



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: October 5, 2020
	REFERENCE: RFP-004-2020

Dear Sir / Madam:

We kindly request Institutions/Companies to submit your Proposal for consultancy services for Conducting a Baseline Study for the phase II GRZ-UN JOINT programme on Gender-Based Violence in the GBV Project Sites as stated in the Terms of Reference.

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

Proposals may be submitted on or before **Monday, October 12, 2020 @ 09.30 am** via email to the address below: -

United Nations Development Programme
UN House, Alick Nkhata Road, Longacres Lusaka
ATT: Procurement Unit
procurement.zm@undp.org

Your Proposal must be expressed in the English, and valid for a minimum period of 90 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Lionel Laurens
Resident Representative
10/5/2020

Description of Requirements

Context of the Requirement	<p>This Government of Zambia-United Nations Joint Programme on Gender Based Violence (GRZ-UNJP-GBV) Phase II (2020-2022) is a multi-partner programme designed to reduce the prevalence of gender-based violence (GBV) in Zambia. The programme builds on and consolidates the gains made in the GRZ-UN Joint Programme Phase 1 (2012 - 2017). Phase 1 of this programme recorded significant results by providing support to GRZ implementation of the Anti GBV Act No.1 of 2011. The programme served to accelerate implementation of the provisions of the Act in four pillars of support: Health, Legal, Protection and Coordination. Under the health pillar, for example, significant achievements included training of over 1,000 health workers and revision of the training curriculum on clinical management of rape in addition to supporting the establishment of 4 hospital based One Stop Centres (OSCs), which culminated in 5,679 survivors of sexual violence receiving Post Exposure Prophylaxis (PEP).</p> <p>Whereas Phase I of the GRZ-UNJP achieved significant successes, acceptance of gender-based violence (GBV) in Zambia remains incredibly high in some parts of the country. Thirty-Six percent of women of childbearing age reported having experienced physical violence, while 17 percent had experienced sexual violence in their lifetime. Building upon the previous GRZ-UNJP on Gender-Based Violence, which was completed in December 2017, the United Nations (UN) is implementing a project to improve prevention of and response to GBV by strengthening existing institutional structures to provide a more consolidated package of services across seventeen districts in Zambia. The overall Phase II GRZ-UNJP focusses on prevention and response at sub-national and national level.</p> <p>The response component includes four key elements, namely; Anti GBV Fast Track Courts (FTCs), One Stop Centres (OSCs), Shelters and Village Led One Stop Centres (VLOSCs) as avenues for strengthening professional practice through capacity development of service providers such as police officers, social workers, medical workers and legal officers to respond effectively and efficiently to survivors of GBV. This will include an element of strengthening child friendly services for child survivors as well as best interests' determination for unaccompanied and separated child migrant victims of GBV. Strengthening response also has impact on prevention as communities see that violence and GBV is not acceptable and sanctions will be applied, which serves to discourage would be perpetrators.</p> <p>The prevention component of the programme will include community engagement particularly with traditional leaders and community dialogues. Through this intervention, VLOSCs will play a role in continually sensitising the community on the need to report and support survivors of GBV as well as discouraging all forms of GBV from occurring, especially challenging social and cultural norms that perpetuate GBV. At national level, the programme will collaborate with other GBV stakeholders and programmes to support review and drafting of key legal documents, policies, frameworks, curricula and guidelines as needed. The programme will also strengthen the monitoring, evaluation, tracking and assessing the results of the interventions such as the fast track courts, coordination, shelters, VLOSC etc.</p>
Implementing Partner of UNDP	Ministry of Gender (MoG)
Brief Description of the Required Services ¹	The purpose of the baseline data is to provide a benchmark from which to measure progress of the phase II GRZ UN GBV programme through an in-depth situation analysis and needs assessment of GBV in the target districts. The baseline data will also cover interventions by district administration in the target districts, service providers, women groups, traditional and religious leaders, in order to understand the GBV needs.

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.

	<p>Thus, this survey will attempt to provide the current status of the indicators in the results framework and facilitate monitoring of progress towards meeting programme objectives:</p> <ol style="list-style-type: none"> 1. Identify current landscape or status of GBV, child friendliness and disability inclusiveness of GBV services in the targeted districts 2. Identify current status of project indicators 3. Investigate gaps in the service delivery chain (response) including FTCs, OSCs, Shelter and village led one stop centres. 4. To identify potential additional interventions which may be required to strengthen FTCs, OSCs, Shelter and village led one stop centres, child friendliness and disability inclusiveness. 5. Identify community Knowledge, Attitudes and Practices towards GBV 6. Identify attitude of Service providers towards GBV, child friendliness and disability inclusiveness. <p>*Comprehensive Terms of Reference (ToR) attached for further reference</p>
List and Description of Expected Outputs to be Delivered	<p>The deliverables expected from the consultancy firm include the following:</p> <ul style="list-style-type: none"> ▪ An inception report will be prepared by the consultancy team and shared with the Programme Analyst – Gender (UNDP) and Director Gender Rights Protection. The report should include a detailed methodology, including sample size, sampling plan, data collection tools, plan for field work, and data analysis. ▪ Following the field visit, the consultancy team will prepare a short presentation of the initial findings, including at least 2 case studies, and tentative conclusions and recommendations. This will be used to debrief the Programme Analyst – Gender (UNDP) and other relevant parties, to identify and address any misinterpretations or gaps. Building on the debrief and initial feedback received, the consultancy team will produce a draft report that will be shared with the Programme Analyst – Gender at UNDP and Head of Unit Planning Department at the Ministry of Gender for review. ▪ Once feedback is provided by the Gender Programme Analyst (UNDP), the consultancy team will prepare the final report. The report will follow the same presentation logic and include, at a minimum: executive summary, list of acronyms, introduction, baseline context and purpose, baseline framework and methodology, findings, case studies, conclusions and recommendations. Annexes should include the TOR, inception report, programme baseline indicators with baseline values from the baseline survey, list of documents reviewed, list of persons interviewed or consulted and data collection instruments. ▪ The consultancy team will also prepare a Powerpoint presentation and two-page baseline Brief to facilitate sharing of the key findings, conclusions and recommendations. The Brief will include project information; baseline background (baseline purpose, baseline team, baseline timeframe, methodology); and baseline results: key findings and/or conclusions, and key recommendations.
Person to Supervise the Work/Performance	<p>-OIC, Governance & Gender -Director Gender Rights Protection- MoG</p>

of the Service Provider																																																																																																																		
Frequency of Reporting	Weekly and at the end of each milestone																																																																																																																	
Progress Reporting Requirements	Submission of narrative progress reports for each milestone as stated below: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Activities</th> <th rowspan="2">Consultancy days</th> <th rowspan="2">Deadline</th> <th colspan="8">Weeks</th> </tr> <tr> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> <th>8</th> </tr> </thead> <tbody> <tr> <td>Baseline planning and design</td> <td>10</td> <td>3 Nov, 2020</td> <td>x</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Submission of inception report</td> <td>10</td> <td>17 Nov, 2020</td> <td></td> <td>x</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sampling and field work</td> <td>13</td> <td>3 Dec, 2020</td> <td></td> <td></td> <td>x</td> <td>X</td> <td>x</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Data processing and analysis</td> <td>7</td> <td>12 Dec, 2020</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>x</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Submission of draft report</td> <td>2</td> <td>15 Dec, 2020</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>x</td> <td></td> </tr> <tr> <td>Validation meeting</td> <td>1</td> <td>16 Dec, 2020</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>x</td> <td></td> </tr> <tr> <td>Final report and dissemination</td> <td>2</td> <td>18 Dec, 2020</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>x</td> </tr> </tbody> </table>											Activities	Consultancy days	Deadline	Weeks								1	2	3	4	5	6	7	8	Baseline planning and design	10	3 Nov, 2020	x									Submission of inception report	10	17 Nov, 2020		x								Sampling and field work	13	3 Dec, 2020			x	X	x					Data processing and analysis	7	12 Dec, 2020						x				Submission of draft report	2	15 Dec, 2020								x		Validation meeting	1	16 Dec, 2020								x		Final report and dissemination	2	18 Dec, 2020									x
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Location of work	<input checked="" type="checkbox"/> Exact Address/es Lusaka and relevant project sites, as in the ToRs and the Project Document <input type="checkbox"/> At Contractor's Location																																																																																																																	
Expected duration of work	45 working days																																																																																																																	
Target start date	19 October 2020																																																																																																																	
Latest completion date	21 December 2020																																																																																																																	
Travels Expected	Applicable where necessary																																																																																																																	
Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling <input checked="" type="checkbox"/> Completion of UN's BSafe Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others [pls. specify]																																																																																																																	
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	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required																																																																																																																	

completing the services				
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 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 type="checkbox"/> 60 days <input checked="" 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	Deliverables	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
	1. Upon submission and acceptance of Inception report.	15%	3 Nov 2020	Approval by the technical team
	2. Upon submission and acceptance of Work-plan for data collection.	35%	17 Nov 2020	Approval by the technical team
	3. Upon submission and acceptance of Draft Baseline Report.	25%	1 Dec 2020	Approval by the technical team
	4. Upon submission	25%	20 Dec 2020	Approval by the technical team

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.

	<div>and acceptance of Final Baseline Report.</div>													
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	-OIC, Governance & Gender, MoG													
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <input type="checkbox"/> Other Type of Contract													
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) <input type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.													
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm 25%? <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 45% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30%													
	<table border="1"> <thead> <tr> <th>Criteria</th><th>Obtainable Points</th><th>Weight</th></tr> </thead> <tbody> <tr> <td>Bidder's qualification, capacity and experience</td><td>250</td><td>25%</td></tr> <tr> <td>Proposed Methodology, Approach and Implementation Plan</td><td>450</td><td>45%</td></tr> </tbody> </table>	Criteria	Obtainable Points	Weight	Bidder's qualification, capacity and experience	250	25%	Proposed Methodology, Approach and Implementation Plan	450	45%				
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Proposed Methodology, Approach and Implementation Plan	450	45%												

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

	Management Structure and Key Personnel	300	30%
	Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.		
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:		
Contract General Terms and Conditions ⁵	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) 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 ⁶	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <input checked="" type="checkbox"/> Others ⁷ General Terms & Conditions of Institutional Contract		
Contact Person for Inquiries (Written inquiries only) ⁸	<i>Procurement Unit</i> <i>Procurement</i> <i>Procurement.zm@undp.org</i> 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]	None		

9. Criteria for Selection of the Best Offer

Submission of the technical proposal and financial proposal will be required for this process. Technical proposals will be opened and compared prior to the financial proposal. The financial proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical proposals. The technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference.

The financial proposal of all bidders, who have attained a minimum 70% score in the technical evaluation will be compared. The short-listed bidding agencies may be asked for a presentation prior to the final selection if necessary. The contract will be awarded to the successful bidder following completion of all evaluations. The successful bidder will have to sign a contract to undertake the assignment

Shortlisting will be made by the UNDP in consultation with the Ministry of Gender. The following criteria will be followed in selecting the best candidate.

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

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁸ 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.

Item	Evaluation Criteria	Points
SEQ.	CRITERIA	OBTAINABLE POINTS
SECTION 1. BIDDER'S QUALIFICATION, CAPACITY AND EXPERIENCE		
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	30
1.2	Litigation and Arbitration history	15
1.3	General Organizational Capability which is likely to affect implementation - Financial stability - Loose consortium, holding company or one firm - Age/size of the firm - Strength of project management support - Project financing capacity - Project management controls	50
1.4	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills.)	15
1.5	Quality assurance procedures, warranty	30
1.6	Relevance of Experience of Team Members:	
1.6a	Specialized Knowledge	25
1.6b	Experience on similar projects	50
1.6c	Work for major multilateral/ or bilateral programmes	25
1.6d	Experience in the region	10
	Sub-total: bidder's qualification and experience	250

SECTION 2. PROPOSED METHODOLOGY, APPROACH AND IMPLEMENTATION PLAN		
2.1	To what degree does the Proposer understand the task?	50
2.2	Have the important aspects of the task been addressed in sufficient detail?	30
2.3	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	65
2.4	Is the conceptual framework adopted appropriate for the task?	65
2.5	Is the scope of the task well defined and does it correspond to the TOR	100
2.6	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project indicating time frame?	140
	Sub-total Methodology	450
SECTION 3. MANAGEMENT STRUCTURE AND KEY PERSONNEL		
3.1	Project Manager/ (Gender Expert) Lead Consultant	
3.1.1	Master's degree or equivalent in Gender, management, or other related field	30

3.12	Demonstrable Experience in designing and conducting research and baseline study for development projects with strong experience in Monitoring and Evaluation, Community Mobilisation, Gender analysis, child protection.	50
3.13	Excellent in working with local communities, NGOs/Donors or national government	40
3.14	Experience in supervising and managing teams	20
3.15	Knowledge in data management software and statistical skills	10
3.2	Field Manager (Legal Expert)	
3.21	Master's in Social Science (international Law: Advanced knowledge of child justice and legal protection for children, management); Advanced knowledge of international human rights law specifically relating to children and women.	30
3.22	Experience managing field work for surveys of communities and/or schools	20
3.23	Experience in conducting trainings and developing teaching aids; Specific training in survey management.	10
3.24	Experience in community-based projects	10
3.3	Data Manager/ Technical lead	
3.31	Degree or equivalent in computers science, demography, statistics, or any other relevant field	30
3.32	Training and experience in using and programming CS-PRO and similar programs.	10
3.33	Data analysis and cleaning	10
3.34	Ability to compile data from different sources, merging data sets	10
3.35	Ability to query data or data mining	10
3.36	Visualization and reporting	10
	Sub-total Management structure and key personnel	300
Total		1000

FORM FOR SUBMITTING SERVICE PROVIDER'S 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]

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, contact 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

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.

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

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.*

D. **Cost Breakdown per Deliverable***

Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
Product 1: Submission and acceptance of Inception report.	15%	
Product 2: Submission and acceptance of work-plan for data collection.	35%	
Product 3: Submission and acceptance of Draft Baseline Report.	25%	
Product 4: Submission and acceptance of Final Baseline Report.	25%	

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

E. **Cost Breakdown by Cost Component**

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Core Survey Team				
I. Project Manager – Gender Expert		11.5	1	
II. Field Manager – Legal Expert		11.5	1	
III. Data Manager		11.5	1	
2. Services from Field Offices				
I. Supervisor		11.5	1	
II. Interviewers		40	2-4	
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

[Designation]

[Date]

****GENERAL TERMS AND CONDITIONS FOR INSTITUTIONAL CONTRACTS***