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REQUEST FOR PROPOSAL (RFP 147/21)

NAME & ADDRESS OF FIRM	DATE: October 20, 2021
	REFERENCE: Designing and Conducting Climate Change Trainings

Dear Sir / Madam:

We kindly request you to submit your Proposal for ***Designing and Conducting Climate Change Trainings*** (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, **3 November 2021, 4:00 pm local Yerevan time (GMT +4) via email only:**

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Procurement Unit
UNDP Armenia*

Description of Requirements

Context of the Requirement	Designing and Conducting Climate Change Trainings
Implementing Partner of UNDP	Ministry of Environment of RA (DIM modality)
Brief Description of the Required Services ¹	The overall objective of this assignment is to design and conduct a series of 3 trainings for working groups of the Inter-Agency Coordinating Council on Climate Change (IACCC) representing key ministries, local governments, and academia.
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 Climate Change Programme Coordinator
Frequency of Reporting	<i>As per TOR (Annex 1a) Expected Deliverables and Draft Timeframe of the Services</i>
Progress Reporting Requirements	<i>As per TOR (Annex 1a) Expected Deliverables and Draft Timeframe of the Services</i>
Location of work	<input type="checkbox"/> Exact Address as provided below <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	5 months
Target start date	November 2021
Latest completion date	March 2022
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 <input checked="" type="checkbox"/> N/A
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 checked="" type="checkbox"/> United States Dollars (USD) <input checked="" type="checkbox"/> Local Currency (AMD) (will be converted in accordance to UNORE)

¹ 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 ²	<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 ³	Outputs	Percentage	Timing	Condition for Payment Release
	Inception report, including workplan timetable for trainings as well as modules.	30%	1 month 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.
	Three trainings implemented. Interim report developed and submitted.	50%	4.5 months after contract signing	
	Final report on conducted trainings, capturing statistics, findings and recommendations for future trainings.	20%	5 months after contract signing	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Diana Harutyunyan, UNDP Climate Change Programme Coordinator;			
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%.			

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

³ 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.

	<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	<p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm (max score: 300), including:</p> <ul style="list-style-type: none"> • Relevant experience of a minimum of three years in various capacity building activities, organization of trainings and event management (include company profile with reference list of work and projects), (max score: 150); • Track record of minimum three conducted public awareness events (design, organization and implementation/facilitation of trainings, conferences or consultative events) relevant to climate change, environment or similar (max score: 150); • <i>Experience in working with international institutions will be an asset</i> <p><input checked="" type="checkbox"/> Methodology, its Appropriateness to the Conditions and Implementation Plan (max score: 200), including:</p> <ul style="list-style-type: none"> • 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 (max score: 200) <p><input checked="" type="checkbox"/> Qualification of Key Personnel (max score: 500), including:</p> <ul style="list-style-type: none"> • Team Leader – Climate Change Expert as per Annex 1a 7. Qualifications of Key Personnel (max score: 200); • GHG Inventory Expert as per Annex 1a 7. Qualifications of Key Personnel (max score: 100); • Climate Adaptation Expert as per Annex 1a 7. Qualifications of Key Personnel (max score: 100); • Climate Mitigation Expert as per Annex 1a 7. Qualifications of Key Personnel (max score: 50). • Climate Finance Expert as per Annex 1a 7. Qualifications of Key Personnel (max score: 50). <p><u>Financial Proposal (30%)</u></p> <p>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 and only one Service Provider
Annexes to this RFP ⁴	<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) ⁵ <input type="checkbox"/> Others ⁶

⁴ Where the information is available in the web, a URL for the information may simply be provided.

⁵ 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.

⁶ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

Contact Person for Inquiries (Written inquiries only) ⁷	<i>Procurement Unit, UNDP Armenia procurement.armenia@undp.org</i> 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.
Other Information <i>[pls. specify]</i>	

⁷ 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

Designing and Conducting Climate Change Trainings

Project Number & Title: 109279 “Building Armenia’s National Transparency Framework under Paris Agreement” UNDP-GEF Project (CBIT Project)

Expected Duration: November 2021 - March 2022 (5 months)

1. Background

UNDP and the Ministry of Environment (MoE) are implementing the project “Building Armenia’s National Transparency Framework under Paris Agreement” UNDP-GEF Project (CBIT Project). As the project title indicates, the ***immediate objective of the project*** is to meet enhanced transparency requirements as defined in Article 13 of the Paris Agreement by strengthening institutional and technical capacity for measuring and reporting on emissions, mitigation and adaptation activities, and support received. It will use three means of strengthening capacity in this area: 1) Strengthening national institutions for Measurement, Reporting and Verification (MRV) and aligning transparency activities with country priorities; 2) Ensuring that organizations and individuals have the necessary training and tools to conduct MRV activities; and 3) Transitioning arrangements for data collection, analysis, and reporting from a project-based cycle to a continuous process. The project will finalize and launch an MRV platform that will provide more accurate information and analysis of the instruments that the country selects to mitigate and adapt to climate change. The MRV platform will also allow the country to effectively monitor implementation of policies and measures as expressed in its Nationally Determined Contribution (NDC).

The project consists of three components, the third component of which focuses on the provision of tools, training, and assistance for meeting the provisions stipulated in Article 13 of the Agreement and expanded information sharing among parties to the Paris Agreement. This component will ensure that Armenian experts have the capacity to use the MRV framework that is established and to communicate their transparency activities. The provision of tools, training, and assistance will focus on three areas: 1) Improvements in the greenhouse gas (GHG) inventory; 2) Improvements in the frameworks for transparency of action and support; and 3) International information and knowledge exchange. The project will work to achieve equal participation by women in training and capacity strengthening activities, and it will develop guidance on mainstreaming gender considerations into the three areas listed above.

For more project information visit: <http://nature-ic.am/en/projects/Building-Armenia’s-National-Transparency-Framework-under-Paris-Agreement/1039>.

2. Objective of the assignment

The overall objective of this assignment is to design and conduct a series of 3 trainings for the IACCC working groups representing key ministries, local governments, and academia. The trainings will be focused on the following topics:

- Climate Change: Global and Armenian Context;
- Legal and Policy Framework for Climate Action in Armenia;
- Basic Introduction to Transparency Framework and MRV System
- Requirements for Tracking NDC Implementation Required under Article 13 of the Paris Agreement;
- MRV of GHG Emissions and Removals;

- MRV of Mitigation and Adaptation Policies and Measures;
- MRV of Support Needed and Received.

A series consisting of three training sessions covering the abovementioned topics should be implemented. Each training session should be delivered within approximately four hours. Each training will involve 20-25 participants, 40-50 % of which will represent state authorities.

This assignment shall contribute to introducing transparency concepts as per the requirements of the Paris Agreement and Decision 18/CMA.1 and build political will and engagement in the NDC implementation tracking through policy dialogues with the key national stakeholders.

The Inter-Agency Coordinating Council on Climate Change (IACCC) working groups, key ministries, local governments and academia working on the design/implementation of policies that tackle various aspects and topics of climate change on national/local level are the main target audience to participate in comprehensive capacity building program that will increase their knowledge and engagement for the enhancing transparency and accuracy of climate related data.

Given that the target groups involved in the training can have different role in implementation of the MRV system the trainings should be designed taking into consideration the interests of groups and the specific information needed for each group.

3. Scope of work

Under the supervision of the Project Manager and guidance of the Task Lead expert, the Contractor shall be responsible for designing and delivering 3 trainings for specialists from organizations defined in Table 1. The training must be focused on topics summarised in Table 2.

Table 1. Indicative list of training participants

Group Name	Institution
Decision makers:	<ul style="list-style-type: none"> • Deputy Prime Minister's Office; • IACCC Working Groups; • IACCC Secretariat (Climate Policy Department, MoE).
Data providers:	<ul style="list-style-type: none"> • Statistics Committee; • MoE: <ul style="list-style-type: none"> • Climate Policy Department; • Atmospheric Policy Department; • Forest Policy Department; • Department of Land and Underground Resources Policy; • Department of International Cooperation; • Committee of Forest; • "Hydrometeorology and Monitoring Center" SNCO, etc; • Ministry of Territorial Administration and Infrastructure; • Ministry of Economy; • Ministry of Finance; • Cadastre Committee; • Scientific Research Institute of Energy; • Public Services Regulatory Commission; • Yerevan Municipality; • Gyumri Municipality; • Vanadzor Municipality.

Table 2. Topics of Trainings

N	Topic	Subtopic
1	Climate Change: Global and Armenian Context	<ul style="list-style-type: none"> • Overview of the evolvement of climate change challenge, recognition and international regulations: causes, milestones, institutions (e.g., IPCC, COP, subsidiary bodies) • International treaties on climate change and related areas, links to Sustainable Development Goals • Socio-economic and environmental consequences from mitigation and adaptation actions
2	Legal and Policy Framework for Climate Action in Armenia	<ul style="list-style-type: none"> • Commitments of Armenia under the Paris Agreement: INDC- 2015, NDC 2021 • Links with commitments of Armenia under Eurasian Economic Union and EU Partnership (CEPA Agreement and its Roadmap) • Overview of current climate relevant legal-regulatory framework in Armenia and if appropriate refer to the necessary improvements considering international good practices
3	Basic Introduction to Transparency Framework and MRV System	<ul style="list-style-type: none"> • Requirements under Enhanced Transparency Framework (ETF) /MRV system • Content of Article 13 of the Paris Agreement: COP decisions on updated ETF, evolving decisions to national reporting • Changes in reporting requirements: Biennial Update Report (BUR) versus Biennial Transparency Report (BTR)
4	Requirements for Tracking NDC Implementation Required under Article 13 of the Paris Agreement	<ul style="list-style-type: none"> • Overview of institutional structure in the context of building and functioning of MRV system of climate action and support: elements and sustainability • Existing institutional arrangements relevant for comprehensive MRV system in Armenia
5	MRV of GHG Emissions and Removals	<ul style="list-style-type: none"> • Preparing GHG inventory under the ETF • National, organizational and facility levels • Planning of GHG inventory, activity data collection, analysis and reporting • Forest sector GHG inventory gaps and problems (activity data and reporting) • <i>New:</i> particular attention to gender aspects
6	MRV of Mitigation and Adaptation Policies and Measures	<ul style="list-style-type: none"> • Requirements for information collection and reporting, verification policies, projects and actions (<i>ex-ante or ex-post</i>), including GHG emissions reduction, socio-economic benefits • Monitoring of implementation of progress on policies, projects, and actions aimed at adaptation to the climate change impacts • Crosscutting impacts of forestry sector activities, MRV, including data relevant to the commitments of Armenia under NDC and Bonn Challenge • <i>New:</i> particular attention to gender aspects
7	MRV of Support Needed and Received	<ul style="list-style-type: none"> • Importance of MRV of support needed and received • Methodologies recommended and international experience • Climate Funds and Climate Finance Instruments

Before the trainings:

- Develop training modules which may include presentations with: charts, examples, references to the sources of information, logical sequencing the material for easy understanding and attracting trainees' attention, as well as involving exercises and assignments that will equip the participants with practical skills;
- In close consultation with the Project Team, prepare the primary list of stakeholders for each training.
- Develop a simple questionnaire for pre- and post-evaluation of the knowledge of the training participants, including expectations and satisfaction from training.
- Develop training agenda, defining timing of each topic and trainer.
- Training modules, evaluation questionnaire and agenda to be approved after the consultation with the Project management.

During the trainings:

- Conduct training and facilitate discussions, including Q&A session (as appropriate);
- Be in charge of logistics during the trainings.

After the trainings:

- Draft an analytical report summarizing the training outcomes, recommendations based on findings for improving future trainings to be implemented within the Project. The report should also cover institutional affiliation and attendance segregated by gender.

4. Modalities of work

The selected Company will report directly to UNDP Climate Change Programme Coordinator. In the course of assignment, the Company will also have to coordinate closely with the project's national and international experts' team and partners in various sectors whenever required.

The detailed work plan and timescale of activities will be agreed with the selected contractor, upon the finalization of the procurement process.

Costs related to venue for the trainings, transportation, catering and simultaneous translation (if needed) during the trainings will be covered by the UNDP-GEF Project.

The training shall be delivered in Armenian. The final report shall be submitted in Armenian and English languages.

5. Expected Deliverables and Draft Timeframe

N	Deliverables	Timing
1	Inception report, including workplan timetable for trainings as well as modules.	1 month after contract signing
2	Three trainings implemented. Interim report developed and submitted.	4.5 months after contract signing
3	Final report on conducted trainings, capturing statistics, findings and recommendations for future trainings.	5 months after contract signing

6. Qualifications of the Company

The Company should demonstrate its capability and thorough understanding of the work to be carried out, as outlined in Terms of Reference and present clear concept for implementing the task, it should also be able to mobilize resources and experts in order to successfully implement the works defined as per the Terms of Reference. The requirements for this contract are as follows:

a) Contractor should be a legally registered entity, or consortium of legal entities.

b) Expertise of the Company:

- Relevant experience of a minimum of three years in various capacity building activities, organization of trainings and event management (include company profile with reference list of work and projects);
- Track record of minimum three conducted public awareness events (design, organization and implementation/facilitation of trainings, conferences or consultative events) relevant to climate change, environment or similar;
- Experience in working with international institutions will be an asset.

The applicant can apply as consortium. The consortium agreement needs to be provided, which has to clearly state the leading company/institution which will be responsible for signing and implementing the contract with UNDP, as well as other members of the consortium. Also, the agreement should have a clause indicating that the members of the consortium will hold UNDP harmless in case of internal disputes.

In case of consortium, provide a brief presentation of each member's scope of work, together with the list of relevant references/experience. The leader of the consortium must meet all requirements outlined in the paragraph above under "6. Qualifications".

7. Qualifications of Key Personnel:

- **Team Leader – Climate Change Expert** with:
 - Minimum university degree in the relevant field (technical, natural sciences, environmental management or relevant related fields). Advanced degree will be an asset;
 - At least 5 years of relevant professional experience in managing projects funded by international organisations.
 - At least 5 years of professional experience in designing, implementing and delivering trainings in the area of climate change or relevant issues;
 - At least 3 years of experience with capacity building planning and consulting, including the effective provision of substantive guidance, oversight, monitoring and reporting;
- **GHG Inventory Expert** with experience in the development of BURs and National Communications (NC).
- **Climate Adaptation Expert** with at least 3 years of relevant professional experience in analysis, research and projects in climate change adaptation;
- **Climate Mitigation Expert** with at least 3 years of relevant professional experience in analysis, research and projects in climate change mitigation;
- **Climate Finance Expert** with experience in at least 3 international projects.

8. Schedule of Payments

N	Deliverables	Payment (%)
1	Inception report, including workplan timetable for trainings as well as modules.	30
2	Three trainings implemented. Interim report developed and submitted.	50
3	Final report on conducted trainings, capturing statistics, findings and recommendations for future trainings.	20

Annex 2 - FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

[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.

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.*

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

D. **Cost Breakdown per Deliverable***

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Inception report, including workplan timetable for trainings as well as modules.	30%	
2	Three trainings implemented. Interim report developed and submitted.	50%	
3	Final report on conducted trainings, capturing statistics, findings and recommendations for future trainings.	20%	
	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				
1. Services from Home Office				
a. Key Expert 1				
b. Key Expert 2				
c. Key Expert 3				
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				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				
TOTAL				

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

[Designation]

[Date]



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Annex 3- UNDP GENERAL CONDITIONS OF CONTRACT FOR SERVICES

(attached separately)