



## REQUEST FOR PROPOSAL (RFP 039/21)

NAME & ADDRESS OF FIRM	DATE: April 5, 2021
	REFERENCE: Gender Impact Assessment for selected employability programs of the Ministry of Labor and Social Affairs of RA

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting a Gender Impact Assessment for selected employability programs of the Ministry of Labor and Social Affairs of RA (the detailed TOR is attached separately as Annex 1a).

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

Proposals may be submitted on or before, 19 April, 4:00 pm local Yerevan time (GMT +4) via **email only**:

to the following e-mail address: [tenders.armenia@undp.org](mailto:tenders.armenia@undp.org)

Please note that proposals received through any other e-mail address will not be considered. Your Proposal must be expressed in the English, and valid for a minimum period of 60 days calendar 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/protestandsanctions/>

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: [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Procurement Unit  
UNDP Armenia*

## Description of Requirements

Context of the Requirement	<b>Conducting Gender Impact Assessment for selected employability programs of the Ministry of Labor and Social Affairs of RA</b>
Implementing Partner of UNDP	Ministry of Labor and Social Affairs of RA
Brief Description of the Required Services <sup>1</sup>	The selected Consulting Company will Conduct a Gender Impact Assessment for selected employability programs of the Ministry of Labor and Social Affairs of RA
List and Description of Expected Outputs to be Delivered	– As per Annex 1a – Terms of Reference (TOR)
Person to Supervise the Work/Performance of the Service Provider	UNDP Women Empowerment and Gender Equality Programme Manager
Frequency of Reporting	<i>As per TOR (Annex 1a) Expected Outputs</i>
Progress Reporting Requirements	<i>As per TOR (Annex 1a) Expected Outputs</i>
Location of work	<input type="checkbox"/> Exact Address as provided below <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	2.5 months after contract signing by both parties.
Target start date	23 April 2021
Latest completion date	5 July 2021
Travels Expected	As per Annex 1a – Terms of Reference (TOR)
Special Security Requirements	<input type="checkbox"/> Others <input checked="" type="checkbox"/> Not Required
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 type="checkbox"/> Others
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> 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 (USD) <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (AMD) (will be converted in accordance to UNORE)

<sup>1</sup> 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.

Value Added Tax on Price Proposal <sup>2</sup>	<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 ( <i>Counting for the last day of submission of quotes</i> )	<input checked="" type="checkbox"/> 60 days <input 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 <sup>3</sup>	Outputs	Percentage	Timing	Condition for Payment Release
	Conduct Gender Impact Assessment (GIA) <sup>4</sup> of an assigned programme of MLSA under the guidance of UNDP GIA international consultant, including providing the Consultant with respective statistical, institutional and fiscal data (translating data into English);	30%	40 days after contract signing	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.
	Adjust/revise sample cases of GIA methodology, piloted in Georgia, to be applicable to the Armenia context.	20%	50 days after contract signing	
	Under the guidance of the UNDP international Consultant, develop and finalize the draft of GIA final report, with all Annexes, findings and recommendations	20%	60 days after contract signing	

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

<sup>3</sup> 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.

<sup>4</sup> European Institute of Gender Equality (2019), what is Gender Impact Assessment  
<https://eige.europa.eu/gender-mainstreaming/toolkits/gender-impact-assessment/what-gender-impact-assessment>

	discussed and validated by the project partners and stakeholders.			
	Adjust GIA training manual and materials to Armenia context and under the guidance of the GIA international expert, co-facilitate a 1-day (6 hours) training on GIA methodology for the selected representatives of target national institutions (due to Covid19 limitations, it may be substituted by three 2-hours online sessions)	20%	70 days after contract signing	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	1. UNDP Women Empowerment and Gender Equality Programme Manager			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Services			
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), where the minimum passing score of technical proposal is 70%. <input checked="" 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	<b><u>Technical Proposal (70%)</u></b>  <input checked="" type="checkbox"/> Expertise of the Firm ( <b>max score: 400</b> ), including: <ul style="list-style-type: none"> <li>a. At least 5 years of progressive experience of conducting socio-economic research, impact assessment and evaluation of economic effects of policy / programmes (<b>max score: 250</b>)</li> <li>b. At least 5 years of experience in provision of analytical services; solid track-record in work with international organizations is a strong asset (<b>max score: 150</b>).</li> </ul> <input checked="" type="checkbox"/> Methodology, its Appropriateness to the Conditions and Implementation Plan ( <b>max score: 250</b> ), including: <ul style="list-style-type: none"> <li>- Task implementation approach, including detailed description of implementation methods and milestones to carry out the proposed task; a detailed work plan with timelines for the Deliverables/Outputs (<b>max score: 250</b>)</li> </ul>			

	<p><input checked="" type="checkbox"/> Qualification of Key Personnel (<b>max score: 350</b>), including:</p> <ul style="list-style-type: none"> <li>- Expert 1 (Team Leader) with 5-year experience in impact assessment and/or assessment of economic effects on policy/programmes, (<b>max score: 150</b>);</li> <li>- Expert 2 (Gender Specialist) with the 2-year experience in gender mainstreaming in Women's Economic Empowerment and/or 4-year experience in research/analysis of various areas of gender equality (<b>max score: 100</b>);</li> <li>- Expert 3 (lawyer) competent in gender mainstreaming in labor rights, international labor standards from the perspective of gender equality, and ILO conventions (<b>max score: 100</b>);</li> </ul> <p><b>Financial Proposal (30%)</b> 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 or more Service Providers, depending on the following factors: as per maximum number of lots.
Annexes to this RFP <sup>5</sup>	<input checked="" type="checkbox"/> Detailed TOR (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <sup>6</sup> <input type="checkbox"/> Others <sup>7</sup>
Contact Person for Inquiries (Written inquiries only) <sup>8</sup>	<p>Procurement Unit, UNDP Armenia <a href="mailto:procurement.armenia@undp.org">procurement.armenia@undp.org</a></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 [pls. specify]	

<sup>5</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>6</sup> 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.

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

<sup>8</sup> 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.

## **TERMS OF REFERENCE**

### **1. General**

<b>Title:</b>	<b>Gender Impact Assessment for selected employability programs of the Ministry of Labor and Social Affairs</b>
<b>Project:</b>	<b><u>Women's Economic Empowerment in the South Caucasus</u></b>
<b>Starting Date:</b>	<b>23 April 2021</b>
<b>Duration:</b>	Up to 2.5 months
<b>Location:</b>	Yerevan, Armenia

### **2. Background**

UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. For UNDP, creating equal opportunities for women and men is critical for equitable, sustainable development and poverty reduction. Hence, gender equality is in core of the UNDP mandate globally and nationally.

UNDP Armenia, within the past decade, has continuously implemented projects on women empowerment, gender equality and youth leadership in Armenia.

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

“Women’s Economic Empowerment in the South Caucasus” Project (hereafter Project) is an initiative of UN Women, supported by the Swiss Agency of Development and Cooperation and Austrian Development Agency in three countries of South Caucasus. The purpose of the project is to ensure that women, particularly the poor and socially excluded, in Armenia, Azerbaijan and Georgia are economically empowered and participate in relevant decision-making.

The Armenian segment of the project is implemented by UNDP Armenia in partnership with RA Ministry of Territorial Administration and Infrastructure (RA MTAI), the Ministry of Labor and Social affairs and in close collaboration UN Women Country Office in Georgia.

Partnerships and synergies are ensured with regional, local governments, private companies, civil society organizations, other women empowerment projects in the country and region.

The joint project work in the following directions:

- Support women, particularly the poor and socially excluded, to use skills, economic opportunities and relevant information to be self-employed and/or to join the formal labor sector in three countries (grass-roots level)
- Support to legislative and policy frameworks in Armenia and Georgia to enable women’s economic empowerment (policy and legislation level)
- Support the Government and public institutions to develop and deliver gender-responsive

programmes, public services, strategies and plans for women's economic empowerment in Armenia and Georgia (institutional level)

Throughout implementation of its projects, the partners combine conventional and innovative approaches, allowing room for experimentation and testing of new solutions with application of design thinking and user-centric approaches.

Under the framework of the WEESC project, UNDP is providing technical assistance to RA Ministry of Labor and Social Affairs (MLSA) and other respective national institutions to integrate the Gender Impact Assessment (GIA) Methodology in the policy planning and evaluation.

Through this Call, UNDP seeks proposals from NGOs, CSOs, Academic Institutions or other research organizations with a strong research capacity to submit proposals for carrying out Gender Impact Assessment in accordance to this Terms of Reference.

### **3. Expected Outputs and Activities:**

- Conduct consultations on GIA methodology with the UNDP International Consultant(s) and the national stakeholders to finalize the scope of GIA for the target agency program (employability programme of the Ministry of Labor and Social Affairs of RA).
- Conduct Gender Impact Assessment<sup>9</sup> (GIA) of the assigned programme of MLSA, under the technical guidance and supervision from UNDP International Consultant(s), as necessary, provide the Consultant with respective statistical, institutional and fiscal data (translating data into English).
- Under the guidance of the UNDP international Consultant, develop and finalize the draft of GIA final report, with all Annexes, findings and recommendations discussed and validated by the project partners and stakeholders.
- In partnership with the UNDP, provide logistical support and facilitate policy dialogues on the findings of the GIA.
- Adjust/revise sample cases of GIA methodology, piloted in Georgia, to be applicable to the Armenia context.
- Adjust GIA training manual and materials to Armenia context, and under the guidance of the GIA international expert, co-facilitate a 1-day (6 hours) training on GIA methodology for the selected representatives of target national institutions (due to Covid19 limitations, it may be substituted by three 2-hours online sessions).

Throughout the process, the Research Company and International Consultant shall work in close collaboration with UNDP and relevant partners and seek their endorsement on the assessment products, including approval of questionnaires, any other tool and method to be used.

### **4. Required qualifications (expertise of the firm)**

- A legally registered non-governmental organization or a business company.
- At least 5 years of progressive experience of conducting socio-economic research, impact assessment and evaluation of economic effects of policy / programmes.
- At least 5 years of experience in provision of analytical services; solid track-record in work with international organizations is a strong asset.
- Availability of the following KEY EXPERTs in the proposal implementation team:

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<sup>9</sup> European Institute of Gender Equality (2019), what is Gender Impact Assessment  
<https://eige.europa.eu/gender-mainstreaming/toolkits/gender-impact-assessment/what-gender-impact-assessment>



***The applicant organization/company shall provide two written references regarding previously completed similar assignments, as well as examples of produced knowledge products (reports, other).***

Qualifications and skills of the Researcher's **key personnel**:

1. Expert 1 (Team Leader) with 5-year experience in impact assessment and/or assessment of economic effects on policy/programmes.
2. Expert 2 (Gender Specialist) with the 2-year experience in gender mainstreaming in Women's Economic Empowerment and/or 4-year experience in research/analysis of various areas of gender equality.
3. Expert 3 (lawyer) competent in gender mainstreaming in labor rights, international labor standards from the perspective of gender equality, and ILO conventions.

The list of key personnel presented above is not binding and in no way should be considered as exhaustive. The Researcher designs the methodology of the assessment and defines human resources to be engaged in the work process in consideration of the scope and the logic of the whole assignment.

#### **5. Language:**

All output materials, as well as the narrative reports, shall be prepared and submitted in both Armenian and English language.

#### **6. Reporting and Schedule of Installments:**

The organization/company will report on the work progress to the UNDP team. Interim Progress Report and the Draft of Final Report shall be produced and submitted according to the deliverables schedule below.

UNDP will reimburse the expenses to the Researcher based on the submitted invoices and approved progress narrative/financial reports on accomplishment of the assigned tasks.

#### **Expected deliverables:**

<b>Description of deliverables</b>	<b>Delivery time</b>
1. Conduct Gender Impact Assessment (GIA) of the assigned programme of MLSA under the guidance of UNDP GIA international consultant, including providing the Consultant with respective statistical, institutional and fiscal data (translating data into English);	40 days after contract signing
2. Adjust/revise the sample cases of GIA methodology, piloted in Georgia, to be applicable to the Armenia context.	50 days after contract signing
3. Under the guidance of the UNDP international Consultant, develop and finalize the draft of GIA final report, with all Annexes, findings and recommendations discussed and validated by the project partners and stakeholders.	60 days after contract signing
4. Adjust GIA training manual and materials to Armenia context, and under the guidance of the GIA international expert, co-facilitate a 1-day (6 hours) training on GIA methodology for the selected representatives of target national institutions (due to Covid19 limitations, it may be substituted by three 2-hours online sessions)	70 days after contract signing

## 7. Schedule of Payments

Payment per each deliverable as referred to in ToR will be done after full clearance of the deliverables by the Project Management Team. Payment will be made in two installments upon timely completion of respective deliverables.

	Description of Deliverables	Payment (%)
1	Conduct Gender Impact Assessment (GIA) of the assigned programme of MLSA under the guidance of UNDP GIA international consultant, including providing the Consultant with respective statistical, institutional and fiscal data (translating data into English);	40%
2	Adjust/revise sample cases of GIA methodology, piloted in Georgia, to be applicable to the Armenia context.	60%
3	Under the guidance of the UNDP international Consultant, develop and finalize the draft of GIA final report, with all Annexes, findings and recommendations discussed and validated by the project partners and stakeholders.	
4	Adjust GIA training manual and materials to Armenia context, and under the guidance of the GIA international expert, co-facilitate a 1-day (6 hours) training on GIA methodology for the selected representatives of target national institutions (due to Covid19 limitations, it may be substituted by three 2-hours online sessions)	
	Total	100%

## 8. Bids and evaluation of bids

The application package of the bidders should include technical and financial proposals with breakdown per activity lines.

**Technical proposal** should outline the methodology for undertaking the tasks, as well as, the detailed work plan showing the assignment's important activities and milestones.

**Financial proposal** must include a detailed quotation, showing all necessary costs. It should indicate the all-inclusive fixed total contract price.

Combined Scoring method will be used for selection of best offer. The technical proposal (qualifications and methodology) will be given a 70% weight and financial offer will be weighted 30%.

## **Annex 2 - FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>10</sup>**

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>11</sup>)*

[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 or 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, 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.*

<sup>10</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>11</sup> 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 experts, etc.;
- b) CVs demonstrating qualifications must be submitted; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

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

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Price (Lump Sum, All Inclusive)</b>
1	Conduct Gender Impact Assessment (GIA) of the assigned programme of MLSA under the guidance of UNDP GIA international consultant, including providing the Consultant with respective statistical, institutional and fiscal data (translating data into English);	40%	
2	Adjust/revise sample cases of GIA methodology, piloted in Georgia, to be applicable to the Armenia context.	20%	
3	Under the guidance of the UNDP international Consultant, develop and finalize the draft of GIA final report, with all Annexes, findings and recommendations discussed and validated by the project partners and stakeholders.	20%	
4	Adjust GIA training manual and materials to Armenia context, and under the guidance of the GIA international expert, co-facilitate a 1-day (6 hours) training on GIA methodology for the selected representatives of target national institutions (due to Covid19 limitations, it may be substituted by three 2-hours online sessions)	20%	
	<b>Total</b>	<b>100%</b>	

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

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

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Key Expert 1				
b. Key Expert 2				
c. ...				
d. Expert 3				
e. Expert 4				
f. ...				
2. Services from Field Offices				
a. Key Expert 1				
b. Key Expert 2				
c. Expert 3				

d. Expert 4				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				
<b>TOTAL</b>				

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



*Empowered lives.  
Resilient nations.*

## **Annex 3- UNDP GENERAL CONDITIONS OF CONTRACT FOR SERVICES**

**(attached separately)**