**Annex 2**

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

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

 [insert: *Location]*.

[insert: *Date]*

To: [*insert: Name and Address of UNDP focal point]*

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated *[specify date]* , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

1. **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 :*

1. *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
2. *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
3. *Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
4. *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
5. *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.*
6. **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.* |

1. **Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide:*

1. *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
2. *CVs demonstrating qualifications must be submitted if required by the RFP; and*
3. *Written confirmation from each personnel that they are available for the entire duration of the contract.*
4. **Cost Breakdown per Deliverable\***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Deliverables*****[list them as referred to in the RFP]*** | **Percentage of Total Price *(Weight for payment)*** | **Price*****(Lump Sum, All Inclusive)*** |
| 1 | * An initial report on relevant literature related to status of customary institution in Aru district
* A brief report of the FGD’s/ kick off meeting on the engagement the women’s customary community with relevant stakeholder
 | 20% |  |
| 2 | * Gap assessment Report on the identification of women’s group in Aru district related to Marine and fisheries
* Initial report on the process of women’s customary law establishment in Aru
 | 20% |  |
| 3 | * Progress report on the women’s customary law group establishment include structure, member, and AD/ART
* ToR on training/capacity building related to organizational management, financial scheme and natural resource management
 | 20% |  |
| 4 | * Training report related to organizational management, financial scheme, and natural resource management
* A progress report on the customary institution registration to government official to identify what might needed to pipeline the process.
 | 20% |  |
| 5 | * A final workplan document of customary institution related to marine and coastal natural resources.
* Report on capacity building assistance from Women’s customary law to organizational management, financial scheme, and natural resource management
 | 20% |  |
|  | Total  | 100% |  |

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Activity** | **Remuneration per Unit of Time (IDR/USD)** | **Total Period of Engagement** | **No. of Personnel** | **Total Rate** **(IDR / USD)** |
| **I. Personnel Services**  |  |  |  |  |
| 1. Program Manager (Team Leader)
 |  | 60 Man Days | 1 person |  |
| 1. Community Engagement
 |  | 72 Man Days | 1 person |  |
| 1. Capacity Building support specialist
 |  | 72 Man Days | 1 person |  |
| 1. Admin and Finance
 |  | 48 Man Days | 1 person |  |
| 1. Field Facilitator
 |  | 90 Man Days | 1 person |  |
| **II. Travel Expense (please provide the breakdown cost – transportation, accommodation, meals)** |  |  |  |  |
| 1. Team Deployment (Kick Off)
 |  |  |  |  |
| Travel |  |  |  |  |
| Living allowance |  |  |  |  |
| Local Transportation |  |  |  |  |
| Antigen/PCR |  |  |  |  |
|  |  |  |  |  |
| 1. Revitalization and establishment of customary institution
 |  |  |  |  |
| Travel |  |  |  |  |
| Living allowance |  |  |  |  |
| Local Transportation |  |  |  |  |
| Antigen/PCR |  |  |  |  |
| Meeting/FGD Expenses/training (10 person x 4 event) |  |  |  |  |
|  |  |  |  |  |
| 1. Capacity building on managerial skill and budgeting for Women’s customary institution
 |  |  |  |  |
| Travel |  |  |  |  |
| Living allowance |  |  |  |  |
| Local Transportation |  |  |  |  |
| Antigen/PCR |  |  |  |  |
| Meeting/FGD Expenses/training (10 person x 4 event) |  |  |  |  |
|  |  |  |  |  |
| 1. Development of workplan and basic budgeting scheme
 |  |  |  |  |
| Travel |  |  |  |  |
| Living allowance |  |  |  |  |
| Local Transportation |  |  |  |  |
| Antigen/PCR |  |  |  |  |
| Meeting/FGD Expenses/training (10 person x 4 event) |  |  |  |  |
|  |  |  |  |  |
| **III. Other Related Costs (please provide in detail – if any)** |  |  |  |  |

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

*[Designation]*

*[Date]*

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