



## REQUEST FOR PROPOSAL (RFP)

|                |   |
|----------------|---|
| ALL INTERESTED | DATE: June 24, 2022                       |
|                | REFERENCE: 240-2022-UNDP-UKR-RFP-SCMaHR4U |

Dear Sir / Madam:

We hereby invite you to submit your Proposal for performing **for Provision of services to the preparation of the content and further development of the online training course for civil servants "International Humanitarian Law"**.

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

Proposals may be submitted on or before close of business **Sunday, July 10, 2022 , till 23:59 Kyiv time** via email to the address below:

**United Nations Development Programme**  
**tenders.ua@undp.org**  
**Procurement Unit**

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other

market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 4.

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/unsc/coduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/coduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

DocuSigned by:  
  
5866F218C2264C1...

Ms. Agnes Kochan,  
Operations Manager,  
UNDP in Ukraine

DS  


## Annex 1

## Description of Requirements

|  |   |
|--|---|
| Context of the Requirement   | <b>Project name: UNDP Ukraine / Democratic Governance / Strengthening Crisis Management and Enhancing the emergency response management of the Government of Ukraine /Human Rights for Ukraine (HR4U)</b>   |
| Implementing Partner of UNDP   | Government of Ukraine   |
| Brief Description of the Required Services <sup>1</sup>                        | Provision of services to the preparation of the content and further development of the online training course for civil servants "International Humanitarian Law"   |
| List and Description of Expected Outputs to be Delivered                       | As per TOR in Annex 2   |
| Person to Supervise the Work/Performance of the Service Provider               | <i>Human Rights for Ukraine Project Manager</i>   |
| Frequency of Reporting   | <i>As required, regular progress meetings on request of the Supervisor</i>  |
| Progress Reporting Requirements  | All documents should be transmitted to UNDP electronically (formats of * .docx, * .xlsx, * .pptx, * .pdf or other commonly used formats) in the Ukrainian language.   |
| Location of work   | <input type="checkbox"/> Exact Address/es <i>[pls. specify]</i><br><input checked="" type="checkbox"/> At Contractor's Location   |
| Expected duration of work  | 2.5 months  |
| Target start date  | 18 July, 2022   |
| Latest completion date   | Until September 30, 2022  |
| Travels Expected   | N/A   |
| Special Security Requirements  | <input type="checkbox"/> Security Clearance from UN prior to travelling<br><input type="checkbox"/> Completion of UN's Basic and Advanced Security Training<br><input type="checkbox"/> Comprehensive Travel Insurance<br><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<br><input type="checkbox"/> Land Transportation<br><input type="checkbox"/> Others <i>[pls. specify]</i>   |

<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.

|   |   |
|---|---|
| Implementation Schedule indicating breakdown and timing of activities/sub-activities                      | <input checked="" type="checkbox"/> Required<br><input type="checkbox"/> Not Required   |
| Names and curriculum vitae of individuals who will be involved in completing the services                 | <input checked="" type="checkbox"/> Required<br><input type="checkbox"/> Not Required<br>Please indicate clear roles in implementation team in accordance with required team minimum reflected in TOR   |
| Currency of Proposal  | <input checked="" type="checkbox"/> United States Dollars (preferable)<br><input type="checkbox"/> Euro<br><input checked="" type="checkbox"/> Local Currency<br>The proposal will be fixed in the currency proposed. Please propose in only one of applicable currencies.<br>In case of proposal in local currency, the amount will be converted to USD based on UNORE currency rate for comparison.<br>Local suppliers with contracts fixed in USD are paid in local currency based on UNORE rate for the date of payment.<br><a href="https://treasury.un.org/operationalrates/OperationalRates.php">https://treasury.un.org/operationalrates/OperationalRates.php</a> |
| Value Added Tax on Price Proposal   | <input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes<br><input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes (purchase, is conducted within the framework of international technical assistance project - explanation in Annex 5)  |
| Validity Period of Proposals ( <i>Counting for the last day of submission of quotes</i> )                 | <input type="checkbox"/> 60 days<br><input checked="" type="checkbox"/> 90 days<br><input type="checkbox"/> 120 days<br><br>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<br><input type="checkbox"/> Permitted   |
| Payment Terms   | The payment shall be arranged upon completion, presentation and UNDP approval of the Deliverables as listed in TOR.   |
| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | Human Rights for Ukraine Project Manager  |
| Type of Contract to be Signed   | <input type="checkbox"/> Purchase Order<br><input type="checkbox"/> Institutional Contract  |

|  |   |
|--|---|
|  | <input checked="" type="checkbox"/> Contract for Professional Services<br><input type="checkbox"/> Long-Term Agreement<br><input type="checkbox"/> Other Type of Contract   |
| Criteria for Contract Award  | <input type="checkbox"/> Lowest Price Quote among technically responsive offers<br><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)<br><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% - 700 points)</u></b></p> <input checked="" type="checkbox"/> Profile of Company/Organization, experience in the implementation of the similar projects (280 points)<br><input checked="" type="checkbox"/> Proposed methodology and structure of the training course (210 points)<br><input checked="" type="checkbox"/> Management Structure and proposed Personnel (210 points)   |
|  | <p><b><u>Financial Proposal (30% - 300 points)</u></b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>   |
| UNDP will award the contract to:                                   | <input checked="" type="checkbox"/> One and only one Service Provider<br><input type="checkbox"/> One or more Service Providers, depending on the following factors   |
| Contract General Terms and Conditions <sup>2</sup>                 | <input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)<br><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)<br><br><p>Applicable Terms and Conditions are available at:<br/> <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></p>                                       |
| Annexes to this RFP  | <input checked="" type="checkbox"/> Detailed TOR (Annex 2)<br><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 3)   |
| Contact Person for Inquiries (Written inquiries only) <sup>3</sup> | <p><i>Procurement Unit UNDP</i><br/> <i>Kyiv, Ukraine</i><br/> <i>Procurement.ua@undp.org</i></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>   |

<sup>2</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.

<sup>3</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.

|  |   |
|--|---|
| <p>Documents to be submitted with the proposal</p> | <ul style="list-style-type: none"> <li>• Organizational profile which should not exceed ten (10) pages but should include references to previous experiences, work with state entities and provide other information necessary to make an informed selection based on the company's reputation and track record;</li> <li>• Technical proposal, explaining how the company proposes to approach the task at hand and overcome possible difficulties and risks;</li> <li>• Draft proposed methodology and approach that confirms full adherence to the TOR</li> <li>• At least 2 letters of reference from previous clients specifying the types of services that were rendered;</li> <li>• Description of the proposed team, including CVs of the team suggested and relevant data that allows to assess their experience in similar engagements;</li> <li>• Copy of state registration document and taxpayer certificate;</li> <li>• Copy of balance sheets past 2 recent years for evaluation of financial sustainability;</li> <li>• A financial proposal in line with the instructions provided in the RFP.</li> <li>• Annotated proposed structure (plan) of four online training modules (at least 3 topics each) as well as a summary of these training courses (up to 6,000 words).</li> </ul> <p><b>Note: the financial proposal shall be in a password-protected archive and separate from the technical proposal. The password to the financial proposal archive shall not be provided unless requested and shall not be included with the original submission – in the cover letter or any other submission part.</b></p> |
|--|---|

|                                  |  |
|----------------------------------|--|
| Other Information [pls. specify] | <p><b>Pre-bid conference will be conducted</b></p> <p><b>01.07.2022, at 10:00</b><br/><b>Via Zoom</b></p> <p>To express your interest to take part please send notification to <a href="mailto:procurement.ua@undp.org">procurement.ua@undp.org</a>, <b>point out tender reference in subject</b>, the title of the company, names and positions of the representatives including contact details in the body of e-mail. Link to conference will be provided upon processing your inquiry.</p> <p><b>Electronic submission requirements:</b></p> <ol style="list-style-type: none"> <li>1. Format: PDF files, <b>ZIP archives only</b></li> <li>2. File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>3. All files must be free of viruses and not corrupted.</li> <li>4. <b>Password for financial proposal must not be provided to UNDP until requested by UNDP. Provision of non-password protected financial proposal leads to disqualification from the tender process.</b></li> <li>5. Time Zone to be Recognized: [Kyiv +2]</li> <li>6. Max. File Size per transmission: 5 MB</li> <li>7. Mandatory subject of email: <b>240-2022-UNDP-UKR-RFP-SCMaHR4U-Course for civil servants, Part №.... From (total quantity of parts in submission)</b></li> <li>8. Application forms to be filled in any of the languages listed: English/Ukrainian; supporting documents such as local registration/licenses/certificates issued in local language may be provided without translation.</li> <li>9. <b>Please do not duplicate your submission to procurement.ua@undp.org. This address is used only for questions and answers.</b></li> <li>10. Other conditions: Proposers are solely responsible for ensuring that any and all files sent to UNDP are readable, that is, uncorrupted, in the indicated electronic format, and free from viruses and malware. Failure to provide readable files will result in the proposal being rejected.</li> </ol> |
|----------------------------------|--|

## Annex 2

**Terms of Reference for  
Provision of services to the preparation of the content and further development of the online training  
course for civil servants  
“International Humanitarian Law”**

|                                     |  |
|-------------------------------------|--|
| <b>Project name</b>                 | UNDP Ukraine / Democratic Governance / Strengthening Crisis Management and Enhancing the emergency response management of the Government of Ukraine /Human Rights for Ukraine (HR4U) |
| <b>Timeframe</b>                    | July – September 2022  |
| <b>Supervisor’s functional post</b> | Human Rights for Ukraine Project Manager, Human Rights Team Lead   |

### 1. BACKGROUND INFORMATION

This Terms of Reference (ToR) is specifically related to the Human Rights for Ukraine (HR4U) Project (2019 – 2023) and funded by the Danish Ministry of Foreign Affairs and implemented by UNDP Ukraine and Strengthening Crisis Management and Enhancing the emergency response management of the Government of Ukraine (Emergency response management). Both projects are an integral part of the UNDP democratic governance portfolio through which UNDP Ukraine assists the Government of Ukraine (GoU), civil society and people of Ukraine in advancing democratic policies and practices needed to accelerate progress on sustainable human development and human rights promotion. This ultimately strengthens accountable and responsive public institutions and trust in state-society relations, respect of the rule of law and human rights, civic oversight and public participation, inclusive political processes and social policies, with a specific focus on women, youth and disadvantaged groups.

The HR4U Project’s overall goal is to promote human rights by strengthening the national actors’ capacities to effectively promote, protect and observe human rights and integrate a human rights-based approach (HRBA) into the national and local policies all over Ukraine including conflict areas.

The project is aimed at increasing the capacity of the National Human Rights Institution (i.e. Ukrainian Parliament Commissioner for Human Rights) and promoting human rights initiatives among all national stakeholders, including core duty-bearers in the legislative and executive branches, sub-national and local authorities. Also, HR4U’s efforts are focused on inter alia developing training programmes for civil servants on human rights and HRBA in cooperation with the National Agency of Ukraine for Civil Service.

Through the HR4U project, UNDP actively cooperates with OHCHR and its UN Human Rights Monitoring Mission in Ukraine (HRMMU) in the framework of the UN human rights protection mechanism, including the promotion of implementation of UPR and UN treaty body recommendations.

Just over three months since the start of the war in Ukraine on 24 February 2022, loss of life and an unprecedented displacement within the country and towards neighboring countries have been recorded. However, Government capacity for preparedness and response to addressing the consequences of the war is not fully sufficient.

Strengthening Crisis Management and Enhancing the emergency response management of the Government of Ukraine Project is providing necessary support to the Government to ensure effectiveness in crisis/emergency coordination and response planning between the central government, the oblasts/rayons and other stakeholders (international community, CSOs, private sector), ensuring delivery of services and building stronger resilience of the receiving/host communities and of the IDPs.

Within those projects, UNDP is strengthening the capacity of the civil service to respond to the challenges of wartime and ensure the smooth operation of the civil service to provide necessary services to Ukrainian



citizens. With the view to maintain the sustainability of the achieved results and to extend the coverage of the respective educational activities HR4U and Emergency response management projects intend to develop a certified short-term online training course for civil servants “International Humanitarian Law”.

The incumbent will promote UNDP’s mandate as a gender-responsive organization with zero tolerance to any kind of discriminatory and abusive behavior, including sexual harassment, sexual exploitation and abuse.

## **2. MAIN OBJECTIVES OF THE ASSIGNMENT**

It is planned that the Contractor will develop a certified short-term online training course for civil servants “International Humanitarian Law” in accordance with the concept and guidelines developed by the HR4U project and implemented in cooperation with the Secretariat of the Verkhovna Rada Commissioner for Human Rights, the National Agency of Ukraine on Civil Service (hereafter – NACS), and HRMMU.

The total duration of the online training course workload is 12 hours.

The course will consist of an introductory video (10 minutes), 4 training modules, and a final test (30 minutes).

Each module is designed for 2.5 - 3 hours of study. The following modules are to be included:

- Module 1 - Overview of the International Humanitarian Law;
- Module 2 - Overview of the International Criminal Law;
- Module 3 - Human rights in the activities of state authorities and local self-government bodies in the conditions of martial law;
- Module 4 – Fulfilment of civil service functions during war / conflict.

Each module will have the following structure:

- General introduction to the module topics - introductory video (2 min);
- Author's lectures and other materials on the topic which are in particular visualized with animation tools (up to 90 min in total);
- Practical tasks in each topic of the module (working with cases; documents, quest, etc.) (up to 70 min in total);
- Test with 15 questions (at least 3 versions) for individual assessment of the module (creative task possible under appropriate conditions) (20 min). The successful score is considered at the level of 80% of correct answers;
- Glossary explaining terminology and a list of recommended materials (a list of available additional literature; links to watch films and videos; a set of useful links on the Internet).

The online training course should contain at least 20 video lectures (at least 5 videos per module, at least 1 video per topic). The duration of each video should be from 7 to 15 minutes in the assembled form, the video should be shot in a professional studio with at least two cameras, it should comprise infographics and proper visual contemporary design.

The participants should have the possibility to download the materials (video, lecture texts, audio, presentations, infographics), but the files should be protected from additional copying.

The final test should consist of 25 questions with at least 3 versions. The successful score is considered at the level of 80% of correct answers.

UNDP will provide to the Contractor the developed methodological and other support documents for further work on the preparation of the online training modules.

## **3. DESCRIPTION OF RESPONSIBILITIES / SCOPE OF WORK**

To achieve the stated objectives, the selected Contractor will have the following responsibilities:

1. To develop the curriculum and the methodological concept of the online training course which envisages describing the mentioned course according to the existing standards (purpose, target audience, learning methods, training results).

2. Based on the provided analysis, to develop the content of the online training course which envisages the script of the video lectures, development of the tests, the concluding test/assessment, compilation of the list of references/literature for additional reading by the course participants.
3. To conduct discussions of the curriculum, the methodological concept and the content of the online training course with UNDP and NACS.
4. To develop the online training course on Contractor's e-learning platform (free public platform) in accordance with all requirements and descriptions listed in Annex 1;

The selected Contractor should transfer all intellectual property rights for the new online training course to the NACS (according to a special agreement between the contractor, NACS and UNDP).

#### 4. DELIVERABLES AND IMPLEMENTATION SCHEDULE

The incumbent will be responsible for the following specific deliverables:

| Deliverable #         | Task description  | Deadline                                |
|-----------------------|---|---|
| <b>Deliverable #1</b> | To develop the curriculum and the methodological concept of the online training course which envisages describing the mentioned course according to the existing national standards in Ukraine (purpose, target audience, learning methods, training results).<br><b>Output:</b> the curriculum and the methodological concept are developed and finalized according to UNDP comments. UNDP will ensure consolidated comments from all partners of the course.  | 2 weeks after contract signing          |
| <b>Deliverable #2</b> | Based on the provided analysis, to develop the content of the online training course which envisages the script of the video lectures, development of the tests, the concluding test/assessment, compilation of the list of references/literature for additional reading by the course participants.<br><b>Output:</b> the content is developed based on the approved curriculum and the methodological concept.  | 3 weeks after completing Deliverable 1  |
| <b>Deliverable #3</b> | To conduct discussions of the curriculum, the methodological concept, and the content of the online training course with UNDP and NACS.<br><b>Output:</b> the curriculum, the methodological concept, and the content are conducted, revised according to comments, and approved by UNDP and NACS.  | 2 weeks after completing Deliverable 2  |
| <b>Deliverable #4</b> | Develop and install the online training course on the Contractor's e-learning platform.<br>This work shall include the following activities:<br>- producing a video version of four online-training modules;<br>- filming online-course lectures;<br>- video and audio editing of online-courses lectures, mixing and editing sound, accumulation and storage of online-course video materials, development and creation of screen, backgrounds, titles of the new online course, screen installation;<br>- installing online courses on the online e-learning platform of the Contractor;<br>- developing a short text synopsis of lecture videos and additional materials. The synopsis shall consist of at least 30,000 characters and graphics to be developed by the online course designer jointly with experts.<br><br><b>Output:</b> the online training course is developed, uploaded to the Contractor's e-learning platform, and opened for users. | 2 months after completing Deliverable 3 |

UNDP will provide payments upon provision of deliverables duly certified by UNDP in accordance with the table above. UNDP will be the ultimate authority to control the quality of work results and assess the Contractor's performance during the assignment.

Payments are made in four tranches as per the Schedule of payments indicated in the table above.

In particular, the payment schedule will be as follows:

|               |     |
|---------------|-----|
| Deliverable 1 | 15% |
| Deliverable 2 | 35% |
| Deliverable 3 | 15% |
| Deliverable 4 | 35% |

## 5. MONITORING/REPORTING REQUIREMENTS

The Human Rights for Ukraine Project Manager will supervise the work of the contractor through regular in-person and e-mail/or telephone / Skype / Zoom communication in close coordination with the Strengthening Crisis Management and Enhancing the emergency response management of the Government of Ukraine Project Manager. Upon completion of the task, the deliverables will be checked by the HR4U Project team. Should any travel be needed for the assignment, which is not envisaged at this stage, the related costs will be covered additionally, therefore, the contractor should not include this cost in the financial proposal.

The Company's Implementation Team

- The team will ensure that the tasks are implemented timely, as agreed in the work plan and the contract. The contractor will be responsible for timely completion of their milestones;
- The team members will be responsible for accessing any documentation relating to their assignment and will treat this information as confidential;
- The team members will be responsible for the follow-up with the set agenda of meetings and interviews;
- The team will flag UNDP of any problems faced during the conduct of the work, any foreseen delays, etc. on time, to ensure the development of a risk mitigation measure.

## Use of Reports/Documents

No report or document should be published or distributed to third parties without the approval of UNDP. The Tentative Work Plan provided hereinabove may be amended upon Contractor's suggestions and/or mutual discussion of UNDP and the Contractor and solely upon written consent. Any unauthorized breach of terms and conditions of the agreed plan may lead to termination of the contract.

## 6. REQUIREMENTS FOR CONTRACTOR

For the company:

- Legally registered entity;
- At least 5 years of experience in the sphere of online training activity;
- Existence of own (operational) online educational platform with at least 10 training courses and 5,000 unique users;
- Have proven experience of a minimum of 10 online courses relevant to the scope and size of the current project (short description and links should be provided);
- Experience in cooperation with public authorities and international organisations will be considered as an asset.

**Tentative team**

The Contractor should propose the project team composed of the following specialists/ experts

**1. Project manager:**

|  |
|--|
| Master's degree in Public Administration, Law, Politics, International Relations or other similar fields |
| At least 3 years of experience in project managing/ managing similar assignments;                        |
| At least 3 years of experience in online courses development;  |
| Experience in collaborating with central public administration representatives will be an asset;         |
| Working experience with UN Agencies and/or other international organizations will be an asset;           |
| Fluency in Ukrainian; English will be a strong asset.  |

**2. IT-manager**

|   |
|---|
| Master's degree in IT or other similar fields;  |
| At least 2 years of relevant professional experience in the field of web development/development of the training courses; |
| Minimum 2 projects in conducting similar works/projects relevant to the scope and size of the current project;            |
| Fluency in Ukrainian; English will be a strong asset.   |

**3. Videographer:**

|  |
|--|
| University degree in IT, Art, Video Design or other similar fields;  |
| At least 2 years of relevant professional experience in the field of video production;                         |
| Minimum 2 projects in conducting similar works/projects relevant to the scope and size of the current project; |
| Fluency in Ukrainian; English will be a strong asset.  |

**4. Expert - trainer:**

|  |
|--|
| Master's degree in Public Administration, Law, Politics, International Relations or other similar fields;      |
| At least 5 years of relevant professional experience in the field of International Humanitarian Law;           |
| Experience in collaborating with the training organisations and state bodies;                                  |
| Minimum 2 projects in conducting similar works/projects relevant to the scope and size of the current project; |
| Fluency in Ukrainian; English will be a strong asset.  |

**7. DOCUMENTS TO BE SUBMITTED IN TECHNICAL PROPOSAL**

|  |  |
|--|--|
|  | Letter of interest/proposal, with concrete work plan on how the work will be conducted and/or approached.  |
|  | Information about the organisation with other requested information (experience in the implementation of similar projects, experts' team, and recommendation letters). |
|  | Detailed information about the portfolio of the implemented projects in the field of e-learning (description and links to the developed (at least) 10 online courses). |
|  | Annotated proposed structure (plan) of four online training modules (at least 3 topics each) as well as a summary of these training courses (up to 6,000 words).       |
|  | CV of the project team members.  |
|  | Financial proposal.  |

## 8. FINANCIAL PROPOSAL

The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

In the case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

### A. Cost Breakdown per Deliverables\*

|   | Deliverables<br>[list them as referred to in the TOR]   | Percentage of<br>Total Price<br>(Weight for<br>payment) | Tentative<br>Schedule | Price<br>(Lump Sum,<br>All-Inclusive) |
|---|---|---|-----------------------|---------------------------------------|
| 1 | To develop the curriculum and the methodological concept the online training courses which envisage describing the mentioned course according to the existing national standards in Ukraine (purpose, target audience, learning methods, training results).   | 15%   |                       |                                       |
| 2 | Based on the provided analysis, to develop the content of the online training courses which envisages the script of the video lectures, development of the tests, the concluding test/assessment, compilation of the list of references/literature for additional reading by the course participants. | 35%   |                       |                                       |
| 3 | To conduct discussions of the curriculum, the methodological concept and the content of the online training course with UNDP and NACS.  | 15%   |                       |                                       |
| 4 | Develop and install the online training course on the Contractor's e-learning platform  | 35%   |                       |                                       |
|   | <b>Total</b>  | <b>100%</b>   |                       | <b>USD</b>                            |

### B. Cost Breakdown by Cost Component [This is only an Example]:

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

| Description of Activity                  | Remuneration per Unit of Time | Total Period of Engagement | No. of Personnel | Total Rate |
|--|-------------------------------|----------------------------|------------------|------------|
| I. Personnel Services                    |                               |                            |                  |            |
| II. Administrative costs                 |                               |                            |                  |            |
| III. Other costs needed (describe)       |                               |                            |                  |            |
| VAT / Unified tax                        |                               |                            |                  |            |
| Total (indicate currency), including VAT |                               |                            |                  |            |

## 9. EVALUATION CRITERIA

### Evaluation and comparison of proposals

A two-stage procedure is utilized in evaluating the proposals, with an evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposals will be opened only for submissions that passed the minimum technical score of 70% (or 300 points) of the obtainable score of 700 points in the evaluation of the technical proposals.

In the First Stage, the technical proposal is evaluated based on its responsiveness to the Terms of Reference (ToR) and as per the below Evaluation Criteria.

In the Second Stage, the price proposals of all offerors, who have attained a minimum 70% score in the technical evaluation, will be reviewed.

Overall evaluation will be completed in accordance with the cumulative analysis scheme, under which the technical and financial aspects will have pre-assigned weights of 70% and 30% of the overall score respectively. The lowest cost financial proposal (out of technically compliant) will be selected as a baseline and allocated the maximum number of points obtainable for the financial part (i.e. 300). All other financial proposals will receive a number of points inversely proportional to their quoted price; e.g. 300 points x lowest price / quoted price.

The winning proposal will be the one with the highest number of points after the points obtained in both technical and financial evaluations, respectively, are added up. The contract will be awarded to the bidder that submitted the winning proposal.

### The evaluation of the technical proposals

| Summary of Technical Proposal |   | Score Weight | Max Points obtainable | Company/Other Entity |   |   |
|-------------------------------|---|--------------|-----------------------|----------------------|---|---|
|                               |   |              |                       | A                    | B | C |
| 1                             | Profile of Company/Organization, experience in the implementation of the similar projects | 40%          | 280                   |                      |   |   |

|              |   |      |     |  |  |  |
|--------------|---|------|-----|--|--|--|
| 2            | Proposed methodology and structure of the training course | 30%  | 210 |  |  |  |
| 3            | Management Structure and proposed Personnel               | 30%  | 210 |  |  |  |
| <b>Total</b> |   | 100% | 700 |  |  |  |

Evaluation forms for technical proposals follow on the next pages. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process.

**The Technical Evaluation Forms are:**

Form 1. The expertise of a Company/Organization submitting a proposal

Form 2. Proposed methodology and structure of the training course

Form 3. Management Structure and proposed Personnel

| Technical Proposal Evaluation Form 1      |  | Points obtainable | Company / Other Entity |   |   |
|---|--|-------------------|------------------------|---|---|
|   |  |                   | A                      | B | C |
| The expertise of the Company/Organization |  |                   |                        |   |   |
| 1.1                                       | The reputation of Company/Organization and Staff / Credibility / Reliability / Industry Standing;  | 30                |                        |   |   |
| 1.2                                       | General organizational capacity (e.g., size of the organization, the reputation of the organization and personnel, competence / relevant experience) and the duration of work in the relevant sphere (minimum 5 years - 15 pts, 6 years – 20 pts, 7 years and more – 25 pts);        | 25                |                        |   |   |
| 1.3                                       | Experience in development of online educational courses (at least 10 online educational courses were developed – 10 pts., each additional online training course – 7 pts.; up to max 80 pts.);   | 80                |                        |   |   |
| 1.4                                       | Have a pool of trained and qualified (certified) training staff<br>(No – 0 pts., Yes – 15 pts.)<br>Experience in developing educational materials and lectures (No – 0 pts., Yes – 15 pts.);<br>Experience in development of animation and infographics (No – 0 pts, Yes – 15 pts.); | 45                |                        |   |   |
| 1.5                                       | Successful experience in working with UN system organizations, other international organizations (availability of experience in 1 project – 10 pts, any additional project – 5 pts, up to max - 25 pts.);  | 25                |                        |   |   |
| 1.6                                       | Successful experience in working with Ukrainian public institutions (state and LSG bodies) (availability of experience in 1 project – 10 pts, any additional project – 5 pts, up to max 25 pts.);  | 25                |                        |   |   |
| 1.8                                       | Existence of the own (operational) online training platform with at least 10 online training courses and 5,000 unique users  | 50                |                        |   |   |

|                     |   |            |  |  |  |
|---------------------|---|------------|--|--|--|
|                     | (availability of the online training platform – 50 points, no available platform – 0 points). |            |  |  |  |
| <b>Total Form 1</b> |   | <b>280</b> |  |  |  |

| <b>Technical Proposal Evaluation<br/>Form 2</b>               |  | <b>Points<br/>obtainable</b> | <b>Company / Other Entity</b> |          |          |
|---|--|------------------------------|-------------------------------|----------|----------|
|   |  |                              | <b>A</b>                      | <b>B</b> | <b>C</b> |
| Proposed methodology and structure the online training course |  |                              |                               |          |          |
| 2.1   | Methodology:<br>– proposed methodology shows an understanding of the assignment and how the Company/Organization will achieve the TOR tasks, but not fully clear and realistic - 30 points;<br>- proposed methodology is well elaborated, clear, the tasks are clear and realistic, but still needs additional consideration and correction - 45 points;<br>- proposed methodology is fully complete, clear, the tasks are clear and realistic - 60 points;  | 60                           |                               |          |          |
| 2.2   | How well developed, optimal and compliant with the terms of reference is the work plan with a list of key activities and a time frame?<br><br>- the developed work plan is general, without description and details – 15 points;<br>- the developed work plan contains a description and generally compliant with the terms of reference – 20 points;<br>- the developed work plan is fully realistic, with a list of key activities and meets the timing requirements of the TOR – 30 points.   | 30                           |                               |          |          |
| 2.3   | Annotated structure (plan) of Module 1 (containing at least 3 topics)<br><br>– the proposed structure (plan) and summary of the training course demonstrates a general understanding of the tasks, without description and details - 10 points;<br>- the proposed structure (plan) and summary of the training course are generally compliant with the terms of reference, but still needs additional consideration and correction - 20 points;<br>- the proposed structure (plan) and summary of the training course are clear and fully compliant with the terms of reference - 30 points; | 30                           |                               |          |          |
| 2.4   | Annotated structure (plan) of Module 2 (containing at least 3 topics)  | 30                           |                               |          |          |



|                     |  |            |  |  |  |
|---------------------|--|------------|--|--|--|
|                     | <ul style="list-style-type: none"> <li>– the proposed structure (plan) and summary of the training course demonstrates a general understanding of the tasks, without description and details - 10 points;</li> <li>- the proposed structure (plan) and summary of the training course are generally compliant with the terms of reference, but still needs additional consideration and correction - 20 points;</li> <li>- the proposed structure (plan) and summary of the training course are clear and fully compliant with the terms of reference - 30 points;</li> </ul>  |            |  |  |  |
| 2.5                 | <p>Annotated structure (plan) of Module 3 (containing at least 3 topics)</p> <ul style="list-style-type: none"> <li>– the proposed structure (plan) and summary of the training course demonstrates a general understanding of the tasks, without description and details - 10 points;</li> <li>- the proposed structure (plan) and summary of the training course are generally compliant with the terms of reference, but still needs additional consideration and correction - 20 points;</li> <li>- the proposed structure (plan) and summary of the training course are clear and fully compliant with the terms of reference - 30 points;</li> </ul> | 30         |  |  |  |
| 2.6                 | <p>Annotated structure (plan) of Module 4 (containing at least 3 topics)</p> <ul style="list-style-type: none"> <li>– the proposed structure (plan) and summary of the training course demonstrates a general understanding of the tasks, without description and details - 10 points;</li> <li>- the proposed structure (plan) and summary of the training course are generally compliant with the terms of reference, but still needs additional consideration and correction - 20 points;</li> <li>- the proposed structure (plan) and summary of the training course are clear and fully compliant with the terms of reference - 30 points.</li> </ul> | 30         |  |  |  |
| <b>Total Form 2</b> |  | <b>210</b> |  |  |  |

| Technical Proposal Evaluation | Points | Company / Other Entity |
|-------------------------------|--------|------------------------|
|-------------------------------|--------|------------------------|

| <b>Form 3</b>                                 |  | <b>obtainable</b> |          |          |          |
|---|--|-------------------|----------|----------|----------|
| <b>Management Structure and Key Personnel</b> |  |                   | <b>A</b> | <b>B</b> | <b>C</b> |
| 3.1   | <b>Project manager:</b>  |                   |          |          |          |
|   | Master's degree in Public Administration, Law, Politics, International Relations, or other similar fields (Master's degree – 5 pts., PhD – 10 pts.);   | 10                |          |          |          |
|   | At least 3 years of experience in project managing/ managing similar assignments (3 years – 10 pts., each additional year – 1 pts., up to a max of 15 pts.);   | 15                |          |          |          |
|   | At least 3 years of experience in online courses development (3 years – 10 pts., each additional year – 1 pts., up to a max of 15 pts.);   | 15                |          |          |          |
|   | Experience in collaborating with central public administration representatives would be an asset (each year – 2 pts, up to 10 pts.);   | 10                |          |          |          |
|   | Working experience with UN Agencies and/or other international organizations will be an asset (each year – 2 pts., up to 10 pts.);   | 10                |          |          |          |
|   | Fluency in Ukrainian; English will be a strong asset; (Ukrainian – 3 pts., Ukrainian and English – 5 pts.)   | 5                 |          |          |          |
|   |  | 65                |          |          |          |
| 3.2   | <b>IT-manager</b>  |                   |          |          |          |
|   | Master's degree in IT or other similar fields (Master's degree – 5 pts., PhD – 10 pts.);   | 10                |          |          |          |
|   | At least 2 years of relevant professional experience in the field of web development/ development of the training courses (2 years – 5 pts., each additional year – 5 pts., up to a max of 15 pts.); | 15                |          |          |          |
|   | Minimum 2 projects in conducting similar works/projects relevant to the scope and size of the current project (2 projects – 5 pts., each additional project – 5 pts., up to a max of 15 pts.);       | 15                |          |          |          |
|   | Fluency in Ukrainian; English will be a strong asset (Ukrainian – 3 pts., Ukrainian and English – 5 pts.)  | 5                 |          |          |          |
|   |  | 45                |          |          |          |
| 3.3   | <b>Videographer</b>  |                   |          |          |          |
|   | University degree in IT, Art, Video Design or other similar fields (University degree – 3 pts.; Master's degree – 5 pts.);   | 5                 |          |          |          |
|   | At least 2 years of relevant professional experience in the field of video production (2 years – 5 pts., each additional year – 3 pts., up to a max of 15 pts.);                                     | 15                |          |          |          |
|   | Minimum 2 projects in conducting similar   | 15                |          |          |          |

|                     |  |            |  |  |  |
|---------------------|--|------------|--|--|--|
|                     | works/projects relevant to the scope and size of the current project (2 projects – 5 pts., each additional year – 5 pts., up to a max of 15 pts.);   |            |  |  |  |
|                     | Fluency in Ukrainian; English will be a strong asset; (Ukrainian – 3 pts., Ukrainian and English – 5 pts.)   | 5          |  |  |  |
|                     |  | 40         |  |  |  |
| 3.4                 | <b>Expert-trainer</b>  |            |  |  |  |
|                     | Master’s degree in Public Administration, Law, Politics, International Relations or other similar fields (Master’s degree – 5 pts., PhD – 10 pts.);  | 10         |  |  |  |
|                     | At least 5 years of relevant professional experience in the field of International Humanitarian Law (5 years – 5 pts., each additional year – 5 pts., up to a max of 20 pts.);                 | 20         |  |  |  |
|                     | Experience in collaborating with the training organizations and state bodies (each year – 2 pts., up to 10 pts.);  | 10         |  |  |  |
|                     | Minimum 2 projects in conducting similar works/projects relevant to the scope and size of the current project (2 projects – 5 pts., each additional project – 5 pts., up to a max of 15 pts.); | 15         |  |  |  |
|                     | Fluency in Ukrainian; English will be a strong asset; (Ukrainian – 3 pts., Ukrainian and English – 5 pts.)   | 5          |  |  |  |
|                     |  | 60         |  |  |  |
| <b>Total Form 3</b> |  | <b>210</b> |  |  |  |
| <b>Total</b>        |  | <b>700</b> |  |  |  |

**Annex 1**

**Requirements and descriptions to the development of the online training course for civil servants  
“International Humanitarian Law”**

**Branding**

Branding should be developed (designed) in cooperation with the UNDP and contain all necessary visibility materials of the stakeholders (to be provided by UNDP);

The course can’t have any commercial branding (no logos, disclaimers promoting brands).

**Interface**

The Contractor should provide a user-friendly interface and offer convenient features for using the online course, in particular:

- Search;
- Navigation;
- Performance appraisal;
- Approach to e-learning content development;
- Menu / the User’s Guide: provides integrated data on how to navigate the online learning platform as well as the main background of the user’s interface;

- User profile should include ongoing courses and finished courses as well as certificates on finishing online courses;
- Bookmark for each completed course: the students should be able to start the course at the place where they stopped and/or interrupted the course last time;
- Modules and evaluation in one package: curriculum content and assessment should be provided in one place.
- Feedback: online course ends with a greeting and a note inviting students to participate in a user satisfaction survey
- Function allowing to print on-line a certificate on successful completion of training
- The course should be adopted for the smartphone and laptop so that the user of any gadget is able to take it.

#### **Specific requirements for the content of educational materials:**

- Language: Ukrainian. Some links may provide access to UN resources in English (if required).
- Content (video, text, infographics, tests) should be meaningful, memorable, motivational, measurable;
- Content should be declared in simple language, not overloaded with specific and complex terminology. If a specific terminology or abbreviation is used, it should be explained;
- Images, graphics and illustrations should be used in videos and text files to facilitate the learning process;
- All used photo files should be provided in standard raster files (.jpg, .jpeg, .gif, .png);
- All developed e-learning materials must have a unique graphic design appropriate to the subject matter they cover;
- Text materials summarizing video lectures should not exceed 5 pages and be in pdf format to download;
- Video lectures should have the appropriate structure, composition and necessary software and software tools to effectively rebuild and selectively update the content of online learning, for example, for rapid localization, viewing and updating;
- Video content must:
  - be relevant in the content;
  - if necessary, be accompanied by a voiceover in the Ukrainian language on the background;
  - contain animation elements and visual effects and screencasts (static graphics, text dynamic graphics, animated graphics)
  - contain input and output animation graphics (intro/outro);
  - all visual supporting materials must be made in a single design, pre-approved by the customer.
- Additional materials for self-study should be prepared for each section. This can include both copyrighted materials of a trainer selected by the Contractor and UNDP materials in the specified area, as well as links to materials in the public domain (it is important to keep in mind that the links to the videos are allowed only from open sources and observe the copyright policies, or to a document/book with a volume of more than 20 pages).
- The service provider (contractor) should propose and adopt the most appropriate approach to the course content, development and revision for each project based on a specific project description and be in line with the best international practices;
- All lectures should be posted under strict configuration management to support their future service and to evaluate the consequences of changing an item if it is related to other content;
- A mechanism allowing people to obtain online certificates to confirm the completion of online courses should be provided.

#### **Video and audio requirements:**

MP4 file type, full HD, Frame width – 1920, Frame height – 1080. Data transfer speed rate-54482kbit per second; total flow rate-56786kbit per second; frame rate-25 frames per second. Video language – Ukrainian.

Technical characteristics of audio – flow rate-2304 kbit per second; channels, quantity-2 (stereo); sample rate-48kHz.

When shooting trainers changes angles/foreshortening must be anticipated.

During the trainer's performance, it is necessary to provide built-in animation, slide shows (images, graphics, and illustrations), showing relevant information in a screen-to-screen format to facilitate the learning process.

Some parts should be illustrated with playing parts of actors, also reportage videos to demonstrate some examples will be required.

If necessary, the video should include a computer screen capture with a practical explanation of the features of using the software to provide the services indicated in the topic. A training video may include an embedded video that is not copyrighted or self-produced to improve the perception of the training information and materials, but these videos should be relevant to the training topic. Such videos can be downloaded from the stock video web pages.

Work on video editing, colour correction, sound correction, dubbing, video processing in Adobe Premiere Pro, Adobe After Effects (or their equivalents), etc., should be indicated in the commercial offer.

### **Lecturers and actors**

The experts, guest speakers selected for the course should be experts with at least 5 years of practical experience in their field. UNDP together with its partners will provide advice on the recommended experts and guest speakers, and the final list is subject to the approval of UNDP.

The person selected as a speaker should sincerely believe and share the values she or he are talking about in the educational courses.

The adherence of 50/50 women and men ratio among lectures and actors is required.

**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>4</sup>**

***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>5</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 240-2022-UNDP-UKR-RFP-SCMaHR4U-Course for civil servants 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**

| <b>BRIEF COMPANY PROFILE</b>   |   |
|--|---|
| 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: |   |
| Full registration name   |   |
| Year of foundation   |   |
| Legal status   |   |
| Legal address  |   |
| Actual address   |   |
| Bank information   |   |
| VAT payer status   |   |
| Contact person name  |   |
| Contact person email   |   |
| Contact person phone   |   |
| Company/Organization's core activities   |   |
| Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations (If any)   |   |
| Business Licenses – Registration Papers, Tax Payment Certification, etc.   | EDRPOU, ID tax number. Copies of State registration and Tax registration should be attached |

<sup>4</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>5</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

|   |   |
|---|---|
| Certificates and Accreditation  | Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. |
| Please provide contact details of at least 2 previous partners for reference  | Please attach the signed reference letters  |
| Company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List | Yes/No (Please choose)  |
| Other relevant information  |   |

**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.*

**This must include the body of the Technical proposal, explaining how the company proposes to approach the task at hand and overcome possible difficulties and risks**

**C. Qualifications of Key Personnel**

*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.*

## Financial Proposal

The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal.

The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

### A. Cost Breakdown per Deliverable

|   | <b>Deliverables</b><br><i>[list them as referred to in the RFP]</i> | <b>Percentage of Total Price (Weight for payment)</b> | <b>Price (Lump Sum, All Inclusive), VAT incl.</b> |
|---|---|---|---|
| 1 | Deliverable 1   | 15%   |   |
| 2 | Deliverable 2   | 35%   |   |
| 3 | Deliverable 3   | 15%   |   |
| 4 | Deliverable 4   | 35%   |   |
|   | Total   | 100%  |   |

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

### B. Cost Breakdown by Cost Component [This is only an Example]:

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

| <b>Description of Activity</b>  | <b>Remuneration per Unit of Time</b> | <b>Total Period of Engagement</b> | <b>No. of Personnel</b> | <b>Total Rate</b> |
|---------------------------------|--------------------------------------|-----------------------------------|-------------------------|-------------------|
| <b>I. Personnel Services</b>    |                                      |                                   |                         |                   |
|                                 |                                      |                                   |                         |                   |
|                                 |                                      |                                   |                         |                   |
| <b>II. Administrative costs</b> |                                      |                                   |                         |                   |



|   |  |  |  |  |
|---|--|--|--|--|
|   |  |  |  |  |
|   |  |  |  |  |
|   |  |  |  |  |
| <b>III. Other costs needed<br/>(describe)</b>       |  |  |  |  |
|   |  |  |  |  |
| <b>VAT / Unified tax</b>                            |  |  |  |  |
|   |  |  |  |  |
| <b>Total (indicate currency),<br/>including VAT</b> |  |  |  |  |

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