



REQUEST FOR PROPOSAL (RFP)

For the Provision of Skills Training for the Ninewah Gov Directories in 3 Lots

NAME & ADDRESS OF FIRM OR CONSORTIUM	DATE: October 5, 2021
	REFERENCE: RFP- 361-21

Dear Sir or Madam

We kindly ask you to submit your Proposal for the Provision of Skills Training for the Ninewah Governorates on a per lot basis. Bidders have the option to submit proposal for 1 or more Lots.

Lot 1 – Management Training Package

- GoI guidelines, drafting BoQs and tender documents, procurement and contract management-Bidding Process.
- Construction Management and Quality Control On-Site
- Health and Safety On-Site
- Leadership and Strategic Planning

Lot 2 – Computer Skills Training Package

- Microsoft Office (Word, PowerPoint, Excel, Outlook)
- Google Suite (including Google Docs, Slides and Sheets)
- Formal correspondence and communications via secure platforms
- Cloud-based database management and archiving

Lot 3 – Operations and Maintenance Training Package

- Maintaining and operating electrical generators, and panels.
- Maintaining and operating HVAC systems
- Maintaining, testing, and operating elevators
- Maintaining and operating water pumps and sedimentation reservoirs
- General planning and implementation of preventive maintenance
- Maintaining and operating fire-fighting systems (prevention and control)
- Environmental Waste Management and Recycling

In preparing your proposal, please use the template in Annex 2 and Annex 3 of this document. Annex 2 should be submitted on a per lot basis. Review and award will be on per lot basis.

The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each document shall include the Proposer’s name and address. **The file with the “FINANCIAL PROPOSAL” must be encrypted with a password** so that

it cannot be opened nor viewed until the proposal has been found to pass the technical evaluation stage. UNDP shall request via email the Proposer to submit the password to open the Financial Proposal. The Proposers shall assume the responsibility for not encrypting financial proposal.

IMPORTANT NOTE: The amount of the Financial proposal **MUST NOT** be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.

PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT "1" AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE

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 number of services and/or goods, by up to a maximum of twenty-five percent (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:

<https://www.undp.org/content/undp/en/home/procurement.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 prohibited 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,

A handwritten signature in blue ink, appearing to read 'SHADI', with a horizontal line extending to the right.

Shadi Hussein
Team Lead/Procurement Specialist

Description of Requirements

Context of the Requirement	Ninewah Gov Directories Capacity building Project
Implementing Partner of UNDP	Ninewah Governorates
Brief Description of the Required Services ¹	<p>Provision of Skills Training for the Ninewah Governorates on a per lot basis:</p> <p style="text-align: center;">Lot 1 – Management Training Lot 2 – Computer Skills Training Lot 3 – Operations and Maintenance Training</p> <p>For more details, please refer to the Terms of Reference for Each Lot</p>
List and Description of Expected Outputs to be Delivered	<p><u>Lot 1- Management Training</u></p> <p>The overall objective is to assist line directories employees within the Ninawa governorate to develop and sustain critical Management and procurement capacities.</p> <p>The management training package includes</p> <ol style="list-style-type: none"> 1) GoI guidelines, drafting BoQs and tender documents, procurement and contract management. (2) construction management and quality control on-site; (3) health and safety on-site (4) leadership and strategic planning. <p>This ToR seeks technical and financial proposals from organizations, institutes, individuals, and is experienced in capacity development. Please refer to Lot 1 -TOR that contains the training Program with a specific objective and expected learning outcomes of each training title in the package.</p> <p><u>Lot 2 – Computer Skills Training</u></p> <p>The objective is to seek a technical and financial proposal from an experienced service provider in capacity development to provide training courses on</p> <ol style="list-style-type: none"> 1) Microsoft Office & Outlook, 2) Google suite, 3) Formal correspondence & communications via secure platforms, and 4) Cloud base database management & archiving software. <p>The training aims to strengthen the capacity of government employees in different line directories of Ninawa Province.</p> <p>The main targeted groups are the official employee who works on infrastructure projects from water, electricity, municipalities, health, education, roads and bridges and agriculture directories within the</p>

	<p>Ninawa governorate. Please refer to Lot 2 -TOR that contains the package of training, objectives and number of expected participants per training hub.</p> <p><u>Lot 3 – Operations and Maintenance Training</u></p> <p>The objective is to provide training courses in the operation and maintenance of electrical generators, elevators, water pumps, HVAC systems, firefighting systems, and waste management. These training courses will be provided to the staff of Nineveh directorates of water, electricity, municipalities, health, Education, road and bridges and agriculture. The aim is to build staff capacity to operate, proper use and maintain various types of machines, equipment, and systems. Please refer to Lot 2 of the TOR that contains the required trainings list with main objectives to be met and the number of trainees per training, location of training to take place.</p> <p>The operation and maintenance training package includes:</p> <ol style="list-style-type: none"> 1) General planning and implementation of preventive maintenance 2) Maintaining and operating electrical generators and panels 3) Maintaining and operating HVAC systems 4) Maintaining and operating water pumps and sedimentation reservoirs 5) Maintaining, testing, and operating elevators 6) Maintaining and operating firefighting systems (prevention and control) 7) Environmental Waste Management and Recycling
Person to Supervise the Work/Performance of the Service Provider	Technical Training Experts (TTEs) of the UNDP Iraq Office
Frequency of Reporting	<p><i>At the end of each training module</i></p> <ul style="list-style-type: none"> • All training reports shall be submitted in English to UNDP TTEs. • The Training Course shall be conducted in Arabic for the lecture and materials.
Progress Reporting Requirements	daily and weekly progress reports for all running trainings and sessions.
Location of work	As per TOR in each lot
Expected duration of work	As per TOR in each lot, venues to be determined later
Target start date	As per TOR in each lot
Latest completion date	As per TOR in each lot
Travels Expected	As per TOR in each lot
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 checked="" type="checkbox"/> Others n/a
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<ul style="list-style-type: none"> ○ UNDP is responsible for arranging the venue and equipment in the venue of the Training Course, such as projector, screen, whiteboard, or flipchart. ○ UNDP is responsible for the logistics of the participants of Training Programmes.
Implementation Schedule indicating breakdown and	<input checked="" type="checkbox"/> Required.

timing of activities/sub-activities	The Training institution is required to provide a detailed implementation plan as per the TOR requirement in each lot
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required Please refer to the corresponding TORs
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"/> 90 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.
Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they must confirm in their Bid that : (i) they have designated a party to act as the lead entity, duly vested with the authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly authenticated Agreement between the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract will be entered into, by and between UNDP and the designated lead entity, which will act in the name and on behalf of all the member entities comprising the joint venture.</p> <p>After the Proposal Submission Deadline, the lead entity identified to represent the joint venture, consortium or association shall not be changed without the prior written consent of UNDP.</p> <p>The lead entity and the member entities of the JV, Consortium or Association will comply with the provisions of Clause 9 herein with respect to the submission of only one proposal.</p> <p>The description of the organization of the JV, consortium or association shall clearly define the expected role of each of the JV entities in the realization of the RFP requirements, both in the Proposal and in the JV, consortium or association agreement. All entities comprising the JV, Consortium or Association shall be subject to eligibility and qualification assessment by UNDP.</p> <p>A JV, Consortium or Association in presenting its background and experience must clearly differentiate between:</p> <p>(a) those that have been undertaken jointly by the JV, Consortium or Association; and</p> <p>(b) those that have been undertaken by the individual entities of the JV, Consortium or Association.</p> <p>Previous contracts completed by individual experts working privately, but who are permanently or have been temporarily associated with any of the member firms, cannot be claimed as the expertise of the JV, Consortium or Association or its members, but should only be claimed by the individual experts themselves in their submission of their individual credentials.</p>

	JV, Consortium or Associations are encouraged for high-value, multi-sector requirements when the spectrum of skills and resources needed may not be available within a company
Partial Quotes	<input checked="" type="checkbox"/> Not allowed within each Lot. However, bidders can submit proposals for one or more Lots. <input type="checkbox"/> Allowed
Payment Terms	Please refer to the payment terms indicated in the corresponding TORs per lot
Person(s) who should review/inspect/approve completed deliverables/services and authorize disbursement of payment	Technical Training Experts (TTEs) of the UNDP Iraq Office
Preliminary Examination	<p>UNDP shall examine the Proposals to determine whether:</p> <p>(1) they are complete with respect to minimum documentary requirements, whether the documents have been properly signed,</p> <p>(2) whether the proposer is legally registered</p> <p>(3) whether or not the Proposer is in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's list of suspended and removed vendors, and</p> <p>(4) whether the Proposals are generally in order, among other indicators that may be used at this stage.</p>
Type of contract to be signed	<input checked="" type="checkbox"/> Face Sheet Contract http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Criteria for awarding the contract	<p>The review and award will be on a per lot basis</p> <p><input checked="" type="checkbox"/> Highest Combined Score (based on weighting 70% technical bid and 30% financial bid)</p> <p><input checked="" type="checkbox"/> Full acceptance of the UNDP General Terms and Conditions of Contract (TGC). This is a mandatory criterion and cannot be eliminated regardless of the nature of the services requested. Failure to accept the GTCs may be grounds for rejection of the Proposal.</p>
Criteria for the Assessment of Proposal	Please refer to the detailed technical evaluation criteria indicated in the TOR
Documents to be submitted	<ul style="list-style-type: none"> • Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured • Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation • Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country • Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 3 years • Statement of Satisfactory Performance from the Top 2 Clients in terms of Contract Value for the past 5 years • Duly signed Technical and financial (password protected) proposals • List of clients highlighting similar contracts for clients of comparable business nature and/or size as UNDP/UN and/or implemented projects funded by international technical assistance organizations and donors.

Criteria for the evaluation of the proposal	As per TOR (Lot wise)
The UNDP will award the contract:	<input checked="" type="checkbox"/> One or more Service Providers
General Terms and Conditions of Contract	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) The 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"/> Detailed Terms of Reference per lot <input checked="" type="checkbox"/> Proposal Submission Form (per lot) <input checked="" type="checkbox"/> Financial Proposal Form (per lot) <input checked="" type="checkbox"/> General Terms and Conditions
Contact person for inquiries and clarifications (Written inquiries only)	Dolores.Maitim@undp.org Any delay in UNDP's response will not be used as a reason to extend the deadline for submission of proposals, unless UNDP determines that such an extension is necessary and communicates a new deadline to the proposers.
Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Online bidding in E-tendering module Date AND Time: As specified in the system (note that the time zone indicated in the system is New York Time Zone) PLEASE NOTE: Date and time visible on the main screen of the event (on the E-Tendring portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the E-Tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly to the system. Try to submit your bid a day prior or well before the closing time. Do not wait until the last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist. Note: for registration, please refer to e-tendering instruction manual and FAQ.

Method of Submission	<p>Proposals must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering</p> <p>Date AND Time: As specified in the system (note that the time zone indicated in the system is New York Time Zone)</p> <ul style="list-style-type: none"> ▪ File Format: PDF and BOQ in PDF and EXCEL ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 20MB <p>[For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information]</p> <ul style="list-style-type: none"> • Insert BU Code and Event ID number and Event ID number • The Technical Proposal should be submitted separately from the Financial Proposal and must not contain any pricing information whatsoever on the services offered. <p><u>Financial Proposal Password</u></p> <p>Password for the financial proposal must not be provided to UNDP until requested by UNDP if the proposal is deemed technically qualified. Proposers will have 48 hours to respond to the request for password from UNDP. Proposers are advised to note their password in a secure place. Should UNDP be unable to open the file due to forgotten password(s), the Proposal shall be rejected.</p> <p>The bids submitted by email/post mail/hand shall not be accepted.</p> <p>While entering financial proposal in the e-tendering system, always mention your price as USD1. Please do not mention the value of your financial proposal in e-tendering system. It should only be mentioned in the password protected file/attachment of financial submission form. The proposal of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.</p> <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
----------------------	---

TECHNICAL SCORING SHEETS (To be individually used for each lot, Lot 1, Lot 2, Lot 3)

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm / Organization	30%	300
2.	Proposed Methodology, Approach and Implementation Plan	35%	350
3.	Management Structure and Key	35%	350
Total			1000

Technical Proposal Evaluation Form 1		Points obtainable
Expertise of the Firm/Organization		
1.1	General organizational capacity (e.g., size of firm / organization, effectiveness of planning and training, reputation of the organization and personnel competence / relevant experience) and the duration of work in the market, <i>Experience in project target regions (5 years- 50 points, 6-7 years - 70 points, more than 7 years - 100 points)</i>	100
1.2	Experience of the company / organization in the field of training, as evidenced, for example, by the number of training modules designed on the theme of requested Services <i>(at least 2 training modules - 30 points, 3-5 modules - 50 points, 6 and more modules - 75 points)</i>	75
1.3	Experience in curriculum development and implementation of training programs of short-term training for heads of local governments, NGOs, government organizations, initiative groups in communities <i>(up to 5 years - 50 points, 6-7 years - 60 points, more than 7 years - 75 points)</i>	75
1.4	Presentation of recommendations from past clients (including international organizations) regarding implementation of similar tasks: <ul style="list-style-type: none"> • Presentation of recommendations 2 - 30 points • Presentation 3 recommendations - 40 points • Presentation 4 or more recommendations - 50 points 	50
		300
Technical Proposal Evaluation Form 2		Points Obtainable
Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the Proposer understand the task? Critical analysis and understanding of the TOR and supporting documents (100 points); Analysis of the TOR and supporting document (80 points); Analysis of only the TOR (60 points) No analysis – 0 points	100

2.2	Have the important aspects of the task been addressed in sufficient detail? <i>Approach and methodology well elaborated (100 points)</i> <i>Approach and methodology elaborated but with some missing documents (75 points)</i> <i>No approach and methodology (0 points)</i>	100
2.3	Are the different components of the project adequately weighted relative to one another? <i>Approach and work plan well elaborated (75 points)</i> <i>Approach and work plan elaborated but with some missing elements (60 points)</i> <i>No approach/work plan (0 points)</i>	75
2.4	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project? <i>Presentation is very clear, and sequence is very logical (75 points)</i> <i>Presentation is not very clear and sequence in not very logical (50 points)</i>	75
		350
Technical Proposal Evaluation Form 3		Points Obtainable
Management Structure and Key Personnel		
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services	
	Trainers (The number of trainers to be proposed shall be evaluated individually as per below points and averaged to get the final score	
	Minimum 10 years' experience in conducting training similar in nature of the requirement <i>(10-12 years - 10 points, 13-15 years - 15 points, more than 15 years - 20 points)</i>	150
	Relevant Academic Background <i>Master's in Public Procurement, engineering, Business Administration, Social Studies or other related courses) – 20 points</i> <i>Bachelor's degree in in Public Procurement, engineering, business Administration, Social Studies or other related courses) – 15 points</i>	150
	Language qualifications <i>Proficiency in Arabic language – 25 points</i> <i>Not so proficient in Arabic language – 15 points</i>	25
	Knowledge of the Region <i>Worked in the region for:</i> <i>2 years – 10 points</i> <i>3 -5 years – 15 points</i> <i>6 years and above – 25 points</i>	25
		350

Note: The CVs of all personnel are required to check the suitability with the requirement

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL²

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

This form should be submitted separately per lot basis

[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

1.1 Brief Description of Proposer as an Entity:

- Provide a Company profile, brief description of the organization / firm submitting the proposal, its legal mandates/authorized business activities, the year and country of incorporation, types of activities undertaken, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration.
- Provide business licenses- registration papers, tax payment certificate, etc.
- Provide information on specialization in Capacity Development Trainings in international level. The training courses conducted similar to the requirement.

1.2. General Organizational Capability:

- Provide operational history, management structures of applicant organization/firm.
- Provide the latest 3 years Financial Statement (Income Statement and Balance Sheet), and/or authentication of receiving by the Government's Internal Revenue Authority, Include any indication of credit rating, industry rating, etc. The financial statement should be provided separately as stated in Data Sheet.
- Provide organization structure for planning, monitoring and managing and the implementation of projects.

1.3. Track Record and Experiences:

- Provide information working with international organization bilateral donors or financial institutions if any.
- Organization partnership with government entities. Experience in similar training as per requirement. Experience in implementation of projects in conflict and post conflict countries.
- Provide statement of satisfactory performance (certificates) from the top 3 clients in terms of contract value in similar field for the last 5 years

1.5 Provide the following information regarding corporate experience within the last five (5) years which are related or relevant to those required for this Contract.

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

Name of project	Client	Contract Value	Period of activity	Types of activities undertaken	Status or Date Completed	References Contact Details (Name, Phone, Email)

2. Proposed Methodology for the Completion of Services

This section should demonstrate the Proposer's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed methodology meets or exceeds the requirements.

The subject questions of this section related to evaluation criteria in Annex 1 Scoring System and TOR, where the proposer should provide information against each point below.

The applicant should provide a description of how the assignment will be implemented to achieve the targeted results. The approach and implementation plan should take into consideration the local conditions and environment with following points.

- Timeframe of conducting a Training Course – from start of the training until submission of its final report.
- The methodology on how to conduct effective Training Course in order to maximize the trainees' understanding
- The internal technical quality assurance review mechanism to be used for the deliverables.
- Effective quality assurance procedures in place to regulate production of deliverables
- Potential risks of implementation of the tasks that may impact delivery and timely completion of expected deliverables as well as their quality and describe measures that will be put in place to mitigate these risks.

Any other comments or information regarding the approach and methodology that will be adopted.

3. Personnel

Qualifications of Key Personnel.

CVs should demonstrate qualifications in areas relevant to the Scope of Services as per Terms of Reference. *Please use only the format below in submitting the CVs*

Name:		
Position for this Contract:		
Nationality:		
Contact information:		
Countries of Work Experience:		
Language Skills:		
Educational and other Qualifications:		
Summary of Experience: <i>Highlight experience in the region and on similar projects.</i>		
Relevant Experience (From most recent):		
Period: From – To	Name of activity/ Project/ funding organisation, if applicable:	Job Title and Activities undertaken/Description of actual role performed:
<i>e.g. June 2004-January 2005</i>		
<i>Etc.</i>		

<i>Etc.</i>		
References no.1	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
Reference no.2	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
Reference no.3	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN 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;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of UNDP's Contract for Professional Services.

We agree to abide by this Proposal for *90 days*.

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

Name and Signature of the Service Provider's Authorized Person

Designation

Email:

Telephone Number:

Date:

Annex 3

Financial Proposal (Must be password protected per Lot)

The Proposer is required to prepare the Financial Proposal separately from the rest of the RFP. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification. The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category. Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

The format shown on below is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

B. Cost Breakdown per Deliverable per Lot

Interested parties are requested to provide the cost breakdown for the above given prices for each lot based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of services.

A. Cost Breakdown per Deliverables*

*Basis for payment tranches

Lot 1:

Table I: Management Training Package

Output	Percentage	Timing	Condition per Payment Release
Deliverable 1 Provision training courses including all trainings listed in TOR lot 1	40%	Upon substantial completion training of 158 participants	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.
Deliverable 2 Provision training courses including all trainings listed in TOR lot 1	60%	Upon substantial completion training of 236 participants	

LOT 2:

Table II: Computer Skills Training Package

Output	Percentage	Timing	Condition per Payment Release
Deliverable 1 Provision training courses including all trainings listed in TOR lot 2	40%	Upon substantial completion training of 200 participants	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
Deliverable 2	60%	Upon substantial completion training of 301 participants	

Provision training courses including all trainings listed in TOR lot 2			b) Receipt of invoice from the Service Provider.
--	--	--	--

LOT 3:

Table III: Operation and Maintenance training package

Output	Percentage	Timing	Condition per Payment Release
Deliverable 1 Provision training courses including all trainings listed in TOR lot 3	40%	Upon substantial completion training of 174 participants	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.
Deliverable 2 Provision training courses including all trainings listed in TOR lot 3	60%	Upon substantial completion training of 260 participants	

B. Cost Breakdown by Cost Component

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

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				
1.1 Team Leader/Project Manager				
1.2 Trainer(s)				
1.3				
1.4 Any other support staff (if applicable)				
II. Out of Pocket Expenses				
2.1 Stationery and Reproduction				
2.2 Any Other Costs (please specify)				

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