**REQUEST FOR PROPOSAL (RFP 053/20)**

<table>
<thead>
<tr>
<th>NAME &amp; ADDRESS OF FIRM</th>
<th>DATE: May 14, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>REFERENCE: Consultancy Services for Provision of Workshops to Media Representatives on Climate Change Risks, Vulnerabilities, Impacts, Adaptation to Climate Change Impacts and the Role of Consistent Communication</td>
<td></td>
</tr>
</tbody>
</table>

Dear Sir / Madam:

We kindly request you to submit your Proposal for consultancy services for Provision of Workshops to Media Representatives on Climate Change Risks, Vulnerabilities, Impacts, Adaptation to Climate Change Impacts and the Role of Consistent Communication (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, **28 May 2020, 4:00 pm** local Yerevan time (GMT +4) via email only:

to the following e-mail address: 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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Procurement Unit
UNDP Armenia
## Description of Requirements

<table>
<thead>
<tr>
<th>Context of the Requirement</th>
<th>Services for Provision of Workshops to Media Representatives on Climate Change Risks, Vulnerabilities, Impacts, Adaptation to Climate Change Impacts and the Role of Consistent Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implementing Partner of UNDP</td>
<td>Ministry of Environment of RA (DIM modality)</td>
</tr>
<tr>
<td>Brief Description of the Required Services¹</td>
<td>The overall objective of the assignment is to design and implement two workshops (training sessions) for media representatives contributing to the awareness raising of climate change risks, vulnerabilities, adaptation to climate change impacts as well as the role of proper and consistent communication on climate change related issues. The workshops should be organized out of Yerevan, in the 2-day format (each) and cover media representatives from both national and local TV, radio, and online media channels (ensuring representation of all regional media outlets).</td>
</tr>
<tr>
<td>List and Description of Expected Outputs to be Delivered</td>
<td>– As per Annex 1a – Terms of Reference (TOR)</td>
</tr>
<tr>
<td>Person to Supervise the Work/Performance of the Service Provider</td>
<td>Gohar Hovhannisyan, “National Adaptation Plan to advance medium and long-term adaptation planning in Armenia” UNDP-GCF/00104267 Project Coordinator</td>
</tr>
<tr>
<td>Frequency of Reporting</td>
<td>As per TOR (Annex 1a) Expected Outputs</td>
</tr>
<tr>
<td>Progress Reporting Requirements</td>
<td>As per TOR (Annex 1a) Expected Outputs</td>
</tr>
<tr>
<td>Location of work</td>
<td>☐ Exact Address as provided below</td>
</tr>
<tr>
<td>Expected duration of work</td>
<td>5 months after contract signing by both parties.</td>
</tr>
<tr>
<td>Target start date</td>
<td>15 June 2020</td>
</tr>
<tr>
<td>Latest completion date</td>
<td>20 November 2020</td>
</tr>
<tr>
<td>Travels Expected</td>
<td>As per Annex 1a – Terms of Reference (TOR)</td>
</tr>
<tr>
<td>Special Security Requirements</td>
<td>☑ Others</td>
</tr>
<tr>
<td>Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)</td>
<td>☑ Office space and facilities</td>
</tr>
<tr>
<td>Implementation Schedule indicating breakdown and timing of activities/sub-activities</td>
<td>☑ Required</td>
</tr>
<tr>
<td>Names and curriculum vitae of individuals who will be involved in completing the services</td>
<td>☑ Required</td>
</tr>
</tbody>
</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.
**Currency of Proposal**
- ☒ United States Dollars (USD)
- ☐ Local Currency (AMD) (will be converted in accordance to UNORE)

**Value Added Tax on Price Proposal**
- ☐ must be inclusive of VAT and other applicable indirect taxes
- ☒ must be exclusive of VAT and other applicable indirect taxes

**Validity Period of Proposals (Counting for the last day of submission of quotes)**
- ☒ 60 days
- ☐ 90 days
- ☐ 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.

**Partial Quotes**
- ☒ Not Permitted

**Payment Terms**

<table>
<thead>
<tr>
<th>Outputs</th>
<th>Percentage</th>
<th>Timing</th>
<th>Condition for Payment Release</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deliverable 1. Finalized methodology and curricula of the training session submitted. Visual materials confirmed with the project management prepared. Facilitators of the workshops finalized.</td>
<td>40%</td>
<td>1.5 months after contract signing</td>
<td>Within thirty (30) days from the date of meeting the following conditions: a) UNDP’s written acceptanc e (i.e., not mere receipt) of the quality of the</td>
</tr>
</tbody>
</table>

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

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.
| Deliverable 2. | Two media training sessions for at least 40 media representatives organized and carried out in accordance with the program confirmed by the Project Management. Systematized summary of the ideas and communication messages generated during the training submitted. Photo materials covering the highlights of the training sessions provided. | 5 months after contract signing | 60% |
| Deliverable 3. | Final report on the implemented activities, incorporating all comments from the Project Management, submitted | | |

Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment:

- Gohar Hovhannisyan, “National Adaptation Plan to advance medium and long-term adaptation planning in Armenia” UNDP-GCF/00104267 Project Coordinator

Type of Contract to be Signed:

- ☒ Contract for Services

Criteria for Contract Award:

- ☐ Lowest Price Quote among technically responsive offers
- ☒ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution), where the minimum passing score of technical proposal is 70%.
- ☒ 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:

- **Technical Proposal (70%)**
  - ☒ Expertise of the Firm (max score: 300), including:
    - Proven at least 5-year experience in planning, organization and implementation of trainings, with at least 2 trainings organized for journalists and media within the last 3 years (max score: 100);
    - Demonstrated experience in professional training curriculum development, particularly for media representatives. Demonstrated experience in preparation and design of educational materials notably for media representatives including presentations, handouts, etc. (max score: 100).
    - Experience in communication with media representatives and solid knowledge of the media field including national and local media channels (max score: 100).
  - ☒ Methodology, its Appropriateness to the Conditions and Implementation Plan (max score: 250), including:
    - 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 (max score: 250)

☒ Qualification of Key Personnel (max score: 450), including:
- **Project leader** - with minimum of 5 years of managerial experience. (max score: 150);
- **Key Expert 1: Lecturer**
  One expert with solid knowledge of climate change related issues, with minimum of 5 years of experience (max score: 100);
- **Key Expert 2: Lecturer**
  One expert specializing in gender equality and inclusiveness with minimum of 3 years of experience (max score: 100);
- **Key Expert 3: Lecturer**
  One expert specializing in development of communication strategies both on local and national levels, with 5 years of experience, including practice of working with different audiences, particularly media representatives (max score: 100);
- **Photographer**
  At least one specialist with appropriate technical equipment and at least 2 years of experience in event photography (not evaluated by scores).

Financial Proposal (30%)
To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.

<table>
<thead>
<tr>
<th>UNDP will award the contract to:</th>
<th>☒ One or more Service Providers, depending on the following factors: as per maximum number of lots.</th>
</tr>
</thead>
</table>
| Annexes to this RFP⁴ | ☒ Detailed TOR (Annex 1)  
☐ Form for Submission of Proposal (Annex 2)  
☒ General Terms and Conditions / Special Conditions (Annex 3)⁵  
☐ Others⁶ |
| Contact Person for Inquiries (Written inquiries only)⁷ | **Procurement Unit, UNDP Armenia procurement.armenia@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. |
| Other Information [pls. specify] | |

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⁴ Where the information is available in the web, a URL for the information may simply be provided.  
⁵ 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.  
⁶ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.  
⁷ 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.
“National Adaptation Plan to advance medium and long-term adaptation planning in Armenia”
UNDP-GCF/00104267 project

TERMS OF REFERENCE

Consultancy Services for Provision of Workshops to Media Representatives on Climate Change Risks, Vulnerabilities, Impacts, Adaptation to Climate Change Impacts and the Role of Consistent Communication

1. Project 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.

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 two workshops (training sessions) for media representatives contributing to the awareness raising of climate change risks, vulnerabilities, adaption to climate change impacts as well as the role of proper and consistent communication on climate change related issues. The workshops should be organized out of Yerevan, in the 2-day format (each) and cover media representatives from both national and local TV, radio, and online media channels (ensuring representation of all regional media outlets).

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 a methodology and a program for the training, based on the training needs assessment, ensuring diverse media inclusion and prioritizing gender balanced participation.
- Review relevant literature on:
  - Climate change hazards and risks,
  - Climate change impacts on the targeted sectors,
  - Adaptation to climate change, best practices in targeted sectors,
  - Gender equality in the context of climate change,
  - Climate change impacts and adaptation practices in Armenia,
• Brief introduction to National Adaptation Plan to advance medium and long-term adaptation planning preparation process, stages, importance and opportunities.

➢ Develop a program for 2 workshops (training sessions) for media representatives that will include but be not limited to:
  o  First day
    • Quiz about knowledge of Climate change, risks and vulnerabilities, measures for adaptation to impacts, situation, opportunities and actions taken in Armenia, the role of media in spreading the communication.
    • Climate change, vulnerabilities, impacts and risks.
    • Adaptation to Climate change impacts.
    • Importance of gender - responsiveness in climate change adaptation planning.
    • Climate change issues, vulnerabilities and adaptation possibilities in Armenia.
    • Examples of Climate change adaptation projects implemented in Armenia and their impact.
    • Why we need NAP: NAP project, rationale, objectives and benefits (in cooperation with UNDP experts).
    • Examples of implemented NAP projects (in cooperation with UNDP experts).
  o  Second day
    • Discussion and dialogue on how to better communicate on climate change.
    • Key messages and vocabulary to target the public.
    • Efficient ways to reach and engage target audiences (state decision makers, private sector representatives, NGOs, youth, general public).
    • Procedure and chain of communication with media representatives to ensure a coordinated and sustainable communication process.
    • Quiz about knowledge of Climate change, risks and vulnerabilities, measures for adaptation to impacts, situation, opportunities and actions taken in Armenia, the role of media in spreading the communication, suggestions on efficient communication of climate change related issues.
    • Contest assignment announcement and registration of participants

➢ Provide draft versions of the methodology and program to the Project Management in Armenian and English languages. Make appropriate changes to the proposal in accordance with the received comments.

➢ Provide participant selection criteria and engagement approach

➢ Develop visual training materials (handouts, presentations, etc.) covering all topics included in the training program. Provide draft versions of the materials in Armenian. Finalize based on the comments received from the Project Management.

➢ Finalize the list and qualification descriptions of experts and moderators to be involved in the workshops if necessary.

Duration of the workshops (training sessions) may be changed in case another format better suits the availability of participants and ensures a more active participation. Final recommendation should be provided and confirmed with the Project Management at least two weeks prior to the training.

Deliverable: Finalized methodology and curricula of the workshops submitted. Workshop materials confirmed with the project management developed and submitted. Expert candidates/facilitators to be involved in the training identified. (by July 31, 2020)

Task 2. Organize and implement two workshops, ensuring participation of at least 40 media representatives in total from diverse media channels (both national and local), and prioritizing gender balanced participation. Each workshop should include representatives of regional media outlets with at least 25% ratio, ensuring that Media representatives from all regions are involved.
Prepare the list of participants, including brief info about included media channels (area of broadcast/availability, target audience, approximate number of daily visits/views). Finalize the list with Project Management.

➢ Provide recommendations for the dates and locations of the workshops. Finalize with the Project Management.

➢ Ensure proper preparation of the workshops through:
  • Develop and distribute relevant materials, such as agenda, invitation letters, registration lists, training materials, feedback collection forms, etc.
  • Implement necessary administrative actions including: reservation of properly equipped venues, transportation of participants, accommodation, and organization of meals.
  • Organize the implementation of the workshops.

All organizational costs, such as event venue reservation, accommodation, transportation of participants, printing of materials, technical equipment, etc., should be covered by the contractor. Transportation costs of UNDP experts and specialists will be covered by UNDP.

➢ Organize and facilitate the workshops, using the participatory and interactive teaching approach, including but not limited to:
  • clear and interactive visual materials in the training presentations,
  • various exercises, networking motivation, interaction, teamwork and group discussion,
  • provision of feedback by each participant during the session through a developed comprehensive feedback form,
  • collection and systematization of ideas, communication messages, comments and suggestions provided by the participants during the workshops.

➢ Organize the collection and processing of the articles submitted in the frame of the contest, manage evaluation in partnership with the Project Management team, ensure preparation of certificates for the top 3 contesters.

➢ Organize contest result reveal and award ceremony. Monetary reward fund for the top 3 contesters should amount to AMD 500000 and included in the financial proposal of the contractors.

➢ Provide photo shooting during the workshops as well as the award ceremony and prepare photo materials covering the highlights of the event.

Deliverable: Two workshops for at least 40 media representatives organized and carried out in accordance with the program confirmed by the Project Management. Systematized summary of the ideas and communication messages generated during the workshops submitted. Photo materials covering the highlights of the workshops provided. (by Oct 31, 2020).

Task 3. 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, (not later than 2 week after the workshops).

➢ 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 Nov 20, 2020).

All the creative materials (including visuals and photos) should be prepared in Armenian. Source materials should be submitted to the Project Management for archiving.

Final report should be prepared in Armenian and English languages in electronic editable 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 Consultant will also have to coordinate closely with the project’s communications team. Any type of data must be presented to the Project Management and will be finalized after the consultation and approval.

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 6 months after contract signature according to the following tentative time schedule.

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Due dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deliverable 1.</td>
<td></td>
</tr>
<tr>
<td>- Finalized methodology and curricula of the workshops submitted.</td>
<td></td>
</tr>
<tr>
<td>- Visual materials confirmed with the project management developed and submitted.</td>
<td></td>
</tr>
<tr>
<td>- Facilitators of the workshops finalized.</td>
<td></td>
</tr>
<tr>
<td>Deliverable 2.</td>
<td></td>
</tr>
<tr>
<td>- Two workshops for at least 40 media representatives organized and carried out in accordance with the program confirmed by the Project Management.</td>
<td></td>
</tr>
<tr>
<td>- Systematized summary of the ideas and communication messages generated during the workshops submitted.</td>
<td></td>
</tr>
<tr>
<td>- Photo materials covering the highlights of the workshops provided.</td>
<td></td>
</tr>
<tr>
<td>Deliverable 3</td>
<td></td>
</tr>
<tr>
<td>- Final report on the implemented activities, incorporating all comments from the Project Management, submitted.</td>
<td></td>
</tr>
</tbody>
</table>

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:
- Proven at least 5-year experience in planning, organization and implementation of trainings, with at least 2 trainings organized for journalists and media within the last 3 years
- Demonstrated experience in professional training curriculum development, particularly for media representatives.
- Demonstrated experience in preparation and design of educational materials notably for media representatives including presentations, handouts, etc.
- Experience in communication with media representatives and solid knowledge of the media field including national and local media channels.

8. Qualifications of the Key Personnel
All experts who have a crucial role in implementing the contract are referred to as key experts. The tenderers shall submit CV’s and statements of exclusivity and availability for the key experts listed below. Other experts profiles (non-key) deemed relevant for the successful implementation of the project should be described and will be assessed in relation to the methodology and technical approach.

All key experts should have good knowledge of the context of climate change risks vulnerabilities and impacts in the world in general and Armenia in particular.

Availability of highly qualified experts and staff members:
- Project leader - with minimum of 5 years of managerial experience.
- Lecturers:
  - One expert with solid knowledge of climate change related issues, with minimum of 5 years of experience.
  - One expert specializing in gender equality and inclusiveness with minimum of 3 years of experience.
  - One expert specializing in development of communication strategies both on local and national levels, with 5 years of experience, including practice of working with different audiences, particularly media representatives.
- Photographer:
  - At least one specialist with appropriate technical equipment and at least 2 years of experience in event photography.

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 two installments upon timely completion of respective deliverables.

<table>
<thead>
<tr>
<th>Description of deliverables</th>
<th>Payment (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deliverable 1. Finalized methodology and curricula of the training session submitted. Visual materials confirmed with the project management prepared. Facilitators of the workshops finalized.</td>
<td>40%</td>
</tr>
<tr>
<td>Deliverable 2. Two media training sessions for at least 40 media representatives organized and carried out in accordance with the program confirmed by the Project Management. Systematized summary of the ideas and communication messages generated during the training submitted. Photo materials covering the highlights of the training sessions provided.</td>
<td>60%</td>
</tr>
<tr>
<td>Deliverable 3. Final report on the implemented activities, incorporating all comments from the Project Management, submitted.</td>
<td></td>
</tr>
</tbody>
</table>

10. Bids and evaluation of bids
The application package of the bidders should include technical and financial proposals with breakdown per activity lines.

**Technical proposal** should outline the methodology for undertaking the tasks, as well as, the detailed work plan showing the assignment’s important activities and milestones.

**Financial proposal** must include a detailed quotation, showing all necessary costs. It should indicate the all-inclusive fixed total contract price.

Combined Scoring method will be used for selection of best offer. The technical proposal (qualifications and methodology) will be given a 70% weight and financial offer will be weighted 30%.
Annex 2

Annex 2 - FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL

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

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, contact 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.

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8 This serves as a guide to the Service Provider in preparing the Proposal.
9 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*

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Percentage of Total Price (Weight for payment)</th>
<th>Price (Lump Sum, All Inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Deliverable 1. Finalized methodology and curricula of the training session submitted. Visual materials confirmed with the project management prepared. Facilitators of the workshops finalized.</td>
<td>40%</td>
<td></td>
</tr>
<tr>
<td>2 Deliverable 2. Two media training sessions for at least 40 media representatives organized and carried out in accordance with the program confirmed by the Project Management. Systematized summary of the ideas and communication messages generated during the training submitted. Photo materials covering the highlights of the training sessions provided.</td>
<td>60%</td>
<td></td>
</tr>
<tr>
<td>3 Deliverable 3. Final report on the implemented activities, incorporating all comments from the Project Management, submitted.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*This shall be the basis of the payment tranches

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

<table>
<thead>
<tr>
<th>Description of Activity</th>
<th>Remuneration per Unit of Time</th>
<th>Total Period of Engagement</th>
<th>No. of Personnel</th>
<th>Total Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Personnel Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Services from Home Office</td>
<td></td>
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3. Communications
4. Reproduction
5. Equipment Lease
6. Others

III. Other Related Costs

TOTAL

[Name and Signature of the Service Provider’s Authorized Person]
[Designation]
[Date]
Annex 3- UNDP GENERAL CONDITIONS OF CONTRACT FOR SERVICES

(attached separately)