



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: January 15, 2021
	REFERENCE: Consultancy to review the National Youth Policy (2010)

Dear Sir / Madam:

We kindly request you to submit your Proposal for the Review of the National Youth Policy (2010) and the development of the revised Youth Policy and Action Plan based on the recommendations from the 2010 Review report.

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

Proposals may be submitted on or before **12.00 Noon Friday, February 05, 2021** and via email, courier mail or fax to the address below:

United Nations Development Programme
United Nations Building, Government Enclave, Cnr. Khama Crescent and President's drive, P.O Box 54,
Gaborone, Botswana
procurement.bw@undp.org

Your Proposal must be expressed in the English, and valid for a minimum period of 5 Months

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/unscoc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

[name of authorized staff]

Procurement Office

1/18/2021

Annex 1

Description of Requirements

Context of the Requirement	<p>Title: Review of the 2010 National Youth Policy</p> <p>Botswana's population is relatively made up of young people with approximately 42 percent under 25 years and 18.7 percent in the 15 to 24 years age range. (Botswana demographics, 2019). Youth according to the 2010 revised National Youth Policy is defined as a person of age 15-35. Youth are arguably the most vibrant and dynamic population of Botswana – with unique power and untapped potential to significantly contribute to civic society and positively transform the country –as young citizens. They are also uniquely positioned as a major human resource for development and constructive agents of their personal development, socio-economic development, and sources of innovative solutions and approaches. Youth in Botswana is not a homogeneous group as they differ in terms of their opportunities and circumstances in society. Many Batswana youth are still facing challenges of pervasive poverty and inequality, HIV and AIDS, high death rates, vulnerability to external shocks and high unemployment. The youth labour force (15 – 35 years) results show that a total of 427,089 youth is in the labour force. (Statistics Botswana,2018). Out of these, 319,830 (74.9%) were employed while 107,259 (25.1%) were unemployed. The unemployment rate shows that the 18-19 and 20-24 age groups are the most affected at 48.1% and 37.3% respectively. Total unemployed by settlement type indicates that youths in urban villages constitutes the most unemployed at 51.4%, followed by youths in rural areas at 27.2%, whilst 21.4% are in cities and towns. Furthermore, unemployment rates of graduates have been on the rise and were estimated at 16.6 percent in 2016. (Statistics Botswana, 2018). Following the economic shock of COVID-19 and without additional opportunities for income generation, youth will remain dependent on their parents and immediate family much longer. Reducing their opportunities for income generation and fulfilment of their true potential, the COVID-19 crisis has turned from a global pandemic into a severe economic crisis. The policy responses taken to fight the pandemic have resulted in economic shutdown, leaving millions out of work, with young people, women and less-skilled people worst affected. As with women, youth and children remain particularly vulnerable to domestic violence and abuse in a context of increased risks, tension and stress in the household. Furthermore, closure of non-formal opportunities deprives young people of social engagement with their peers and may contribute to increased levels of mental health. The Government of Botswana like most countries is a signatory to several international treaties and protocols like the World Programme of Action for Youth to the year 2000 and beyond strategy which aims at guiding the implementation and adoption of youth issues as a priority. This has guided the 2010 revised national Youth Policy aligning it to the treaties and international conventions and policies. In the quest to</p>
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	<p>prioritize youth issues in the country the Ministry of Youth Empowerment, Sport and Culture Development (MYSC) was established and mandated to create an enabling environment for youth empowerment, sport development and preservation of culture and heritage in collaboration with relevant stakeholders. The Ministry delivers its mandate through six functions namely Youth development; Sport and Recreation; Arts and Culture; the Department of National Service and Internship (DNSI); the Botswana National Library Services (BNLS); and the Botswana National Records and Archives Services (BNARS). Botswana has a revised National Youth Policy from 2010 that detail twelve (12) youth strategies/thematic areas that are a priority to Botswana. Some of the strategies stipulated in the Policy are youth employment, youth poverty and hunger. To facilitate implementation of the strategies, various programmes have been developed with the aim of attaining youth development and empowerment. Nevertheless, there continues to be an increase in social issues affecting youth as indicated from the statistics. Having been through 10 years of implementation the current National Youth Policy needs to be reviewed to adapt to the emerging trends and transformations at international, regional and national level. This exercise therefore includes a review of the efficiency and effectiveness of the National Youth Policy and the Action Plan in the past ten (10) years of the implementation, a review of the major institutional bottlenecks, and alignment with contemporary international and regional conventions and protocols on youth development, Botswana's strategic national development objectives as well as development of an action plan. For any youth development strategy in Botswana to be effective, there must be a systematic reappraisal of all existing policies for their impact on the youth –whether economic, social, political, environmental and technological. The National Youth Policy will act as an enabler for the Botswana Government and all stakeholders in their efforts to develop and empower youth in all spheres of life and in the various sectors. Objective of this assignment: To conduct a comprehensive public policy review of the 2010 National Youth Policy and the Action Plan (2010-2016) to identify gaps, strengths and opportunities for young people across the spectrum. The assignment will develop a revised and comprehensive National Youth Policy and Action Plan that respond to the current needs and circumstances of youth across Botswana.</p>
Implementing Partner of UNDP	Ministry of Youth Empowerment, Sports and Culture (MYSC)
Brief Description of the Required Services ¹	<p>Stage One</p> <p>Action 1</p> <p>1.1 Review the 2010 National youth policy including its 12 strategic/thematic areas and the action plan (2010-2016) and their implementation.</p> <p>1.2 Undertake an assessment on current the status of youth of Botswana-.</p> <p>Action 2</p>

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>Based on findings from the review in Action 1, develop detailed recommendations to improve the relevance, efficiency, effectiveness, impact and sustainability to inform the development of the Revised National Youth Policy and Action Plan.</p> <p>Stage Two</p> <p>Action 3 Based on findings from action 1 – 2, international best practices and continued consultations with relevant stakeholders and youth, develop a comprehensive National Youth Policy, aligned to national policy guidelines.</p> <p>Action 4 Develop a comprehensive Action Plan of the Revised National Youth Policy, including timelines, budgets and responsible implementing actors. This will entail articulating the required structures for coordination and implementation of the Action Plan.</p> <p>Action 5 Develop the Revised National Youth Policy Risk Management Plan that outlines risk descriptions, likelihood, impact, risk owners and mitigating measures.</p> <p>Action 6 Develop a Monitoring & Evaluation Plan, integrated within the Action Plan. This should contain baselines, targets, and indicators, frequency of reporting, responsible partners and any additional budget requirements at outcome, output and activity levels. This ensures that the Action Plan itself becomes the basis for measuring progress and implementation of the Policy.</p>
List and Description of Expected Outputs to be Delivered	<p>Specifically, the consultant will undertake the following tasks:</p> <p>1. Prepare an inception report and present it to the Technical Working Group for validation. The inception report will detail the consultants understanding of the assignment through a research plan, and research approach including detailed methodology, sampling framework, and data collections tools, implementation schedule etc for both the review and development of the revised National Youth Policy.</p> <p>2. The review (Action 1.1) must;</p> <p>2.1 Assess the relevance, efficiency, effectiveness, impact and sustainability of the National Youth Policy goals, objectives, strategic areas and related action plan;</p> <p>2.2. Be informed by a comprehensive desk review of relevant documents, materials, programme updates, M&E reports, annual reports and any other relevant materials;</p> <p>2.3 Assess alignment to:</p> <ul style="list-style-type: none"> a) Current International youth treaties, protocols and conventions and other relevant types of policies and strategies and procedures; b) Regional protocols, procedures, policies and strategies;

	<p>c) National legal instruments (laws and regulations relevant to youth development);</p> <p>d) National policies, guidelines and programmes;</p> <p>e) Access to resources (land, finance, housing, ICT skills).</p> <p>2.4 Use a participatory approach that ensures continuous engagement with youth and relevant stakeholders.</p> <p>3. The assessment (Action 1.2) must:</p> <p>3.1 Utilize available reports from different ministries and partners to build a case for young people- e.g. why invest in youth (issues on Demographic Dividend etc.).</p> <p>3.2 Take into consideration the current issues young people are facing in consultations with youth nationwide, such as:</p> <ul style="list-style-type: none"> a) Current economic environment b) Psychosocial support c) Political environment to respond to the demand of young people (policy making processes) d) Youth Engagement and Leadership e) Any other issue deemed a priority by youth. <p>4. The revised policy (Action 3) must:</p> <p>4.1 Be clearly linked to the review findings (actions 1 and 2) and the resulting recommendations (action 3).</p> <p>4.2 Be aligned to the national, regional and international strategies/treaties (Vision 2036, NDP 11, SDG's, Agenda 2063 of the AU, World Programme of Action, UN Youth Strategy, SADC etc.)</p> <p>4.3 Draft versions must be presented to a wide range of stakeholders, beyond the Technical Working Group (see below) to ensure key stakeholders' views are incorporated in the final version;</p> <p>4.4 Develop a glossary of key terms used in the revised National Youth Policy. This will enable stakeholders and users of the revised National Youth Policy to have uniform understanding of definitions of key terms.</p> <p>5. The action plan (action 4) must:</p> <p>5.1 Articulate short, medium and long-term actions to ensure full implementation of the Policy;</p> <p>5.2 Articulate entry points, ways of working and responsibilities of the various stakeholders in the implementation of the Policy.</p> <p>6. As described above (action 6), the monitoring & evaluation plan should be integrated within the action plan and must contain:</p> <p>6.1 Baselines, targets, and indicators, frequency of reporting, responsible partners and any additional budget requirements at outcome, output and activity levels.</p> <p>Target Audience and Stakeholders</p> <p>The review and development process must be participatory, involving all different stakeholders especially the youth (15 to 35 years) at all levels. The consultants should crowdsource ideas from the youth on what the previous policy has done</p>
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	<p>for them and the suggested focus for the revised policy. All line Ministries, youth organizations, faith-based organizations, academic institutions, non-governmental organizations, the private sector and development partners must be involved in the review process and development of the new National Youth Policy.</p> <p>The Technical Working Group which will oversee and provide quality assurance for the work will be formed under the leadership of the Youth Policy Specialist in the Ministry of Youth Empowerment, Sports and Culture. The consultants will be responsible for the final revision of the 2010 National Youth Policy and development of the new National Youth Policy based on feedback received from the TWG.</p> <p>Geographical coverage & sampling</p> <p>The consultants will use various methods to collect the data to examine the actions outlined above. Considering the nature of the assignment, the policy review and development process must have a wide coverage of the youth population as the primary stakeholders across the country. It is recommended that the consultancy sample a minimum of 10,000 youth from a mixture of urban (20%), semi urban (20%), rural (30%) and remote areas (30%) using recognized methods of sampling. This can be a combination of online and face-to-face contact.</p> <p>At the end of the assignment, UNDP expects the following:</p> <ul style="list-style-type: none"> i. An inception report that included all aspects identified above including a detailed work plan with a detailed framework of activities, methodology and tools to be applied, schedule, timelines etc. ii. Review Report of the Policy and Action Plan, including the assessment of the current status of youth in Botswana and detailed recommendations for a revised National Policy and Action Plan iii. Revised National Youth Policy iv. Revised Action Plan for the Implementation of the Revised National Youth Policy including a Monitoring & Evaluation Plan v. Risk Management Plan
Person to Supervise the Work/Performance of the Service Provider	<i>[Project Manager Youth and Women Empowerment]</i>
Frequency of Reporting	<i>At the completion of each deliverable]</i>
Progress Reporting Requirements	<p>The Consultants will be required to provide presentations of all the research materials and draft documents to the Technical Working Group as part of the review and submission process.</p> <p>The Technical Working Group should receive materials for review a minimum of 10 days in advance of TWG meetings.</p>

	<p>Feedback from the TWG should be received within 15 working days of submission. The final report should be submitted within 5 working days after receipt of comments from the Technical Working Group and UNDP technical staff.</p> <p>For any submission of quantitative data, the consultants must provide a data set entirely in Excel and SPSS (or similar) file format for complete cross-tabulations of results.</p>																
Location of work	<input checked="" type="checkbox"/> Exact Address/es <i>[pls. specify]</i> <input checked="" type="checkbox"/> At Contractor's Location																
Expected duration of work	To be determined by the consultants based on the methodology proposed.																
Target start date	22 February 2021																
Latest completion date	31 July 2021																
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>Across the country</td><td>To be determined as part of methodology</td><td>Youth and stakeholder consultations</td><td>To be determined as part of methodology and research plan.</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	Across the country	To be determined as part of methodology	Youth and stakeholder consultations	To be determined as part of methodology and research plan.								
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Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <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)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others: MYSC will fund the mobilization and consultation of Youth across the country																
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 type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" 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>														
Payment Terms ³	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Submission of final inception report</td> <td>10%</td> <td>To be determined by the Consultant Proposal based on approach and methodology</td> <td rowspan="2"> 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. </td> </tr> <tr> <td>Submission of Final</td> <td>30%</td> <td></td> </tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	Submission of final inception report	10%	To be determined by the Consultant Proposal based on approach and methodology	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 Final	30%	
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Submission of Final	30%														

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.

	review Report				
	Submission of Revised National Youth Policy	30%			
	Submission of Revised Action Plan, including M&E plan and Risk Management Plan	30%			
	Submission of final inception report				
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Youth Specialist MYSC and Deputy Resident Representative -UNDP				
Type of Contract to be Signed	<input 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 <i>[pls. specify]</i>				
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	Technical Proposal (70%) <input checked="" type="checkbox"/> Expertise of the Firm 15%				

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 \$200,000.00.

	<p> <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 25% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30% <i>Management Structure and Qualifications required:</i> </p> <p>Lead Consultant – There should be a Team Leader who will be responsible for overall management of the assignment, quality assurance of the assignment and submission of all deliverables through soft and hard copies.</p> <ul style="list-style-type: none"> • <i>Qualification:</i> The Team Leader must have minimum master’s degree in Public policy, Sociology, Social Sciences such as youth development, development economics, or any other relevant field of study. • <i>Work experience:</i> The Lead Consultant must have minimum 12 years of experience in advising governments on development issues and formulation and implementation of national development policies and strategies with strong professional focus on youth affairs, entrepreneurship, education, political and social affairs at national, regional and global levels. • <i>Knowledge and Technical competence:</i> she/he must have good knowledge in SDGs, youth development, economics, community engagement and political participation and technical expertise in project management, data analysis, research and drafting implementation plans. • The Lead Consultant must have good report writing, presentation, advocacy and communication skills, as well as excellent knowledge of the development context of Botswana and/or the Southern Africa Region. <p>Technical Team Member – The consultancy team must have at least one technical team member. The team member is expected to provide substantive technical support and inputs into the assignment, its roll-out and implementation, data collection, report writing, etc.</p> <ul style="list-style-type: none"> • <i>Qualification:</i> Master’s Degree in the social sciences such as economics, development economics, industrial economics, project management, and public policy, etc. • <i>Work Experience:</i> – Must have minimum five (5) years of experience in research, policy analysis and development, development of strategies at national and regional levels. • <i>Technical competence:</i> Must have extensive experience in developing logical frameworks and theories of change, monitoring and evaluation frameworks, risk management plans and producing action plans. • <i>Language:</i> Excellent command of English and Setswana. <p><u>Financial Proposal (30%)</u> 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

	<input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i>
Contract General Terms and Conditions ⁵	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input 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 type="checkbox"/> Detailed TOR <i>[optional if this form has been accomplished comprehensively]</i> <input type="checkbox"/> Others ⁷ <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) ⁸	<p style="text-align: center;"><i>UNDP Procurement Unit</i> <i>Enquiries.bw@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>
Other Information <i>[pls. specify]</i>	

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.

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, 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

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

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

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.*

D. 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	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

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

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. 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				
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*[Name and Signature of the Service Provider's
Authorized Person]*

[Designation]

[Date]