REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: April 29, 2020
	REFERENCE: RFP-CHN-2020-004

Dear Sir / Madam:

We kindly request you to submit your Proposal for ***Policy Administrator Training in Capacity Building and Awareness Raising of Access to and Benefit Sharing of Genetic Resources.***

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

Proposals may be submitted no later than **12PM, Wednesday, May 20, 2020** and via email to bids.china@undp.org.

Your Proposal must be expressed in **English**, and valid for a minimum period of **120 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/business/protest-and-sanctions.html

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 : https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Ge Yunyan
Operations Manager
4/29/2020



Annex 1

Description of Requirements

<table>
<tr><td>Context of the Requirement</td><td>Policy Administrator Training in Capacity Building and Awareness Raising of Access to and Benefit Sharing of Genetic Resources</td></tr>
<tr><td>Brief Description of the Required Services[1]</td><td>Please find detailed information in TOR.</td></tr>
<tr><td>List and Description of Expected Outputs to be Delivered</td><td>Please find detailed information in TOR.</td></tr>
<tr><td>Person to Supervise the Work/Performance of the Service Provider</td><td>Programme Manager of the GEF-ABS project</td></tr>
<tr><td>Frequency of Reporting</td><td>Completion of each output</td></tr>
<tr><td>Progress Reporting Requirements</td><td>A final report based on the training results and ABS awareness survey must be provided.</td></tr>
<tr><td>Expected duration of work</td><td>From June 2020 to March 2021</td></tr>
<tr><td>Target start date</td><td>1 June 2020</td></tr>
<tr><td>Latest completion date</td><td>31 March 202</td></tr>
<tr><td>Travels Expected</td><td>
<table>
<tr><th>Destination/s</th><th>Estimated Duration</th><th>Brief Description of Purpose of the Travel</th><th>Target Date/s</th></tr>
<tr><td>One training session at the national level in Beijing</td><td>One day for each training</td><td>Training for at least 30participants from more than five competent authorities at the national level</td><td rowspan="2">August 2020 – December 2020</td></tr>
<tr><td>One training session in</td><td></td><td>Training for at least 30</td></tr>
</table>
</td></tr>
</table>

[1] *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.*

	Yunnan province		participants from more than ten entities.	
	One training session Hunan province			
	One training session in Guangxi province			
	One training session in Xishuangbanna Dai Autonomous Prefecture		Training for at least 30 participants from more than ten entities.	
	One training session in Xiangxi Tujia and Miao Autonomous Prefecture			
	One training session in Guilin City			
	One training session in Fangchenggang City			
Implementation Schedule indicating breakdown and timing of activities/sub-activities	☒ Required			
Names and curriculum vitae of individuals who will be involved in completing the services	☒ Required			
Currency of Proposal	☒ Local Currency, Chinese Yuan (CNY)			
Value Added Tax on Price Proposal[2]	☒ must be inclusive of VAT and other applicable indirect taxes			

[2] *VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.*

<table>
<tr><td>Validity Period of Proposals (Counting for the last day of submission of quotes)</td><td>☒ 120 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.</td></tr>
<tr><td>Partial Quotes</td><td>☒ Not permitted</td></tr>
<tr><td>Payment Terms[3]</td><td>
<table>
<tr><th>Outputs</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr>
<tr><td>Output 1</td><td>30%</td><td>Within two weeks after contract-signing</td><td rowspan="3">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
b) Receipt of invoice from the Service Provider.</td></tr>
<tr><td>Output 2</td><td>40%</td><td>Within four months after contract-signing</td></tr>
<tr><td>Output 3 and 4</td><td>30%</td><td>Paid after the submitting output 4 and after receiving approval from the project management team.</td></tr>
</table>
</td></tr>
<tr><td>Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment</td><td>Programme Manager, UNDP</td></tr>
<tr><td></td><td>☒ Contract for Professional Services</td></tr>
</table>

[3] *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.*

Type of Contract to be Signed	
Criteria for Contract Award	☒ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) ☒ Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion 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	**Technical Proposal (70%)** ☒ Expertise of the Firm 30% ☒ Methodology for the Completion of Services 40% ☒ Management Structure and Qualification of Key Personnel 30% **Financial Proposal (30%)** To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	☒ One and only one Service Provider
Contract General Terms and Conditions[4]	☒ General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP[5]	☒ Form for Submission of Proposal (Annex 2) ☒ Detailed TOR (Annex 3)

[4] *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.*

[5] *Where the information is available in the web, a URL for the information may simply be provided.*

Contact Person for Inquiries (Written inquiries only)[6]	*Han Xu* *Operations Assistant* *bids.china@undp.org* 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.
Special note	Your proposal must be encrypted and sent via email to bids.china@undp.org no later than 12PM, Wedneday, May 20, 2020 Please provide your password to bids.china@undp.org at 10:00AM on 21 May 2020, the scheduled time for bid opening.

[6] *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.*

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL[7]

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery[8])

[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/Expertise of the Firm -30%**

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, etc.

c) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;

– The Service Provider should have more than five years of experience in the implementation of biodiversity conservation, natural resource management, or public policy research projects, etc.;

– The Service Provider should have experience in undertaking similar training and promotional programs for administrators and be familiar with the government training system and relevant requirements.

d) Written Self-Declaration that the company is not in the UN Security Council 1267/1989

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[7] *This serves as a guide to the Service Provider in preparing the Proposal.*

[8] *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*

List, UN Procurement Division List or Other UN Ineligibility List.

B. **Proposed Methodology for the Completion of Services-40%**

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-30%**

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

a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;

- The head of the project should:

1) have worked on biodiversity conservation, law, public management or natural resource management and other relevant fields for more than 10 years;

2) have working experience in the government or be familiar with the management process of relevant competent authorities;

3) be familiar with the national systems related to biodiversity.

- Trainings lecturers should have titles above the deputy senior professional level. The entity undertaking the project may hire external experts as lecturers with the approval of UNDP. Other lecturers should have titles above the intermediate professional level and rich training experience.

- Chinese is working language, but some tasks may require English to be accomplished.

b) CVs demonstrating qualifications must be submitted

c) Written confirmation from the service provider that these key personnel are available for the entire duration of the contract.

D. **Cost Breakdown per Output**

	Output *[list them as referred to in the RFP]*	**Specification**	**Unit price: CNY**	**Quantity**	**Sub-total: CNY**
1	**Output 1**: Master implementation plan of the task				
2	**Output 2:**				
	- Training instruction				
	- Training PowerPoint				
	- Training Brochure				
	- Questionnaire for ABS awareness				
	- Promotional materials				
3	**Output 3**:				
	a) One training session at the national level in Beijing				
	- Standard meeting fee for each participant				
	- Other, please specify				
	b) One training session in Yunnan province				
	- Standard meeting fee for each participant				
	- Other, please specify				
	c) One training session Hunan province				
	- Standard meeting fee for each participant				
	- Other, please specify				
	d) One training session in Guangxi province				
	- Standard meeting fee for each participant				
	- Other, please specify				
	e) One training session in Xishuangbanna Dai Autonomous Prefecture				
	- Standard meeting fee for each participant				
	- Other, please specify				
	f) One training session in Xiangxi Tujia and Miao Autonomous Prefecture				
	- Standard meeting fee for each participant				
	- Other, please specify				
	g) One training session in Guilin City				
	- Standard meeting fee for each participant				
	- Other, please specify				
	h) One training session in Fangchenggang City				

	- Standard meeting fee for each participant				
	- Other, please specify				
4	**Output 4:**				
	Final Training report				
	Final training materials				
				Total: CNY	

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

Annex 3

生物遗传资源获取与惠益分享能力建设与意识提升
政策管理者培训任务工作大纲
TOR of Policy Administrator Training in Capacity Building and Awareness Raising of Access to and Benefit Sharing of Genetic Resources

I. Background

To fairly and equitably share the benefits arising from the use of biological and genetic resources is one of the three major goals of the Convention on Biological Diversity (Convention), which entered into force in 1993. To help realize this goal, the tenth meeting of the Conference of the Parties adopted the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization to the Convention on Biological Diversity (Nagoya Protocol) in 2010. Nagoya Protocol went into force in October 2014. On September 6, 2016, China officially became its contracting party.

With the approval of GEF the project, Developing and Implementing the National Framework on Access to and Benefit Sharing of Genetic Resources and Associated Traditional Knowledge (hereinafter referred as the "GEF-ABS project"), is jointly developed and implemented by the Foreign Environmental Cooperation Office of the Ministry of Ecology and Environment and UNDP with the authorization from GEF since April 2016. The project aims to develop and implement China's national ABS framework of genetic resources and associated traditional knowledge in accordance with provisions of the CBD and the Protocol. The main tasks of the five-year GEF-ABS project include Establishment of the National Regulatory and Institutional Framework on ABS, ABS capacity building and awareness raising and Pilot demonstrations on ABS.

Since the implementation, the GEF-ABS project has supported a series of research, including the research on prospects and countermeasures prior to ABS legislation, ABS procedures, ABS agreements, management systems of associated traditional knowledge of genetic resources, and financial and tax schemes for benefit sharing, which has provided strong support for the development of the national ABS regulatory framework. Meanwhile, the GEF-ABS project has established pilots in Hunan, Guangxi and Yunnan, attempting to establish institutional arrangements and foundations of legal procedures for the supervision of the ABS in the three pilot provinces/regions. According to the schedule of the project, the nation is going to summarize and refine the results of the previous stage to promote the ABS concept and experience to the stakeholders of the ABS of biological genetic resources on a larger scale, and strengthen the capacity building and awareness raising of providers, users and management departments at all levels.

一. 任务背景

公平公正地分享因利用生物遗传资源产生的惠益是 1993 年生效的《生物多样性公约》（以下简称《公约》）的三大目标之一。为推动惠益分享目标的实现，2010 年《公约》第十次缔约方大会通过了《〈生物多样性公约〉关于获取遗传资源和公正公平分享其利用所产生惠益的名古屋议定书》（以下简称《名古屋议定书》），《名古屋议定书》于 2014 年 10 月正式生效。2016 年 9 月 6 日，我国正式成为《名古屋议定书》）的缔约方。

2016 年 4 月，生态环境部对外合作与交流中心和联合国开发计划署（UNDP）共同开发的"建立和实施遗传资源及其相关传统知识获取与惠益分享的国家框架项目"（以下简称"GEF-ABS 项目"）在 GEF 的批准下正式开始实施，旨在根据公约和议定书的要求建立和实施中国遗传资源和相关传统知识获取与惠益分享（ABS）国家框架。GEF-ABS 项目为期五年，主要任务包括：建立 ABS 国内监管制度框架，开展能力建设和意识提升，及 ABS 示范试点。

自实施以来，GEF-ABS 项目支持开展了一系列研究，包括 ABS 立法实施前景及对策研究、ABS 程序研究、ABS 协议研究、遗传资源相关传统知识管理制度研究、惠益分享财税机制研究等，为国家制定 ABS 监管制度框架提供了有力支撑。同时，GEF-ABS 项目在湖南、广西和云南三省建立试点，尝试为试点省区建立监管获取与惠益分享的制度安排和程序法律基础。按照项目进度安排，现拟在前期成果基础上进行总结和提炼，在更大范围内向生物遗传资源获取与惠益分享的各利益相关方推广 ABS 概念和经验，加强

	提供者、使用者和各级管理部门能力建设和意识提升。
II. Tasks and Objectives The project seeks to develop training and promotional materials that meet the needs of administrators at all levels (national-level, provincial/autonomous region-level, and municipal/prefectural-level), and organize training and information sessions to facilitate the administrators at all levels involved to: ➢ Understand the status and development trends of ABS-related international law; ➢ Understand the progress of China's ABS performance; ➢ Be familiar with currently effective ABS-related laws, regulations and policies; ➢ Understand the progress of ABS legislation in the country and pilot provinces/regions; ➢ Enhance the awareness of the importance of biological genetic resources.	**二． 任务目标** 通过开发符合各层级管理者（国家、省/自治区、市/地州）需求的培训和宣传材料，组织开展培训与宣讲，使参与培训的各层级管理人员： ➢ 了解 ABS 相关国际法规现状与发展趋势； ➢ 了解中国 ABS 相关履约进展； ➢ 熟悉现行 ABS 相关法律法规和政策； ➢ 了解国家和试点省区 ABS 立法进展； ➢ 加深对生物遗传资源重要性的认识。
III. Main Contents **1. Develop training and promotional materials based on the results in the previous stage of the GEF-ABS project in combination with the cases in the results**: The development of materials should meet the needs of administrators and focus at least on the following five topics: • Basic knowledge of biodiversity; • ABS-related international conventions and the progress of China's ABS performance; • Currently effective ABS-related laws, regulations and policies in China; • Legislative progress of the country and pilot provinces/regions; • ABS cases at home and abroad, including agriculture and food, biomedicine, health products and personal care products; The output should primarily include the following forms and contents: **1) Training teaching instruction**: The instruction includes course objectives, curriculum design and descriptions, descriptions of teaching methods, activity design, preparations for course materials, teaching suggestions, etc.; **2) Training PowerPoint:** At least five PPTs with detailed contents, including pictures, texts and pertinent case studies, should be produced, according to the above contents and curriculum. The teaching period of each topic should be at least one hour (60 min) and the hours should be arranged according to related contents.	**三． 主要任务内容** **1. 基于 GEF-ABS 项目前期相关成果，结合成果中案例，开发制作培训和宣传材料：**材料开发应符合管理人员工作需求，应至少围绕以下五个主题展开： • 生物多样性基础知识； • ABS 相关国际公约及中国履约进展； • 中国现行 ABS 相关法律法规与政策； • 国家和试点省区立法进展； • 国内外 ABS 案例，应包括农业与食品、生物医药、保健品和个人护理用品等行业； 产出应主要包括以下形式和内容： 1）**培训教案：**包括课程目标、课程大纲设计及说明、教学方法说明、活动设计、课程材料准备、教学建议等内容； 2）**培训课件：**根据上述内容与课程大纲，设计制作内容详尽、图文并茂、案例生动的系列课

3) Training brochure: The booklet should include reading materials before and after class, including but not limited to background materials, case descriptions, extended contents related to the courses, etc. **4) Questionnaire for ABS capacity building and awareness raising:** The questionnaire should target at the ABS capacity building and awareness raising of the administrators in reference to the UNDP-ABS Capacity Scorecard. **5) Promotional materials:** The brochure should refine the above contents, and offer detailed and logical information for absent administrators to read and study. **2. Eight administrator training and promotion activities should be organized:** The training and promotion activities will be organized for administrators at all levels with these training materials, including staff from competent departments of biological resources in the central, provincial, municipal and county-level people's governments. The requirements are as follows: **1）Eight trainings:** • One trainings for ABS-related administrators from more than five competent authorities at the national level; • One training in each pilot province/region: Yunnan, Hunan and Guangxi and more than ten entities should be involved in each training; • One training in each city: Xishuangbanna Dai Autonomous Prefecture, Xiangxi Tujia and Miao Autonomous Prefecture, Guilin City, and Fangchenggang City; and more than ten entities should be involved in each training. **2)** The questionnaire for ABS capacity building and awareness raising should be filled out before and after the training, and a comparative analysis should be included in the final report; **3)** Each training should have more than 30 participants, and distribute no less than 30 questionnaires for ABS capacity building and awareness raising; **4)** More than 200 copies of promotional materials should be distributed each time.	件不少于 5 份，每项内容不少于 1 个课时（60min），各主题课时数应根据内容进行合理安排。 3）**培训手册：**供课前及课后阅读的材料，应包括但不限于课程相关背景资料、案例介绍、扩展内容链接等 4）**ABS 能力建设与意识提升调查表：**参考 UNDP-ABS 能力计分卡，设计针对管理者的 ABS 能力建设与意识提升调查表。 5）**宣传材料：**精炼上述内容，设计制作内容翔实、逻辑清晰的宣传手册，供相关单位未能到场参与培训人员阅读学习。 **2. 组织开展 8 次管理者培训和宣传活动：**利用培训材料，组织开展面向不同层级管理人员的培训和宣传活动，培训对象包括中央、省、市、县各级人民政府生物资源相关主管部门工作人员，具体要求如下： **1）8 次培训活动：** • 国家层面 ABS 相关管理者培训 1 次，参加单位不少于 5 家； • 云南、湖南、广西三个试点省（区）各 1 次，每次参加单位不少于 10 家； • 西双版纳州、湘西州、桂林市、防城港市各 1 次，每次参加单位不少于 10 家； 2）培训前与培训后应填写 ABS 能力建设与意识提升调查表，并对比分析后纳入结题报告； 3）每次培训应不少于 30 人，发放 ABS 能力建设与意识提升调查表不少于 30 份； 4）每次发放宣传材料不少于 200 份。

四． 活动、产出及时间表 (注：所有产出和报告的语言均为中文，产出一和产出四需提交英文概要)

活动	产出	地点	预计启动时间	截止日期	预算说明
活动 1：编制并提交任务总体实施方案	**产出 1**：任务总体实施方案	不限	合同签署日	2020/6/30	培训材料开发设计
活动 2：开发和制作培训、宣传材料	**产出 2**： - 培训教案 - 培训课件 - 培训手册 - ABS 意识调查表 - 宣传材料	不限	2020/7/1	2020/8/31	
活动 3：组织开展 8 次管理者培训和宣传活动	**产出 3：**国家层面 ABS 相关管理者培训 1 次	- 北京	2020/9/1	2020/12/31	- 前往培训地点的差旅费 - 外聘专家差旅及讲课费 - 会议场地费 - 培训材料印制费用
	产出 3：三个试点省区省级层面管理者培训 1 次	- 南宁 - 昆明 - 长沙	2020/9/1	2020/12/31	
	产出 3：西双版纳州、湘西州、桂林市、防城港市管理者培训各 1 次	- 西双版纳 - 桂林 - 防城港 - 湘西	2020/9/1	2020/12/31	
活动 4：根据培训效果和 ABS 意识调查，修订完善培训和宣传材料、编制结题报告	**产出 4**：： - 培训结题报告 - 培训材料终稿	不限	2021/1/1	2021/3/31	

IV. . Activities, Outputs and Timetable (Note: All the training sessions, training materials, and reports must be delivered in Chinese. English overview of Output 1 and Output 4 are required.)

Activity	Output	Location	Expected Starting Time	Deadline	Budget Description
Activity 1: Prepare and submit the master implementation plan of the task	**Output 1**: Master implementation plan of the task	Unspecified	Date of contract signing	2020/6/30	Development and design of training materials
Activity 2: Development and production of training and promotional materials	**Output 2:** - Training instruction - Training PowerPoint - Training Brochure - Questionnaire for ABS awareness - Promotional materials	Unspecified	2020/7/1	2020/8/31	
Activity 3: Organize eight administrator training and promotion activities	**Output 3**: One trainings for ABS-related administrators at the national level	- Beijing	2020/9/1	2020/12/31	- Travel expenses to training locations - Travel and lecture fees for external experts - Venue costs - Printing expenses of training materials
	Output 3: One training for administrators at the provincial level respectively in the three pilot provinces/regions	- Nanning - Kunming - Changsha	2020/9/1	2020/12/31	
	Output 3: One training in each city: Xishuangbanna Dai Autonomous Prefecture, Xiangxi Tujia and Miao Autonomous Prefecture, Guilin City, and Fangchenggang City	- Xishuangbanna - Guilin - Fangchenggang - Xiangxi	2020/9/1	2020/12/31	
Activity 4: Revise and improve training and promotional materials and prepare the final report based on the training results and ABS awareness survey	**Output 4:** - Final training report - Final training materials	Unspecified	2021/1/1	2021/3/31	