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## REQUEST FOR PROPOSAL (RFP 112/20)

NAME & ADDRESS OF FIRM	DATE: September 30, 2020
	REFERENCE: Consultancy Services for Training Need Analysis (TNA) to identify capacity gaps of governmental sector staff and self-governing bodies in the Climate Change Adaptation in agriculture and water sectors

Dear Sir / Madam:

We kindly request you to submit your Proposal for Consultancy Services for Training Need Analysis (TNA) to identify capacity gaps of governmental sector staff and self-governing bodies in the Climate Change Adaptation in agriculture and water sectors (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, **15 October 2020, 4:00 pm** local Yerevan time (GMT +4) via email **only**:

to the following e-mail address: [tenders.armenia@undp.org](mailto: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](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	<b>Consultancy Services for Training Need Analysis (TNA) to identify capacity gaps of governmental sector staff and self-governing bodies in the Climate Change Adaptation in agriculture and water sectors</b>
Implementing Partner of UNDP	Ministry of Environment of RA (DIM modality)
Brief Description of the Required Services <sup>1</sup>	The overall objective of the assignment is to identify key technical capacity gaps and training needs for the integration of climate change concerns and climate risks into planning, budgeting and decision-making processes in all administrative levels of 2 priority sectors: water resources and agriculture. The assignment should focus on the capacity of existing government and self-governing entities with the view to identify training needs for the staff to perform expected functions and roles in terms of improving understanding of CCA and its implications to sectorial development.
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	Gohar Hovhannisyan, “National Adaptation Plan to advance medium and long-term adaptation planning in Armenia” UNDP-GCF/00104267 Project Coordinator
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	4 months after contract signing by both parties.
Target start date	25 October 2020
Latest completion date	25 February 2021
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

<sup>1</sup> 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	<input checked="" type="checkbox"/> United States Dollars (USD) <input checked="" type="checkbox"/> Local Currency (AMD) (will be converted in accordance to UNORE)				
Value Added Tax on Price Proposal <sup>2</sup>	<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 (Counting for the last day of submission of quotes)	<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 <sup>3</sup>	Outputs	Percentage	Timing	Condition for Payment Release	
	Inception report, including detailed work-plan for the assignment and methodology with incorporated comments and recommendations from the Project Management.	40%	2 weeks 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.	
	Developed final methodologies for TNA.		2 months after contract signing		
	Conducted survey and workshop.	60%	3.5 months after contract signings		
	Final report summarizing the key results of the implemented activities		4 months after contract		

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

<sup>3</sup> 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.

	and incorporating all comments from the Project Management and stakeholders.		signings	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Diana Harutyunyan, UNDP CC Programme Coordinator, 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	<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><b><u>Technical Proposal (70%)</u></b></p> <p><input checked="" type="checkbox"/> Expertise of the Firm (<b>max score: 400</b>), including:</p> <ul style="list-style-type: none"> <li>- At least 5 years of proven experience in training needs assessment, capacity assessment, capacity development, education or other relevant tasks (<b>max score: 150</b>);</li> <li>- Good knowledge of the context of climate change risks in Armenia, particularly in 2 priority sectors (water resources, agriculture) (<b>max score: 100</b>).</li> <li>- Experience in successful completion of 3 assignments of similar value, nature and complexity within last five years (<b>max score: 100</b>).</li> <li>- Experience in cooperation with governmental structures (ministries, regional administration etc.), self-governing bodies (municipalities and community administration) and international organizations (<b>max score: 50</b>).</li> </ul> <p><input checked="" type="checkbox"/> Methodology, its Appropriateness to the Conditions and Implementation Plan (<b>max score: 300</b>), including:</p> <ul style="list-style-type: none"> <li>- 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 (<b>max score: 300</b>)</li> </ul> <p><input checked="" type="checkbox"/> Qualification of Key Personnel (<b>max score: 300</b>), including:</p> <p><b>Key Expert 1 (Team Leader)</b> with relevant advanced university degree and at least 5 years of working experience in training needs assessment, capacity assessment, capacity development, or other relevant tasks, as well as strong coordination and team leading skills (<b>max score: 100</b>);</p> <p><b>Key Expert 2</b> with relevant university degree and at least 5 years of working experience in developing methodology and conducting surveys, need assessment etc. (<b>max score: 50</b>);</p>			

	<p><b>Key Expert 3</b> with relevant university degree and at least 7 years of working experience in the field of agriculture or other relevant field (<b>max score: 50</b>);</p> <p><b>Key Expert 4</b> with relevant university degree at least 7 years of working experience in the field of water sector (<b>max score: 50</b>);</p> <p><b>Key Expert 5</b> with relevant university degree at least 7 years of working experience in environmental field and good knowledge of climate change adaptation issues (<b>max score: 50</b>);</p> <p>All key expert must have fluency in Armenian and working knowledge of English.</p> <p><b><u>Financial Proposal (30%)</u></b></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 or more Service Providers, depending on the following factors: as per maximum number of lots.
Annexes to this RFP <sup>4</sup>	<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) <sup>5</sup> <input type="checkbox"/> Others <sup>6</sup>
Contact Person for Inquiries (Written inquiries only) <sup>7</sup>	<p>Procurement Unit, UNDP Armenia <a href="mailto:procurement.armenia@undp.org">procurement.armenia@undp.org</a></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>
Other Information [pls. specify]	

<sup>4</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>5</sup> 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.

<sup>6</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>7</sup> 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 Training Need Analysis (TNA) to identify capacity gaps of governmental sector staff and self-governing bodies in the Climate Change Adaptation in agriculture and water sectors**

**1. 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 in developing 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. GCF/UNDP 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 the following URL:  
<http://www.nature-ic.am/en/projects/National-Adaptation-Plan/1030>.

**3. Objective of the assignment**

The overall objective of the assignment is to identify key technical capacity gaps and training needs for the integration of climate change concerns and climate risks into planning, budgeting and decision-making processes in all administrative levels of 2 priority sectors: water resources and agriculture. The assignment should focus on the capacity of existing government and self-governing entities with the view to identify training needs for the staff to perform expected functions and roles in terms of improving understanding of CCA and its implications to sectorial development.

The objectives of TNA are:

- Identification of multilevel stakeholders (governmental and self-governmental entities, academic institutions, civil organizations, etc.) with responsibility to address climate change adaptation actions.
- Identification of baseline knowledge and skill in water resources and agriculture sectors related to understanding of current and predicted climate change impacts, their economic implications, climate related economic analysis, including damage and loss analysis, CCA measures, etc.

- Identification of knowledge and skills essential for capacity building of decision makers in water resources and agriculture sectors on adaptation and responding to the projected climate related impacts.
- Identification of the most appropriate topics for building capacities of decision makers, based on their functionality and relevant needs. The topics include, but are not limited to
  - using climate information for policy development,
  - mainstreaming climate change adaptation into planning and budgeting,
  - impact and vulnerability assessment,
  - CCA strategies for community development,
  - technologies to support climate change adaptation,
  - linkage between CCA and Disaster Risk Reduction.
- Identification of the most appropriate target groups and number of participants from different entities for participation in CCA training workshops, as well as delivery mechanisms (duration, modality, etc.) for mentioned training.

#### 4. Scope of work

The Consulting Company shall perform the following tasks:

**A. Development of TNA Methodology:** Development of TNA methodology, aimed at the assessment of training needs related to CCA of governmental entities and self-governing bodies and include:

- Strategic/organizational need analysis;
- Functionality/job need analysis;
- Individual need analysis.

The methodology (pre-survey studies / desk review, face-to-face interview, e-mail surveys, fill-in forms, etc.) have to be proposed by the applicant, whereas the details of the proposed methodology should be discussed and agreed with the Project Management Unit before conducting surveys.

**A. Selection of Target Respondents/Sampling:** The survey should involve, but be not limited to the following entities:

- All 10 Regional Administrations (Marzpetarans) of the RoA;
- Key governmental stakeholder (Ministries or Adjunct bodies of the RA Government) responsible for addressing CCA in planning and policy development of water resources and agriculture sectors.
- Governmental and non-governmental entities, providing advisory services and extension in agricultural development, including department of Agricultural Extension, Innovation and Monitoring of the Ministry of Economy.
- Yerevan Municipality, including local self-government institutions of Yerevan (Administrative districts);
- At least 70 communities in all 10 Marzes (in average 7 responders per Marz, including at least 3 Self-governing bodies in urban communities (Regional Centre is required). The selection should be based on involvement of diverse communities in terms of socio-economic sectors (agricultural, rural and urban, tourism, energy, etc.).

**B. Survey & Data Collection:** To contact responders and collect data in accordance with the developed methodology as per identified number of respondents.

**C. Data Analysis.** The analysis should include the identification of training needs based on the capacity gaps assessment (the level of desired capacity and existing capacity),



particularly focusing on technical and functional capacities related to co-benefits/impacts of sustainable and efficient management of natural resources.

- D. Reporting.** The report shall outline key findings of the survey, and include the capacity gap assessment, as well as the appropriate recommendations on capacity strengthening (organizational and staffing level) depending on administrative levels and preferred delivery mechanisms. The recommendations regarding enabling environment and institutional arrangements impacting retention as well as utilization of acquired skills should be also reflected in the report. The draft report in Armenian should be presented at workshop<sup>8</sup> with participation of main stakeholders at least 2 weeks before the contract completion. The final report, with appropriate reflection of feedbacks (comments, recommendation, etc.) from the stakeholders and project team should be submitted in Armenian and English. The copyright of any developed materials is under UNDP.

## 5. Modalities of work

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 experts' team. Any type of data must be presented to the Project Management Unit and will be finalized after the consultation and approval.

The contractor should closely collaborate with UNDP Project in identifying targeted respondents on national (Ministries) and sub-national levels (Communities), prior to conducting survey.

UNDP reserves the right for data verification. The incumbent should ensure data reliability through provision of data verification means (respondents' contact database, photo captions, filled-in questionnaires etc.)

In ensuring the quality of the work undertaken, regular meetings will be held between the Project Management Unit and the selected company to agree on expectations, scope of work, milestones and the work plan. Regular briefings should be held with the Project Management Unit on the task progress and completed milestones, as well as discussing any issues requiring decisions or guidance from UNDP.

## 6. 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 4 months after contract signature according to the following tentative time schedule.

	Deliverable	M1	M2	M3	M4
1	Inception report, including detailed work-plan for the assignment and methodology with incorporated comments and recommendations from the Project Management.				
2	Developed final methodologies for TNA.				
3	Conducted survey and workshop.				
4	Final report summarizing the key results of the implemented activities and incorporating all comments from the Project Management and stakeholders.				

*Note: M-month*

<sup>8</sup> The costs related to organization of workshop will be covered by the Project

## 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 methodology and 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:

- Contractor should be a legally registered entity, or consortium of legal entities.
- At least 5 years of proven experience in training needs assessment, capacity assessment, capacity development, education or other relevant tasks;
- Good knowledge of the context of climate change risks in Armenia, particularly in 2 priority sectors (water resources, agriculture).
- Experience in successful completion of 3 assignments of similar value, nature and complexity within last five years.
- Experience in cooperation with governmental structures (ministries, regional administration etc.), self-governing bodies (municipalities and community administration) and international organizations.

## 8. Qualifications of key personnel

All experts who have a crucial role in implementing the contract are referred to as key experts. The Company should have a strong team of experts, with shown professional capacities. The tenderers shall submit CV's with proven experience in developing methodology and conducting training needs assessment, capacity assessment or other relevant tasks 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.

The tenderers are required to prepare a human resources deployment schedule illustrating the input, responsibilities and timing of all suggested experts.

The profiles of the key experts for this contract are as follows:

**Key Expert 1 (Team Leader)** with relevant advanced university degree and at least 5 years of working experience in training needs assessment, capacity assessment, capacity development, or other relevant tasks, as well as strong coordination and team leading skills.

**Key Expert 2** with relevant university degree and at least 5 years of working experience in developing methodology and conducting surveys, need assessment etc.

**Key Expert 3** with relevant university degree and at least 7 years of working experience in the field of agriculture or other relevant field.

**Key Expert 4** with relevant university degree at least 7 years of working experience in the field of water sector.

**Key Expert 5** with relevant university degree at least 7 years of working experience in environmental field and good knowledge of climate change adaptation issues.

*All key expert must have fluency in Armenian and working knowledge of English.*

## 9. Level of efforts of the key personnel

Within their offers, the tenderers are required to suggest experts (alongside with their CVs, highlighting relevant experience, against the general requirements for expertise) and present the proposed allocation of level of effort for each key expert in the below table in line with their proposed methodology for implementation of the assignment.

Overview of key experts and level of effort							
Task/ Deliverables	Resources (expert days)						Total
	Key experts (KE)					Non key experts	
	National KE 1	National KE 2	National KE 3	National KE 4	National KE 5	National	
<b>Deliverable 1</b>							
<b>Deliverable 2</b>							
<b>Deliverable 3</b>							
<b>Deliverable 4</b>							
<b>Total number of expert days:</b>							

## 10. Facilities to be provided by the Consulting Company

The Consulting Company must ensure that experts are adequately supported and equipped. In particular, it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. The Consulting Company should provide their own office equipment, including in particular IT equipment and any other equipment needed to perform the activities of the contract. The Consulting Company shall ensure translation of all necessary documents/reports and any interpretation required.

The Consulting Company is required to arrange and finance all travel related costs and subsistence allowances for field visits; arrange and finance by own means all other services, documentation, logistical support, etc. which is deemed necessary for the successful implementation of the contract; and undertake the necessary security measure for the experts' safety.

## 11. Schedule of payment

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 and their acceptance by UNDP based on the signed acceptance acts and narrative reports for each deliverable.

Deliverable 1 and 2 – 40% of total contract amount;

Deliverable 3 and 4 – 60% of total contract amount.

UNDP reserves a right to terminate the contract at any phase if the requirements per the TOR are not met.

Description of deliverables	Payment (%)
<b>Deliverable 1.</b> Inception report, including detailed work-plan for the assignment and methodology with incorporated comments and recommendations from the project management.	40%
<b>Deliverable 2.</b> Developed final methodologies for TNA.	
<b>Deliverable 3.</b> Conducted survey and workshop.	60%
<b>Deliverable 4.</b> Final report summarizing the key results of the implemented activities and incorporating all comments from the Project Management and stakeholders.	

## 12. Bids and evaluation of bids

The application package of the bidders should include technical proposal and financial proposal. The technical proposal should include:

- Task design approach, including detailed description of implementation methods and milestones, strategy in communicating with respondent community/entities; data collection methodology etc.;
- Task implementation approach, including the steps to carry out the proposed task; a chart of timeline with clear milestones; a detailed work plan with timelines for the deliverables/Outputs;
- Demonstration of the capacity of the tenderer, including references to similar projects, qualifications of the proposed key experts.

The technical proposals of the tenderers will be assessed, taking into consideration the proposed strategy outline to implement the assignment and demonstrated capacity of the tenderer to implement the envisaged tasks.

## Annex 2 - FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>9</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>10</sup>)*

[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, 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.*

**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.*

<sup>9</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>10</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

D. **Cost Breakdown per Deliverable\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Price (Lump Sum, All Inclusive)</b>
1	Inception report, including detailed work-plan for the assignment and methodology with incorporated comments and recommendations from the Project Management.	40%	
2	Developed final methodologies for TNA.		
3	Conducted survey and workshop.	60%	
4	Final report summarizing the key results of the implemented activities and incorporating all comments from the Project Management and stakeholders.		
	Total	100%	

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

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

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
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				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				
<b>TOTAL</b>				

Overview of key experts and level of effort							
Task/ Deliverables	Resources (expert days)						Total
	Key experts (KE)					Non key experts	
	National KE 1	National KE 2	National KE 3	National KE 4	National KE 5	National	
<b>Deliverable 1</b>							
<b>Deliverable 2</b>							
<b>Deliverable 3</b>							
<b>Deliverable 4</b>							
<b>Total number of expert days:</b>							

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



*Empowered lives.  
Resilient nations.*

## **Annex 3- UNDP GENERAL CONDITIONS OF CONTRACT FOR SERVICES**

**(attached separately)**