



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: September 17, 2021
	REFERENCE: RFP/TLS/2021/0000010453
	Provision of Capacity development strategy for the Public Defender's Office- AAJAT Project

Dear Sir/Madam

We kindly request you to submit your Proposal for **Provide and Strengthen Capacity development strategy for the Public Defender's Office for AAJAT Project**.

Please be guided by the form and instruction provided hereto as Annexes, in preparing your Proposal.

Proposals may be submitted via e-tendering system the address below:

<https://etendering.partneragencies.org>

Your Proposal must be expressed in the English, and valid for a minimum period of 2 months

TRAINING FOR E-Tendering:

Bidders who are interested to register their company with UNDP E-Tendering System. Please contact:

TLS_Procurement_Staff_Timor-Leste procurement.staff.tp@undp.org and +670 77231907 (Whatsapp)

Please contact us through given email or phone number in order to schedule a training session and get your company registered.

It shall remain your responsibility to ensure that your quotation is submitted on or before the deadline indicated by UNDP in the eTendering system. Bids must be submitted in the online eTendering system in the following link: <https://etendering.partneragencies.org> **e-tendering ID: 0000010453** using your username and password. If you have not registered in the system before, you can register now by logging in using

username: event.guest

password: why2change

and follow the registration steps as specified in the system user guide or contact Ahmad Zubair at below details.

For further details on e-tendering registration and FAQ please visit site: <https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html>

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 5.

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 Provider's 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/unsc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Ahmad Zubair
Head of Procurement
9/17/2021

Annex 1

Description of Requirements

Context of the Requirement	Provide and Strengthen Capacity development strategy for the Public Defender's Office for AAJAT Project
Implementing Partner of UNDP	Please refer to Annex-3 Terms of Reference
Brief Description of the Required Services	Please refer to Annex-3 Terms of Reference
List and Description of Expected Outputs to be Delivered	Please refer to Annex-3 Terms of Reference
Person to Supervise the Work/Performance of the Service Provider	<i>Project Manager</i> <i>Please refer to Annex-3 Terms of Reference</i>
Frequency of Reporting	Please refer to Annex-3 Terms of Reference
Progress Reporting Requirements	Please refer to Annex-3 Terms of Reference
Location of work	Please refer to Annex-3 Terms of Reference
Expected duration of work	Please refer to Annex-3 Terms of Reference
Target start date	Immediately after issuance of Contract/PO
Latest completion date	Please refer to Annex-3 Terms of Reference
Travels Expected	Please refer to Annex-3 Terms of Reference
Special Security Requirements	NA
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Please refer to Annex-3 Terms of Reference
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
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Proposal	<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

	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	Upon completion and acceptance by UNDP of each deliverable mentioned in TOR Annex-3
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Project Manager
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%. Companies securing more than 70% technical score will be requested for financial proposal password. <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC).
Eligibility Assessment	<input checked="" type="checkbox"/> Valid business license In relevant field of assignment <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions. <input checked="" type="checkbox"/> At-least 1 similar contract for provision of similar service to international/national organizations during last 5 years with value of US \$ 20,000 <input checked="" type="checkbox"/> At-least 3 years of operational experience <input checked="" type="checkbox"/> An average financial turnover of \$70,000 during last 2 years (2019 and 2018) <input checked="" type="checkbox"/> Financial Proposal (must be password protected).
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm 25% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 20% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 25% <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.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider

Contract General Terms and Conditions ¹	<input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts 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	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR – Annex 3 <input checked="" type="checkbox"/> Forms to be filled- Annex 4 <input checked="" type="checkbox"/> UNDP General Terms and Conditions- Annex 5
Contact Person for Inquiries (Written inquiries only)	<p><i>Procurement Team</i> procurement.staff.tp@undp.org +67078367023 (WhatsApp)</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>
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annexes with this RFP, <input checked="" type="checkbox"/> Latest Business Registration Certificate in relevant field of work; <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; <input checked="" type="checkbox"/> List of Previous Similar Services with positive feedback from customer; <input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, demonstrating company experience in the field of services and list of similar works undertaken; <input checked="" type="checkbox"/> Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.; <input checked="" type="checkbox"/> Technical proposal with methodology and timeline <input checked="" type="checkbox"/> Qualification and experience of technical key staffs stated in TOR; <input checked="" type="checkbox"/> Financial Proposal (password protected); <input checked="" type="checkbox"/> Any other document required in technical proposal.

¹ 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.

Tender Closing date and time	<p>Closing date: <u>Friday, October 01, 2021</u></p> <p>Time: Please refer to E-tendering system for exact time</p> <p>The time in E-Tendering system is based on New York EST Time Zone.</p>
Additional Information	<p><u>Instructions on submission of Financial Proposal:</u></p> <ul style="list-style-type: none"> • The financial proposal submitted along the proposal should be password protected. • Failure to submit password protected financial proposal may lead to dis-qualification of the firm. • The proposer should not indicate their price in any part of the technical proposal or any other document than password protected financial proposal. <p>In E-tendering System, please put 1 in section of price line. DO NOT MENTION YOUR PRICE ANYWHERE IN E-TENDERING OR PROPOSAL EXCEPT IN YOUR PASSWORD PROTECTED FINANCIAL PROPOSAL</p>

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL²

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery³)

[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 ANNEX 4 SECTION B. ;*
- 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, ANNEX 4 SECTION C;*
- e) *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 ANNEX 4 SECTION A.*

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.

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 ANNEX 4 SECTION D; and*
- c) *Written confirmation from each personnel that they are available for the entire duration of the contract ANNEX 4 SECTION D.*

² This serves as a guide to the Service Provider in preparing the Proposal.

³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

FINANCIAL PROPOSAL:

The financial proposal should be complete, and **PASSWORD PROTECTED** IN SEPRATE PDF FILE
In E-tendering System, please put 1 in section of price line

D. Cost Breakdown per Deliverable*

Deliverables/ Outputs	Target Due Dates	Review and Approvals Required	Payment	Amount (US\$)
<u>Deliveable-1</u> Submission and approval of the inception report with the approach, methodology and detailed work plan	07 October 2021	Project Manager	10%	
<u>Deliveable-2</u> Submission and approval of the first draft of the needs assessment	05 November 2021	Project Manager	20%	
<u>Deliverable-3:</u> <ul style="list-style-type: none"> Submission and approval of the final needs assessment, incorporating feedback Submission and approval of the first draft of the strategy and long-term roadmap 	30 November 2021	Project Manager	30%	
<u>Deliverable-4:</u> Submission and approval of the final draft of the strategy and long-term roadmap	16 December 2021	Project Manager	40%	
GRAND 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				
a. Expertise 1				
b. Expertise 2				
c. Expertise 3				
Others				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others equipment				
III. Other Related Costs				

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

[Designation]

[Date]

Terms of Reference (TOR) Local Consulting Firm

Country: Timor-Leste

Description of the Assignment: A needs assessment and capacity development strategy for the Public Defender's Office

Project Name: Accelerating Access to Justice for All in Timor-Leste (AAJAT)

Period of Assignment/Services: 55 working days over a period of 3 months (from 1 October 2021 to 31 December 2021)

A. Background Information and Rationale, Project Description

UNDP is a longstanding institution in Timor-Leste, especially with a justice programme. UNDP's Justice Project has assisted the Government of Timor-Leste (GoTL) in designing the architecture of the justice sector of Timor-Leste, headed by the Ministry of Justice and the Judiciary, in the post-conflict context since 2003. In recent years, UNDP has expanded its access to justice portfolio with a heightened focus on gender justice – gender inequality and gender-based violence. In 2020, UNDP joined the *EU-UN Spotlight Initiative to Eliminate Violence Against Women and Girls in Timor-Leste (Spotlight Initiative)* which was launched in three municipalities – Bobonaro, Ermera, and Viqueque. UNDP has also initiated a new justice project, *Accelerating Access to Justice for All in Timor-Leste (AAJAT)* and Human Rights-Oriented Prison Enhancement (HOPE) for Gender Equality, and also partake in another new UN Joint Program funded by Korea International Cooperation Agency (KOICA), *Hamutuk ba Igualdade (Together for Equality): Preventing and Responding to Gender-Based Violence*.

In these projects, UNDP is exclusively tasked, among others, with the service delivery of the justice sector to increase access to justice of domestic violence/gender-based violence survivors and people residing in remote areas. The scope of work includes i) enhancing access to justice of women GBV survivors (access to legal information, strengthened legal aid), ii) strengthening gender-responsiveness in the sector (survivor-centered and responsive criminal justice processes, increase of women's representation in the legal profession), and iii) correctional facilities in line with the human rights standards and female inmates' special needs. Spotlight Initiative and AAJAT/HOPE/Together for Equality are designed to complement each other and have been implemented in a collaborative manner.

Specifically, AAJAT focuses on its support to the beneficiary groups who are deprived of a means to readily access the formal justice system due to pervasive poverty, illiteracy and language barrier, lack of information, and gendered social norms. Project activities include support to the state-owned legal aid service to be gender-mainstreamed, the institutionalization of survivor-centered approaches, and actions to enhance women's representation in the justice sector. The following are the expected Outputs:

- 1) Output 1: Strengthened sustainability and the institutional capacity of state-owned and grassroots legal aid services to better serve the disadvantaged groups, particularly rural women and girls
- 2) Output 2: Enhanced capacity of the rule of law institutions to uphold zero tolerance of GBV
- 3) Output 3: Improved gender sensitivity with increased competence and legal knowledge among future legal professionals through mentorship and internship programs

The Scope of Work for this particular announcement concerns conducting the needs assessment and developing the strategy for the institutional capacity development of the Public Defender's Office (PDO) under Output 1, as seen above. Pursuant to Article 15 and Article 16 of Decree-Law No. 12/2008 (Organic Statute of the Ministry of Justice), *the Public Defender's Office is an agency endowed with technical autonomy, subject to the oversight of the Ministry of Justice, responsible for providing full and free judicial and extrajudicial aid to economically underprivileged citizens* (Decree-Law No. 38/2008). The PDO's detailed mandates can be found in the said laws.

UNDP has supported the PDO in seconding the public defender advisors from Brazil through the tripartite partnership among the PDO/MOJ, Brazilian PDO, and UNDP until 2018. UNDP has also assisted the PDO since 2017 in establishing the *Access to Justice Clinics*, an extrajudicial section providing Alternative Dispute Resolution (primarily, mediation of civil cases) and community outreach campaigns (Article 22, Decree-Law No. 10/2017). The Access to Justice Clinics (AJCs) were initially established in the Baucau and Suai Judicial Districts, covering eight municipalities (Baucau, Lautem, Viqueque, Manatuto, Covalima, Ainaro, Same, and Bobonaro). New AJCs offices will soon be constructed in Viqueque and Bobonaro through the support of the Spotlight Initiative, and the one in Oecusse is in the pipeline through the support of the Together for Equality.

With the heightened focus on gender justice as described above, the PDO's role in assisting the GBV survivors has come to the fore for further needs of strengthening. The public defenders have the responsibility, among others, to accompany the survivors of Domestic Violence, provide legal advice, and closely collaborate with the Public Prosecutor throughout the legal proceedings regardless of the survivor's financial capacity to retain a lawyer (Articles 25 and 28, Law Against Domestic Violence). The PDO has not been able to fulfil the said responsibilities, seemingly due to the limited resources. It appears that institutional reform and comprehensive capacity development should be accompanied for the PDO to expand the scope of work from the current focus on the defences' access to counsel to concurrently reinforced legal aid service to the survivors. In this context, the consultancy service will assess the needs and formulate a strategy and a roadmap of the institution so that the PDO could confidently exercise its expertise and contribute to enhancing access to justice for GBV survivors and economically disadvantaged people.

B. Objectives

The objectives of the assignment are to:

- Provide the PDO with the vision about the institutional capacity development with actionable recommendations, strategies, and a roadmap based on sound needs assessment
- Strengthen the PDO's gender mainstreaming and capacity to effectively respond to the needs of GBV survivors where the survivors can make informative decisions and feel safe, respected, and heard during the legal proceedings without secondary victimization

C. Scope of Work

Under the supervision of the Project Coordinator/Manager, the incumbent is expected to perform the following tasks:

- **Conduct the needs assessment of the PDO with recommendations**
 - Conduct the desk research, consult and interview the relevant professionals and stakeholders of the PDO and other institutions
 - Assess the gap and needs and provide the recommendations, on the areas of, among others, institutional structure, strategic partnerships, communications, operations, staffing, and financial resources and management, and particularly on gender mainstreaming and in responding to the needs of GBV survivors

- **Develop the short and mid-term strategy and long-term roadmap for the PDO's institutional capacity development and gender-responsiveness**
 - Formulate the strategies and roadmap based on the said needs assessment for the immediate action/implementation points and five to ten years of foresight

D. Approach and Methodology

The bidder shall suggest the most appropriate approach and methodology for each of the prescribed tasks according to the basic guides and expectations as below. The approach and methodology must be in line with the most up-to-date international best practices, and yet tailored to the local and institutional contexts.

E. Expected Outputs and Deliverables

The expected outputs and deliverables are outlined in the below table:

Outputs/Deliverables	Estimated Duration to Complete And Target Due Dates	Breakdown of the Payment	Review and feedback	Review and Approvals Required
Deliverable 1: <ul style="list-style-type: none"> • Submission and approval of the inception report with the approach, methodology and detailed work plan 	7 October 2021	10%	AAJAT	AAJAT Project Coordinator/Manager
Deliverable 2: <ul style="list-style-type: none"> • Submission and approval of the first draft of the needs assessment 	5 November 2021	20%	AAJAT	AAJAT Project Coordinator/Manager
Deliverable 3: <ul style="list-style-type: none"> • Submission and approval of the final needs assessment, incorporating feedback • Submission and approval of the first draft of the strategy and long-term roadmap 	30 November 2021	30%	AAJAT	AAJAT Project Coordinator/Manager
Deliverable 4: <ul style="list-style-type: none"> • Submission and approval of the final draft of the strategy and long-term roadmap 	16 December 2021	40%	AAJAT	AAJAT Project Coordinator/Manager

The payment will be processed upon the submission and approval of the above deliverables developed by the incumbent.

F. Key Performance Indicators and Service Level

Key Services	Minimum standard of services acceptable	Indicators (Baseline and Target)
Conduct the needs assessment of the PDO with recommendations	<ul style="list-style-type: none">• Specific areas, including the gender mainstreaming and GBV responses, were selected in the needs assessment with supporting statements• Consultations and interviews were conducted with all key professionals in the PDO both in Dili and a couple of districts• Consultations and interviews were conducted with all relevant stakeholders of the PDO• All relevant laws and policy papers were consulted	PDO and MOJ staff satisfied with the consultation/interview processes and the findings of the assessment draft (Baseline: None, Target: Yes)
Develop the short and mid-term strategy and long-term roadmap for the PDO's institutional capacity development and gender-responsiveness	<ul style="list-style-type: none">• Detailed as well as comprehensive strategy and roadmap developed with clear action points per institutions or as appropriate• Specific strategy developed for the PDO, among others, to become more gender-responsive institution	PDO and MOJ staff satisfied with the strategy and roadmap draft (Baseline: None, Target: Yes)

F. Governance and Accountability

The contractor will report directly to the Project Coordinator/Manager, and the Head of Governance Unit will also review the tasks as a lead of quality control.

G. Facilities to be provided by UNDP

UNDP will provide coordination support at the initial stage with the PDO and other institutions, Civil Society Organizations, universities, where required and if available.

H. Duration of the Assignment

The expected duration of the work is for 3 months for a maximum of 55 days from 1 October 2021 to 31 December 2021.

I. Duty Station

The contractor will be based in Dili, Timor-Leste, for the entire period of the assignment, with field works if required to undertake the tasks. Remote work arrangement is only possible when the firm has field officers on the ground in Dili.

J. Professional Qualifications of the Successful Contractor and its Key Personnel

1) Eligibility Criteria:

Valid business license in field of Business Management or Law to operate locally in relevant field

Full acceptance of the Contract General Terms and Conditions

At least 1 similar contract for provision of similar service to international/national organizations during last 5 years with value of US\$ 20,000.

At least 3 years of operational experience

An average Financial turnover of \$30,000 during last 2 years (2019 and 2018)

2) Key staff qualifications are delineated as below:

Team Leader/Institutional capacity development expert/Lead drafter (Submission of his/her CV required)

a. Academic Qualifications:

- Bachelors' Degree in human resources, business management, business administration, or related field

b. Years of experience:

- Five years or more of professional experience in institutional capacity building;
- Expert knowledge of and experience in conducting the needs assessment and designing strategic plans for institutional capacity development;
- Excellent knowledge of the government/governance structure and institutions in Timor-Leste;
- Excellent knowledge of women's participation and empowerment programming;
- Strong interpersonal, oral and written communication skills;
- Experience working with UNDP, other UN entities, donor organizations or development organizations is an asset.

c. Language requirements

- Fluency in Tetun, Portuguese, and English

Legal Expert (Submission of his/her CV required)

a. Academic Qualifications:

- Bachelors' Degree in Law

b. Years of Experience:

- Three years or more professional experience in the areas of justice, with a strong focus on gender or social justice;
- Excellent knowledge of the Timorese legal system and experience in working with the justice institutions in Timor-Leste;
- Experience in practicing law or legal advisory services in the civil law system, especially representing the GBV survivors is an asset.

c. Language requirements

- Fluency in Tetum and Portuguese (both oral and written)
- Working proficiency in English is an asset.

K. Price and Schedule of Payments

The contract price is a fixed deliverable-based price regardless of extension of the herein specific duration. The proposers are expected to identify all cost components in the price schedule as per the requirement of the Terms of Reference.

Schedule of Payment:

The payment will be deliverable-based. The payment will be delivered in instalments, which shall be payable on the completion of each deliverable set out. The confirmation that a deliverable has been completed and a payment instalment is due shall be made by the Project Coordinator/Manager.

Annex 4

ANNEX 4, Section A:

Form for Submitting Self-Declaration

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁴)

We, the undersigned hereby declare that we are not in the removed or suspended ineligibility list of the UN, UN Procurement Division list or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council.

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

Yours sincerely,

⁴ *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*

Annex 4- Section B:

Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Annex 4- Section C:

Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;

Please list only previous similar assignments successfully completed in the last 5 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Annex 4 Section D:

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i> <ul style="list-style-type: none">▪ Name of institution: [Insert]▪ Date of certification: [Insert]
Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

Annex-5:

UNDP General Terms and Conditions

<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>