) was approved by the Government of Ajara Autonomous Republic with support of UNDP under ENPARD in March 2016. Preparation of a Rural Development Strategy of Ajara is seen as a significant and important element of Ajara's wider development policy. The strategy adoption was followed by the establishment of the Rural Development Council of Ajara (RDC) led by the Chairperson of the AR Government. The Vision Statement agreed by the Rural Development Council is: "The population in rural areas of Ajara enjoys a high standard of living and quality of life thanks to its vibrant, resourceful and enterprising rural communities, the sustainable use of natural resources and a diversified rural economy based on agriculture". To secure the vision for Ajara, the Rural Development Council has considered 6 priority goals³ for integrated rural development. These goals are grouped under 'Economic', 'Environmental' and 'Social' headings and it is recognised that there is a close interplay between them.

A core feature of the Rural Development Strategy of Ajara is to foster local engagement and ownership, through the LEADER approach. This clearly established a need for rural communities to develop capacity to organise and to participate in rural development programming and engagement processes. Rural

³ These 6 goals are drawn from the EUs priorities for rural development as laid out in Regulation (EU) No 1305/2013 published on 17th December 2013

Community Capacity Building is recognised as necessary feature of participatory governance and building strong and resilient rural economies.

To assist in the promotion of activities related to LEADER type initiatives, EU has launched rural development actions under ENPARD in 8 municipalities across Georgia including 2 municipalities in Ajara - Keda and Khulo. The Ministry of Agriculture of Ajara AR in February 2017 established 46 Local Action Groups (LAG) known as AMAGs⁴. AMAGs in Ajara are considered as a good mechanism for local community engagement in identification of local needs which could contribute to elaboration of relevant policies and programmes at AR Governmental level. They bring together individuals from local public, private and civil society who have been delegated powers of strategy and delivery.

Rural community capacity building will continue to be an area of importance yet understanding of it is poor; there is a low interest of the local community to start businesses using the resources available. Skills and resources, both as it relates to community engagement in rural development programming and actions need to be enhanced. Community learning and development has an essential role to play in giving communities the confidence and skills they need to engage effectively with community-led development, however, access to suitable training provision is more difficult for firms in remote rural areas, particularly because the majority of 'off-the-job' training opportunities are urban-based. Rural people all over the country need a range of skills to improve their livelihoods. Five types of skills are particularly important: innovation, natural resources management, marketing, finance and group organization.

2. Scope of work

The overall objective of this RFP is to support smart rural business development in Ajara through identifying integrated approaches for improving production and marketing capacity of rural businesses and inspire communities to foster innovation and enrich a marketplace of business ideas in rural areas.

The Contractor will be expected to provide professional services through the following main activities:

- 2.1. In consultation with UNDP, engage with smallholder farmers and selected businesses in rural areas of Ajara to analyze their common characteristics and business support needs;
- 2.2. Collect and record observations, identify problems in business processes and define to what extent process needs are met by targeted rural enterprises;
- 2.3. Explore possible solutions and design practical way to apply the findings and advise those selected businesses how to improve the production and marketing of local products sustainably;
- 2.4. Develop and present to UNDP an integrated and sequential approach to build vulnerable farmers' capacity to work together effectively, manage business finances and engage in profitable enterprises;
- 2.5. Provide recommendations on introducing a trademark which may be shared by a number of selected rural enterprises who may have interest in using it in association with a local product;
- 2.6. Develop a trademark for food and beverage related enterprises only, which includes naming, branding and the development of visual characteristics and guidelines – trademark's user manual;
- 2.7. Provide recommendations on packaging solutions, tagline and labeling design specifically as relates to selected two pilot rural businesses;
- 2.8. Provide set of guidance material on advancing and refining approaches that link small rural enterprises to markets, managing these links and learning how to innovate, namely:

⁴Active Citizens' Local Union.

- Guidebook on the use of digital and point-of-sale marketing;
- Guidebook on starting and managing a local small food production business;
- Guidebook on starting and managing a small rural hospitality business (guest house, restaurant/cafe, or other related services);

2.9. Based on the content, develop great-looking guidebook design showcasing the EU Member States' best practice examples in local food production and rural hospitality businesses (where necessary);

2.10. Draft at least three training modules, that should build capacity of local people and give rural communities a broader set of skills they need to understand and support a robust enterprise approach, typically involving marketing assistance.

3. Duration of work

The survey should be finalized within 60 calendar days after signing the contract. The implementation period of the activities is 19 October 2018 – 20 December 2018.

4. Location of work

Georgia, Ajara AR (Kobuleti, Khelvachauri, Keda, Shuakhevi, Khulo)

5. Deliverables

During the above-mentioned period, the contractor shall produce and complete the following deliverables:

	Deliverable	Timing
1	Report on business support needs (analyses of business processes and process needs and recommendations to improve the production and marketing of local products).	Before 9 November
2	Trademark development package (naming, branding and development of visual characteristics and guidelines – trademark's user manual, also provide packaging solutions and labeling design for two pilot enterprises).	Before 3 December
3	Set of guidance material (Guidebook on the use of digital and point-of-sale marketing; Guidebook on starting and managing a local small food production business; Guidebook on starting and managing a small rural hospitality business (guest house, restaurant/cafe, or other related services) and training modules.	Before 20 December

Deliverable 1 should be submitted in English. Deliverable 2 should be submitted in Georgian and in English. Deliverable 3 should be submitted in Georgian.

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;
 - (1) **Team Leader/Marketing Consultant** with at least 5 years of experience in retail, FMCG and food production (**minimum requirement**); Experience in promoting Georgian production businesses on local and international level is an asset;

- (2) **Marketing Consultant** with at least 5 years of experience in hospitality industry (**minimum requirement**);
- (3) **Business Analyst** with at least 5 years of experience in financial analysis, business diagnostics and reporting (**minimum requirement**);
- (4) **Branding Expert/Art Director** with at least 7 years of experience in art direction, branding and graphic design (**minimum requirement**);
- (5) **Graphic Designer** with at least 3 years of experience in graphic design (**minimum requirement**);
- (6) **Expert in Digital Marketing** with at least 5 years of experience in online marketing, social media management and content marketing (**minimum requirement**);
- (6) Administrative staff if deemed appropriate by the contractor to fulfill the requirements of the TOR.

Note: It is possible to combine several expert functions within one individual, provided that the candidate fully meets all needed qualifications.

6. Eligibility Criteria

Evaluation and selection of the most responsive proposals

Evaluation and selection of the most responsive proposals will be conducted through applying the Combined Scoring Method, using the 70% - 30% distribution for technical and financial proposals, respectively.

If the offeror does not meet any of the minimum technical qualification criteria/requirements defined in the forms 1, 2, and 3 of the Technical Proposal Evaluation (presented below), it will be given score (0) zero and will be automatically disqualified and there is no more need for further evaluation of disqualified offeror.

Technical Proposal Evaluation Form

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Qualifications of the Service Provider	30%	300
2.	Methodology and Process, its Appropriateness to the Condition and Timeliness of the Implementation Schedule	30%	300
3.	Management Structure and Key Personnel	40%	400
Total			1000

If the offeror does not meet any of the minimum technical qualification criteria/requirements defined in the forms 1, 2, and 3 of the Technical Proposal Evaluation (presented below), it will be given score (0) zero and will be automatically disqualified and there is no more need for further evaluation of disqualified offeror.

Technical Proposal Evaluation Form 1		Sub-score	Points obtainable
Qualifications of the Service Provider Firm/Organization and Financial Capacity			
1.1	Financial stability		100
	Certificate of No Debts towards Budget (minimum requirement)	30 points	
	Bank letter for the last 3 years evidencing the annual turnover of the organization no less than USD 100,000.00 (USD 100,000.00 per year is a minimum requirement)	40 points	
	Bank letter for the last 3 years evidencing the annual turnover of the organization more than USD 100,000.00 (10 points for every additional \$15,000.00, but no more than 30 points)	70 points	
1.2	Reputation of the Organization		50
	2 letters of recommendation from previous similar assignments (minimum requirement)	30 points	
	More than two recommendation letters	50 points	
1.3	Quality assurance procedures		50
	Quality assurance procedures/management structure and reporting tools (minimum requirement)	50 points	
1.4	Relevance of Specialized Knowledge		100
	4 years of experience in providing business support services in retail, FMCG and/or food production (minimum requirement)	30 points	
	More than 4 years of business support and marketing experience of local products (10 points for every additional 1 year, but no more than 20 points)	50 points	
	At least 3 successfully completed branding projects (minimum requirement)	30 points	
	More than 3 successfully completed branding projects	50 points	
	Total for the Expertise of Firm / Organization		300

Technical Proposal Evaluation Form 2		Sub-score	Points Obtainable
Proposed Methodology and Implementation Schedule			
2.1	To what degree does the Proposer understand the task?		20
	Fair understanding of the task (minimum requirement)	10 points	
	Full understanding of the task	20 points	
2.2	Have the important aspects of the task been addressed in sufficient detail?		30
	Addressed in fairly sufficient details (minimum requirement)	20 points	
	Addressed in sufficient details	30 points	
2.3	Is the methodological framework proposed appropriate for the task?		50
	Fairly adopted (minimum requirement)	40 points	
	Completely adopted	50 points	
2.4	Is the scope of task well defined and does it correspond to the TOR?		100
	Fairly corresponds (minimum requirement)	70 points	
	Completely corresponds	100 points	
2.5	Is the proposal clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?		100
	Fairly clear proposal with some element of logical and realistic planning, general outlines of events and a work plan (minimum requirement)	70 points	
	Clear proposal with sound, logical and realistic planning, including general outlines of events and a work plan	100 points	
	Total of Methodology and Implementation Schedule		300

Technical Proposal Evaluation Form 3		Sub-Score	Points Obtainable
Management Structure and Key Personnel			
3.1	Team Leader/Marketing Consultant (in retail, FMCG and food production)		80
	Qualification		
	5 years of experience in retail, FMCG and food production (minimum requirement)	40 points	
	More than 5 years of experience in retail, FMCG and food production (5 points for every additional 1 year, but no more than 10 points)	50 points	
	Experience in promoting Georgian production business on local and international level is an asset	30 points	
3.2	Marketing Consultant (in hospitality industry)		70
	Qualification		
	5 years of experience in hospitality industry (minimum requirement)	50 points	
	More than 5 years of experience in hospitality industry (10 points for every additional 1 year, but no more than 20 points)	70 points	
3.3	Business Analyst		70
	Qualification		
	5 years of experience in financial analysis, business diagnostics and reporting (minimum requirement)	50 points	
	More than 5 years of experience in financial analysis, business diagnostics and reporting (10 points for every additional 1 year, but no more than 20 points)	70 points	
3.4	Branding Expert/Art Director		60
	Qualification		
	7 years of experience in art direction, branding and graphic design (minimum requirement)	50 points	
	More than 7 years of experience in art direction, branding and graphic design (5 points for every additional 1 year, but no more than 10 points)	60 points	
3.5	Graphic Designer		40
	Qualification		
	3 years of experience in graphic design (minimum requirement)	30 points	
	More than 3 years of experience in graphic design (5 points for every additional 1 year, but no more than 10 points)	40 points	
3.6	Expert in Digital Marketing		80
	Qualification		
	5 years of experience in online marketing, social media management and content marketing (minimum requirement)	60 points	
	More than 5 years of experience in online marketing, social media management and content marketing (10 points for every additional 1 year, but no more than 20 points)	80 points	
	Total for the Management Structure and Key Personnel		400

Financial Proposal Form

The Proposer is required to prepare the Financial Proposal in a password protected PDF file separate from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages 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.

D. Cost Breakdown per Deliverables*

	Deliverables [as referred to in the TOR]	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Report on business support needs (analyses of business processes and process needs and recommendations to improve the production and marketing of local products).	30%	
2	Trademark development package (naming, branding and development of visual characteristics and guidelines – trademark's user manual, also provide packaging solutions and labeling design for two pilot enterprises).	30%	
3	Set of guidance material (Guidebook on the use of digital and point-of-sale marketing; Guidebook on starting and managing a local small food production business; Guidebook on starting and managing a small rural hospitality business (guest house, restaurant/cafe, or other related services) and training modules.	40%	
	Total	100%	

**Basis for payment tranches*

E. Cost Breakdown by Cost Component:

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.

Description of Activity	Daily Fee	Period of Engagement (days*)	No. of Personnel	Total
I. Personnel Services				
Team Leader/Marketing Consultant in retail, FMCG and food production			1	
Marketing Consultant in hospitality industry			1	
Business Analyst			1	
Branding Expert/Art Director			1	
Graphic Designer			1	
Expert in Digital Marketing			1	
Other administrative team if deemed appropriate by the contractor to fulfill the requirements of the TOR**			0-1	
Subtotal				
II. Other Related Costs***, such as				
Transportation costs for personnel				
1. Batumi		4	6	
2. Khelvachauri				
3. Keda				
4. Shuakhevi				
5. Khulo				
6. Kobuleti				
Subtotal				
Accommodation costs for personnel (incl. per diem)				
1. Team Leader/Marketing Consultant in retail, FMCG and food production			1	
2. Marketing Consultant in hospitality industry			1	
3. Business Analyst			1	
4. Branding Expert/Art Director			1	
5. Graphic Designer			1	
6. Expert in Digital Marketing			1	
7. Other administrative team if deemed appropriate by the contractor to fulfill the requirements of the TOR			0-1	
Subtotal				
Translation costs (if necessary)				
Other please specify with relevant justification				
Total				

Note:

*UNDP strongly recommends companies to use days as a primary unit of time when providing respective calculations under the Cost Breakdown.

**If the prospective bidder will provide additional technical and administrative staff and other related costs it can be subject to review and approval from UNDP side.

***Under other related costs companies shall include detailed list of all costs associated with implementation of the tasks and deliverables, each cost shall be justified and clearly calculated. Other related costs can be subject to UNDP review and if applicable consideration for exclusion similar to the existing note about technical staff.