



UNITED NATIONS DEVELOPMENT PROGRAMME

CLARIFICATION #2

REF: 18153-2021 Green Commodities Programme Coordination Consultant

Date: January 20th, 2021

The following inquiries have been received in relation to the above-mentioned process:

QUESTION #1:

It is not clear to me how to fill in the breakdown of cost by components as usually a consultancy is a flat fee for professional services rendered. Any guidance would be great.

ANSWER TO QUESTION #1:

Offers should include all appropriate costs depending on the specific payment mode as described in the procurement notice. In this case, all offers should clearly state a lump sum and segregate the payments by deliverables as detailed in the Terms of Reference. Additionally, offers can include a breakdown of costs by components.

If the consultant would prefer to include the breakdown of costs by components and is offering a flat rate that includes all related costs, please only fill the Professional Fees line in section I (Personnel Costs) of table B (Breakdown of Costs by Components) and leave other spaces in this table in blank.

End of the clarification