



REQUEST FOR PROPOSAL (RFP)

International Open Bidding	DATE: September 15, 2020
	REFERENCE: 2020/BPPS/GOV/2635

Dear Sir / Madam:

We kindly request you to submit your Proposal for UNPRPD Capacity Building Training Module Development for Inception of UNPRPD Country-Level Joint Programs.

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

- Annexure 1 – Description of Requirements
- Annexure 2 – Terms of Reference
- Annexure 3 – Form for submitting service provider’s Technical proposal
- Annexure 4 – Form for submitting service provider’s Financial proposal
- General Terms and Conditions of the Contract (attached)

Proposals may be submitted on or before Tuesday, September 29, 2020 and via email to the address below:

United Nations Development Programme
BPPS Procurement
bpps.procurement@undp.org

Your Proposal must be expressed in the 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. While submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

The Financial Proposal and the Technical Proposal files **MUST BE COMPLETELY SEPARATE** and clearly named as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each

document shall include the Proposer's name and address. The file with the "FINANCIAL PROPOSAL" **must be encrypted with a password so that it cannot be opened nor viewed until the Proposal has been found to pass the technical evaluation stage.** Once a Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request the Proposer to submit the password to open Financial Proposal. The proposer shall assume the responsibility for not encrypting the financial proposal. Failure to password protect the Financial Proposal can lead to rejection of the offer.

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 uploaded as a separate attachment.

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/unsc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Ola Abualghaib
Manager, UNPRPD Technical
Secretariat
9/15/2020

Annex 1

Description of Requirements

Context of the Requirement	<i>UNPRPD Capacity Building for Inception of Country-Level Joint Programs</i>																		
Implementing Partner of UNDP	<i>UNDP - BPPS</i>																		
Brief Description of the Required Services ¹	<i>Core training module development and supporting materials for UNPRPD Capacity Building for Inception of Country-Level Joint Programs</i>																		
List and Description of Expected Outputs to be Delivered	<i>Training module including learning objectives, learning methods, learning exercises, handouts, powerpoint presentations, adaptations for remote learning, pre- and post-learning tools, including facilitator's notes, guidance on accessible learning, evaluation form (Please see Annex 2-ToR)</i>																		
Person to Supervise the Work/Performance of the Service Provider	<i>UNPRPD Manager</i>																		
Frequency of Reporting	<i>Weekly reporting of progress</i>																		
Progress Reporting Requirements	As per ToR (Annex 2) delivery schedule-completed deliverables to be submitted																		
Location of work	<input type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> At Contractor's Location																		
Expected duration of work	October 9 th - November 30 th																		
Target start date	October 9 th																		
Latest completion date	November 30 th																		
Travels Expected	<table border="1"> <thead> <tr> <th>Destination/s</th><th>Estimated Duration</th><th>Brief Description of Purpose of the Travel</th><th>Target Date/s</th></tr> </thead> <tbody> <tr> <td>N/a</td><td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td><td></td></tr> </tbody> </table>			Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s	N/a											
Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s																
N/a																			
	N/a <input type="checkbox"/> Security Clearance from UN prior to travelling																		

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.

Special Security Requirements	<input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/a <input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not 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 <input type="checkbox"/> Euro <input type="checkbox"/> Local Currency
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" 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 <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>

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

Payment Terms ³	Outputs	Percentage	Condition for Payment Release
	Consultations with UNPRPD Technical Secretariat staff and external parties and submission of draft learning objectives, proposed learning methods, and draft outline of training module	5%	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.
	Submission of first draft of training module, including learning objectives, learning methods, learning exercises, handouts, PowerPoint presentations, adaptations for remote learning, etc.	25%	
	Submission of pre- and post-learning tools, including facilitator’s notes, guidance on accessible learning, evaluation form, etc.	20%	
	Submission of final draft of training module	30%	
	Submission of final draft of pre- and post-learning tools	20%	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Staff in charge of coordinating the project- UNPRPD TS Manager		
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services		
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)		

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.

	<input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). 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%; 70 points)</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm 20 points</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30 points</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 20 points</p> <p><u>Financial Proposal (30%; 30 points)</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
Contract General Terms and Conditions ⁴	<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 3) <input checked="" type="checkbox"/> Detailed TOR (Annex 2)
Contact Person for Inquiries (Written inquiries only) ⁶	<p><i>Ola Abualghaib, Manager, UNPRPD Technical Secretariat - ola.abualghaib@undp.org;</i></p> <p><i>Sreerupa Mitra, Programme Specialist, UNPRPD Technical Secretariat- sreerupa.mitra@undp.org-</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

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.

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.

Other Information <i>[pls. specify]</i>	This is a request for a unique fee for the services described in Annex 2. The unique fee will remain the same during the period of implementation of the described services. Only offerors who meet the requirements and qualifications will be shortlisted and contacted.
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UNPRPD Capacity Building for Inception of Country-Level Joint Programs

Terms of Reference

Background

The United Nations Partnership on the Rights of Persons with Disabilities Multi-Partner Trust Fund (UNPRPD MPTF) is a unique collaboration that brings together UN entities, governments, organizations of persons with disabilities (OPDs), and broader civil society to advance the rights of the Convention on the Rights of Persons with Disabilities (CRPD) and disability inclusive Sustainable Development Goals (SDGs). UNPRPD MPTF was created to foster collaboration between its members and complement their work on disability inclusion through UN joint programming. Since 2012, UNPRPD MPTF has supported over 49 joint UN programs in 39 countries across regions, mobilizing over \$40 million USD.

The UN entities participating in UNPRPD MPTF include the International Labor Organization (ILO), the Office of the High Commissioner for Human Rights (OHCHR), the United Nations Department for Economic and Social Affairs (UNDESA), the United Nations Development Program (UNDP), the United Nations Educational, Scientific, and Cultural Organization (UNESCO), the United Nations Population Fund (UNFPA), the United Nations Children's Fund (UNICEF), the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women), and the World Health Organization (WHO). Civil society members include the International Disability Alliance (IDA) and the International Disability and Development Consortium (IDDC). UNPRPD MPTF is administered by the UNDP Multi-Partner Trust Fund Office, and the UNPRPD Technical Secretariat is hosted by UNDP.

UNPRPD MPTF's new [Strategic Operational Framework 2020-2025](#) (SOF) recognizes the ongoing challenges in bridging the gap between CRPD standards and the experiences of persons with disabilities, especially in low income countries. Consequently, the SOF reflects a shift in focus to the [preconditions to disability inclusion](#) for its country-level joint programming. These preconditions are the foundational aspects that are indispensable in addressing the requirements of persons with disabilities and which are needed in inclusive policy making and programming:

- Equality and non-discrimination
- Service delivery
- Accessibility
- Participation of persons with disabilities
- CRPD-compliant budgeting and financial management
- Accountability and governance

In addition, the SOF prioritizes capacity building (Strategic Approach 3 of the SOF), including building the capacities of all stakeholders at country level to strengthen joint programming. Finally, the SOF continues to promote [UNPRPD's Cross-Cutting Approaches](#), which are required throughout all UNPRPD joint programs:

- Enabling full and effective participation of persons with disabilities through their representative organizations
- Ensuring the inclusion of marginalized and underrepresented groups of persons with disabilities
- Addressing gender inequality and advancing the rights of women and girls with disabilities.

Purpose

In August 2020, UNPRPD MPTF launched its [Fourth Call for Proposals](#), inviting UN Country Teams (UNCTs) to submit proposals for joint country-level programs with the following objectives:

- 1) To advance CRPD implementation at the country level by focusing on the essential preconditions for disability inclusion across sectors, translating these into concrete policies, programs, and / or services which lead to systemic changes through a cohesive, inter-sectoral approach
- 2) To improve and increase the implementation of disability inclusive SDGs at the country level by providing fundamental support to the UN's collective response to the SDGs to address national priorities and gaps concerning persons with disabilities in national planning.

UNCTs will be shortlisted following reviews of the Expressions of Interest, and shortlisted UNCTs will be allocated a budget to delivery an Induction Workshop, conduct a Situational Analysis, and complete a Full Proposal between 25 October 2020 – 20 February 2021.

To ensure consistency among country level stakeholders and between UNCTs, a standardized training module is required for the Inception Workshop to develop understanding of and familiarity with the CRPD and disability inclusive SDGs and to deepen knowledge on the preconditions for disability inclusion. The Inception Workshop module will be delivered by locally sourced consultants or UNCT staff/ OPD representatives and should prepare UNCTs, governments, OPDs, and other partners to complete the Situational Analysis and to develop strong joint programming proposals in line with UNPRPD's SOF and the CRPD.

Key Tasks

The consultancy firm will carry out the following tasks:

- Based on UNPRPD's SOF and related supporting documents, develop a 5-day Inception Workshop training module for multiple country-level stakeholders (UNCTs, governments, OPDs, etc.):
 - To develop understanding and familiarity of the CRPD and disability inclusive SDGs
 - To gain an understanding of UNPRPD's Cross-Cutting Approaches and how to apply them in country programs

- To deepen knowledge on the preconditions for disability inclusion in order to prepare UNCTs to complete the Situational Analysis and develop strong joint programs.

This will include all training materials, e.g., PowerPoint presentations, handouts, learning exercises. The module will be delivered by either locally sourced consultants or a combination of UNCT staff and OPD representatives

- Include methods for adapting the Inception Workshop training module so that it can be delivered remotely or in person, due to the COVID-19 crisis, which may affect some countries
- Produce pre- and post-training tools, e.g., training facilitator's guidance notes; advice on accessible planning of the course, accessible facilitation, and methods for ensuring reasonable accommodations; additional reading material and resources; and course evaluations.

Key Deliverables and Timeline

Timeframe- 9th October to 30th November

Description of Deliverables	Timeline
Inception meeting and finalization of work plan and timeline	9 th October
Consultations with UNPRPD Technical Secretariat staff and external parties and submission of draft learning objectives, proposed learning methods, and draft outline of training module	16 th October
Submission of first draft of training module, including learning objectives, learning methods, learning exercises, handouts, PowerPoint presentations, adaptations for remote learning, etc.	10 th November
Submission of pre- and post-learning tools, including facilitator's notes, guidance on accessible learning, evaluation form, etc.	15 th November
Submission of final draft of training module	25 th November
Submission of final draft of pre- and post-learning tools	30 th November

Additional Information

A. Service provider coordination

The contractor will designate a focal point who will be the liaison with the Technical Secretariat team for daily/weekly meeting meetings. If the company is in NY the meetings could be face-to-face, if it is outside NY, they can be virtual.

B. Payments

The payments will be effective against services provided to the satisfaction and prior approval of UNDP.

C. Profile Required

- Specialized company/organization with experience of delivering accessible training and developing training modules on policies and programs that are CRPD compliant including the pre-conditions for disability inclusion. Applicants must submit a company constitution

document. The proposal must be signed by the legal representative, with documentation showing such capacity as well as a copy of ID or passport.

- Proven experience in delivery capacity building training for UN Organizations and other global institutions as well as Organizations of Persons with Disabilities and key government ministries.
- Proven understanding of complex development issues in particular related to inclusive development, particularly the pre-conditions for disability inclusion and CRPD compliant policy making and programming.
- Experience of developing inclusive, accessible, user friendly training modules.

Evaluation criteria

Technical Proposal 70% (70 points)

- Expertise of the Firm: 20 points
- Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan: 30 points
- Management Structure and Qualification of Key Personnel: 20 points

Financial Proposal 30% (30 points)

To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

Evaluation Matrix		
Technical evaluation		Maximum Score
Form nº 1		
Expertise from the Firm		
1.1	Institutional capacity: The company/organization should have been established for at least one (1) year.	5
1.2	Experience in capacity building for disability inclusive development and CRPD compliant policy and programme development.	10
1.3	Experience in carrying out consultative processes and training OPDs with multiple stakeholders.	5
Total		20
Total - Form 1		20

Technical evaluation Form nº 2		Maximum Score
Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan		
2.1	Specialized company/organization with experience in capacity building on CRPD implementation particularly with international organizations. For the assessment following criteria will be considered: number of clients, type of clients, type of processes led.	10
2.2	Proposed architecture, development tools and working methodology	15
2.3	Clarity, consistency and coherence of the proposal. Planning and efficiency of the activities proposed	5
Total – Form 2		30

Technical evaluation Form nº 3		Maximum Score
Management Structure and Qualification of Key Personnel		
3.1	Project manager	
	University/academic degree in Disability Studies, Social Science, Development Studies, or Development Management	5
	Proven experience on capacity building on the implementation of CRPD and experience in development and international organization	5
3.2	Project Associate/s	

	University/academic degree in Disability Studies, Social Science, Development Studies, or Development Management Bachelor's degree in related area...	5	10
	Proven experience in development and international organization	5	
	Total Form 3		20
	TOTAL for Forms 1, 2 and 3		70

Evaluation process

Applications are reviewed based on Required Skills and Experience stated above and based on the technical evaluation criteria outlined. Applications will be evaluated based on cumulative scoring. When using this weighted scoring method, the award of the contract will be made to the firm whose offer has been evaluated and determined as:

- Being responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation where technical criteria weigh 70% and financial criteria/ proposal weighs 30%

Candidates obtaining a minimum of 70% (49 points) of the maximum obtainable points for the technical criteria (70 points) shall be considered for the financial evaluation.

Financial evaluation - Total 30% (30 points). The following formula will be used to evaluate financial proposal:

$p = y (\mu/z)$, where –

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

Contract Award

Candidate obtaining the highest combined scores in the combined score of Technical and Financial evaluation will be considered technically qualified and will be offered to enter into a contract with UNDP.

Payment modality

Payment to the firm will be made based on satisfactory completion of the deliverables outlined above.

Annex 3

FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL⁷***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)***

[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 and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, 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

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

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

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.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

Annex 4

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL⁹***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)***

[insert: Location].

[insert: Date]

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

A. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Consultations with UNPRPD Technical Secretariat staff and external parties and submission of draft learning objectives, proposed learning methods, and draft outline of training module	5%	
2	Submission of first draft of training module, including learning objectives, learning methods, learning exercises, handouts, PowerPoint presentations, adaptations for remote learning, etc.	25%	
3	Submission of pre- and post-learning tools, including facilitator's notes, guidance on accessible learning, evaluation form, etc.	20%	
	Submission of final draft of training module	30%	
	Submission of final draft of pre- and post-learning tools	20%	
	Total	100%	

*This shall be the basis of the payment tranches

⁹ This serves as a guide to the Service Provider in preparing the Proposal.¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

B. 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. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
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				

Structure of the team is to be proposed by Proposer in accordance to their understanding of the ToR.

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