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## REQUEST FOR PROPOSAL (RFP 024/20)

|                        |  |
|------------------------|--|
| NAME & ADDRESS OF FIRM | DATE: April 1, 2020  |
|                        | REFERENCE: Technical Consultancy Service to Develop and Implement Creative Event Series Aimed at Climate Change Adaptation Awareness Raising |

Dear Sir / Madam:

We kindly request you to submit your Proposal for Technical Consultancy Service to Develop and Implement Creative Event Series Aimed at Climate Change Adaptation Awareness Raising (the detailed TOR is attached separately as Annex 1a).

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

Proposals may be submitted on or before, **17 April 2020, 4:00 pm local Yerevan time (GMT +4) via email only:**

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

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 days 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, 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>Technical Consultancy Service to Develop and Implement Creative Event Series Aimed at Climate Change Adaptation Awareness Raising</b>  |
| Implementing Partner of UNDP  | Ministry of Environment of RA (DIM modality)  |
| Brief Description of the Required Services <sup>1</sup>                                   | The overall objective of the assignment is to design and implement a series of creative events (up to four in total) contributing to the awareness raising of climate change risks, vulnerabilities and adaption to climate change impacts.. The events should be designed and planned to reach diverse target audiences, which may cover media representatives, youth, state policy/decision makers, NGOs, general public. |
| List and Description of Expected Outputs to be Delivered                                  | – As per Annex 1a – Terms of Reference (TOR)  |
| Person to Supervise the Work/Performance of the Service Provider                          | Gohar Hovhannisyan, “National Adaptation Plan to advance medium and long-term adaptation planning in Armenia” UNDP-GCF/00104267 Project Coordinator   |
| Frequency of Reporting  | <i>As per TOR (Annex 1a) Expected Deliverables and Draft Timeframe of the Services</i>  |
| Progress Reporting Requirements   | <i>As per TOR (Annex 1a) Expected Deliverables and Draft Timeframe of the Services</i>  |
| Location of work  | <input type="checkbox"/> Exact Address as provided below<br><input checked="" type="checkbox"/> At Contractor’s Location  |
| Expected duration of work   | 7 months after contract signing by both parties.  |
| Target start date   | May 2020  |
| Latest completion date  | November 2020   |
| Travels Expected  | As per Annex 1a – Terms of Reference (TOR)  |
| Special Security Requirements   | <input type="checkbox"/> Others<br><input checked="" type="checkbox"/> Not Required   |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)            | <input type="checkbox"/> Office space and facilities<br><input type="checkbox"/> Land Transportation<br><input type="checkbox"/> Others<br><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<br><input type="checkbox"/> Not Required   |

<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.

|   |   |            |                                  |  |  |
|---|---|------------|----------------------------------|--|--|
| Currency of Proposal  | <input checked="" type="checkbox"/> United States Dollars (USD)<br><input checked="" type="checkbox"/> Local Currency (AMD) (will be converted in accordance to UNORE)  |            |                                  |  |  |
| Value Added Tax on Price Proposal <sup>2</sup>                                      | <input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes<br><input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes   |            |                                  |  |  |
| Validity Period of Proposals<br>(Counting for the last day of submission of quotes) | <input checked="" type="checkbox"/> 60 days<br><input type="checkbox"/> 90 days<br><input type="checkbox"/> 120 days<br>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>  | Outputs   | Percentage | Timing                           | Condition for Payment Release  |  |
|   | Deliverable 1. Finalized creative event concepts for one media event and three awareness raising events.  | 30%        | 1 month after contract signing   | Within thirty (30) days from the date of meeting the following conditions:<br>a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and<br>b) Receipt of invoice from the Service Provider. |  |
|   | Deliverable 2. A workshop/seminar on CCA related topics, engaging at least 30 media representatives implemented. Report developed and submitted.  |            | 2 months after contract signing  |  |  |
|   | Deliverable 3. Two CCA public awareness raising events organized and delivered. Reports developed and submitted.  | 40%        | 5 months after contract signings |  |  |
|   | Deliverable 4. One CCA public awareness   | 30%        | 7 months                         |  |  |

<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.

<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.

|   |  |  |                         |  |
|---|--|--|-------------------------|--|
|   | raising event organized and delivered. Report developed and submitted.   |  | after contract signings |  |
| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | Diana Harutyunyan, UNDP Climate Change Programme Coordinator; Gohar Hovhannisyan, “National Adaptation Plan to advance medium and long-term adaptation planning in Armenia” UNDP-GCF/00104267 Project Coordinator; Diana Harutyunyan, UNDP Climate Change Programme Coordinator  |  |                         |  |
| Type of Contract to be Signed   | <input checked="" type="checkbox"/> Contract for Services  |  |                         |  |
| Criteria for Contract Award   | <input type="checkbox"/> Lowest Price Quote among technically responsive offers<br><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution), where the minimum passing score of technical proposal is 70%.<br><br><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.  |  |                         |  |
| Criteria for the Assessment of Proposal   | <p><b><u>Technical Proposal (70%)</u></b></p> <p><input checked="" type="checkbox"/> Expertise of the Firm (<b>max score: 300</b>), including:</p> <ul style="list-style-type: none"> <li>• Minimum 3 years of proven experience in design, organization and implementation of public awareness campaigns and events (<b>max score: 100</b>);</li> <li>• Expertise in communication strategy preparation and implementation (<b>max score: 100</b>);</li> <li>• Proven experience in development of creative materials, including video materials; Knowledge of the media field (<b>max score: 100</b>);</li> </ul> <p><input checked="" type="checkbox"/> Methodology, its Appropriateness to the Conditions and Implementation Plan (<b>max score: 300</b>), including:</p> <ul style="list-style-type: none"> <li>- Task implementation approach, including detailed description of implementation methods and milestones to carry out the proposed task; a detailed work plan with timelines for the Deliverables/Outputs (<b>max score: 300</b>)</li> </ul> <p><input checked="" type="checkbox"/> Qualification of Key Personnel (<b>max score: 400</b>), including:</p> <ul style="list-style-type: none"> <li>- Team Leader with a minimum of 5-year professional experience in public relations/communications/marketing (as per Annex 1a), (<b>max score: 100</b>);</li> <li>- 3 communications experts, with a minimum of 4-year experience in designing communications campaigns, preparing communication strategies, and undertaking large and small scale public event organization (as per Annex 1a), (<b>max score: 100</b>);</li> <li>- At least 2 photographers with at least 2-year experience in event photo-shooting (as per Annex 1a), (<b>max score: 100</b>);</li> </ul> |  |                         |  |

|   |   |
|---|---|
|   | <p>- At least 2 videographers and 1 sound specialist with at least 2-year of experience in video development (as per Annex 1a), <b>(max score: 100);</b></p> <p><b><u>Financial Proposal (30%)</u></b><br/>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>                            |
| UNDP will award the contract to:                                      | <input checked="" type="checkbox"/> One or more Service Providers, depending on the following factors: as per maximum number of lots.   |
| Annexes to this RFP <sup>4</sup>                                      | <input checked="" type="checkbox"/> Detailed TOR (Annex 1)<br><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)<br><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <sup>5</sup><br><input type="checkbox"/> Others <sup>6</sup>   |
| Contact Person for Inquiries<br>(Written inquiries only) <sup>7</sup> | <p><i>Procurement Unit, UNDP Armenia <a href="mailto:procurement.armenia@undp.org">procurement.armenia@undp.org</a></i></p> <p>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.</p> |
| Other Information [pls. specify]                                      |   |

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

<sup>5</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>6</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>7</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.



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Resilient nations.*

**“National Adaptation Plan to advance medium and long-term adaptation planning in Armenia”  
UNDP-GCF/00104267 project**

**TERMS OF REFERENCE**

**Technical Consultancy Service to Develop and Implement Creative Event Series Aimed at Climate Change Adaptation Awareness Raising**

**1. Background**

With financing from the Green Climate Fund, the "National Adaptation Plan (NAP) to advance medium and long-term adaptation planning in Armenia" project (the Project) supports the Government of Armenia to develop a national plan for climate change adaptation (CCA) through an iterative process focused on strengthening foundational capacities to ensure that they are institutionalized for long-term sustainability. The Project aims to address existing barriers, support the prioritization of climate change adaptation investments in six priority sectors, including water resources, agriculture, energy, health, tourism and human settlements, and increase the identification of finance options.

**2. Project Objective**

With the development of a NAP process, Armenia will lay the groundwork for the systemic and iterative identification of medium- and long-term risks, establish adaptation priorities and build out specific activities that ensure no one is left behind in the country's work to reach its goals outlined through the Paris Agreement and 2030 Agenda for Sustainable Development. As part of the localization of the Sustainable Development Goals (SDGs), the NAP process will contribute to the formulation of corresponding national climate-responsive indicators and targets.

The project has 3 strategic objectives;

- Address the barriers identified during the stocktaking exercise;
- Support the prioritization of adaptation option and investments in six priority sectors;
- Support the identification of financing options for the implementation of the prioritized adaptation options.

Further information about the Project can be obtained at: <http://www.nature-ic.am/en/projects/National-Adaptation-Plan/1030>.

**3. Objective of the assignment**

The overall objective of the assignment is to design and implement a series of creative events (up to four in total) contributing to the awareness raising of climate change risks, vulnerabilities and adaptation to climate change impacts.. The events should be designed and planned to reach diverse target audiences, which may cover media representatives, youth, state policy/decision makers, NGOs, general public.

#### 4. Scope of Work

Under the overall supervision of the Climate Change Programme Coordinator, in cooperation and guidance of the Project's Coordinator and Communication Expert (together Project Management), the contractor will be responsible for the following:

**Task 1. Develop and present creative concepts for organization of one event targeting media representatives and three awareness raising events aimed at diverse target groups. The concepts should include tentative agendas, detailed description of planned activities, target groups, planned number of participants, locations, engaging mechanisms, pre and post event promotion, coverage channels and tools, as well as success measuring criteria.**

- Develop a concept and curricula for organization of a media engaging event in the format of a workshop or a similar one. Present details of the event, including but not limited to:
  - list of targeted media channels,
  - tentative agenda of the event,
  - participant engaging mechanisms,
  - planned location,
  - duration of the event.

The workshop should engage at least 30 media representatives from the main TV, radio and print/online media channels etc., prioritizing gender balanced participation. It should cover climate change basic concepts, risks, impacts and vulnerabilities, the urgency and need of adaptation to climate change impacts, combination of adaptation and mitigation measures, as well as the role of the media in the awareness raising process.

- Develop creative concepts for organization and implementation of three awareness raising events. **At least one of the events targeting general public should be planned and implemented in one of the following regions: Tavush, Lori, Shirak or Gegharkunik.**
- Provide details of the events, including but not limited to:
  - the list of planned activities,
  - targeted audience,
  - preferable locations,
  - duration of the events,
  - number of expected participants,
  - promotion planning, (pre and post event),
  - success criteria.
- Discuss with the Project Management provided creative concepts, modify and finalize those in accordance with the received feedback and comments.
- Based on finalized concepts, prepare an event roadmap or action plan with timeframes and finalize with the Project Management team.
- Assign relevant specialists to undertake and coordinate the implementation of the finalized concepts, providing detailed planning to the Project Management prior to each event.

**Deliverable:** Developed and approved with the Project management creative concepts for organization of one workshop targeting media representatives and three awareness raising events, including tentative agendas, detailed description of planned activities, target groups, planned number of participants, locations, engaging mechanisms, pre and post event promotion, coverage channels and tools as well as success measuring criteria. Finalized event roadmap approved with the Project Management. **(by 20 May, 2020).**

**Task 2. Organize and implement an awareness raising event targeting media representatives as described in Task 1 and in accordance with the concept and curriculum, finalized and approved with the Project Management.**

- Together with the Project Management, finalize the experts that will moderate the event and



deliver the presentations in accordance with the curriculum. All experts need to have at least 3 years of relevant background and experience.

- Identify the location and the date of the event, confirm with the Project Management.
- Present the list of targeted media representatives and the relevant channels. Confirm the list with the Project Management.
- Prepare and confirm with the Project Management pre and post event communication planning, incorporating provided comments.
- Develop and confirm with the Project Management (incorporate provided comments if any) creative materials, including but not limited to invitations, handouts, banners, folders.
- Organize logistic preparations including but not limited to location reservation, provision of necessary technical equipment, transportation organizations, printing of materials.
- Ensure development of quality video and photo materials covering the highlights of the event.
- Prepare and circulate a feedback and suggestion questionnaire to be filled in by participants.
- Prepare a report covering main aspects of the event including but not limited to media coverage, the summary of participants' feedback and suggestions, visual materials.

**Deliverable:** One climate change adaptation awareness raising media dedicated event with engaging at least 30 media representatives conducted. Quality video and photo materials covering the highlights of the event developed. Summary report provided (**by 30 June, 2020**).

**Task 3. Organize and implement 3 awareness raising events as described in Task 1 and in accordance with the concept and curriculum, finalized and approved with the Project Management.**

- Finalized with the Project Management locations and dates of the events.
- Provide a detailed description of the planned activities, implementation and the scenario of the events. Confirm with the Project Management, incorporate provided comments.
- Prepare and confirm with the Project Management pre and post event communication planning for each event, including local and national media channels.
- Develop and confirm with the Project Management creative materials, including but not limited to flyers, banners, brochures, souvenirs.
- Organize logistic preparations including but not limited to location reservation, acquiring all the necessary permissions from the relevant municipalities, provision of necessary technical equipment, printing of materials.
- Ensure development of quality video and photo materials covering the highlights of the event.
- Prepare a report covering main aspects of the events including but not limited to media coverage, number of participants, visual materials.

**Deliverable:** 3 climate change adaptation awareness raising events planned and implemented. Quality video and photo materials covering the highlights of the event developed. Summary reports for each event provided (**by 20 October, 2020**).

**Task 4. Prepare a final report incorporating details and results of organized events and outcomes, as well as information on received media coverage.**

- Prepare a draft final report in Armenian summarizing details and results of the conducted events, sharing media coverage links, visual materials and a video displaying highlights from the events.
- Finalize the report based on the comments received from the Project Management.
- Submit the final report in Armenian and English languages.

**Deliverable:** Final report on the implemented activities, incorporating all comments from the Project Management, submitted (**by 10 Nov, 2020**).

All the creative materials (including photos and videos) should be prepared in Armenian. Source materials should be submitted to the Project Management for archiving. For video materials raw footage should be provided as well as the editing files.

Event reports and final report should be prepared in Armenian and English languages in electronic formats.

## 5. Modalities of work

The selected Consulting Company will report directly to UNDP Climate Change Program Coordinator and UNDP-GCF Project Manager. In the course of assignment, the Consulting Company will also have to coordinate closely with the project's national and international experts team and partners in various sectors whenever required.

## 6. Expected Deliverables and Draft Timeframe of the Services

The start date for the Consultancy Services will be upon signing of the contract between the Contractor and UNDP Armenia. The Services are expected to be completed within 7 months after contract signature according to the following tentative time schedule.

| Description of tasks   | Due dates |     |     |     |      |     |     |
|--|-----------|-----|-----|-----|------|-----|-----|
|  | May       | Jun | Jul | Aug | Sept | Oct | Nov |
| <b>Task 1.</b><br>- Developed and approved with the Project management creative concepts for organization of one workshop targeting media representatives and three awareness raising events, including agendas, detailed description of planned activities, target groups, planned number of participants, locations, engaging mechanisms, pre and post event promotion, coverage channels and tools as well as success measuring criteria.<br>- Finalized event roadmap approved with the Project Management |           |     |     |     |      |     |     |
| <b>Task 2.</b><br>- One climate change adaptation awareness raising media dedicated event with engaging at least 30 media representatives conducted.<br>- Quality video and photo materials covering the highlights of the event developed.<br>- Summary report provided.  |           |     |     |     |      |     |     |
| <b>Task 3.</b><br>- 3 climate change adaptation awareness raising events planned and implemented.<br>- Quality video and photo materials covering the highlights of the event developed.<br>- Summary report provided  |           |     |     |     |      |     |     |
| <b>Task 4</b><br>- Final report on the implemented activities, incorporating all comments from the Project Management, submitted   |           |     |     |     |      |     |     |

## 7. Qualifications of the Company

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 action plan for implementing the task, it should also be able to mobilize resources and experts in order to successfully implement the works defined as per the Terms of Reference. The requirements for this contract are as follows:

*a) Contractor should be a legally registered entity, or consortium of legal entities.*

*b) Expertise of the Company:*

- Minimum 3 years of proven experience in design, organization and implementation of public awareness campaigns and events;
- Expertise in communication strategy preparation and implementation;
- Proven experience in development of creative materials, including video materials;
- Knowledge of the media field.

## 8. Qualifications of Key Personnel:

- Team Leader with a minimum of 5-year professional experience in public relations/communications/marketing;
- 3 communications experts, with a minimum of 4-year experience in designing communications campaigns, preparing communication strategies, and undertaking large and small scale public event organization;
- At least 2 photographers with at least 2-year experience in event photo-shooting;
- At least 2 videographers and 1 sound specialist with at least 2-year of experience in video development.

## 9. Schedule of Payments

Payment per each deliverable as referred to in ToR will be done after full clearance of the deliverables by the Project Management Team. Payment will be made in the following installments upon timely completion of respective deliverables.

| Description of deliverables   | Payment (%) |
|---|-------------|
| <b>Deliverable 1.</b> Finalized creative event concepts for one media event and three awareness raising events.   | 30%         |
| <b>Deliverable 2.</b> A workshop/seminar on CCA related topics, engaging at least 30 media representatives implemented. Report developed and submitted.   |             |
| <b>Deliverable 3.</b> Two CCA public awareness raising events organized and delivered. Reports developed and submitted.   | 40%         |
| <b>Deliverable 4.</b> One CCA public awareness raising event organized and delivered. Report developed and submitted.<br>Final report on conducted activities, developed materials and results, including information on media coverage provided. | 30%         |

## Annex 2 - FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>8</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>9</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 or 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, 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.*

<sup>8</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>9</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**C. Qualifications of Key Personnel**

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

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

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

|   | <b>Deliverables</b><br><i>[list them as referred to in the RFP]</i>  | <b>Percentage of<br/>Total Price (Weight<br/>for payment)</b> | <b>Price<br/>(Lump Sum,<br/>All Inclusive)</b> |
|---|--|---|--|
| 1 | Deliverable 1. Finalized creative event concepts for one media event and three awareness raising events.   | 30%   |  |
| 2 | Deliverable 2. A workshop/seminar on CCA related topics, engaging at least 30 media representatives implemented. Report developed and submitted. |   |  |
| 3 | Deliverable 3. Two CCA public awareness raising events organized and delivered. Reports developed and submitted.                                 | 40%   |  |
| 4 | Deliverable 4. One CCA public awareness raising event organized and delivered. Report developed and submitted.                                   | 30%   |  |
|   | <b>Total</b>   | <b>100%</b>   |  |

*\*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<br/>per Unit of Time</b> | <b>Total Period of<br/>Engagement</b> | <b>No. of<br/>Personnel</b> | <b>Total Rate</b> |
|--------------------------------|--|---------------------------------------|-----------------------------|-------------------|
| <b>I. Personnel Services</b>   |  |                                       |                             |                   |
| 1. Services from Home Office   |  |                                       |                             |                   |
| a. Key Expert 1                |  |                                       |                             |                   |
| b. Key Expert 2                |  |                                       |                             |                   |
| c. ...                         |  |                                       |                             |                   |
| d. Expert 3                    |  |                                       |                             |                   |
| e. Expert 4                    |  |                                       |                             |                   |
| f. ...                         |  |                                       |                             |                   |
| 2. Services from Field Offices |  |                                       |                             |                   |
| a. Key Expert 1                |  |                                       |                             |                   |
| b. Key Expert 2                |  |                                       |                             |                   |
| c. Expert 3                    |  |                                       |                             |                   |
| d. Expert 4                    |  |                                       |                             |                   |

|                                   |  |  |  |  |
|-----------------------------------|--|--|--|--|
| 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>   |  |  |  |  |
| <b>TOTAL</b>                      |  |  |  |  |

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



*Empowered lives.  
Resilient nations.*

## **Annex 3- UNDP GENERAL CONDITIONS OF CONTRACT FOR SERVICES**

**(attached separately)**