



REQUEST FOR PROPOSAL (RFP)

REQUEST FOR PROPOSAL FOR THE RECRUITMENT OF A CIVIL SOCIETY ORGANIZATION (CSO) / COMMUNITY BASED YOUTH ORGANIZATION OR ASSOCIATION TO STRENGTHEN THE TECHNICAL AND MANAGERIAL CAPACITY THROUGH HANDS-ON TRAININGS AND MENTORSHIP OF FIFTY (50) YOUTH START-UPS FROM FIVE COUNCILS IN THE NORTHWEST REGION OF CAMEROON

(For Low-Valued Services)

NAME & ADDRESS OF FIRM	DATE: January 18, 2022
	REFERENCE: RFP/04/REC/UNDP/2022

Dear Sir / Madam:

We kindly request you to submit your Proposal for the recruitment of a Civil Society Organization CSO or Service Organization (SO). The selected Civil Society Organization CSO or Service Organization (SO) will provide technical expertise in the identification of pecuniary feasible entrepreneurial vocations / opportunities in the Region. The organization will also carry out the selection, training, and mentorship of the beneficiaries in the Northwest Region. The fifty (50) beneficiaries selected from (05) shortlisted councils in the Northwest Region (Bamenda I, Bamenda II, Bamenda III, Tubah and Mbengwi).

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

may be submitted on or before Monday, January 31, 2022 and via email, courier mail or fax to the address below:

**e-mail box : procurement.cameroon@undp.org
United Nation Developpement Programme**

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

While 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/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/unscs/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Alassane Ba,
Deputy Resident Representative



Description of Requirements

Context of the Requirement	<p>1. Background/Context</p> <p>Cameroon has been experiencing armed conflict in the North-West and South-West Regions since 2017. This conflict has caused a huge death toll in both civilian and combatant populations, significant economic decline, growing underdevelopment, pain and suffering in affected communities, and a breakdown in social cohesion.</p> <p>The government of Cameroon and UNDP collaborated in the formulation of the Presidential Plan for Reconstruction and Development (PPRD) of the North West (NW) and South West (SW) Regions. The PPRD feeds into the government's efforts to resolve the current crisis. It is against this backdrop that UNDP has engaged in recovery activities in both regions. The objective of this plan is to strengthen institutions and processes that facilitate peacebuilding and resilience through the following three pillars:</p> <ul style="list-style-type: none"> (i) Strengthening social cohesion (ii) Rehabilitation of damaged infrastructure (iii) Revitalization of the local economy <p>The PPRD plan will be implemented in phases, and the first phase which is expected to cover two to three years will focus mainly on Recovery. This will complement and reinforce current humanitarian efforts by supporting the transition towards civilian led recovery and social cohesion, economy, and livelihood revitalization, and ultimately the return to normalcy for the Anglophone regions. The Recovery programme RP, which concerns the first three years will therefore focus on the human, social, economy and livelihood aspects.</p> <p>In the area of revitalizing the local economy, one of the main activities is to support youths' start-ups.</p> <p>The socio-political conflict in the Northwest and Southwest has caused large-scale damage, spurred a humanitarian crisis, and exacerbated existing social tensions. The vulnerable populations urgently need to receive assistance and to recover from both the conflict and neglect.</p> <p>In the economic sphere, the crisis has discouraged investments in this region. A fall in investments implies a rise in unemployment and a general fall in the standards of living. Also, most of the councils in this region find it difficult to settle their debts and pay their workers.</p> <p>Another consequence is the near collapse of the tourism sector. Most of the recreational areas and tourist sites are abandoned or destroyed. Most of those in the working age group have migrated to other urban centers or regions leaving behind the old and women in the villages. This high migration implies less farm labor and consequently a fall in agricultural productivity in these regions."</p>
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The damage to the agricultural sector, which accounts for over 50% of employment in both the NW/SW, have placed many people out of work. Many agro-industries have been able to maintain their operations on the field. Their staff is thus affected by layoffs and reductions. This has increased unemployment rate especially amongst the youths with appreciable percentage being university graduates.

2. JUSTIFICATION

According to the standard UN definition, youth comprise the age group between fifteen and twenty-four inclusive. Concerning the definition of unemployment, the ILO definition which is now the most widely used considers unemployment rate as the proportion of the labour force that has not worked more than one hour during the short reference period and is actively looking for and is available for work. Thus, youths unemployed are those people aged between 15 and 24 who have not worked but who are available and actively seeking work like in the case in Cameroon. Youths in Cameroon face high unemployment and under-employment. Before the advent of the sociopolitical crises in 2017 national survey of employment in Cameroon and the informal sector found that the expanded unemployment rate among young people aged 15-35 stood at close to 13%, while the level of under-employment was 71.9%. Youths in Cameroon rely heavily on employment in the public sector or civil service, but the government debt has skyrocketed and there isn't enough hiring to absorb all youths seeking civil service employment. Outside of the civil service, government gives youth's start-up loans, but these are often highly politicized. Government became aware of the dangers posed by the growing rate of youth unemployment and migration and created specific ministries and programs to cater for the challenges faced by Cameroonian youths. This included Rural and Urban Youth Support Program (PAJER-U), Youth Socio-economic Integrated Project for the Manufacturing of Sporting Materials (PIFMAS), and Integrated Support. Project for Actors of the Informal Sector (PIAASI). In spite all the above, the issue of youth unemployment is still severe in Cameroon.

In 2020, the estimated youth unemployment rate in Cameroon was at 5.84 percent (MINEPAT 2020). The situation of the North West and South West region hit by the crisis is around 15% according to World bank projections. Youth Entrepreneurship creates employment opportunities for youth as well as the other young people they employ. This helps to bring ostracized youth back into the economic mainstream and address some of the socio-psychological problems and delinquency that arise from joblessness. Ignoring the youth employment challenge imposes not only widespread unhappiness and social discontent among youth, but also carries tremendous economic and social costs.

	<p>Entrepreneurship can lead to development of more industries, especially in rural areas or Regions disadvantaged by economic changes due to the crises by encouraging the processing of local materials into finished goods for domestic consumption and export.</p> <p>Decent jobs for youths focus on interventions that are locally owned, aligned with national development priorities, and based on rigorous evidence of what works in different context.</p> <p>The Recovery program being executed by UNDP has therefore opted to promoting Youth Entrepreneurship which will help youths to develop new skills and experiences and promote innovation and resilience. As young entrepreneurs are particularly responsive to new economic opportunities and trends, they would be able to better adapt to the changing market. Youth Entrepreneurship is therefore an important tool in revitalizing the Region's economy. This is because each entrepreneur will bring about benefits not only for himself but for the municipality, Region, or country. As they are Self-employed, they often have better work satisfaction. These businesses will also create jobs for others as well.</p> <p>Emphasis will be placed on empowering youth through innovative use of technology, from promoting skills development and employment creation through IT, to jobs in service provision and recovery, enterprise and cooperative development.</p> <p>It is of paramount importance on the part of poor and low-income youth to have increased sustainable access to appropriate demand-driven financial products (and non-financial services)</p> <table border="1"> <tr> <th colspan="2">Beneficiaries</th></tr> <tr> <th>Council</th><th>No. of Beneficiaries</th></tr> <tr> <td>Bamenda I</td><td>10</td></tr> <tr> <td>Bamenda II</td><td>10</td></tr> <tr> <td>Bamenda III</td><td>10</td></tr> <tr> <td>Tubah</td><td>10</td></tr> <tr> <td>Mbengwi</td><td>10</td></tr> <tr> <td>TOTAL</td><td>50</td></tr> </table>	Beneficiaries		Council	No. of Beneficiaries	Bamenda I	10	Bamenda II	10	Bamenda III	10	Tubah	10	Mbengwi	10	TOTAL	50
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	<p>behaviour, entrepreneurial attitudes, and self-esteem amongst others. The CSO or SO will assist the trainees to develop feasible business plans that will be validated for funding by an ad hoc committee. The CSO or SO will then establish a mentorship strategy that will run for five (05) months to ensure full business insertion of the mentees. The ninety (50) beneficiaries will be selected from shortlisted councils (Bamenda I, Bamenda II, Bamenda III, Tubah, and Mbengwi)</p> <p>NB: An initial short list of beneficiary youths and their start domains will be provided by UNDP for field verification by the CSO or SO.</p>														
Brief Description of the Required Services ¹	<table border="1"> <thead> <tr> <th>Output</th><th>Timeframe (Tentative)</th></tr> </thead> <tbody> <tr> <td>A validated list of selected beneficiaries with corresponding areas of vocational training available.</td><td>End of week 2</td></tr> <tr> <td>List of identified training sites</td><td>End of week 2</td></tr> <tr> <td>Training report and validated business plans of beneficiaries</td><td>End of week 8</td></tr> <tr> <td>Report of distribution of star up kits</td><td>End of week 14</td></tr> <tr> <td>Report of mentorship</td><td>End of week 16</td></tr> <tr> <td>Evaluation Reports</td><td>End of week 20</td></tr> </tbody> </table>	Output	Timeframe (Tentative)	A validated list of selected beneficiaries with corresponding areas of vocational training available.	End of week 2	List of identified training sites	End of week 2	Training report and validated business plans of beneficiaries	End of week 8	Report of distribution of star up kits	End of week 14	Report of mentorship	End of week 16	Evaluation Reports	End of week 20
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List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> ➤ The most pecuniary feasible entrepreneurial vocations/ opportunities in the Region are Identified and prioritised. ➤ Fifty (50) motivated youths with nascent entrepreneurial attitude (at least 30% girls and 5% people living with disability) are selected. ➤ Fifty (50) beneficiaries have acquired key business capabilities to establish and manage start-up businesses. ➤ Fifty (50) beneficiaries present developed feasible business ideas (validated business plans) to be funded. ➤ Start-up kits (financial and materials) are provided to the fifty (50) beneficiaries with approved business plans. ➤ A mentorship strategy for early business development stage for the beneficiaries (characterized by market entry and efforts to address the operational problems faced) is put in place. ➤ Progress/evaluation reports are produced and transmitted to UNDP including possible areas of adjustments and lessons learnt. 														
Person to Supervise the Work/Performance of the Service Provider	UNDP Recovery Program														
Frequency of Reporting	Monthly														

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.

Progress Reporting Requirements	Monthly progress Report required																			
Location of work	<input checked="" type="checkbox"/> Exact Address/es North west region in Cameroon <input type="checkbox"/> At Contractor's Location																			
Expected duration of work	Five (05) Months																			
Target start date	15 th of February 2022																			
Latest completion date	15 th of July 2022																			
Travels Expected	<table border="1"> <thead> <tr> <th>Destination/s</th> <th>Estimated Duration</th> <th>Brief Description of Purpose of the Travel</th> <th>Target Date/s</th> </tr> </thead> <tbody> <tr> <td>Mbengwi and Tubah</td> <td>Two (02) days</td> <td>Supervise / Verify the effective take off of business of activities by beneficiaries of Start-up kits</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s	Mbengwi and Tubah	Two (02) days	Supervise / Verify the effective take off of business of activities by beneficiaries of Start-up kits									
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Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling <input checked="" type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>																			
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 <i>[pls. specify]</i>																			
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not 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 type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency XAF																			

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 (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" 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 <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>																										
Payment Terms ³	30 thirty (30) days after service delivery <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Outputs</th> <th style="width: 20%;">Percentage</th> <th style="width: 20%;">Timing</th> <th style="width: 35%;">Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>A validated list of selected beneficiaries with corresponding areas of vocational training available.</td> <td>0%</td> <td>End of week 2</td> <td rowspan="6"> 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. </td> </tr> <tr> <td>List of identified training sites</td> <td>0%</td> <td>End of week 4</td> </tr> <tr> <td>Training report and validated business plans of beneficiaries</td> <td>40%</td> <td>End of week 12</td> </tr> <tr> <td>Report of distribution of star up kits</td> <td>0%</td> <td>End of week 14</td> </tr> <tr> <td>Report of mentorship</td> <td>40%</td> <td>End of week 23</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	A validated list of selected beneficiaries with corresponding areas of vocational training available.	0%	End of week 2	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.	List of identified training sites	0%	End of week 4	Training report and validated business plans of beneficiaries	40%	End of week 12	Report of distribution of star up kits	0%	End of week 14	Report of mentorship	40%	End of week 23			
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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.

	Evaluation Reports	20%	End of week 24		
Person(s) to review/inspect/approve outputs/completed services and authorize the disbursement of payment	Regional Coordinator and Economy and Livelihood Expert for Recovery program for the North West Region				
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Contract <input type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ (if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Other Type of Contract [pls. specify]				
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) <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	Technical Proposal (70%) <input checked="" type="checkbox"/> Expertise of the Firm 20% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 20% Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.				
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i>				
Contract General Terms and Conditions ⁵	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)				

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$200,000.00.

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.

	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 ⁶	<input type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <i>[optional if this form has been accomplished comprehensively]</i> <input type="checkbox"/> Others ⁷ <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) ⁸	procurement.cm@undp.org 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>	

Selection criteria

Duly registered local NGO (including duly registered CSOs and CBOs) operating in the NW Region	10
At least five years' experience in carrying out youth Economic empowerment and mentorship	5
Proof of mastery of youth economic empowerment and mentorship through acquired trainings and skill development.	15
Proof of previous or current work with project beneficiaries from both	20
Evidence of previous successful management of a donor-funded project in the area -	10
Qualification of proposed employees (at least Master's degree for lead person)	10
Proof of office space plus certificate of localization.	5
Proposed methodological approach for the mission	25
Total	100

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁸ 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 PROPOSAL⁹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- 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, Environmental Sustainability Certificates, 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

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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

- a) *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) *CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) *Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	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. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
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				

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