



## REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

NAME & ADDRESS OF FIRM	DATE: November 25, 2021
	REFERENCE: RFP-CHN-019

Dear Sir / Madam:

We kindly request you to submit your Proposal for **LGBTI Youth Leadership Training Service**. Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals must be submitted before **23:00 pm, 2<sup>nd</sup> December 2021, Beijing time** and via email to:

[Bids.china@undp.org](mailto:Bids.china@undp.org)

Your Proposal must be expressed in **English**, and valid for a minimum period of **90 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. 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 6.

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/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/unscc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



*Ge Yunyan*  
*Operations Manager*  
11/25/2021

### Description of Requirements

Context of the Requirement	<i>LGBTI Youth Leadership Training Service</i>
Brief Description of the Required Services <sup>1</sup>	UNDP China would like to recruit a service provider to design and organize a training workshop and an advocacy event to the LGBT+ youth.
List and Description of Expected Outputs to be Delivered	<p>Please find details in TOR, Annex 4.</p> <p><b>Deliverable 1: Training Workshop</b></p> <p><b>Deliverable 2: China AIDS Walk</b></p>
Person to Supervise the Work/Performance of the Service Provider	LGBT portfolio manager
Frequency of Reporting	Every two weeks
Progress Reporting Requirements	The Contractor will report to the LGBT portfolio manager of UNDP China. The Contractor will liaison with the LGBT portfolio manager directly in the course of performing the work.
Location of work	<input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	1.5 month
Target start date	15 <sup>th</sup> December 2021
Latest completion date	31 <sup>st</sup> January 2022
Travels Expected	Note: No specific travel is needed or will be arranged by UNDP. If the bidder decides to arrange their field trips or travels to any specific places in China, the related cost and responsibilities will be fully managed by the bidder.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of	<input checked="" type="checkbox"/> Required

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

individuals who will be involved in completing the services	
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency, Chinese Yuan
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<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.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms <sup>3</sup>	<ul style="list-style-type: none"> <li>• First installment (50%): upon satisfactory completion of the 1st deliverable</li> <li>• Second installment (50%): upon satisfactory completion of the 2nd deliverable</li> </ul> Condition for Payment release: <ul style="list-style-type: none"> <li>a) Within thirty (30) days from the date of meeting the following conditions:</li> <li>b) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and receipt of invoice from the Service Provider.</li> </ul>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	LGBT portfolio manager
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services

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

<sup>3</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution; the minimum technical score required to pass is 70%.) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <input checked="" type="checkbox"/> Expertise of the Firm 20% <input checked="" type="checkbox"/> Approach, Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30% <input checked="" type="checkbox"/> Qualification of Key Personnel 20% <b>The minimum technical score required to pass is 70%.</b> <p><b><u>Financial Proposal (30%)</u></b>  To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions <sup>4</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Technical Proposal (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 3) <input checked="" type="checkbox"/> Detailed TOR (Annex 4) <input checked="" type="checkbox"/> CVs of the proposed personnel (Annex 5)

<sup>4</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<p>Contact Person for Inquiries (Written inquiries only)<sup>5</sup></p>	<p><i>Han Xu</i> <i>Operations Assistant</i> <b>bids.china@undp.org</b></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>
<p>Proposal requirements and Submission Address</p>	<p><input checked="" type="checkbox"/> Format: PDF files only. Form for Submission of Financial Proposal (Annex 3) must be provided in a separate PDF with password.</p> <p>Form for Submission of Technical Proposal (Annex 2) and other supporting documents can be provided in one or more PDF documents without password.</p> <p><input checked="" type="checkbox"/> All files must free of viruses and not corrupted.</p> <p><input checked="" type="checkbox"/> Password for financial proposal must not be provided to UNDP until requested by UNDP</p> <p><input checked="" type="checkbox"/> Max. File Size per transmission: [5M]</p>

---

<sup>5</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

## FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL<sup>6</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>7</sup>)*

[insert: Location]

[insert: Date]

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

Dear Sir/Madam:

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

### A. Qualifications of the Service Provider (maximum obtainable points: 20 points)

*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 LGBTI right, gender or education.. The Contractor must have at least 3 years' experience in LGBTI right related project management, and has previous experience in organizing workshops. (5 points)*
- b) Business Licenses has been registered (4 points)*
- c) Latest Financial Statement in 2019 and 2020 – Audit report or Tax Payment Certificate or income statement and balance sheet to indicate its financial stability, liquidity, quick ratio (Current Assets less Stock/ Current Liabilities), credit standing, and market reputation, etc. (4 points)*
- d) Track Record – list of minimum 2 record with similar value in organizing workshop and training sessions (4 points, 2 points for each record)*
- 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 (3 points).*

### B. Proposed Methodology for the Completion of Services (maximum obtainable points: 30 points)

*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*

<sup>6</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>7</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

*appropriate to the local conditions and context of the work.*

**C. Qualifications of Key Personnel (maximum obtainable points: 20 points)**

*The Service Provider must provide:*

- a) At least Six CVs demonstrating qualifications must be submitted (please use the useful template in Annex 5, detailed requirements of each key personnel are elaborated in Annex 5);  
One Project Manager (5 points, details requirement see Annex 5);  
Five speakers (15 points, 3 point for each, details requirement see Annex 5)*

*Please elaborate the details if additional support on research and consulting services will be proposed. If additional support is proposed by the bidder, please submit the CVs of the additional support team for reference only. No points for technical evaluation will be given to the additional support team.*

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



## FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL

Bidders are required to provide cost breakdown in Chinese Yuan, CNY in the following table D with authorized signature and official stamp.

**D. Cost Breakdown by Cost Component: this form needs to be provided in a separate PDF.**

Description of Activity	Remuneration per hour: CNY (a)	Total Period of Engagement in hours (b)	No. of Personnel (c)	Subtotal: CNY (d) $d=a*b*c$
<b>I. Personnel Services for overall project management</b>				
1.1 Project Manager			1	
<b>II. Personnel Services for policy research services</b>				
2.1 Speakers			5	
<b>III Workshop cost</b>				
3.1 one day workshop in Beijing. Venue cost Logistics cost: transportation and meals for 25 participants				
<b>IV AIDS Walk cost</b>				
4.1 event cost				
4.2 Logistics cost				
<p>*Note for 2.3:</p> <p>Please elaborate the details if additional support will be proposed. If additional support is proposed by the bidder, please submit the CVs of the additional support team for reference only. No points for technical evaluation will be given to the additional support team.</p> <p>Yet, the related additional cost for the proposed additional support will be evaluated and included in the total bid cost for overall financial evaluation.</p>				
<b>III. Other Related Costs</b>				
3.1 Other, if any (please elaborate details, description of activity, unit price, quantity, unit of the quantity). UNDP will reserve the right to evaluate the necessity and reasonableness and then decide if the addition cost in "Other" will be included for financial evaluation.				
<b>Total: CNY(VAT included)</b>				

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

**ANNEX 4**  
**TERMS OF REFERENCE**  
**FOR GOODS AND SERVICE**

<b>POST TITLES:</b>	LGBTI Youth Leadership Training Service
<b>AGENCY/PROJECT NAME:</b>	UNDP China/Being LGBTI in Asia and the Pacific
<b>COUNTRY OF ASSIGNMENT:</b>	Beijing, China
<b>DURATION OF ASSIGNMENT:</b>	15 Dec. 2021 – 31 Jan. 2022 (1.5 months)

**A. Project Title**

Being LGBTI in Asia and the Pacific

**B. Project Description**

Gender, as opposed to biological sex has been widely recognized as key factor in achieving equal and sustainable society and has been viewed as one of the social determinants of health. In recent years, gender equality has become a common conception in society. However, gender diversity is still a largely confined challenge to the society. One example is that LGBT+ community is facing challenge on their rights to access to health service. The intersectional field of gender and health is important to the well-being of LGBT+ community in China.

To overcome the challenge, community activism has been proven as powerful and effective means. Some community-led organizations have successfully helped gay, bisexual and men who have sex with men to gain free and anonymous HIV/AIDS testing, treatment and care services. LGBT+ youth, especially who are activating and showing interests to the community, are key to make a profound impact to in these community-led organizations in future.

As we believe that the emerging youth activates need multi-pronged, tailor-made, and continued support, we would like to carry out a leadership training programme for emerging LGBT+ youth activists to build capacity and raise awareness in advancing gender equality, gender diversity and health promotion. The training programme will face to youth activists who are interested in having career path in organizations in LGBT+ rights and aims to help them have a better understanding in the strategy and activities of the organizations in LGBT+ rights.

Being LGBTI in Asia and the Pacific (BLIAP) is a regional programme, which aims to reduce marginalization and exclusion of lesbian, gay, bisexual, transgender, and intersex (LGBTI) people. Initiated in 2014, the programme addresses inequality, violence, and discrimination based on sexual orientation, gender identity or intersex status, and promotes universal access to health and social services.

## **C. Scope of Work**

UNDP China is looking for a Contractor to deliver a training programme to the emerging youth activists interested in supporting LGBT+ rights in China. The training programme will be structured with one training workshop and one graduation project.

### **Output 1: Training Workshop**

The target participants to the workshop will be youth activists who are interested in supporting the LGBT+ community. The Training Workshop aims to help the youth activists to have a better understanding on the strategic roles and activities of the organizations supporting LGBT+ rights, and to strengthen the youth activists' capacity towards having a career path in organizations in LGBT+ rights.

The Contractor shall complete below tasks for Workshop:

- **Content Design**  
In discussion with UNDP, design the content and sessions for the workshop. The topic should include but not limited to NGO management and gender equality and diversity.
- **Participants Selection and Invitation**  
Select 25 youth activists based in Beijing who are interested in LGBT+ rights and invite them as participants to the workshop.
- **Speakers Selection and Invitation**  
Select 5 speakers based in Beijing and invite them to the workshop for knowledge sharing. The speakers should be professionals working in organizations supporting LGBT+ rights, or researchers who have academic background in researching in the relevant field.
- **Onsite Workshop Organization**  
Organize a one-day workshop in Beijing. Arrange venue for the workshop. Arrange logistics including: transportation, and meals for the 25 participants. Arrange volunteers/staff to support the workshop logistic, if needed.

### **Output 2: China AIDS Walk**

The China AIDS Walk will be the graduation project for the participants from the Output 1 workshop. The participants will apply what they learned from the workshop and jointly organize a one-day China AIDS Walk event for advocacy on supporting LGBT+ rights.

The Contractor shall complete below tasks for the China AIDS Walk:

- **Agenda Design**  
The China AIDS Walk will give participants the flexibility and allow them to be creative and jointly organize this advocacy event, under the guidance and supervision of the Contractor and UNDP. The Contractor should plan and design the agenda and facilitate this event.
- **Route selection**

Select a proper route in Beijing for the walk.

- **China AIDS Walk organization**

Prepare materials for the event and facilitate the event. Arrange local transportation to the walk site, if needed. Arrange insurance for all participants. Arrange tickets for the participants, if needed. Arrange volunteers/staff to support the logistic, if needed.

#### **D. Expected Outputs and Deliverables**

The Contractor is expected to work towards the following timelines to achieve the deliverables:

<b>Deliverables</b>	<b>Expected Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals</b>
Training Workshop	1 month	15 Jan 2021	Review and confirm acceptance by LGBT portfolio manager of UNDP China.
China AIDS Walk	15 days	30 Jan 2022	Review and confirm acceptance by LGBT portfolio manager of UNDP China.

#### **E. Institutional Arrangement**

The Contractor will report to the LGBT portfolio manager of UNDP China. The Contractor will liaison with the LGBT portfolio manager directly in the course of performing the work.

The LGBT portfolio manager of UNDP China will provide relevant documents and have discussion on the background and methodologies with the Contractor, in prior to the assignment. The Contractor should report the assignment progress to the LGBT portfolio manager of UNDP China bi-weekly or monthly. The LGBT portfolio manager will be available for regular meetings to discuss assignment details and obstacles.

#### **F. Duration of the Work**

The Contractor is expected to start the assignment on 15 Dec 2021 and complete the full assignment on 30 Jan 2022. The LGBT portfolio manager of UNDP China will review the work at period of 30 Jan 2022 to 31 Jan 2022.

The success of the project depends on the timely delivery of each component. The Contractor should ensure timely identification of potential risks and signal any delays in deliverables.

#### **G. Duty Station**

Both onsite Workshop and the Walk is expected to be held in Beijing, China. The Contractor will NOT be required to present at a certain office during the work.

## CVs of the proposed personnel

## 1. CV of the Project Manager

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	<i>[Requirement: Project Manager: including but not limited to the following responsibilities: In charge of overall coordination and communication with UNDP and contract management.]</i>
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	<i>[Requirement: Sound English and Chinese skills on written and oral communication is mandatory.]</i>
<b>Education/ Qualifications</b>	<i>[Requirement: Minimum Masters Degree in gender, education, social work, or relevant field]</i> [Insert]
<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of goods and/or services, if there is any]</i> <ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>
<b>Employment Record/ Experience</b>	<i>[Requirement: At least 3 years' project management experience in LGBT+ rights related area is required. Previous experience in working with LGBTI community is required.]</i> [Insert]

## CVs of the proposed personnel

### 2. CV of the Speaker

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	<i>[Requirement: Sound English and Chinese skills on written and oral communication is mandatory.]</i>
<b>Education/Qualifications</b>	<i>[Requirement: Minimum Masters Degree in gender, education, social work, or relevant field]</i> [Insert]
<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of goods and/or services, if there is any]</i> <ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>
<b>Employment Record/Experience</b>	<i>[Requirement: The speakers should be professionals working in organizations supporting LGBT+ rights, or researchers who have academic background in researching in the relevant field.]</i> [Insert]

### 3. CV of the Speaker

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	<i>[Requirement: Sound English and Chinese skills on written and oral communication is mandatory.]</i>
<b>Education/Qualifications</b>	<i>[Requirement: Minimum Masters Degree in gender, education, social work, or relevant field]</i> [Insert]
<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of goods and/or services, if there is any]</i> <ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>
<b>Employment Record/Experience</b>	<i>[Requirement: The speakers should be professionals working in organizations supporting LGBT+ rights, or researchers who have academic background in researching in the relevant field.]</i> [Insert]



#### 4. CV of the Speaker

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	<i>[Requirement: Sound English and Chinese skills on written and oral communication is mandatory.]</i>
<b>Education/Qualifications</b>	<i>[Requirement: Minimum Masters Degree in gender, education, social work, or relevant field]</i> [Insert]
<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of goods and/or services, if there is any]</i> <ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>
<b>Employment Record/Experience</b>	<i>[Requirement: The speakers should be professionals working in organizations supporting LGBT+ rights, or researchers who have academic background in researching in the relevant field.]</i> [Insert]

## 5. CV of the Speaker

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	<i>[Requirement: Sound English and Chinese skills on written and oral communication is mandatory.]</i>
<b>Education/Qualifications</b>	<i>[Requirement: Minimum Masters Degree in gender, education, social work, or relevant field]</i> [Insert]
<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of goods and/or services, if there is any]</i> <ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>
<b>Employment Record/Experience</b>	<i>[Requirement: The speakers should be professionals working in organizations supporting LGBT+ rights, or researchers who have academic background in researching in the relevant field.]</i> [Insert]

## 6. CV of the Speaker

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	<i>[Requirement: Sound English and Chinese skills on written and oral communication is mandatory.]</i>
<b>Education/Qualifications</b>	<i>[Requirement: Minimum Masters Degree in gender, education, social work, or relevant field]</i> [Insert]
<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of goods and/or services, if there is any]</i> <ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>
<b>Employment Record/Experience</b>	<i>[Requirement: The speakers should be professionals working in organizations supporting LGBT+ rights, or researchers who have academic background in researching in the relevant field.]</i> [Insert]