

Request for Proposal (RFP)

Date: 23 June 2009

Dear Sir/Madam,

Subject: RFP for the Provision of Reintegration Support Services for DDR participants

Self Employment

You are requested to submit a proposal for the provision of **Reintegration Support Services for DDR participants, Self Employment – Kassala** as per enclosed Terms of Reference (TOR).

2. To enable you to submit a proposal, attached are:

- i. Instructions to Offerors (Annex I)
- ii. General Conditions of Contract..... (Annex II)
- iii. Terms of Reference (TOR)..... (Annex III)
- iv. Proposal Submission Form (Annex IV)
- v. Price Schedule (Annex V)

3. Your offer comprising of technical proposal and financial proposal, in separate sealed envelopes, should reach the following address no later than 15 July 2009, by 12:00 hour's local time.

Procurement Unit,
United Nations Development Programme
House No, 290 garden City, Khartoum
Tel: +249 83 773 121 Ext: 2002
Fax: +249 83 773128
Email: procurement.sd@undp.org

And marked with **RFP for the Provision of Reintegration Support Services for DDR participants
Self Employment – Kassala**

Ref: RFP/KRT/09/080

All offers received after the indicated time and date will be rejected.

4. If you request additional information, we would endeavor to provide information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal.

Yours sincerely,

Mustafa Ghulam
Deputy Country Director (O)

Instructions to Offerors**A Introduction****1. General**

UNDP is seeking to engage a consultant firm or firms to:

Provide Capacity Assessment Services as per enclosed Terms of Reference (TOR).

2. Cost of proposal

The Offeror shall bear all costs associated with the preparation and submission of the Proposal, the UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

B Solicitation Documents**3. Contents of solicitation documents**

Proposals can offer services for Part A or Part B or both Part A and B. The Offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Offeror's risk and may affect the evaluation of the Proposal.

4. Clarification of solicitation documents

A prospective Offeror requiring any clarification of the Solicitation Documents may notify the procuring UNDP entity in writing at the organization's mailing address or fax number indicated in the RFP. The procuring UNDP entity will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than one week prior to the deadline for the submission of Proposals. Written copies of the organization's response (including an explanation of the query but without identifying the source of inquiry) will be published in the same manner that the present RFP.

5. Amendments of solicitation documents

At any time prior to the deadline for submission of Proposals, the procuring UNDP entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation Documents by amendment.

Any amendment will be published in the same manner that the present RFP.

In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, the procuring UNDP entity may, at its discretion, extend the deadline for the submission of Proposals.

6. Language of the proposal

The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and the procuring UNDP entity shall be written in the English language. Any printed literature furnished by the Offeror may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern.

7. Documents comprising the proposal

The Proposal shall comprise the following components:

- A. Form 1 - Technical Proposal
- B. Form 2 - Offeror's Organization and Experience
 - A Offeror's Organization/ Firm
 - B Offeror's Experience
- C. Form 3 - Description of the Approach, Methodology and Work Plan (including implementation schedule) for Performing the Assignment
- D. Team Composition and Task Assignments
- E. Form 4 - Curriculum Vitae (CV) for proposed key Personnel

Financial proposal consists of the following: (Separate Envelope)

Completed Proposal Submission Form

Completed Price Schedule

8. Proposal form

The Offeror shall structure the operational and technical part of its Proposal as follows:

The operational and technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price Schedules.

It is mandatory that the Offeror's Proposal numbering system corresponds with the numbering system used in the body of this RFP. All references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexes to the Proposal/response.

Information which the Offeror considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will then be treated as such accordingly.

9. Proposal prices

The Offeror shall indicate on an appropriate Price Schedule, an example of which is contained in these Solicitation Documents, the prices of services it proposes to supply under the contract.

10. Proposal currencies

All prices shall be quoted in US Dollars (USD).

11. Period of validity of proposals

Proposals shall remain valid for one hundred and twenty (120) days after the date of Proposal submission prescribed by the procuring UNDP entity, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by the procuring UNDP entity on the grounds that it is non-responsive.

In exceptional circumstances, the procuring UNDP entity may solicit the Offeror's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. An Offeror granting the request will not be required nor permitted to modify its Proposal.

12. Format and signing of proposals

The Offeror shall prepare two copies of the Proposal, clearly marking each "Original Proposal" and "Copy of Proposal" as appropriate. In the event of any discrepancy between them, the original shall govern.

The two copies of the Proposal shall be typed or written in indelible ink and shall be signed by the Offeror or a person or persons duly authorized to bind the Offeror to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the Proposal.

A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialed by the person or persons signing the Proposal.

13. Payment

UNDP shall effect payments to the Contractor after acceptance by UNDP of the invoices submitted by the contractor, upon achievement of the corresponding milestones.

D	Submission of Proposals
----------	--------------------------------

14. Sealing and marking of proposals

The Offeror shall seal the Proposal in one outer and two inner envelopes, as detailed below.

(a) The outer envelope shall be:

- addressed to –

Procurement Unit,
United Nations Development Programme
House No. 290 Garden City, Khartoum
Tel: +249 83 773 121 Ext: 2002

Fax: +249 83 773128

Email: procurement.sd@undp.org

marked with – **RFP for the Provision of Reintegration Support Services for DDR participants
Self Employment - Kassala**

Ref: RFP/KRT/09/080

- (b) Both inner envelopes shall indicate the name and address of the Offeror. The first inner envelope shall contain the information specified in Clause 8 (*Proposal form*) above, with the copies duly marked "Original" and "Copy". The second inner envelope shall include the price schedule duly identified as such.

Note, if the inner envelopes are not sealed and marked as per the instructions in this clause, the procuring UNDP entity will not assume responsibility for the Proposal's misplacement or premature opening.

15. Deadline for submission of proposals

Proposals must be received by the procuring UNDP entity at the address specified under clause *Sealing and marking of Proposals* no later than 15 July 2009 at 12:00 Hour's local time.

The procuring UNDP entity may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause *Amendments of Solicitation Documents*, in which case all rights and obligations of the procuring UNDP entity and Offerors previously subject to the deadline will thereafter be subject to the deadline as extended.

16. Late Proposals

Any Proposal received by the procuring UNDP entity after the deadline for submission of proposals, pursuant to clause *Deadline for the submission of proposals*, will be rejected.

17. Modification and withdrawal of Proposals

The Offeror may withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by the procuring UNDP entity prior to the deadline prescribed for submission of Proposals.

The Offeror's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause *Deadline for Submission of Proposals*. The withdrawal notice may also be sent by telex or fax but followed by a signed confirmation copy.

No Proposal may be modified subsequent to the deadline for submission of proposals.

No Proposal may be withdrawn in the Interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Offeror on the Proposal Submission Form.

E Opening and Evaluation of Proposals

18. Opening of proposals

The procuring entity will open the Proposals in the presence of a Committee formed by the Head of the procuring UNDP entity.

19. Clarification of proposals

To assist in the examination, evaluation and comparison of Proposals, the Purchaser may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

20. Preliminary examination

The Purchaser will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Offeror does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. The Purchaser's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.

A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Offeror by correction of the non-conformity.

21. Evaluation and comparison of proposals

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposal of the Proposals will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical proposals.

The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

In the Second Stage, the price proposal of all contractors, who have attained minimum 70% score in the technical evaluation, will be compared. The contractor will be awarded to the Contractor offering the lowest price.

Two-Stage Procedure

Stage 1 - The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score of 70%. Offerors, who have attained minimum 70% score in the technical evaluation, will be considered for further financial evaluation.

Stage 2 – All offers that attained 70% and above in the technical evaluation, will have their Financial Proposals opened. The lowest evaluated Financial Proposal will be awarded the contract.

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Company / Other Entity				
				A	B	C	D	E
1.	Expertise/experience of Firm / Organization submitting Proposal	30%	300					
2.	Approach, Methodology and Work Plan (including implementation schedule) for Performing the Assignment	50%	500					
3.	Team Composition (including CV) and Task Assignments	20%	200					
Total			1000					

Evaluation forms for technical proposals follow on the next two 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 Proposal Evaluation Forms are:

- A. Form 1 - Technical Proposal
- B. Offeror’s Organization and Experience
 - A Offeror’s Organization
 - B Offeror’s Experience
- C. Description of the Approach, Methodology and Work Plan (including implementation schedule) for Performing the Assignment
- D. Team Composition and Task Assignments
- E. Curriculum Vitae (CV) for Proposed key Personnel

Technical Proposal Evaluation Form 1		Points obtainable	Company / Other Entity				
			A	B	C	D	E
Expertise/experience of Firm / Organization submitting Proposal							
1.1	Reputation of Organization and Staff (Competence / Reliability)						
1.2	General Organizational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organization, strength of project management support e.g. project financing capacity and project management controls)						
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.						
1.4	Quality assurance procedures, warranty						
1.5	Relevance of: <ul style="list-style-type: none"> - Specialized Knowledge - Experience on Similar Programme / Projects - Experience on Projects in the Region Work for UNDP/ major multilateral/ or bilateral programmes						
		300					

Technical Proposal Evaluation Form 2		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
Approach, Methodology and Work Plan (including implementation schedule) for Performing the Assignment							
2.1	To what degree does the Offeror understand the task?						
2.2	Have the important aspects of the task been addressed in sufficient detail?						
2.3	Are the different components of the project adequately weighted relative to one another?						
2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?						
2.5	Is the conceptual framework adopted appropriate for the task?						
2.6	Is the scope of task well defined and does it correspond to the TOR?						

2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?						
		500					

Technical Proposal Evaluation Form 3		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
Team Composition (including CV) and Task Assignments							
3.1	Consultant / Senior Expert						
		Sub-Score					
	General Qualification						
	Suitability for the Project						
	- International Experience						
	- Training Experience						
	- Professional Experience in the area of specialization						
	- Knowledge of the region						
	- Language Qualifications						
	- Task Assignment						
3.2	Key staff and personnel to be dedicated to this project						
		Sub-Score					
	General Qualification						
	Suitability for the Project						
	- International Experience						
	- Training Experience						
	- Professional Experience in the area of specialization						
	- Knowledge of the region						
	- Language Qualification						
	- Task Assignment						
	Total Part 3		200				

E. Award of Contract

22. Award criteria, award of contract

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

Prior to expiration of the period of proposal validity, the procuring UNDP entity will award the contract to the qualified Offeror whose Proposal after being evaluated is considered to be the most responsive technically and financially to the needs of the organization and activity concerned.

The procuring UNDP entity reserves the right to split an award/award and to consider localized award/awards between any Offerors in any combination, as it may deem appropriate without prior written acceptance of the Offerors.

23. Purchaser's right to vary requirements at time of award

The Purchaser reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFP without any change in price or other terms and conditions.

24. Signing of the contract

Within 15 days of receipt of the contract the successful Offeror shall sign and date the contract and return it to the Purchaser.

General Conditions of Contract**1. LEGAL STATUS**

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis UNDP. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2. SOURCE OF INSTRUCTIONS

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action which may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

3. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4. ASSIGNMENT

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

5. SUB-CONTRACTING

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform with the provisions of this Contract.

6. OFFICIALS NOT TO BENEFIT

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7. INDEMNIFICATION

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's

compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8. INSURANCE AND LIABILITIES TO THIRD PARTIES

- 8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- 8.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.
- 8.4 Except for the workmen's compensation insurance, the insurance policies under this Article shall:
- (i) Name UNDP as additional insured;
 - (ii) Include a waiver of subrogation of the Contractor's rights to the insurance carrier against UNDP;
 - (iii) Provide that UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
- 8.5 The Contractor shall, upon request, provide UNDP with satisfactory evidence of the insurance required under this Article.

9. ENCUMBRANCES/LIENS

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10. TITLE TO EQUIPMENT

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS

UNDP shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of this Contract. At the UNDP's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to UNDP in compliance with the requirements of the applicable law.

12. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or the United Nations, or any abbreviation of the name of UNDP or the United Nations in connection with its business or otherwise.

13. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION

13.1 All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of UNDP, shall be treated as confidential and shall be delivered only to UNDP authorized officials on completion of work under this Contract.

13.2 The Contractor may not communicate at any time to any other person, Government or authority external to UNDP, any information known to it by reason of its association with UNDP which has not been made public except with the authorization of UNDP; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract.

14. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

14.1 Force majeure, as used in this Article, means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force which are beyond the control of the Parties.

14.2 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify UNDP of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of this Contract. The notice shall include steps proposed by the Contractor to be taken including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this Article, UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

14.3 If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

15. TERMINATION

15.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16 "Settlement of Disputes" below shall not be deemed a termination of this Contract.

15.2 UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

15.3 In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the

express terms of this Contract. The Contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimize losses and further expenditures.

- 15.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, UNDP may, without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The Contractor shall immediately inform UNDP of the occurrence of any of the above events.

16. SETTLEMENT OF DISPUTES

16.1 Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

16.2 Arbitration

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18. TAX EXEMPTION

- 18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with UNDP to determine a mutually acceptable procedure.
- 18.2 Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19 CHILD LABOUR

- 19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.
- 19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20. MINES

- 20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.
- 20.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21. OBSERVANCE OF THE LAW

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22. AUTHORITY TO MODIFY

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the authorized official of UNDP.

Support to Human Security in Eastern Sudan - Phase II**Reintegration Support Services for DDR participants in Kassala State****SELF EMPLOYMENT REINTEGRATION PACKAGES****Terms of Reference (TOR)****1. Background and Context**

The Eastern Sudan Peace Agreement (ESPA), along with its component regarding the ceasefire and final security procedures, is the principal framework for addressing peace, security and development in Eastern Sudan. Planning for DDR implementation in Eastern Sudan is guided by the commitments made by the parties in the ESPA, common standards and the specific conditions in eastern Sudan. The North Sudan DDR Commission (NSDDRC) has requested rapid UNDP support for the completion of DDR process as outlined in the ESPA. UNDP, working together with the NSDDRC, Sudanese Armed Forces (SAF), Eastern Front (EF) and UN DDR Unit, has agreed to support the exercise.

The principal objective of the process is to assist former combatants to return to civilian life and to provide them with an appropriate means of making a living. Hence, key to the success of the DDR programme in the East will be the ability to identify and offer reintegration support in terms of sustainable livelihood opportunities to demobilized ex-combatants.

Reintegration is expected to be based on existing opportunities already mapped out by NSDDRC and UNDP/DDR in the course of the demobilization of the XCs. Extensive data and information will be shared with the identified Contractors to facilitate the implementation. Reintegration will further be based on Contractor's comprehensive economic survey and consultations with the XCs in Kassala State. The survey should also get information on the absorption capacity of receiving communities, confirmed willingness of the receiving communities to receive ex-combatants and assist them with their reintegration concerns and support or services needed in order to deal with identified challenges in the course of the development of a livelihood based on self employment for the XCs.

In 2007, UNDP and the NSDDRC initiated the Support to Human Security in Eastern Sudan project - Phase I, which supported NSDDRC in demobilizing and registering 1,700 members of the EF and provided them with money and food reinsertion support packages. The demobilization also included counseling, HIV awareness and medical screening. In addition, the project also built the NSDDRC's capacity to implement DDR projects in the region. During Phase I, UNDP provided technical and material support to the NSDDRC offices in the Eastern Sudan, including staff to support operations and planning. The activities under Phase I were completed at the end of year 2007 calendar year.

In Phase II of the project, which started in July 2008, UNDP supported the capacity of the NSDDRC in Kassala to offer systematic direct counseling that assisted 1,700 demobilized ex-combatants in both Kassala and Red Sea States to make informed choices for their future. This caseload of 1,700 XCs was later provided with reintegration support packages by the NSDDRC in East Sudan as well through Contractors commissioned by UNDP.

As part of Phase II, UNDP has been providing capacity, technical and equipment support to the NSDDRC for the demobilization to 2,254 Sudan Armed Forces (SAF) down sizing and Popular Defense Force (PDF) in Red Sea, Kassala and Gedaref. In Kassala alone 841 XCs were demobilized over the month of April 2009. The demobilized XC received 400 USD reinsertion package and plans are under way to also provide them with a three months' food ration for a family of five. The demobilization process also included; – verification of XCs' eligibility, briefing of XCs aiming at raising their awareness on issues of

peace building and DDR process, HIV/AIDS & SGBV and MRE. Other services during demobilization included, registration of the XC in order to create the DDR ex-combatants' database and provide an identity card with photograph of the XCs and basic personal information. The ID will be useful in identifying the XCs during reintegration work. Counseling consultations with the XCs were also done in the course of the demobilization in order to get information on the resettlement options of the XCs and their reintegration preferences. This was followed by medical screening, optional free and voluntary HIV/AIDS screening and counseling and eventually provision of the reinsertion package.

The counseling sessions also aimed at collecting information on XCs' profiles, skills, experiences and aspirations in life in order that the reintegration intervention can respond to the felt needs of the XCs in line with their skills. Also, it is during these counseling sessions that ex-combatants are briefed about the various opportunity packages available to them within the DDR project, opportunities available in their area of resettlement, advantages and disadvantages of the various options, eligibility criteria etc. Counseling is therefore also targeted at increasing their self-assessment especially for the skills, awareness on their strengths and weaknesses and empowering them to make informed decisions.

At the end of these sessions, the XCs would agree with the Counselors in the demobilization on a reintegration preference of 'best fit'. This is how a livelihood based on self employment were identified and it is in this respect that Contractor will be contracted to further develop the livelihood with the XCs. The selected Contractor will be contracted after the bidding process and will be provided with data and information of the XCs from the data base in order to facilitate the reintegration implementation work. The Contractors will further directly be involved with reintegration counseling in the course of the implementation, information sharing and sign-up sessions and accompany the XCs in the implementation in the capacity building and training, responding to (new) challenges in the course of the implementation to eventually realize a stable economically viable livelihood for the XCs.

Target group consists of Sudanese nationals who have opted to be discharged from Sudanese Armed Forces (SAF) and Popular Defense Force (PDF) and who have been demobilized through Phase II of the DDR project and have expressed interest in returning to their families and communities for reintegration into civilian life in the Kassala State.

UNDP is currently requesting bids from organizations interested in providing service in developing a livelihood based on self employment. The Contractor must have demonstrated State and sectoral-specific work experience (i.e. service delivery experience in income generating activities and vocational training), with technical and financial capacity as well as the flexibility to cope with a variable number of programme beneficiaries. The number of XCs in self employment interventions is based on choices made by individual former combatants during the demobilization work and the various self employment ventures are diverse.

2. Objectives

In close collaboration with the NSDDRC and UNDP, the Contractor will be expected to provide the XCs with one-time reintegration support with a package for self employment. All packages in this project will be of similar value, tailored to the XC's skills and capabilities, and, to the extent possible, matching their aspirations during their transition from military to civilian lifestyle and assist the livelihood reach self-sustainability.

The Contractor's work will be conducted to generally support the Disarmament, Demobilization and Reintegration (DDR) and to specifically facilitate and accelerate the reintegration of former soldiers into civil society. This goal will be achieved through both relevant training and follow-up assistance that should enable each ex-combatant to lead a better or have a sustainable livelihood with the provided support.

The Contractor will be expected to have institutional capacity and flexibility to respond to the fast-paced environment in East Sudan and the DDR requirements, which, among others, include timely response and embarking on a rapid provision of contracted services and supplies.

The Contractor is asked to provide services in development of a livelihood based on self employment (small business support, vocational training and job placement where possible) and support opportunities for:

- Kassala State within Eastern Sudan. Please note that all localities within Kassala State have to be serviced according to the indicated information of resettlement option of the XCs in the DDR database. The distribution of the XCs to the respective localities will be given to the successful Contractor.
- All 524 ex-combatants that have selected the self employment reintegration packages for Kassala State. Starting as early **beginning August 2009** and reaching until **End Mar 2010**.
- Contractors wishing to submit *separate* bids in response to other UNDP Request for Proposals for other sectors and States as advertised on the UNDP Website are encouraged to do so.

3) **Scope of Work and Expected Output:**

3.1 Small Business Start-up / expansion support

A. General Provisions: The Contractor will commence the development of a livelihood based on self employment by facilitating a business course that should enable the participants to achieve an essential entrepreneurial mind-set. The Contractor will Provide a detailed syllabus for the course, including all topics to be covered. The anticipated result of the course is that participants:

- Sharpen their aspirations and come up with a viable business idea.
- Develop a business plan and pass a basic business management assessment.

Contractor should look into combining the business start-up course with follow-up support to increase the likelihood that course graduates will be successful in establishing and/or expanding their own business. The Contractor would be expected to manage the follow-up support and is asked to include proposed details in the proposal to show clearly the strategies and activities to undertake in the development of a livelihood based on self employment. Examples of envisioned support are:

- Grants: In general NSDDRC and UNDP DDR do not support cash payments and therefore encourages Contractors to develop other types of start-up support, such as procurement of material as per the requirements of the self employment venture and in-kind distribution to the XCs. However small cash payments may be proposed by the Contractor to be combined with in-kind support but with a detailed description of the rationale and the forecasted effectiveness of the cash payments..
- The Contractor will indicate strategies and activities to do continuous monitoring and support after the training course, during, and after establishment/expansion of small business.
- Contractor will show strategies and activities to be undertaken in order to assist the XCs in applying for a loan from a micro-credit provider.

The business start-up course is envisaged to be conducted for a minimum of two and a maximum of four weeks.

For the Business Course the Contractor is expected to:

- Provide the training facilities and all training supplies.

- Convey the above-mentioned subjects to the participants through qualified trainers.
- Facilitate the development of viable business ideas.
- Ensure the development of business plan and where possible prepare and conduct the assessment at the end of the course.

The Contractor is expected to have established a set of evaluation criteria to assess the viability of the developed business plans and a modus operandi in case of unrealistic plans.

- The Contractor is expected to provide graduates with follow-up services, such as on site professional advice , etc.
- The Contractor is expected to demonstrate that they have an effective monitoring process in place with which to monitor the long-term success of the established businesses.
- The Contractor is expected to demonstrate knowledge of the local business markets, including knowledge of the micro-credit facilities available

B. Specific provisions: The training programme is expected to incorporate group and individual sessions, theoretical and practical modules, and interactive presentations.

A suitable general structure for the training programme could consist of:

- Theoretical aspects presented in extended plenary and interactive sessions for groups between 10 and 20 DDR participants, to the extent possible grouped in accordance with the DDR participants education level and close to their area of residence. Whenever possible, joint attendance of similar programmes organized for civilians could be considered as a measure of supporting local reconciliation
- The subsequent phase of the training programme will consist in practical follow up that is expected to be incorporated in the monitoring activities as referred to below – section 3.3.

Training curricula is expected to be adjusted to the DDR participants' level of understanding and their preferred reintegration option and type of small business. The curricula will cover as a minimum the following:

- Technical modalities for starting or expanding an existing small-business – basic components of a business plan: goals for growth, balancing expenses and profit/income, reaching opportunities/niches, attracting clients or customers, etc.
- Introduction to the accounting system and legislation relevant to the legal establishment, licensing, and taxation, etc.
- Critical business skills, such as risk assessment, risks and rewards of entrepreneurship, creative use of resources, maintaining productivity.

The end result of the training programme is expected to consist in a feasible start up and/or growth business plan for viable and sustainable business ideas developed by trainees. The business plan is expected to include an assessment of the strengths and weaknesses of individual businesses.

3.2. Support for Vocational Training and Job Placement

General Provisions: The objective of this package is to provide XCs with increased job opportunities through vocational training, apprenticeship, and job placement. All training is required to lead to a consecutive job placement/job search support component and possibly an employment assistance package. The training/apprenticeship should enable the participants to achieve an essential & marketable vocational skills set. The anticipated result of the course is that participants have marketable vocational skills that would lead to future employment.

The envisioned areas of vocational training and apprenticeship may include, but are not limited to:

- Carpentry
- Plumbing
- Masonry
- Welding and Metalwork
- Tailoring
- Tinsmith
- Steel works
- Carpet Weaving
- Painting, Plasterer
- Auto Mechanics
- Cooking, Catering
- Computer and English Skills, and
- Others

The DDR XCs data base has captured aspirations for vocation training and or job placements in respect to the above skills, details of which will be given to the successful Contractor.

For each of the training methods, The Contractor will provide a list of skills and/or a course syllabus. The training courses offered should be chosen based on an in-depth knowledge of the local labor market. Relationships with local businesses must be made for apprenticeship, job placement activities and employment assistance packages. Employment assistance packages should expand the absorption capacity of employers through factors such as salary subsidy, machinery investment, and introduction of new techniques.

In addition to standard vocational training packages we also encourage applications for business development ideas, such as factory rehabilitation, that will provide skills' development and employment opportunities for XCs.

The Contractor will ensure that all services yield self-reliance and/or increased access to income through acquiring marketable skills. Specific attention will be paid to proposals including a marketing component or demonstrating that the proposed activities allow vocational skills to have high market value.

Where possible, the training and provision of these small business opportunities and vocational training opportunities should be available in or near the former combatant's home community. If this is not possible, the Contractor will elaborate on the alternative approaches.

Specific Provisions: A continuous knowledge of the local labor market is required, including relationships with the local businesses.

The Contractor is asked to provide a variety of services:

- Training and orientation to the NSDDRC & UNDP caseworkers on the details of the vocational training and job placement packages prior to the commencement of the reintegration support services delivery process
- Standardized skill tests, where applicable and if necessary.
- Career counseling in connection with the XC's existing skills and educational background
- Provision of training through qualified trainers or apprenticeship opportunities
- Provision of the training facilities and/or acquisition of access to such facilities and all training supplies where required

- During training, provide the XCs a stipend for food, transport allowance if training facility is not in XCs' community.
- Provision of the appropriate toolkit to the XCs at the beginning of the training course to enable fast learning and support a later job search.
- Provision of the necessary follow-up services to secure the XCs' livelihoods, e.g., job search support leading to job placement
- Initiation of an effective monitoring process with which to track the long-term progress of the ex-combatants

To the extent possible, these training or apprenticeship opportunities must be available in or near the area of the ex-combatant's reintegration choice (which is in most cases is the former combatant's home community).

All training materials, equipment (including toolkits) and stationery should be included in the pricing schedule.

3.3. The Contractor are expected to observe the following general requirements:

- *Jointly agree with individual XC on a calendar for provision of the standard self-employment support services of similar value consisting in training, equipment, raw materials, supplies, template documentation for maintaining accounts, licensing and insurance fee as appropriate to the type of trade/package preferred by the XC.*
- *Prior to inclusion XC in the training programme, review of state and community requirements for business/ demand for skills in the respective area of reintegration.*
- *Self-employment support services should be designed in accordance with the local level of development/technology and the local specificity/standards*
- *Collection of feedback from the XCSs benefiting from the reintegration package provided within this project in order for NSDDRC and UNDP to further improve the project*
- *Involvement of professionals or paraprofessionals in the field of entrepreneurship and experienced in supporting reintegration and self-sustainability through motivating development of commercial activities such as trade, small shops and cafeterias etc.*
- *When necessary, both training as well as follow-up services should be adjusted to the level of the XC's literacy.*

3.4. Acquisition and distribution of standard individual packages to the DDR participants trained for self-employment

The Contractors are expected to include in their financial proposal detailed data on the self-employment packages and vocational training kits intended to be delivered to XCs in terms of quantities and costs i.e equipment, raw materials and supplies, as appropriate to the type of trade

3.5. Regular follow-up services to the XCs benefiting from individual self-employment and vocational skills training packages for the duration of the contract (six months)

Follow up services could combine two elements:

- Establishment of a 'business incubator' aiming at fostering access of DDR participants to industry-specific networks, with special attention paid to mixed participation (civilian and ex-combatants). The 'business incubator' service is also expected to ensure networking with other entrepreneurs and mentors to promote information sharing and generation of new ideas
- Outreach services without prior notice with jointly-agreed visits aiming at the following:
 - observance of the compliance with business development instructions, avoidance of bankruptcy, the use of income/profit

- monitoring involvement of XCs and their adult family members in implementation
- special attention is expected to be paid to eliminating and preventing child labor
- provision of market information and, to the greatest extent possible, assistance in applying for a loan from a secular or customary providers of micro-credits
- monitoring of the vocational training process and gauging the satisfaction of XCs with training process, quality of toolkits and employers (in cases of apprenticeship).

4) Reports:

The Contractor will regularly report to an identified focal point within UNDP and NSDDRC. Progress reports by the Contractor are essential for NSDDRC and UNDP/DDR to monitor progress in the implementation of reintegration and provide technical advice when needed.

The Contractor is expected to provide three types of reports:

1. Monthly Summary Report:

The report, to be submitted within 7 calendar days after each month, should summarize the particulars of each former combatant and list the type and location of job training provided.

- a) Activities and accomplishments
- b) Challenges and lessons learned
- c) Upcoming activities, including brief timeline
- d) Ex-combatant tracking table, for each ex-combatant including:
 - Name
 - ID card Number
 - Starting date
 - Sector of business idea (e.g. metal works, household commodities shop, etc)
 - Status (enrolled, trained, received package, absent, problem, etc)
 - Comments

2. Quarterly Report:

The quarterly report will cover all activities during a specific calendar quarter. The quarterly report is due two weeks after the completion of each quarter. This report is more comprehensive than the monthly summary report and addresses the following aspects:

- e) Analysis of aggregated ex-combatant data in a chart form (e.g., analysis of program choice and status)
- f) Assessment of last quarter's activities
- g) Analysis of the program's sustainability, appropriateness, attractiveness to ex-combatants, and other analytical comments
- h) Key lessons learned for future reintegration programs

3. Final Report:

The final report will present a comprehensive analysis of the entire project. This final report is due within 30 calendar days after the completion of the project. The report will comprise a narrative report and annex of the financial report.

Form 1 Technical Proposal Submission Form

[Location, Date]

To: UNDP, Sudan.

Dear Sirs:

We, the undersigned, offer to provide **Reintegration Support Services for DDR participants, Self Employment – Kassala** in accordance with your Request for Proposal dated [Insert Date]. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Proposal for a period of 120 days from the date fixed for opening of Proposals in the Invitation for Proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any Proposal you may receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

E-mail address and telephone number: _____

Address: _____

Dated this day /month of year

B. Signature

(In the capacity of)

Duly authorized to sign Proposal for and on behalf of

Form 2 Offeror's Organization and Experience

A - Offeror's Organization

[Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment.]

B - Offeror's Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out such services similar to the ones requested under this request for Proposal. Please do not exceed 20 pages.]

Assignment name:	Approx. value of the contract (in current US\$):
Country: Location within country:	Duration of assignment (months):
Name of Offeror:	Total N° of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current US\$):
Start date (month/year): Completion date (month/year):	N° of professional staff-months provided by associated Offeror s:
Name of associated Offeror's, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Offeror's Name: _____

Form 3 Description of Approach, Methodology and Work Plan (including implementation schedule) for Performing the Assignment

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Implementation Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones, and appropriate delivery dates of the reports. The proposed implementation plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible implementation plan. A list of the final documents, including reports, drawings, and tables (where applicable) to be delivered as final output, should be included here.

c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]

Form 4 Curriculum Vitae (CV) for Proposed Professional Staff

1. Proposed Position [*only one candidate shall be nominated for each position*]: _____

2. Name of Firm [*Insert name of firm proposing the staff*]: _____

3. Name of Staff [*Insert full name*]: _____

4. Date of Birth: _____ **Nationality:** _____

5. Education [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: _____

6. Membership of Professional Associations: _____

7. Other Training [*Indicate significant training since degrees under 5 - Education were obtained*]: _____

8. Countries of Work Experience: [*List countries where staff has worked in the last ten years*]: _____

9. Languages [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: _____

10. Employment Record [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____

<p>11. Detailed Tasks Assigned</p> <p align="center">[<i>List all tasks to be performed under this assignment</i>]</p>	<p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p align="center">[<i>Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.</i>]</p>
---	--

	Name of assignment or project: _____ Year: _____ Location: _____ Client: _____ Main project features: _____ Positions held: _____ Activities performed: _____
--	---

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____
[Signature of staff member or authorized representative of the staff] Day/Month/Year

Full name of authorized representative: _____

PRICE SCHEDULE (Financial Proposal)

The Contractor is asked to prepare the Price Schedule as a separate envelope from the rest of the RFP response as indicated in Section D paragraph 14 (b) of the Instruction to Offerors.

All prices/rates quoted must be exclusive of all taxes, since the UNDP is exempt from taxes as detailed in Section II, Clause 18. '

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

Estimates for cost-reimbursable items, if any, such as travel, and out of pocket expenses should be listed separately.

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

The format shown on the following pages should be used in preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

In case of discrepancy between unit price and total price, the unit price shall prevail.

The offeror is requested to provide a detailed financial cost breakdown which should include but is not necessarily limited to that listed below:

- Suppliers' fees (international and national), listed as number of working months/weeks/days x fee per working month/week/day.
- Daily subsistence allowance (DSA) multiplied by the number of days.
- International transportation costs, if any (number of round trips between destination x price)
- Local transportation costs (if any – minor costs are included in the DSA, but if the suppliers are to do major travelling within the country, this should be budgeted).
- Other relevant costs such as communication and printing costs, costs for translation of reports and interpreter services, costs in relation to workshops and/or training courses (rental of facilities and equipment, production of material, beverages and other costs in relation to participants), operational costs and other specific inputs required to carry out the consultancy.

In addition to the hard copy, if possible please also provide the information on CD.

Sample Price Schedule format (Offeror's opted to complete all or parts of the field provided and they may add additional cost categories (if required))				
	Unit Cost	Unit Quantity	Unit Type	Total
Project Support Costs				
Professional Project Staff (Specify National / International)				
Programme Manager / CTA		12	month	
Finance / Admin Officer				
Logistics Officer (optional)				
Facilitators/trainers				
Subtotal				
National Support Staff (optional)				
Secretaries				
Guards/Cleaning Staff				
Etc. (specify)				
Subtotal				
Transportation				
Local flights				
Local travel				
DSA/Per Diems				
Shipment of Goods				
Etc. (specify)				
Subtotal				
Vehicle and Running Costs				
Vehicle rentals				
Motorcycles				
Vehicle running costs & fuel				
Etc.				
Subtotal				
Durable Equipment				
Computers				
Printers				
Furniture				
Etc. (specify)				
Subtotal				
Other Office Costs				
Office Rental				
Utilities (water and electricity)				
Telephone / fax				
Postage / Courier				
Photocopy				
Stationary / Supplies				

Maintenance				
Documentation / Reporting				
Advertising / Visibility				
Audit Costs				
Etc. (specify)				
Subtotal				
SUBTOTAL				
OVERHEAD (Specify percentage)		Percent:	%	
TOTAL				

Currency: _____

All foreseeable costs including sub-contracting with performers and production personnel should be included within the financial proposal envelop only. But these should be separately identified.

SUMMARY PRICE PROPOSAL

Attachments to the Price Proposal

- Supporting cost information. This should include the estimated cost elements at a detailed level, plus a description to the basis of estimated costs. The supporting cost information should be provided in sufficient detail to allow a complete cost realism, allow-ability, and reasonableness analyses of the proposal. A description of what types of costs are included in each summary budget element should be included. Subcontracts, in particular those that include any required advisors, must be broken out in similar cost detail.

Duly authorized to sign the Bid for and on behalf of _____ (company name)

Signature/Stamp of Entity/Date

Name of representative:

Address: _____

Telephone/Fax: _____
