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REQUEST FOR PROPOSAL (RFP 074/20)

NAME & ADDRESS OF FIRM	DATE: June 30, 2020
	REFERENCE: "Public Opinion Poll on the National Assembly of the Republic of Armenia"

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting "Public Opinion Poll on the National Assembly of the Republic of Armenia" (the detailed TOR is attached separately as Annex 1a).

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.
Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.
Proposals may be submitted on or before, **20 July 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

Context of the Requirement	“Public Opinion Poll on the National Assembly of the Republic of Armenia”
Implementing Partner of UNDP	National Assembly of RA
Brief Description of the Required Services ¹	The selected Consulting Company will collect data on perceptions, attitudes and awareness of Armenian citizens regarding the work of the National Assembly of the Republic of Armenia on oversight, transparency, participation and outreach
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	Biljana Ledenican, Chief Technical Advisor, Modern Parliament for a Modern Armenia
Frequency of Reporting	<i>As per TOR (Annex 1a) Expected Outputs</i>
Progress Reporting Requirements	<i>As per TOR (Annex 1a) Expected Outputs</i>
Location of work	<input type="checkbox"/> Exact Address as provided below <input checked="" type="checkbox"/> At Contractor’s Location
Expected duration of work	2 months after contract signing by both parties.
Target start date	30 July 2020
Latest completion date	1 November 2020
Travels Expected	As per Annex 1a – Terms of Reference (TOR)
Special Security Requirements	<input type="checkbox"/> Others <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 <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others
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 <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (USD) <input checked="" type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (AMD) (will be converted in accordance to UNORE)

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.

Value Added Tax on Price Proposal ²	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> 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	<input checked="" type="checkbox"/> Not Permitted			
Payment Terms ³	Outputs	Percentage	Timing	Condition for Payment Release
	1. Draft questionnaire prepared and accepted by UNDP	20%	1 week after contract signing,	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.
	2. The Excel/SPSS (or any other data processing tool) file comprising all quantitative data collected in the survey conducted using the questionnaire approved by UNDP's MAP Project CTA.	50%	5 weeks after contract signing	
	3. First draft of the Report, which includes the narrative analysis of the results accepted by UNDP		6 weeks after contract signing	
	4. Final version of the Report which includes the narrative analysis of the results accepted by UNDP	30%	7 weeks after contract signing	
Person(s) to review/inspect/ approve outputs/completed	Biljana Ledenican, Chief Technical Advisor, Modern Parliament for a Modern Armenia			

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.

services and authorize the disbursement of payment	
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 <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%. <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><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm (max score: 400), including:</p> <ul style="list-style-type: none"> - Be a legal entity registered with the competent authority of their Country of Origin (for example: Business Registry Agency/APR for Armenian proposers) in the required line of business for at least 5 years (max score: 100) - Proven expertise and experience in socio-metric field research (the list of at least 5 performed field researches undertaken during the period of the last three years to be provided) (max score: 100). - Documented specific experience in at least 2 parliamentary research is preferred. (max score: 100). - Proven organizational capacity to absorb, analyze and synthesize large amounts of complex information within tight deadlines. Have experience in developing methodology for sample selection, to make sure vulnerable groups are proportionally represented in the sample; At least 5 years of the proven track record of cooperation with at least 3 international organizations preferably operating in Armenia (max score: 100). <p><input checked="" type="checkbox"/> Methodology, its Appropriateness to the Conditions and Implementation Plan (max score: 300), including:</p> <ul style="list-style-type: none"> - 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: 300) <p><input checked="" type="checkbox"/> Qualification of Key Personnel (max score: 300), including:</p> <ul style="list-style-type: none"> - Team Leader - The Expert No.1, Senior Survey Expert (as per Annex 1a, section I), (max score: 200); - Expert No. 2 Survey expert, (as per Annex 1a, section I), (max score: 100); <p><u>Financial Proposal (30%)</u></p> <p>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 and only one Service Provider.

Annexes to this RFP ⁴	<input checked="" type="checkbox"/> Detailed TOR (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁵ <input type="checkbox"/> Others ⁶
Contact Person for Inquiries (Written inquiries only) ⁷	<i>Procurement Unit, UNDP Armenia</i> 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]	

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.

Terms of Reference

A. Project Title: Modern Parliament for a Modern Armenia (MAP)

“Modern Parliament for a Modern Armenia” project of UNDP Armenia requests quotation for “**Public Opinion Poll on the National Assembly of the Republic of Armenia**”

B. Purpose

To develop survey and conduct a public opinion poll on the National Assembly of the Republic of Armenia (RA NA).

C. Objective

Collect data on perceptions, attitudes and awareness of Armenian citizens regarding the work of the National Assembly of the Republic of Armenia on oversight, transparency, participation and outreach.

D. Project Description

UNDP MAP project is designed to strengthen the National Assembly in its new and fundamentally enhanced role within the governance system in carrying out key functions of law making, oversight and representation. With a long-term goal of enhancing the overall effectiveness of the Parliament as a policy-making institution, the project is designed to support the newly elected National Assembly to take the advantage of the modern governance tools and mechanisms that are focusing on improved quality, transparency and inclusiveness of parliamentary operations and enhanced parliamentary capacity for gender-responsive policy making.

The three components of the project are focused on the areas of Legislative capacity, Legislative transparency, and Legislative responsiveness. To that end, a three-stage strategy will be applied: (i) catalytic stage of needs assessment, strategic agenda-setting and pilots of the designed approaches, (ii) full-fledged implementation of the strategic agenda, tested approaches and activities, (iii) evaluation of the implementation, policy recommendations and project closure.

The project is planned for the period of four years (2019-2022) during the term of the National Assembly of the 7th Convocation (2019-2023).

The MAP Project seeks a company with extensive experience in conducting public opinion polls. Once developed the poll survey will be periodically sampled.

E. Description of Responsibilities

The Contractor will work under supervision of the Chief Technical Advisor of the MAP Project with cooperation of the NA representatives.

The principal duty of the Contractor will be to develop a bespoke survey for the National Assembly and conduct one survey about perceptions on the National Assembly of the Republic of Armenia.

The objective of conducting the surveys is to collect data about perceptions, attitudes and awareness of Armenian citizens regarding the work of the National Assembly of the Republic of Armenia on oversight, transparency, participation and outreach. More concretely, the Contractor will be responsible:

- Develop a bespoke survey with UNDP for assessing the public opinion on the NA based on general and aspects deriving from the MAP Project (50 questions).
- To assess how the concept of parliamentary oversight is perceived by citizens based on the methodology described in “Scope of Work” section of this TOR, which must be incorporated in the overall methodology proposed by a Proposer.

- To measure the level of transparency of the parliamentary work.
- To examine perceptions of outreach covering attitudes to different groups and the perceived notions on the RA NA.
- To measure the degree and depth of possible prejudice in the Armenian society against the RA NA.
- To measure the extent of participation of the citizens in the work of the RA NA, whether directly experienced by respondents or anecdotal evidence.
- To examine whether there is a difference in perceiving the RA NA among different social categories.
- To examine if citizens are familiar with the system of oversight, relation between the parliament and independent scrutiny bodies and division of powers, as well as examine what the citizens know about the different independent scrutiny bodies, how they heard of them, and how familiar are they with their competences and tasks.
- To assess how much is the public familiar with new mechanisms that the RA NA introduces and what is the perception that something was done to improve the work of the RA NA (in the last 2 years for example).
- To inquire what kind of personal experience citizens had with the RA NA (e.g. have they visited, do they know/have they met an MPs or staff working at the RA NA, have they looked at the RA NA web page, or is the experience solely based on what they read in FB or other social media, and hear on TV, do they follow the general session broadcast, etc.)
- To examine perceptions on media coverage of the RA NA in society e.g. to search what respondents think about the media's attitude (TV, radio, print, web) towards the RA NA and how they report on it. To measure the degree of interest that people show for this topic (do they think it is relevant or not).
- To analyze demographic data: the questionnaire shall include demographic data on the respondent such as age, gender, education level, type of degree obtained (humanities / natural sciences), urban or rural residence, and any other disaggregated data which could show disaggregation of patterns in the change of perception, which will facilitate further programming and design of project to better target the RA NA outreach efforts, transparency and voice and participation.
- To propose any additional topics that could be covered by the survey (in agreement with UNDP and in consultations with the RA NA).
- Comparative review on the Regional Statistical Data as well as European for comparative data analyses will be comprising the report on findings.

The Proposer shall submit in its proposal to UNDP as a minimum:

- Workplan to address the survey objectives and fulfil the tasks of this Terms of Reference;
- Detailed description of research methodology: the draft proposed approach to devising the sampling strategy suitable for the proposed methodology, geographic and thematic scope of the survey, and reporting;
- Quality Assurance Mechanisms: Selected Proposer shall guarantee the correctness of data collected by the interviewers during the data collection process. The Selected Proposer shall check and confirm at least 30% of respondents that have been interviewed by their interviewers. The quality assurance interview shall be conducted according to the checklist prepared by Selected Proposer and approved by UNDP and shall also contain a minimum of 5 questions from the original interview. The checklist shall serve to review compliance with the random principles of locality, starting point, house unit, and the principle of selection of the respondent. Responses from the survey interviews and the quality assurance interviews shall be compared. In addition to the usual screening process, a logical control of filled questionnaires shall be carried out;

F. Scope of work

The Contractor will work under supervision of the CTA for Inclusive Political Processes.

The Contractor shall:

- Gather nationwide data on public attitudes. Ensuring that results are robust and comparable over time and checked with the National Assembly for update.
- Train the interviewers for conducting the interviews (special attention needs to be paid to introducing the interviewers to RA NA work on transparency, oversight, outreach and participation, relations with independent scrutiny bodies and ensuring that the interviews would be conducted in person);
- Print questionnaires and conduct the survey;
- Input and process collected data;
- Analyze the data in cooperation with the RA NA relevant sectors;
- Prepare a draft Report to include results and recommendations in cooperation with UNDP;
- Finalize the Report and submit it to UNDP in both Armenian and English.

Target group for the survey:

- The survey will cover citizens of Armenia aged 18 years and over.

Sample size and survey methodology:

- Sample size is 1,100 interviewees; the sample must be representative with regards to geographic scope, gender, education and age.
- The survey questionnaire used in the previous rounds will be provided to the contractor, with a possibility of only minor alterations in consultations with UNDP and the National Assembly. The questionnaire will have 50 questions;
- Interviews to be conducted face-to-face;

G. Deliverables and timelines

The selected Proposer shall be responsible for the following deliverables:

Deliverables	Deadline⁸
1. Draft questionnaire prepared and accepted by UNDP	One week upon signing the Contract
2. The Excel/SPSS (or any other data processing tool) file comprising all quantitative data collected in the survey conducted using the questionnaire approved by UNDP's MAP Project CTA.	Five weeks upon signing the Contract
3. First draft of the Report, which includes the narrative analysis of the results accepted by UNDP	Six weeks upon signing of the Contract
4. Final version of the Report which includes the narrative analysis of the results accepted by UNDP	Seven weeks upon signing of the Contract, but not later than 01 November 2020;

All outputs must be quality reviewed and approved by UNDP MAP Project Team for Inclusive Political Processes. All deliverables will be submitted in Armenian and English languages.

None of the materials, reports, designs, brochures and articles produced under this Terms of Reference will be used, released, and/or disseminated without prior written approval by UNDP.

⁸ The deadlines may be changed due to the situation development in the country.

H. Corporate Qualifications

The selected Proposer shall meet at least the following requirements:

The legal entity selected to undertake the assignment must fulfil the following minimum requirements:

- Be a legal entity registered with the competent authority of their Country of Origin (for example: Business Registry Agency/APR for Armenian proposers) in the required line of business for at least 5 years.
- Proven expertise and experience in socio-metric field research (the list of at least 5 performed field researches undertaken during the period of the last three years to be provided). A reference list containing information on at least five projects/activities like requirements indicated in this TOR over the period of last three years must be submitted using the table below;

Client ⁹	Survey description	Sample	Duration	Value in US\$
1.				
2.				
...				
5.				

- Documented specific experience in at least 2 parliamentary research is preferred;
- Proven organizational capacity to absorb, analyze and synthesize large amounts of complex information within tight deadlines. Have experience in developing methodology for sample selection, to make sure vulnerable groups are proportionally represented in the sample;
- At least 5 years of the proven track record of cooperation with at least 3 international organizations preferably operating in Armenia. A reference list to be provided (please see the details under the point 2 above);

I. Personnel Qualifications

The Selected Proposer shall propose a team of 2 key experts who shall be engaged in the prospective contract. Proposers may propose more experts (a bigger team) based on their knowledge and experience. However, UNDP shall score only CVs of key experts mentioned above during the technical and financial evaluation.

Proposers must provide a Team Structure Chart in their technical offer containing clearly indicated names and functions of each proposed team member (e.g. Team Leader, etc.)

Team Leader - The Expert No.1, Senior Survey Expert shall meet at least the following requirements:

- A level of education in any of the following fields: minimum MA in mathematics / statistics or relevant social sciences
- Minimum 5 years of experience in statistical analysis leading the surveys with similar or bigger scale as this project – a list of surveys with details to be provided.
- Proven track records in analytics and statistics in working with parliament;
- Must have experience in carrying out at least 3 surveys with similar or bigger scale;
- Fluency in both Serbian and English languages.

The Expert No. 2 Survey expert shall meet at least the following requirements:

- M.A. in mathematics/statistics or relevant social sciences.
- Minimum 3 years of experience in carrying out surveys with similar or bigger scale as this project - a list of surveys with details to be provided.
- Fluency in both Serbian and English languages.

⁹ Must include the following details: name of the client, contact person's name, e-mail address and phone number.

60 Team members:

- A list of personnel that will oversee conducting poll out of which every proposed person must have experience in face-to-face polling interviews.

CVs of Team Leader and Survey expert to be submitted in a consistent format which allows efficient evaluation of the above requested skills. The list of 60 additional Team members must include description of the relevant experience next to the name of each proposed member.

NOTE 1: Contractor's responsibilities

The Contractor shall be responsible for the provision of the following and all related (lump-sum) costs are to be included in the financial proposal:

- Assistance in the implementation of the assignment (secretarial, administrative, logistics, travel and all other activities)
- Any equipment necessary to provide proper and unremitting working conditions for the expert's team engaged under this ToR.

J. Language of the Contract

The language of the Contract is English. However, reports must be submitted in both English and Armenian languages.

K. Payment Mode

The contractor will be paid upon the acceptance and approval of the deliverables, per the timescale presented in the table below:

Deliverable	Payment %
1. Draft questionnaire prepared and accepted by UNDP	20%
2. The Excel/SPSS (or any other data processing tool) file comprising all quantitative data collected in the survey conducted using the questionnaire approved by UNDP's MAP Project CTA.	50%
3. First draft of the Report, which includes the narrative analysis of the results accepted by UNDP	
4. Final version of the Report which includes the narrative analysis of the results accepted by UNDP	30%

Annex 2 - FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹⁰

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹¹)

[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 (as per table A1);*
- 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.*

A1. Reference list

Client ¹²	Survey description	Sample	Duration	Value in US\$
1.				
2.				
...				
5.				

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.

¹⁰ This serves as a guide to the Service Provider in preparing the Proposal.

¹¹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

¹² Must include the following details: name of the client, contact person's name, e-mail address and phone number.

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*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price <i>(Lump Sum, All Inclusive)</i>
1	Draft questionnaire prepared and accepted by UNDP	20%	
2	The Excel/SPSS (or any other data processing tool) file comprising all quantitative data collected in the survey conducted using the questionnaire approved by UNDP's MAP Project CTA.	50%	
3	First draft of the Report, which includes the narrative analysis of the results accepted by UNDP		
4	Final version of the Report which includes the narrative analysis of the results accepted by UNDP	30%	
	Total	100%	

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

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
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				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				

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]



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Annex 3- UNDP GENERAL CONDITIONS OF CONTRACT FOR SERVICES

(attached separately)