



REQUEST FOR PROPOSAL (RFP)

Conducting a value chain analysis and developing a greening framework of the dairy cattle value chain in the West Bank

Jerusalem, 11 February 2022

Reference: RFP-0000011536

We kindly request you to submit your proposal for the services under subject, details of which are in Annex 1 of this RFP. Please be guided by the form attached hereto as Annex 2, in preparing your proposal. Please submit your proposal through the online e-tendering system by the deadline for submission set out in the respective event. The complete RFP document can be examined and obtained free of charge from the following website: <https://etendering.partneragencies.org> (Business Unit: PAL10 / Event ID: 0000011536)

In case your firm is not registered in the e-tendering system, please use the following temporary username and password to register your firm and follow the registration steps as specified in the system user guide.

User name: event.guest

Password: why2change

You can find detailed user guides and videos on how to use the e-tendering system on this link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/>

Interested firms must accept the invitation in eTendering system to be able to receive automatic notifications to amendments or updates to this RFP.

Any enquiries received on or before **15 February 2022**, will be documented and sent by email on 18 February 2022. No inquiries will be accepted after 15 February 2022.

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. Financial Proposal must be submitted as a separate file encrypted with a password. None of the financial proposal data is disclosed in other documents of the submission. UNDP shall request password for opening the Financial Proposal only from the Proposers who pass the Technical Evaluation as per the criteria established and disclosed in the solicitation document. The Proposer shall assume the responsibility for not encrypting the financial proposal.

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.

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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 indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <https://www.undp.org/procurement/business/protest-and-sanctions>

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 https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscclconduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Nurjihan Riyad
Procurement Unit OIC
UNDP/PAPP

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Description of Requirements

Context of the Requirement	Please refer to the Terms of Reference (ToR)
Implementing Partner of UNDP	N/A
Brief Description of the Required Services	Conduct a value chain analysis and developing a greening framework of the dairy cattle value chain in the West Bank.
List and Description of Expected Outputs to be Delivered	Please refer to the ToR
Person to Supervise the Work/Performance of the Service Provider	UNDP Programme Analyst
Frequency of Reporting	Required as per milestones mentioned in the ToR
Progress Reporting Requirements	Please refer to the ToR
Location of work	Please refer to ToR
Expected duration of work	Six (6) calendar months
Target start date	Upon signing the contract
Latest completion date	Six calendar months from the contract signing date
Travels Expected	Internal travels within the West Bank
Special Security Requirements	n/a
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	n/a
Implementation Schedule indicating breakdown and timing of activities/sub-activities	Required
Names and curriculum vitae of individuals who will be involved in completing the services	Required
Currency of Proposal	United States Dollars
Value Added Tax on Price Proposal	must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	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	Not permitted

Payment Terms	Please refer to the ToR Condition for Payment Release: 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 an official invoice from the Service Provider.	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP designated procurement officers – Programme Analyst and Head of Solution Mapping	
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution); and, <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	The technical evaluation will be conducted in three phases: <u>Phase One: Preliminary examination of Technical Offers (PASS/FAIL)</u> The minimum qualifying criteria (mandatory criteria): (1) The Consulting Firm has a minimum of (5) years proven track record, working in agri-business, food, or dairy businesses and at least two projects of similar nature, complexity, and value. (2) Proposed key personnel include:	
	Team Leader	A University degree in industrial engineering, agribusiness management, business administration, management or any other related fields; and at least 7 years of professional experience in food, agri-business sector with focus on dairy subsector
	Value Chain Greening Specialist	A university degree in agribusiness management, business administration, agricultural economics, or other related fields; and at least 7 years of relevant experience in value chain approaches, market systems development, and agro-business support schemes
	Economist/ Institutional Development Expert	A university degree in Business Economics, Industrial economics or other related fields; and at least 7 years of relevant experience related to agricultural business sector, food or dairy sub-sector including agribusiness investment feasibility studies/food chain analysis/agricultural market studies in developing countries

	<p>Phase Two: Technical Evaluation (70%)</p> <ul style="list-style-type: none"> ☑ Expertise of the Consulting Firm [20%] ☑ Team Composition, Experience, and Skills [35%] ☑ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan [15%] <p>Phase Three: Open the financial proposals of those offerors who scored 70% and more in the technical evaluation (min. 49 points out of 70 points). To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>The formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>Rating the Technical Proposal (TP):</p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p>Rating the Financial Proposal (FP):</p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p>Total Combined Score:</p> $\frac{(\text{TP Rating}) \times (\text{Weight of TP, 70\%}) + (\text{FP Rating}) \times (\text{Weight of FP, 30\%})}{\text{Total Combined and Final Rating of the Proposal}}$ </div>
UNDP will award the contract to:	One and only one Service Provider
Type of Contract to be Signed	UNDP Contract Face Sheet (Goods and-or Services)
Contract General Terms and Conditions	General Terms and Conditions for contracts 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	Detailed ToR (Annex 1) Form for Submission of Proposal (Annex 2) Form for Proposal Security (Annex 3)
Contact Person for Inquiries (Written inquiries only)	<p>Nurjihan Riyad Procurement Unit OIC Tel: +972-2-626-8216 Proc3.papp@undp.org</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>

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Liquidated damages	Will be imposed as follows: USD 250 for every day of delay, up to a maximum duration of (1) calendar month. Thereafter, the contract may be terminated.
Performance Bond	Required in the amount of 10% of resulted contract price (in the form of a Bank Guarantee- Annex 3) (a) Within (10) days of receipt of the letter of Intent, and before contract signature, the successful Bidder shall furnish a Performance Security to UNDP in the amount of 10% of the contract Value; (b) The Performance Security shall be valid for 6 months ; (c) The proceeds of the Performance Security shall be payable to the UNDP as a compensation for any loss resulting from the Contractors' failure to complete its obligations under the contract; (d) The Performance Security shall be denominated in the currency of the contract.

Annex 1

TERMS OF REFERENCE

Conducting a value chain analysis and developing a greening framework of the dairy cattle value chain in the West Bank

Enhancing climate smart agriculture (CS) practices across the dairy cattle value chain

1. Introduction

The dairy cattle (i.e. dairy cows) sub-sector in Palestine is experiencing steady growth and creating positive impact on the economy, the lives of farmers, and human nutrition. Yet, the practices followed throughout the value chain undermine the sustainability of this growth and considerably harm the environment. The underutilisation of by-products of production and agro-waste across the dairy cattle production cycle is a key missed opportunity, particularly in the context of limited availability and high costs of production inputs. There is a substantial waste of resources that can be utilised as production inputs including in the production of fodder, production of energy, and efficient use of water and wastewater. There is a strong social and business case for transforming the dairy cattle value chain into a greener, circular one where circular strategies can alleviate the vulnerabilities of intensive farming.

Meanwhile, there are a number of other constraints that limit the effectiveness and growth potential for this sub-sector. The multitude of bottlenecks including the high costs of animal feed and animal health management, the traditional production modes applied by informal breeders, the limited diversity of dairy cattle by-products, the competitiveness of the local produce in a relatively confined market, and the limited access to new technology and market information. There are ample opportunities to make the value chain more inclusive and effective, at the same time creating business-driven and rewarding benefits for other business sectors.

2. Objective of the Assignment

The aim of this assignment is to develop innovative solutions to enhance the resource efficiency and greening the value chain in the dairy sub-sector in the west bank, with focus on circular economy approach. Accordingly, UNDP/PAPP is seeking a consultancy firm to undertake a value chain analysis that identifies bottlenecks and opportunities in the dairy value chain, while presenting immediate, medium and long-term systemic solutions with market-oriented models. Considering the social and economic benefits of circular dairy cattle transition, this assessment is carried out under the new UNDP/PAPP project "Enhancing climate smart agricultural (CSA) practices across the dairy value chain" which is exploring circular interventions that have the potential to unlock both economic and social benefits for the wider community.

3. Scope of work

UNDP/PAPP seeks the services of a consultancy firm with expertise in agri-business, food, or dairy businesses to conduct a value chain analysis for the dairy cattle sub-sector to understand the market structures, map out market actors and the business dynamics, and eventually identify bottlenecks and market-driven opportunities to transform the value chain into a more circular, inclusive, and effective one. The analysis will seek to understand the constraints and opportunities, risk analysis, demand and consumption patterns, relationships, governance dynamics, and the enabling environment, with an important focus on how to ensure future dairy

cattle market systems can be more circular and inclusive for marginalized segments. Therefore, the scope of work will only include the Dairy Cattle Sub-Sector with focus on SMEs.

The intended scope of work under the assignment will include the following duties and responsibilities:

a) Assessment of The Value Chain Analysis. This main task will include the following duties:

- Collecting primary and secondary data from framers, producers, distributors, retailers, trade unions, government organizations, and other stakeholders. This includes conducting interviews, field visits, focus groups and survey questionnaires where necessary;
- Reviewing and analyzing published reports, literature, statistics, policies and any other relevant documents;
- Analyzing current demand and supply patterns of dairy cattle products and by-products in the West Bank and its contribution to the livestock market in the West Bank;
- Identifying all value chain activities including input suppliers, producers, farmer organization, household-level processors, dairy factories, retailers and distributors;
- Identifying all obstacles and bottlenecks along the supply chain (upstream and downstream);
- Analyzing the enabling environment including governmental legislations, policies, and strategies on dairy sub-sector promotion with particular attention to dairy cattle value chain;
- Identifying the major market actors involved in different level of dairy value chain, map out their roles and relationships, and propose more effective and inclusive relationships;
- Conducting an end market demand for dairy cattle product and by-products in the West Bank, considering the multitude of market producers (local and imported, formal and informal, etc.); and,
- Organize a working session with stakeholders to present, discuss and finalize the assessment report.

b) Developing a Greening Framework for The Value Chain Using Circular Economy Approach.

This main task will include the following duties:

- Identifying innovative solutions to enhance resources efficiency to minimize output waste along the whole supply chain activities (i.e. solid waste, energy waste, water waste, and nonproductive waste, etc.);
- Identify greening interventions that help enhance green sourcing, clean production and green distribution of products and by products along the supply chain;
- Benchmark the findings with other proven greening models, tools and best practices; and,
- Organize a stakeholder workings session to build consensus on the recommended key interventions.

c) Recommending an Innovative Business Model Including Intervention Strategies. This main task will include the following duties:

- Identifying the best possible strategies for upgrading the dairy business including the potentials of processed products and by-products;
- identifying and examining problems and opportunities of the suggested immediate, medium, and long-term business intervention and recommending measures to overcome constraints to promote circular solutions and greening;
- Developing a dedicated intervention strategy for the dairy subsector;
- Developing innovative business model based on circular economy approach.

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The assignment will include field visits to dairy cattle commercial and informal clusters, interviews with relevant stakeholders, and meetings with prominent experts. The detailed scope and tentative dates shall be included in the consultant offer.

Prior to each of the following deliverable, the key experts team will conduct workshop sessions with stakeholders in which the present and validate the findings.

4. Role of UNDP focal person/team

The UNDP project team will provide the following services:

- act as the focal person to interact with the consultant to facilitate the assignment, to facilitate the field mission, to facilitate the review of each outputs and ensure the timely generation of the comments from stakeholders on each output;
- provide overall quality assurance for this consultancy on behalf of UNDP; and,
- review deliverables.

5. Deliverables/Output

Deliverable	Elements of the deliverable	Timeframe
Assessment Report of the value chain analysis of dairy cattle sub-sector	Inception report that includes summary of literature review, methodology and tools for conducting the value chain and market studies	3 weeks from the commencement date of the assignment
	Value chain analysis that maps out market actors, market dynamics, and enabling environment	After 2 months from the commencement date of the assignment
	End market study of the dairy cattle products and by-products in the West Bank market	After 2 months from the commencement date of the assignment
Greening framework and resource efficiency report	Life cycle assessment in the dairy cattle value chain	After 4 months from the commencement date of the assignment
	Immediate, medium, and long-term intervention strategies and greening framework	
Innovative business Model	Final Value Chain and End Market Analysis report	After 6 months from the commencement date of the assignment
	Developing a dedicated intervention strategy for the dairy subsector	
	Suggested innovative business model	

6. Key Experts: Required Qualifications, Skills and Experience

The consultancy firm should propose a team of 3 to 4 key experts with the following qualifications, experience and skills to be able to perform the tasks of the ToR:

a) Business Development Expert (Team leader)

- A University degree in industrial engineering, agribusiness management, business administration, management or any other related fields;
- At least 7 years of professional experience in food, agri-business sector with focus on dairy subsector;
- Strong experience in Business planning, including SME development, market studies, and value chain analysis;
- Competency and demonstrated skills in business development, trade and industrial policies relevant to agricultural, agribusiness, and enterprise-led development;
- Ability to work in a team, develop synergies and establish effective working solutions;
- Strong interpersonal, leadership and communication skills;
- Excellent drafting and formulation skills; proven record of official reports or papers/studies;
- Strong reporting and writing abilities;
- Strong networking and relationship building skills with an ability to conduct field visits with producer organizations, feed mill, dairy factories, farmers, governmental organizations etc.; and,
- Excellent English communication skills (oral and written).

b) Value Chain Greening Specialist

- A university degree in agribusiness management, business administration, agricultural economics, or other related fields;
- At least 7 years of relevant experience in value chain approaches, market systems development, climate smart agriculture, and agro-business support schemes
- Demonstrated understanding of the dairy sub-sector and the dairy cattle value chain, with specific exposure to best practices particularly climate smart and circular approaches;
- Relevant experience in conducting agricultural/food/dairy subsector analytical studies, with focus on innovative waste management solutions, and resource efficiency tools;
- Strong Business planning skills, including SME development, market studies, and value chain analysis;
- Strong networking and relationship building skills with an ability to conduct field visits with producer organizations, farmers, governmental organizations etc.; and,
- Excellent English communication skills (oral and written).

c) Economist / Institutional Development Expert

- A university degree in Business Economics, Industrial economics or other related fields;
- At least 7 years of relevant experience related to agricultural business sector, food or dairy sub-sector including agribusiness investment feasibility studies/food chain analysis/agricultural market studies in developing countries;
- Relevant experience in conducting agricultural/food/dairy subsector economic studies and reports using circular economy approach;

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- Strong institutional development skills, including SME development, market studies, planning, design, supervision of agricultural investment operations, trade and industrial policies relevant to agricultural, agribusiness, and enterprise-led development;
- Strong networking and relationship building skills with an ability to conduct field visits with producer organizations, farmers, governmental organizations etc.;
- Strong financial and economic analysis skills; and,
- Excellent English communication skills (oral and written).

Note: The consultant may also hire additional international expertise to join the team.

7. Duration and Timing

The consultancy firm is expected to conduct the assignment in the duration of 6 months (March 2022 – August 2022). A final report that includes all aforementioned deliverables must be submitted and approved by UNDP/PAPP.

8. Payment terms

UNDP/PAPP shall make the following payments upon satisfactory completion and acceptance of the following deliverables:

Deliverables	Payment (%)
Approval of the Assessment Report of the value chain analysis of dairy cattle sub-sector	25%
Approval of the Greening framework and resource efficiency report	25%
Approval of the innovative business model, intervention strategies, and final report	50%

9. Relevant Documents to be Provided by the Client

- Livestock strategy
- Ministry of agriculture's intervention plan
- Ministry of environment's intervention plan

10. Bid Evaluation

Companies are required to submit technical and financial proposals separately responding to the scope of work, expected deliverables and qualifications required to undertake this assignment. Technical and financial proposals should include the following:

Technical Proposal

- a) Profile of the Consulting Firm – describing the nature of business, field of expertise
- b) Description of the previous work done in this area and a portfolio of previous work indicating relevant assignments including description of list of clients, contract scope, contract duration, contract value, contract references;

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- c) CVs of the team; if one of the team members can fulfill more than one of the required areas of expertise, the applicant shall indicate this in the CVs taking into consideration workload and time commitment.
- d) Timeline for completing all deliverables and level of effort committed by each team member

Financial proposal

The financial proposal should address the work with breakdown of all-inclusive costs.

A two-stage procedure will be utilized in evaluating the proposals, with technical evaluation of the proposal (70% of total scores) being completed prior to any evaluation of the financial proposal (30% of total scores) as per the criteria delineated in the following Table. In the final stage, only the Financial Proposals of those Proposers who attained the minimum technical score* (=70%=49 points) will be opened for evaluation, comparison and scoring.

Technical Evaluation Criteria	Points Obtainable
Firm's qualification, capacity and experience	20
Years of company's experience working in agricultural development and value chain approaches	5
Company's portfolio with track record of relevant assignments	15
Team composition, experience and skills	35
Business Development Expert (Team leader) with strong professional experience in food, agri-business sector with focus on dairy subsector;	15
Value Chain Greening Specialist with demonstrable experience in value chain approaches, market systems development, climate smart agriculture, and agro-business support schemes	10
Economist / Institutional Development Expert with experience in agricultural business sector, food or dairy sub-sector including agribusiness investment feasibility studies/food chain analysis/agricultural market studies in developing countries;	5
Composition of the team is sufficient and qualified to undertake all deliveries	3
At least one woman among the project technical staff	2
Proposed Methodology, Approach and Implementation Plan	15
Proposal clearly delineates the company's approach in completing activities and the said deliverables	8
Clarity and reasonableness of the proposed work plan and distribution of workload among team members	7
Total	70

11. AWARD OF CONTRACT

The procuring UNDP entity reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without incurring any liability to the affected applicant or any obligation to inform the affected applicant or applicants of the ground for the UNDP's action.

UNDP will award the contract to the Offeror who attained the Highest Combined Score.

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery²)

[insert: Location].

[insert: Date]

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

Dear Shehadeh Habash:

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.

¹ This serves as a guide to the Service Provider in preparing the Proposal.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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C. Qualifications of Key Personnel

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

- Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- CVs demonstrating qualifications must be submitted if required by the RFP; and
- 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]



Annex 3 FORM OF PROPOSAL SECURITY³

To: UNDP

[Insert contact information as provided in Data Sheet]

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Proposal to UNDP dated [Click here to enter a date.](#) to execute Services [Insert Title of Services] (hereinafter called "the Proposal"):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Proposal after the date of the opening of the Proposals;
- c) Fails to comply with UNDP's variation of requirement, as per RFP instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____

Name: _____

Title: _____

Date: _____

Name of Bank _____

Address _____

[Stamp with official stamp of the Bank]

³ Proposal Security must be issued using the official letterhead of the Issuing Bank. Except for indicated fields, no changes may be made on this template.