**Annex 2**

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery)***

 [insert: *Location]*.

[insert: *Date]*

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

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated *[specify date]* , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

1. **Qualifications of the Service Provider**

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

1. Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
2. Business Licenses – Registration Papers, Tax Payment Certification, etc.
3. Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;
4. Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;
5. Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
6. Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.
7. Include all the documents mentioned in the **Minimum Eligibility Criteria** mentioned in Annex 1.
8. **Proposed Methodology for the Completion of Services**

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

1. **Qualifications of Key Personnel**

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

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

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

*[Designation]*

*[Date]*

**Annex 3**

**FORM FOR SUBMITTING SERVICE PROVIDER’S FINANCIAL PROPOSAL**

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

1. **Cost Breakdown per Deliverable\***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.No** | **Description of deliverables** | **Submission timeline** | **Percentage of the payment** | **Amount in Rs.** |
| 1 | **Deliverable 1**Desk Review and inception report including Evaluation Work plan | 10 days | 15% |  |
| 2 | **Deliverable 2**Progress update summary report on Data Collection MissionConsultations, Field visits, FGDs, interviews | 15 Days | 10% |  |
| 3 | **Deliverable 3**Evaluation debriefings along with powerpoint presentation | 10 days | 10% |  |
| 4 | **Deliverable 4**Draft Evaluation Report | 10 days | 10% |  |
| 5 | **Deliverable 5**Evaluation report audit trail | 25 days | 20% |  |
| 6 | **Deliverable 6**Final Report | 10 days | 25% |  |
| 7 | **Deliverable 7**Presentation of Summary Brief & Submission of Evaluation data to UNDP | 10 days | 10% |  |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Description**  | **Unit Type** |  **# of Units**  |  **Unit Price in PKR**  |  **Total Price in PKR**  |
| **A** | **HR/Staff Hourly Cost for Verifications** |
| A.1 |  Partner  |  Days  | 3 |   |  -  |
| A.2 |  Executive Director  |  Days  | 7 |   |  -  |
| A.3 |  Senior Manager/Evaluation Specialist  |  Days  | 18 |   |  -  |
| A.4 |  Evaluation team Lead  |  Days  | 54 |   |  -  |
| A.5 |  Associate/Junior Staff  |  Days  | 54 |   |  -  |
|   |  **Sub-Total (A)**  |  |   |   |   |
| **B** | **Per Diem cost** |
| B.1 |  Islamabad, Lahore & Karachi  |  Day  | 8 |   |  -  |
| B.2 |  Sindh (Other than Karachi)  |  Day  | 6 |   |  -  |
| B.3 |  Khyber Pakhtunkhwa  |  Day  | 10 |   |  -  |
| B.4 |  Balochistan  |  Day  | 6 |   |  -  |
|   |  **Sub-Total (B)**  |  |  |   |   |
| **C** | **Travel Cost -road (round trip)** |
| C.1 |  Islamabad, Lahore & Karachi  |  Person  |  8  |   |  -  |
| C.2 |  Sindh (Other than Karachi)  |  Person  |  6  |   |  -  |
| C.3 |  Khyber Pakhtunkhwa  |  Person  |  10  |   |  -  |
| C.4 |  Balochistan  |  Person  |  6  |   |  -  |
|   |  **Sub-Total (C)**  |  |  |   |   |
| **D** | **Travel -Airfare (round trip)** |
| D.1 |  Islamabad, Lahore & Karachi  |  Person  | 4 |   |  -  |
| D.2 |  Sindh (Other than Karachi)  |  Person  | 4 |   |  -  |
| D.3 |  Khyber Pakhtunkhwa  |  Person  | 4 |   |  -  |
| D.4 |  Balochistan  |  Person  | 4 |   |  -  |
|   |  **Sub-Total (D)**  |  |  |  |  |
| **E** | **Stationary and Refreshment Costs**  |
| n  |  Stationery cost for evaluation team ( includes notebooks, ballpoints, and sheets etc.)  |  Person  |  5  |   |  -  |
| E.2 |  Printing and publishing of evaluaion reprots  |  Person  |  25  |   |  -  |
| E.3 |  Refreshment costs for Focus Group Discussion Participants- a total 18 FGDs are expected to be undertaken with various groups; each focus group will have a maximum of 12 participants  |  Person  |  216  |   |  -  |
|   |  **Sub-Total (E)**  |  |  |  |  |
|  |  **Grand Total**  |  |  |  |  |

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

*[Designation]*

*[Date]*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Annex-6** PERSONNEL3.1 Management Structure: Describe the overall management approach toward planning and implementing this activity. Include an organization chart for the management of the project describing the relationship of key positions and designations.3.2 Staff Time Allocation: Provide a spreadsheet will be included to show the activities of each staff member and the time allocated for his/her involvement. (Note: This *spreadsheet is crucial and no substitution of personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the written approval of the UNDP. If substitution is unavoidable it will be with a person who, in the opinion of the UNDP project manager, is at least as experienced as the person being replaced, and subject to the approval of UNDP. No increase in costs will be considered as a result of any substitution.)*3.3 Qualifications of Key Personnel. Provide the CVs for key personnel (Team Leader, Managerial and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the Scope of Services. Please use the format below:

|  |  |
| --- | --- |
| **Name:** |  |
| **Position for this Contract:** |  |
| **Nationality:**  |  |
| **Contact information:** |  |
| **Countries of Work Experience:** |  |
| **Language Skills:** |  |
| **Educational and other Qualifications:** |  |
| **Summary of Experience:** *Highlight experience in the region and on similar projects.*  |
| Relevant Experience (From most recent): |
| **Period: From – To** | **Name of activity/ Project/ funding organisation, if applicable:** | **Job Title and Activities undertaken/Description of actual role performed:**  |
| *e.g. June 2004-January 2005* |  |  |
| *Etc.* |  |  |
| *Etc.*  |  |  |
| **References no.1 (minimum of 3):** | *Name**Designation**Organization**Contact Information – Address; Phone; Email; etc.* |
| **Reference no.2** | *Name**Designation**Organization**Contact Information – Address; Phone; Email; etc.* |
| **Reference no.3** | *Name**Designation**Organization**Contact Information – Address; Phone; Email; etc.* |
| **Declaration:**I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of the Nominated Team Leader/Member Date Signed |
|  |

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