



United Nations Development Programme

REQUEST FOR PROPOSAL (RFP)

Hiring a Firm to do a dynamic mapping of Innovation Ecosystem in Maldives.	DATE: September 25, 2022
	REFERENCE: MDV/RFP/22/10

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Hiring a Firm to do a dynamic mapping of Innovation Ecosystem in Maldives.**

Please be guided by the form attached here to as Annex 3, in preparing your Proposal.

Proposals may be submitted on or before **Sunday, October 09, 2022** and via e-tendering. With the subject line: **"Hiring a Firm to do a dynamic mapping of Innovation Ecosystem in Maldives."**

Submissions must contain a separate technical and financial proposal. **Financial proposals must be password-protected and must not be attached to the same document containing the technical proposal. Submission of a single document containing both technical and financial proposals will be disqualified.** Vendors will be requested to share the password to financial proposal upon completion of technical evaluation process.

Your Proposal must be expressed in the **English Language**, and valid for a minimum period of **120 days.**

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. 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 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 attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

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

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

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link:

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

Thank you and we look forward to receiving your Proposal.

Sincerely Yours,


3026C8690F374EB...
Shafag Athif

Operations Manager
25 September 2022



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Annex 1 Description of Requirements

Context of the Requirement	“Hiring a Firm to do a dynamic mapping of Innovation Ecosystem in Maldives”									
Implementing Partner of UNDP	UNDP Maldives									
Brief Description of the Required Services ¹	Hiring a Firm to do a dynamic mapping of Innovation Ecosystem in Maldives									
List and Description of Expected Outputs to be Delivered	<div>The consultant will be responsible for producing the following deliverables:</div> <table><tr><th>Deliverables/ Outputs</th><th>Estimated Duration to Complete</th></tr><tr><td>Complete the first draft of ecosystem mapping</td><td>20 days from contract signing (late October)</td></tr><tr><td>Submit the second draft of ecosystem mapping and summary report</td><td>15 days from approval of deliverable 1 (early November)</td></tr><tr><td>Submit the final report and raw files</td><td>15 days from approval of Deliverable 2 (late November)</td></tr></table>		Deliverables/ Outputs	Estimated Duration to Complete	Complete the first draft of ecosystem mapping	20 days from contract signing (late October)	Submit the second draft of ecosystem mapping and summary report	15 days from approval of deliverable 1 (early November)	Submit the final report and raw files	15 days from approval of Deliverable 2 (late November)
Deliverables/ Outputs	Estimated Duration to Complete									
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Submit the final report and raw files	15 days from approval of Deliverable 2 (late November)									
Person to Supervise the Work/Performance of the Service Provider	UNDP Maldives Accelerator Lab Unit									
Frequency of Reporting	Bi-weekly									
Progress Reporting Requirements	Required									
Location of work	Entity's preferred location, subject to providing smooth communication means.									
Expected duration of work	2 months									
Target start date	Early-October 2022									

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



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Latest completion date	Late-November 2022
Travels Expected	No Travel is expected for this contract.
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others: Not Applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	None
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> Maldivian Rufiyaa if National and USD if International
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes for National bidders <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes for international bidders
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	Not permitted

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



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Payment Terms ³	<p>As full consideration for the services performed by the contractor under the terms of this contract the United Nation Development Programme shall pay the total amount of Contract upon certification and approval of UNDP that the services have been satisfactorily performed as per below listed milestones, and against the receipt of actual invoice:</p> <table><tr><th>Deliverable</th><th>Target due date</th><th>Percentage</th><th>Review and Approvals Required</th></tr><tr><td>Deliverable 1: First draft of ecosystem mapping</td><td>20 days within contract signing (estimated date is 20th October 2022)</td><td>20%</td><td>Approval by Accelerator Lab unit</td></tr><tr><td>Deliverable 2: Second draft of mapping and summary report</td><td>15 days from approval of deliverable 1 (estimated date is 10th November 2022)</td><td>30%</td><td>Approval by Accelerator Lab unit</td></tr><tr><td>Deliverable 3: Final report and raw files.</td><td>15 days from approval of Deliverable 2 (estimated date is 25th November 2022)</td><td>50%</td><td>Approval by Accelerator Lab unit</td></tr></table>	Deliverable	Target due date	Percentage	Review and Approvals Required	Deliverable 1: First draft of ecosystem mapping	20 days within contract signing (estimated date is 20 th October 2022)	20%	Approval by Accelerator Lab unit	Deliverable 2: Second draft of mapping and summary report	15 days from approval of deliverable 1 (estimated date is 10 th November 2022)	30%	Approval by Accelerator Lab unit	Deliverable 3: Final report and raw files.	15 days from approval of Deliverable 2 (estimated date is 25 th November 2022)	50%	Approval by Accelerator Lab unit
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Maldives Accelerator Lab Unit																
Type of Contract to be Signed	<div><input type="checkbox"/> Purchase Order</div> <div><input type="checkbox"/> Institutional Contract</div> <div><input checked="" type="checkbox"/> Contract for Professional Services</div> <div><input type="checkbox"/> Long-Term Agreement⁴ (if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</div>																

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



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	<input type="checkbox"/> Other Type of Contract [pls. specify]
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Criteria 1: Overall Experience and Expertise of the Firm/Institution <input checked="" type="checkbox"/> Criteria 2: Expertise of key personnel <input checked="" type="checkbox"/> Criteria 3: Workplan, Methodology & Timeline in the technical proposal <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>Financial proposals must be password-protected and must not be attached to the same document containing the technical proposal. Submission of a single document containing both technical and financial proposals will be disqualified. 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 proposals who pass the technical evaluation as per the criteria is established and disclosed in the solicitation document. The proposal shall assume the responsibility for not encrypting the financial proposal. DO NOT DISCLOSE YOUR PRICE IN THE LINE ITEMS. YOU MUST PUT PRICE AS "1" IN THE SYSTEM AND PROVIDE THE FINANCIAL PROPOSAL AS ENCRYPTED FILE AS EXPLAINED ABOVE.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions ⁴	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)

⁴ 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.



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	<input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) 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 ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 3) <input checked="" type="checkbox"/> Detailed TOR (Annex 2)
Contact Person for Inquiries (Written inquiries only) ⁶	<p><i>Aishath Loona Moosa</i> <i>Executive Assistant</i> <i>proc.mv@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>

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ 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.



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Annex 2 Terms of Reference

Location:	Maldives
Position Title:	Firm to do a dynamic mapping of Innovation Ecosystem in Maldives.
Type of Contract:	Institutional Contract for Services
Country of Contractor (National/International):	National/International
Languages required:	English
Contract period:	early October to Late November 2022
Project Title:	Accelerator Lab
Prompt ID:	MDV-0000194910
TOR ID:	TOR/2022/09

A - BACKGROUND

UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience, and resources to help people build a better life. UNDP is on the ground in about 170 countries and territories, working with national counterparts on solutions to global and national development challenges. In the programme countries, UNDP supports stabilization, state-building, governance and development priorities in partnership with the host governments, the United Nations system, the development partners and other partners to help the country to achieve sustainable development by eradicating poverty in all its forms and dimensions, accelerating structural transformations for sustainable development and building resilience to crises and shock.

UNDP has been a trusted development partner of the Maldives for more than 40 years, helping to achieve the eradication of poverty, reduction of inequalities and exclusion in areas such governance, environment protection, climate change mitigation and adaptation. In each of its thematic areas of work, UNDP at the request of its national partners provides relevant policy advisory support, technical assistance, advocacy, and knowledge to help Maldives achieve its global commitment on Sustainable Development Goals (SDG). With Maldives's transition to Middle Income Country Status, Official Development Assistance from traditional donor sources has been on the continuous decline. UNDP is therefore working with its national partners to identify and tap into alternative and innovative financing mechanisms for development. This process involves broadening outreach and forging wide-ranging partnerships with stakeholders - including



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other UN agencies, the government, the private sector, philanthropic Foundations, multi-lateral and bi-lateral donors and International Finance Institutions to advance the country's development strategies and objectives.

For UNDP to best serve its role as integrator for collective action towards the Sustainable Development Goals (SDGs), it is of utmost importance that UNDP's work in the country is augmented with partners by collaborating with key actors creating value in the development ecosystem.

Significant number of actors operate in Maldives development and innovation ecosystem. These include a number of UN and other international development organizations, hundreds of central and local government entities, civil society organizations, academia, as well as the private sector. Many of the actors are dispersed across the 20 administrative atolls and work at the local/island level. For UNDP, direct engagement is at times limited to centrally operating entities in the capital or select islands where UNDP has programmatic interventions. UNDP wishes to expand its reach to the outer atolls across the Maldives and the proposed mapping activity will help identify the key actors operating in the development and innovation nexus, at different levels and sectors. In addition to amplifying UNDP's local engagement, this will also benefit UNDP Accelerator Lab's solutions mapping work, in identifying local solutions and grassroots innovation. For this purpose, UNDP is seeking the services of an international firm to do a visual and dynamic mapping of stakeholders in the innovation ecosystem in Maldives.

B - DUTIES AND RESPONSIBILITIES

Objective of the Assignment

The innovation ecosystem mapping exercise aims to do a comprehensive and dynamic mapping of stakeholders to identify significant actors and key interventions in the development and innovation nexus, to gain actionable insights on their value propositions, how they innovate and collaborate with each other.

Scope of Work

Under guidance and supervision of the Accelerator Lab unit, the Consultancy Firm is expected to perform the following tasks:

- Prepare a work plan to conduct the mapping based on the proposed methodology. The firm must propose a methodology that entails low cost/innovative data collection and analysis tools that can be rolled quickly across the country.
- Carry out the data collection to systematically map stakeholders and actors across the innovation space in Maldives.
- Analyze the data to categorize actors by sector, institutional type, focus area(s) and geographic relevance. The classification taxonomy will be proposed by the firm and agreed by UNDP Maldives, during data collection stage.



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- Create dynamic visuals to illustrate the ecosystem of actors, their characteristics and connectivity across the different dimensions.
- If gaps in data are identified, conduct a second round of data collection to complement and refine the mapping.
- Develop and present a summary report on key insights and recommendations.
- Submit the final report with key propositions / recommendations, incorporating UNDP's feedback on the initial summary report.
- Submit the raw files of the mapping and all compiled data.

Expected Outputs and Deliverables

The consultant will be responsible for producing the following deliverables.

Deliverables/ Outputs	Estimated Duration to Complete
Complete the first draft of ecosystem mapping	20 days contract signing (late October)
Submit the second draft of ecosystem mapping and summary report	15 days from approval of deliverable 1 (early November)
Submit the final report and raw files	15 days from approval of Deliverable 2 (late November)

Duration of the Assignment

This assignment will approximately take two months in the month of October and November 2022. The Consultancy Firm should propose a clear timeline while submitting the proposal taking into consideration the estimated time durations for each deliverable as stipulated above. The duration allotted for each deliverable is estimated and the firm can propose a realistic workplan given that the total duration of the work does not exceed the stated 2 months period.

Institutional Arrangement

The Consultancy Firm will report to and work closely with UNDP Maldives Accelerator Lab Unit through scheduled progress meetings with the Head of Solutions Mapping.

Duty Station and Expected Places of Travel

Entity's preferred location, subject to providing smooth communication means. No Travel is expected for this contract.



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C - PAYMENT TERMS

As full consideration for the services performed by the contractor under the terms of this contract the United Nation Development Programme shall pay the total amount of Contract upon certification and approval of UNDP that the services have been satisfactorily performed as per below listed milestones, and against the receipt of actual invoice:

Deliverable	Target due date	Percentage	Review and Approvals Required
Deliverable 1: First draft of ecosystem mapping	20 days within contract signing (estimated date is 20 th October 2022)	20%	Approval by Accelerator Lab unit
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Deliverable 3: Final report and raw files.	15 days from approval of Deliverable 2 (estimated date is 25 th November 2022)	50%	Approval by Accelerator Lab unit

- **Note: Payments will be based on invoices on achievement of agreed milestones i.e. upon delivery of the services specified in the TOR and certification of acceptance by the UNDP.**
- The contract's total payment is expected to cover cost of, communication, typing and preparing the soft and hard copies of documents and any other relevant costs regarding this activity.
- Upon receiving and verification of deliverables, payments will be transferred by UNDP to the account number of the contractor introduced through the signed vendor form, bank certificate and registration documents of the entity.
- Payments will be made according to UNDP regulations as explained in the contract documents.
- Each payment will be made in USD (for international) or MVR for (national) within 30 days from receipt of UNDP's verification and payment request.
- The contractor shall not do any work, provide any equipment, materials and supplies or perform any other services which may result in any cost in excess of the abovementioned amount.



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E - REQUIRED SKILLS AND EXPERIENCE

The contractor must make available a team of at least 2 consultants that have a broad set of relevant technical capacities and experience. The details of the required skills and experience for the Consultancy Firm and the Team are further outlined in the evaluation criteria.

Language Requirements:

English

Evaluation Method: Cumulative analysis

The award of the contract shall be made to the Consultancy Firm whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%) and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 70 points)

Evaluation criteria	Maximum marks obtainable
Criteria 1: Overall Experience and Expertise of the Firm/Institution	25
1.1 The firm/institution has a <u>minimum of 2 years</u> of experience in consulting related to innovation methodologies such as organization network analysis, social network analysis or similar activities.	10
1.2 The Firm/institution has previously completed <u>at least 2</u> ecosystem mapping assignments for clients.	10
1.3 The company should be registered, with a mission and vision aligned with the objective of this terms of reference.	5
Criteria 2: Expertise of key personnel	25

<u>Team composition</u>	
2.1 The team must have at least two (2) members, i.e., a Team Leader and a team member.	5
<u>Expertise of Key personnel</u>	
<u>Mandatory:</u>	
2.2 Team leader has at least a Masters' degree in social innovation, digitalization and innovation, development studies, public policy, knowledge management, information science or other relevant disciplines.	5
2.3 The team leader has at least 2 years of experience in knowledge management, systems mapping or other relevant areas (<i>Duration to be determined by summing up the total amount of time in a relevant role</i>).	5
2.4 At least one key staff has experience in conducting ecosystem mapping assignments (<i>to be determined by summing up the number of client-based assignments completed</i>).	5
<u>Desirable</u>	
2.5 The team member has an innovation background demonstrated either through related education or experience.	5
Criteria 3: Workplan, Methodology & Timeline in the technical proposal	20
3.1 Overall understanding of the assignment and proposed methodology	10
3.2 Proposed workplan and timeline relevant to the assignment as per the Terms of Reference.	10
TOTAL	70 points

Documentation required

- Technical proposal detailing workplan, methodology, timeline, team composition (which should not exceed 15 pages including any printed brochure relevant to the services being procured).
- Organizational profile describing the nature of business.
- CVs of all team members.
- Details of previous related or similar projects/consultancies/portfolio completed by the



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firm/institution in the past five years. (Include duration/timeline of previous activities individually)

- Extracts of, or links to, related or similar work.

2. Financial proposal (Should be password protected)

- Financial proposal to be prepared in accordance with the financial proposal Template, on the company letterhead, signed and stamped.
- We will notify the bidders who pass the technical score to provide the password of the financial proposal on the day of financial evaluation.

Incomplete proposals may not be considered.

Annex III

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

[insert: Location]

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations.
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact 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.

Item A-a

Profile of the Firm/Organization

- Full name of organization (in English):
- Central office address:
- Tel No:
- Fax No:
- E-mail:
- Website:

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone, and fax numbers – for verification purposes

- [illegible]

Please attach the entity's Company profile, as the supporting documents

Item A-b

Legal and Registration Information:

Please attach the registration certificates of firm/organization.

- Organization's year of establishment:
- Organization's official registration date:
- Registered under name of
- Tax Payment Certificate:
- Please explain if your firm/organization has any history or experience of disagreement leading to taking any contractual case to law court. If yes, please describe the case.

Please attach the entity's registration documents, as the supporting documents

Item A-c

Latest Financial Statement: Please list the required documents you have attached to indicate your financial stability, standing and market reputation, etc.

Please attached the Financial Statements or the last three years, as the supporting documents

Item A-d

Track Record and Experiences: Provide the following information regarding corporate experience within the last ten years which are related or relevant to those required for this contract.						
Name of project	Client	Contract Value	Start Date	End Date	Contract's scope	References Contact Details (Name, Phone, Email)

Item A-e

Written Self-Declaration
Please specify the Certificates and Accreditation – including Quality Certificates, Patent registrations, Environmental Sustainability Certificates, etc. that your entity has.

Item A-f

Written Self-Declaration
Hereby I declare that my company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.
(Please note that by completing and signing this proposal you declare and confirm that your 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.

Please develop an action plan with steps and timeframe for activities to be conducted by your organization including coordination with other organizations required for implementation of the work.

Example:

Steps	Involved entities (if applicable)	Timeframe	Responsible entity/individual (if applicable)

C. Qualifications of Key Personnel

Please 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 of the key personnel that will perform the services which demonstrates qualifications; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract. Please include the following sentence at the end of each individual's CV to be signed by the nominated member.*

"I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement"

Item C-a

CV of individual(s) to be assigned as Team Leader for the work of this contract (for minimum requirements please see TOR)

1. Name of Firm/Organization:

2. Full Name of individual:

3. Date of Birth:

4. Nationality:

5. Education:

6. Countries of Work Experience:

7. English Proficiency (for team leader) *[Please indicate proficiency: good, fair, or poor in speaking, reading, and writing]:*

9. Employment Record and previous experiences *[Starting with present position, list in reverse order every employment held by individuals since graduation relevant to the work of this work, giving for each employment: dates of employment, name of employing organization, positions held.]*

CV of individual(s) to be assigned as Team Member for the work of this contract (for minimum requirements please see TOR) - please use similar template for all introduced staff, if applicable.

1. Name of Firm/Organization:

2. Full Name of individual:

3. Date of Birth:

4. Nationality:

5. Education:

6. Countries of Work Experience:

7. English Proficiency (for team leader) *[Please indicate proficiency: good, fair, or poor in speaking, reading, and writing]:*

9. Employment Record and previous experiences *[Starting with present position, list in reverse order every employment held by individuals since graduation relevant to the work of this work, giving for each employment: dates of employment, name of employing organization, positions held.*

Financial Proposal

Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Deliverable 1		
2	Deliverable 2		
3	Deliverable 3		
	Total	100%	

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

D. 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. Team Leader				
b. Team Member				
[please specify other key staff, if required]				
II. Out of Pocket Expenses				
1. Team Leader				
2. Team Member				
[please specify other key staff, if required]				
Total cost of Professional fee				
III. Other Related Costs (Cost of communication, Printing, etc.). <i>Please provide a detail of the associated costs in separate lines if applicable</i>				
Total Proposed Cost				

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

[Designation]

[Date]