**ANNEX 2 FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[1]](#footnote-1))***

[insert: *Location]*.

[insert: *Date]*

**United Nations Capital Development Fund**

***Procurement Office***

***Carlos Escriva Gil***

digital.procurement.bru@uncdf.org

We, the undersigned, hereby offer to render the following services to UNCDF in conformity with the requirements defined in the RFP dated 10/29/2020 , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

1. **Qualifications of the Service Provider- Profile**

|  |  |  |
| --- | --- | --- |
| Name of your Organization (legal name) |  | |
| e-mail |  | |
| Phone number |  | |
|  | | |
| Provide name and surname of the legal representative |  | |
| email of the legal representative |  | |
| Phone number of the legal representative |  | |
|  | | |
| Year of Incorporation of your Organization |  |
| Country of incorporation |  |
| Address of the registered office (s) of your organization |  |
| Address of the Operational headquarters (if different from the Registered office |  |
| Type of Entity / Legal Status |  |
|  | | |
| Website URL |  |
| Social Media URL (Facebook) |  |
| LinkedIn |  |
| YouTube |  |
| Instagram |  |
| Other |  |
|  | | |
| Number of employees |  |
| *Describe the nature of your business, and field of expertise* |  |

1. **Track Record – list of clients for similar services as those required by UNCDF, indicating description of contract scope, contract duration, contract value, contact references**

Description and value of top five contracts relevant to the scope of this RFP for the past five years. Provide the following information for each (max 1 page per project up to 5 projects), please duplicate the below table

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the project** |  | | | |
| **Grant/contract value (USD)** |  | **Website if applicable** | |
| **Target Country(ies)** |  | **Implementation Period** |  |
|  | | | |
| **Name of the Client/funder** |  | | |
| **References contact details** | **name,** | **position** | **phone number email** |
|  |  |  |
|  | | | |
| **Description of the approach/methodology** |  | | |
| **Key outputs/deliverables produced** |  | | |
| **Key Performance Indicators/ Targets** |  | | |
|  | | | |
| **Names of the staff that participated in the assignment** |  |  |  |
| **Knowledge product production and dissemination strategy of the assignment** |  | | |

1. **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.*

**Approach to the results required**

Provide a detailed description of the methodology and approach you plan to implement

**Implementation timelines**

Submit a workplan indicating detailed sequence of activities and expected dates of execution for each deliverable.

**Risks/mitigation measures**

Describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.

|  |  |  |  |
| --- | --- | --- | --- |
| Description of risk | Likelihood | Impact | Mitigation measure |
|  |  |  |  |

**Technical and quality assurance review mechanisms**

Provide details of internal technical and quality assurance review mechanisms.

**Reporting and monitoring**

Provide a brief description of the mechanisms proposed for this project for reporting to UNCDF and partners, including a reporting schedule (also reflected in the project schedule).

1. **Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide :*

1. *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
2. *CVs demonstrating qualifications must be submitted if required by the RFP; and*
3. *Written confirmation from each personnel that they are available for the entire duration of the contract.*

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

*[Designation]*

*[Date]*

1. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-1)