**Annex 2**

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL[[1]](#footnote-1)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[2]](#footnote-2))***

 [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 :

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Deliverables*****[list them as referred to in the RFP]*** | **Percentage of Total Price *(Weight for payment)*** | **Price*****(Lump Sum, All Inclusive)*** |
| 1 | Develop a work plan for the assignment, including the regional training workshop for clade analysis and genetic connectivity of corals for stakeholders in Mauritius, Rodrigues, and Seychelles.  | 3% |  |
| 2 | Baseline assessment and stocktaking on clade analysis of resistant/ resilient coral species in Mauritius, Rodrigues, and Seychelles  | 2% |  |
| 3 | Elaborate the specifications for the equipment and laboratory supplies to be purchased to conduct the clade diversity and genetic connectivity analyses at MOI, assist in the evaluation of the equipment and laboratory supplies and conduct a needs assessment/feasibility analysis for equipment required to carry out the coral clade and genetic connectivity analyses in Seychelles. | 5% |  |
| 4 | Conduct in-house capacity building and training workshop to Mauritian and Seychellois counterparts on the use of genetics for the determination of clade diversity and genetic connectivity.  | 15% |  |
| 5 | Conduct a technical assessment on clade analysis of resistant/ resilient coral species and genetic connectivity in Mauritius, Rodrigues, and Seychelles | 25% |  |
| 6 | Assist in the selection of coral species for culture.  | 10% |  |
| 7 | Assist in the study to establish the genetic connectivity of selected coral species. | 5% |  |
| 8 | Establish a M&E Framework and oversee regular monitoring to demonstrate with clear evidence the impact of the project. | 5% |  |
| 9 | Conduct a regional capacity building and training workshop on the use of genetics for the determination of clade diversity and genetic connectivity to identify resilient coral species. | 10% |  |
| 10 | Publication of scientific reports/articles. The consultancy firm will contribute in authoring scientific publications as well as technical reports, especially for parts or sections relating to coral genetics. | 20% |  |
|  | **Total**  | **100%** |  |

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

1. **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** |  |  |  |  |

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

*[Designation]*

*[Date]*

1. *This serves as a guide to the Service Provider in preparing the Proposal.*  [↑](#footnote-ref-1)
2. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-2)