



REQUEST FOR PROPOSAL – RFP Services

Ref: **[IRQ/RFP/24/04]**

(Please quote this UNESCO reference in all correspondence)

26 January 2024

Dear Sir/Madam,

You are invited to submit an offer for the **TVET Quality Assurance and Accreditation trainings in Baghdad and Mosul, in Iraq**, in accordance with the present solicitation document.

The Request for Proposal (RFP) consists of this cover page and the following Annexes:

- Annex I [Instructions to Offerors](#)
- Annex II [General Conditions of Contract](#)
- Annex III [Terms of Reference \(TOR\)](#)
- Annex IV [Proposal Submission Form](#)
- Annex V [Price Schedule Form](#)
- Annex VI [Vendor Information Form](#)
- Annex VII [Vendor\(s\) Registration Form](#)
- Annex VIII [History Projects Template](#)
- Annex IX [Experts Curriculum Vitae](#)
- Annex X [Financial Information Form](#)

Your offer comprising of technical proposal and financial proposal, **via electronic submission (email)**, should reach the following address baghdad.proc@unesco.org **no later than 18 February 2024 before (18:00 hour Baghdad local time)** without any copy to any other e-mail addresses. Offers addressed at any other e-mail accounts will be disqualified.

UNESCO Office for Iraq

ELECTRONIC SUBMISSION TO E-mail: baghdad.proc@unesco.org

Reference:
IRQ/RFP/24/04

Closing Date and Time: **18 February 2024– before 18:00 hour (Baghdad local time)**

This letter is not to be construed in any way as an offer to contract with your firm/institution. Your proposal could, however, form the basis for a contract between your company and UNESCO.

You are requested to acknowledge the receipt of this letter and to indicate whether or not you will be submitting a proposal. For this purpose, and for any requests for clarification, please contact [Mr. Izzat, Ali am.izzat@unesco.org] and [Ms. Hyunkyung Park h.park@unesco.org]. For and on behalf of UNESCO

[Education/ Iraq office]:

ANNEX I – Instructions to Offerors

These instructions contain general guidelines and instructions on the preparation, clarification, and submission of Proposals.

A. INTRODUCTION

1. General

The purpose of this Request for Proposal (RFP) is to invite Sealed Proposals for professional services to be provided to the United Nations Educational, Scientific and Cultural Organization - UNESCO.

2. Eligible Offeror

Offeror should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNESCO to provide consulting services for the preparation of the Terms of Reference, and other documents to be used for the procurement of services to be purchased under this Request for Proposal.

This bid is open to all national and international Offerors (Firm/Company/Institution) who are legally constituted, can provide the requested services.

Offerors are ineligible if at the time of submission of the offer:

- (a) The offeror is on the exclusion list published on the global portal for suppliers of the United Nations Organization, (<http://www.ungm.org>) due to fraudulent activities.
- (b) The name of the offeror appears on the Consolidated United Nations Security Council Sanctions List which includes all individuals and entities subject to sanctions measures imposed by the Security Council.
- (c) The offeror is excluded by the World Bank Group.

3. Fraud and corruption

UNESCO requires that offerors, contractors and their subcontractors adhere to the highest standard of moral and ethical conduct during the procurement and execution of UNESCO contracts and do not engage in corrupt, fraudulent, collusive, coercive or obstructive practices.

For the purpose of this provision such practices are collectively referred to as “fraud and corruption”:

- “Corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, an undue advantage, in order that the person receiving the advantage, or a third person, act or refrain from acting in the exercise of their official duties, or abuse their real or supposed influence;
- “Fraudulent practice” is a knowing misrepresentation of the truth or concealment of a material fact aiming at misleading another party in view of obtaining a financial or other benefit or avoiding an obligation, or in view of having another party act to their detriment ;
- “Collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party ;
- “Coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
- “Obstructive practice” means acts intended to materially impede the exercise of UNESCO’s contractual rights of audit, investigation and access to information, including destruction,

falsification, alteration or concealment of evidence material to a UNESCO investigation into allegations of fraud and corruption.

- “Unethical practice” means conduct or behaviour that is contrary to Staff or Supplier codes of conduct, such as those relating to conflict of interest, gifts, hospitality, postemployment provisions, abuse of authority and harassment.

UNESCO expects that all suppliers who wish to do business with UNESCO will embrace the [United Nations Supplier Code of Conduct](#)

UN Agencies have adopted a zero tolerance policy on gifts and therefore, it is of overriding importance that UNESCO staff should not be placed in a position where their actions may constitute or could be reasonably perceived as reflecting favourable treatment of an individual or entity by accepting offers of gifts, hospitality or other similar favours. Vendors are therefore requested not to send or offer gifts or hospitality to UNESCO personnel.

UNESCO will:

- Reject a proposal to award a contract if it determines that a vendor recommended for award has engaged in fraud and corruption in competing for the contract in question.
- Cancel or terminate a contract if it determines that a vendor has engaged in fraud and corruption in competing for or in executing a UNESCO contract.
- Declare a vendor ineligible, either indefinitely or for a stated period of time, to become a UN registered vendor if it at any time determines that the vendor has engaged in fraud and corruption in competing for or in executing a UNESCO contract.

Any concern or evidence that corruption or fraud may have occurred or is occurring related to a UNESCO contract shall be forwarded to the Office of Internal Oversight. Please refer to [how-to-report-fraud-corruption-or-abuse](#).

4. Cost of Proposal

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

B. SOLICITATION DOCUMENTS

5. Contents of Solicitation Documents

Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. 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.

6. Clarification of Solicitation Documents

A prospective Offeror requiring any clarification of the Solicitation Documents may notify UNESCO in writing at the organisation's mailing address or fax or email number indicated in the RFP. UNESCO will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than two weeks prior to the deadline for the submission of Proposals. Written copies of the organisation's response (including an explanation of the query but without identifying the source of inquiry) may be sent to all prospective Offerors that have received the Solicitation Documents.

7. Amendments of Solicitation Documents

At any time prior to the deadline for submission of Proposals, UNESCO 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.

All prospective Offerors that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.

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

C. PREPARATION OF PROPOSALS

The offers received must include information in sufficient scope and detail to allow UNESCO to consider whether the company has the necessary capability, experience, expertise, financial strength and the required capacity to perform the services satisfactorily.

8. Language of the Proposal

The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and UNESCO shall be written in English. Any printed literature furnished by the Offeror may be written in another language so long as accompanied by a translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the language as stated in the Solicitation Documents applies.

9. Documents Comprising the Proposal

The Proposal shall comprise the following components:

- a) Proposal submission form;
- b) Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements;
- c) Price schedule, completed in accordance with clauses 10 & 11;

10. Proposal Form - Presentation of the technical proposal

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

10.1. Description of the firm/institution and its qualifications

(a) Management Structure

This Section should provide corporate orientation to include company's profile (year and country of incorporation – copy of certificate of incorporation), a brief description of present activities focusing on services related to the Proposal as well as an outline of recent experience on similar projects, including experience in the country.

The firm/institution should describe the organizational unit(s) that will become responsible for the contract, and the general management approach towards a project of this kind. The Offeror should identify the person(s) representing the Offeror in any future dealing with UNESCO.

Offeror to provide supporting information as to firm's technical reliability, financial and managerial capacity to perform the services.

(b) Resource Plan

This Section should fully explain the Offeror's resources in terms of personnel and facilities necessary for the performance of the requirements, and any plans for their expansion. It should describe Offeror's current capabilities/facilities and any plans for their expansion.

10.2. Proposed Approach, Methodology, Timing and Outputs

This section should demonstrate the Offeror's responsiveness to the TOR and include detailed description of the manner in which the firm/institution would respond to the TOR, addressing the requirements, as specified, point by point. You should include the number of person-working days in each specialization that you consider necessary to carry out all work required.

For assessment of your understanding of the requirements please include any assumptions as well as comments on the data, support services and facilities to be provided by the beneficiary as indicated in the Statement of Requirements/TOR, or as you may otherwise believe to be necessary.

10.3. Proposed Personnel

In this section, the offeror should reflect the project staffing including the work tasks to be assigned to each staff member as well as their qualifications with reference to practical experience relating to specialization area of the project for each proposed staff. The complete CV's of proposed staff is to be submitted.

If applicable, this staffing proposal should be supported by an organigram illustrating the reporting lines, together with a description of such organization structure.

The 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 Schedule.

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

11. Price Proposal

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

12. Proposal currencies

Your separate price proposal (as per the below instruction 'section D') must contain an overall quotation in a single currency. All prices shall be quoted in US dollars.

13. Period of validity of proposals

Proposals shall remain valid for ninety (90) days after the date of Proposal submission prescribed by UNESCO, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by UNESCO on the grounds that it is non-responsive.

14. Format and signing of proposals

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 initialled by the person or persons signing the Proposal.

15. Payment

In full consideration for the complete and satisfactory performance of the services of the contract, UNESCO shall effect payments to the Contractor within 30 days after receipt and acceptance of the invoices submitted by the contractor for services provided.

D. SUBMISSION OF PROPOSALS

16. Marking of Proposals

The Offeror shall submit electronically SIGNED technical and financial proposals in two separate files/ email as per the below details:

(i) Technical proposal:

MANDATORY SUBJECT EMAIL: **IRQ/RFP/24/04 (YOUR ORGANIZATION NAME)**

NAME OF PDF FILE: **IRQ/RFP/24/04_Tech PROPOSAL**

FILE FORMAT: pdf

SECURITY: No file password

SUBMISSION EMAIL: **To be submitted ONLY to: baghdad.proc@unesco.org**

(ii) Financial proposal:

MANDATORY SUBJECT EMAIL: **IRQ/RFP/24/04 (YOUR ORGANIZATION NAME)**

NAME OF PDF FILE: **IRQ/RFP/23/56_FIN PROPOSAL**

FILE FORMAT: pdf

SECURITY: **YES (password would be requested from technically qualified offerors only)**

SUBMISSION EMAIL: **To be submitted ONLY to: baghdad.proc@unesco.org**

Important notes:

1. Proposals should be submitted to the indicated email address only without copying (TO, CC or BCC) to any other e-mail addresses. **Offers addressed at any other e-mail accounts will be disqualified.**
2. Maximum size of single email: 20 MB - with the possibility to send several emails. Any file sharing web tools similar to dropbox or wetransfer or G-drive will **NOT be accepted and will lead to disqualification of the proposal.**
3. Maximum No of Email Transmissions {Unlimited}

17. Deadline for submission of proposals

Proposals must be received on or before the date and time specified on the cover page of these Solicitation Documents.

UNESCO 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*.

18. Late Proposals

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

19. 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 UNESCO prior to the deadline specified in the RFP. Proposals may not be modified or withdrawn after that time.

E. OPENING AND EVALUATION OF PROPOSALS**20. Opening of proposals**

UNESCO representatives will open all Proposals after the deadline for submissions and in accordance with the rules and regulations of the organization.

21. Clarification of proposals

To assist in the examination, evaluation and comparison of Proposals, UNESCO 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.

22. Preliminary examination

UNESCO 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.

Prior to the detailed evaluation, UNESCO 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 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 UNESCO.

23. Evaluation and comparison of proposals

A two-stage procedure will be used in evaluating the proposals, with evaluation of the technical component being completed prior to any price component being opened and compared. The Price Component will be opened only for submissions that passed the minimum score of 70 % of the total points obtainable for the technical evaluation.

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

HIGHEST TOTAL SCORE OF WEIGHTED TECHNICAL AND FINANCIAL CRITERIA

The price proposal of all offerors, who have attained minimum 70 % score in the technical evaluation, will be compared. ***The contract will be awarded to the offeror that receives the highest score out of a pre-determined set of weighted technical and financial criteria as specified below.***

Technical Proposal Evaluation Form

Sample: Summary of Technical Proposal Evaluation Forms		Points Obtainable	Name of Firm / Institution		
			A	B	C
1.	Expertise of Firm / Institution Submitting Proposal	200			
2.	Proposed Work Plan and Methodology	300			
3.	Qualifications and experience of the Project Team	200			
Sub-total for Technical Evaluation		700			

Financial Proposal Evaluation Form

Sample: Summary of Financial Proposal		Points Obtainable	Name of Firm / Institution		
			A	B	C
	Financial Proposal	300			
Sub-total for Financial Evaluation		300			

Evaluation of the price proposals (of all Offerors who have attained minimum 70 % score in the technical evaluation) will be based on the weight scoring method as follows:

- Financial proposals are opened and list of prices is prepared, where the lowest price is ranked as the first one (receiving highest amount of points) and the most expensive as the last one (receiving the least amount of points).
- Lowest price is given maximum points (e.g. 300), for other prices the points are assigned based on the following formula: [Amount of points = $\frac{\text{lowest price}}{\text{other price}} \times \text{total points obtainable for financial proposal}$]

An example:

- Offeror A – lowest price ranked as 1st in the amount of USD 10,000 = a
 - Offeror B – second lowest price ranked as 2nd in the amount of USD 15,000 = b
- Points assigned to A = 300 & Points assigned to B = 200 (following formula: $a/b \times 300$ i.e. $10,000/15,000 \times 300 = 200$ points)

Combined Technical and Financial Evaluation Form

Sample: Summary of Financial Proposal Evaluation Forms		Points Obtainable	Name of Firm / Institution			
			A	B	C	D
	Sub-total Technical Proposal	700				
	Sub-total Financial Proposal	300				
Total 1000						

F. AWARD OF CONTRACT

24. Award criteria, award of contract

UNESCO 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 such action.

Prior to expiration of the period of proposal validity, UNESCO will award the contract to the qualified Offeror whose Proposal after being evaluated is considered to be the most responsive to the needs of the organisation and activity concerned.

25. Purchaser's right to vary requirements at time of award and to negotiate

UNESCO reserves the right at the time of award of contract to increase or decrease by up to 20% the quantity of services and goods specified in the RFP without any change in hourly/daily or any other rates or prices proposed by the Offerors or other terms and conditions.

UNESCO reserves the right to undertake further negotiations on the proposed offer.

Note: Bidding for all UNESCO tenders and projects is Free of Charge. UNESCO does not require or ask for any payment or fees to participate in the bidding/tending process. No payable bidding documents are associated with any UNESCO tenders or projects.

ANNEX II – General Terms and Conditions for Professional Services

1. LEGAL STATUS

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

2. SOURCE OF INSTRUCTIONS

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

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 UNESCO.

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 UNESCO for all sub-contractors. The approval of UNESCO 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 UNESCO 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, UNESCO, its officials, agents, 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

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. 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. 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. 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 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. Except for the workmen's compensation insurance, the insurance policies under this Article shall:

8.1 Name UNESCO as additional insured;

8.2 Include a waiver of subrogation of the Contractor's rights to the insurance carrier against UNESCO;

8.3 Provide that UNESCO shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage. The Contractor shall, upon request, provide UNESCO 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 UNESCO 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 UNESCO shall rest with UNESCO and any such equipment shall be returned to UNESCO at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNESCO, 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 UNESCO for equipment determined to be damaged or degraded beyond normal wear and tear.

11. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS

UNESCO 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 UNESCO'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 UNESCO in compliance with the requirements of the applicable law.

12. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNESCO OR THE UN

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

13. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION

Drawings, photographs, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of UNESCO, shall be treated as confidential and shall be delivered only to UNESCO authorized officials on completion of work under this Contract. The Contractor may not communicate at any time to any other person, Government or authority external to UNESCO, any information known to it by reason of its association with UNESCO, which has not been made public except with the authorization of UNESCO; 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

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. 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 UNESCO, 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 UNESCO 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, UNESCO 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. 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, UNESCO 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

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. UNESCO reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNESCO shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination. In the event of any termination by UNESCO under this Article, no payment shall be due from UNESCO 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. 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, UNESCO may, without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The Contractor shall immediately inform UNESCO 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 UNESCO.

18. TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, *inter-alia*, that UNESCO, 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 UNESCO exemption from such taxes, duties or charges, the Contractor shall immediately consult with UNESCO to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNESCO to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with UNESCO before the payment thereof and UNESCO has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide UNESCO 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 UNESCO to terminate this Contract immediately upon notice to the Contractor, at no cost to UNESCO.

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 UNESCO to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNESCO.

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 UNESCO unless provided by an amendment to this Contract signed by the authorized official of UNESCO.

23. SECURITY

The responsibility for the safety and security of the Contractor and its personnel and property, and of UNESCO property in the Contractor's custody, rests with the Contractor.

The Contractor shall:

- (a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the services are being provided;
- (b) assume all risks and liabilities related to the Contractor's security, and the full implementation of the security plan.

UNESCO reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract. Notwithstanding the foregoing, the Contractor shall remain solely responsible for the security of its personnel and for UNESCO property in its custody.

24. ANTI-TERRORISM

The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNESCO funds received under this Contract are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNESCO hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via:

<https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>.

This provision must be included in all sub-contracts or sub-agreements entered into under the Contract.

25. AUDITS AND INVESTIGATIONS:

Each invoice paid by UNESCO shall be subject to a post-payment audit by auditors, whether internal or external, of UNESCO or by other authorized and qualified agents of UNESCO at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract.

UNESCO may conduct investigations relating to any aspect of the Contract or the award thereof, the obligations performed under the

Contract, and the operations of the Contractor generally relating to performance of the Contract at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract.

The Contractor shall provide its full and timely cooperation with any such post payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNESCO access to the Contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Contractor's personnel and relevant documentation. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any post-payment audits or investigations carried out by UNESCO hereunder.

UNESCO shall be entitled to a refund from the Contractor for any amounts shown by audits or investigations to have been paid by UNESCO other than in accordance with the terms and conditions of the Contract.

26. PROTECTION FROM SEXUAL EXPLOITATION AND SEXUAL ABUSE

Definitions. For purposes of the Contract, "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another; "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. Sexual exploitation and abuse are strictly prohibited. The Contractor, its employees, agents or any other persons engaged by the Contractor to perform any services under the Contract, shall not engage in any sexual exploitation and abuse. The Contractor acknowledges and agrees that UNESCO will apply a policy of "zero

tolerance" with regard to sexual exploitation and abuse of anyone by the Contractor, its employees, agents or any other persons engaged by the Contractor to perform any services under the Contract.

Without prejudice to the generality of the foregoing:

- (a) Sexual activity with a child (any person less than eighteen years of age), regardless of any laws relating to the age of majority or to consent, shall constitute the sexual exploitation and abuse of such person. Mistaken belief in the age of a child shall not constitute a defense under the Agreement.
- (b) The exchange or promise of exchange of any money, employment, goods, services, or other thing of value, for sex, including sexual favors or sexual activities, shall constitute sexual exploitation and abuse.
- (c) The Contractor acknowledges and agrees that sexual relationships between the Contractor's employees, agents or other persons engaged by the Contractor and beneficiaries of assistance, since they are based on inherently unequal power dynamics, undermine the credibility and integrity of the work of UNESCO and are strongly discouraged.

Reporting of allegations to UNESCO. The Contractor shall report allegations of sexual exploitation and abuse, of which the Contractor has been informed or has otherwise become aware, promptly to UNESCO, in line with its established reporting mechanism. To the extent legally possible, the Contractor will require its employees, agents or any other persons engaged by the Contractor to perform any services under the Contract, to report allegations of sexual exploitation and abuse arising in relation to the Contract directly to UNESCO.

This provision must be included in all sub-contracts or sub-agreements entered into under the Contract.

27. UNITED NATIONS SUPPLIER CODE OF CONDUCT

The Contractor acknowledges that the UN Supplier Code of Conduct (available from <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>) provides the minimum standards expected of the UN Suppliers.

ANNEX III – Terms of Reference (TOR)

1. Background

“Enhancing Employability for Vulnerable Youth in Ninawa, Iraq” project is implemented by United Nations Educational, Scientific and Cultural Organization (UNESCO) with funding from the Korea International Cooperation Agency (KOICA), to increase the income of vulnerable youth and household Iraq through enhancing employability of graduates in relevant economic sectors meeting the needs of the labour market in Ninawa. The project will support three Centre of Vocational Excellence (CoVE) Ninawa Agriculture School, Intissa Commercial School and Vocational Training Center in Mosul in mainly the 1) to improve the quality of provision of trainings; 2) to improve the vocational training infrastructure and curriculum based on the identified sectors from the Labour Market Skill Survey in Mosul; and 3) to improve labour market linkages through Career Development Centres and Sectoral Councils.

The project has Output 1: To Improve the Quality Provision of Training within the 3 Centres Of Vocational Excellence which has the below two main activities; Activity 1.1. Strengthening Monitoring System Capacity (Quality Assurance) and Activity 1.2 Self and External QAA Assessment of 3 CoVE. The selected organization will be work for those two activities.

2. Objective

The selected organization (company, firm, institution) will deliver the TVET Quality Assurance and Accreditation trainings in Baghdad and Mosul

The selected organization will be under the overall authority of the Director of the UNESCO office in Iraq, and the direct supervision of the Chief of Education. The organization will be coordinated with the Associate Project Officer towards following duties and responsibilities:

1. Support the three CoVEs of the Self Evaluation and Accreditation Report
2. Deliver the inception report which includes the training plan and initial findings
3. Design Quality Assurance and Accreditation training materials to be delivered to 50 participants from the Ministry of Education and Ministry of Labour and Social Affairs, 50 participants from the Directorate of Education and Directorate of Labour and Social Affairs:
 - a. Concept Note
 - b. Training Agenda
 - c. Training Presentation
 - d. Pre and post assessment template
4. Deliver the QAA training with the National Trainer (in Mosul and Baghdad)
 - a. Two time QAA training (5 days long per each training sessions) in Baghdad for the Ministry of Education and the Ministry of Labour and Social Affairs (50 participants)
 - b. Two Times QAA training (2 days long per each training session) in Mosul for the Directorate of Education, and the Directorate of Labour and Social Affairs and CoVEs (total of 50 participants)
5. Final training report after the completion of the all trainings including:
 - a. Pre and post assessment result
 - b. Collected lesson learned from the participants
 - c. Way forward (future plan to support three CoVEs for self evaluation and accreditation)
6. Support the development of QAA team and Quality and Management systems in three CoVEs which includes the supporting of baseline assessment, self and external assessment, action plan and final accreditation report
7. Provide final review and feedback for the QAA assignments

3. Duties Tasks and Expected Outputs

1. Deliverable Number 1. (20% of the total payment) to be submitted by three weeks after the signed the contract including:
 - a. Inception meeting minutes

- b. Delivery plan and/or Work Plan during the period (if changed from the submitted proposal)
 - c. A summary of analysis including initial findings, observation and recommendation
 - d. Based on the Accreditation Manual for TVET Institutions in Iraq, develop the training materials which includes
 - i. Scope of Work
 - ii. Training Agenda
 - iii. Training Presentation
 - iv. Pre and post assessment template
 - 2. Deliverable Number 2. (40% of the total payment) to be submitted by twelve weeks after the signed the contract including:
 - a. Monthly Meeting Minutes (progress and update)
 - b. Deliver training for 100 participants (25 per each session)
 - c. Training Report which includes
 - i. Training pre and post assessment result of MOE and MOLSA officers
 - ii. Training pre and post assessment result of DOE and DOLSA officers
 - iii. Training pre and post assessment result of the Three CoVEs participants
 - iv. Lesson learned from participants
 - v. Way forward (Action Plan, timeline, data collection methods and monitoring plan)
 - 3. Deliverable Number 3. (20% of the total payment) to be submitted by sixteen weeks after the signed the contract including:
 - a. Final Meeting Minutes
 - b. Baseline report from three CoVES (provide technical support for the self assessment)
 - c. Support the development of monitoring system of QAA in each CoVES
 - d. Final report includes the self and external assessment against the agreed action plan
- All previous reports should be written in English

4. Timeframe and Deliverables

#	Deliverables	Duration
1	20 % of the agreed contract amount • Completion of the Inception meeting • Submission of the Delivery plan and/or Work Plan during the period (if changed from the submitted proposal) • Submission of the A summary of analysis including initial findings, observation and recommendation • Develop the training materials which includes ○ Scope of Work ○ Training Agenda ○ Training Presentation ○ Pre and post assessment template	Within three weeks following the signature of the contract.
2	40% of the agreed contract amount • Completion of the monthly meeting • Delivering trainings for 100 participants • Submission of the training report which includes ○ Training pre and post assessment result of MOE and MOLSA officers ○ Training pre and post assessment result of DOE and DOLSA officers ○ Training pre and post assessment result of the Three CoVEs participants ○ Lesson learned from participants ○ Way forward (Action Plan, timeline, data	Within 12 weeks following the signature of the contract

	collection methods and monitoring plan)	
3	40% of the agreed contract amount • Completion of the final meeting • Submission of the Baseline report from three CoVES (provide technical support for the self assessment) • Support the development of monitoring system of QAA in each CoVES • Submission of the Final report includes the self and external assessment against the agreed action plan	Within 16 weeks following the signature of the contract

- The Service is anticipated to last for a period of 4 months (16 weeks)
- Travel to Iraq (Baghdad and Mosul) would be required. The responsibility for the safety and security of the Contractor and its personnel and property, and any of UNESCO/ project property in the Contractor's custody (if any), rests with the Contractor.
- The offeror shall provide a schedule of the presence of the experts onsite (including the key experts).

5. Minimum content of proposal

Please note that the Technical and Financial Proposal should include and not restricted to the following:

- Firm/Company/institution registration documents, business profile, capability statement, presentation and credentials
- Overview on your organization: An overview of your Firm/ Institution with CVs of key experts in your team
- Methodology of work:
 - Description of your understanding of the project's requirements;
 - Description of technical approach & methodology for undertaking the assignment and to materialize the outputs.
- Implementation schedule: Proposed schedule (considering an overall duration of the service/ assignment of about 4 months)
- Proposed Key expert(s) with their respective CVs: An up-to-date curriculum vitae for the individual consultant or consultants with Previous Comparable/Similar Experience/Projects
- Detailed Budget/ Overall cost of the assignment: The offeror (Firm/Institution) should provide a detailed cost breakdown (ANNEX V – Price Schedule Form).
- List of project/ key references linked to proven experience to respond to qualification requirements as set-out under section 7.1 & 7.2 of the TOR.
- Complete curriculum vitae of proposed key experts to be assigned to the project – listed under section 7.2, and compiled using CV template (Annex VIII).
- Audited Financial statements for the past five years. In case the language is not in English, the Offeror should enclose the original document(s) along with translated copies in English.
- Completed and signed annexes (all applicable ones).

6. Eligibility:

Offeror's Eligibility Criteria:

#	Requirement	Eligibility criteria
1	General	The offeror should be a registered entity matching the following minimum eligibility criteria, made evident by submitting the necessary supporting documentation as part of its credentials.

		The business entity (including personnel/experts) shall not be considered eligible to submit a Proposal if, at the time of the submission, the Offeror is listed as suspended on United Nations Global Marketplace (http://www.ungm.org) as a result of having committed fraudulent activities, the organization's name is mentioned in the UN 1267 list issued by the Security Council resolution 1267 that establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban, the organization should not be debarred by the World Bank Group or included in the UNPD Suspended Vendor List.
2	Legal and financial status	• Should be registered business entity and encompassing a minimum operational history of three years (company registration documents are mandatory to enclose) • Sound financial status (evident with audited financial reports for the past five years which should be enclosed as part of the submission). • In case language is not in English: The applicant should enclose the original document(s) along with translated copies in English
3	Bank account	• Should have a valid bank account with the name of the account holder that matches the name of the business entity (i.e. not a personal account). Failure to have valid bank account these at the time of submission does not automatically disqualify the applicants. <u>However, they are mandatory documents for submission at the time of contracting.</u> Therefore, it is strongly recommended that the applicant confirm to open a bank account with the name of the account holder that matches the name of the business entity (i.e. not a personal account) once they have been awarded.

Note: Your proposal will be DISQUALIFIED automatically if:

- Late Proposals;
- Submission does not comply with the submission requirements and procedures stipulated in the RFP; i.e. not complying with clause "D. SUBMISSION OF PROPOSALS" of the "ANNEX I – Instructions to Offerors".
- Your proposal was NOT SOLELY received at baghdad.proc@unesco.org
(Any File sharing web tools similar to Dropbox or WeTransfer or G-Drive will NOT be accepted);
- Financial proposal in PDF file format was NOT password-protected.

7. Experience of the Firm and Qualification of the Expert(s).

7.1 The Offeror (company/firm/institution) have to fulfil the following requirements:

- Previous experience in delivering the TVET Quality Assurance and Accreditation Trainings (minimum 2 projects)
- Previous experience in developing TVQF, QAA framework with clients such as United Nations (UN), INGO, NGO, and state Government in Iraq and/or middle east (minimum 1 projects)
- Previous experience in Education and/or TVET sector (minimum 2 projects)
- Physical and operational presence in Iraq for last 3 years; desirable

- The organization has systems and tools in place to systematically developing the training materials, and delivering the trainings such as, Monitoring and Evaluation System, Risk Log and mitigation measures and protection procedures including prevention of sexual harassment.

7.2 As a minimum requirement, the offeror should propose at least one Key Expert with the minimum below requirements:

- Project Manager/ Team Leader
 - At least a Master's degree in any area of knowledge, preferably in Social Sciences, education or a related field.
 - Previous experience in supporting TVET governance and qualification framework (minimum 3 years)
 - Previous experience in managing the team and delivering the training on TVET Qualification (Minimum 2 trainings)
 - Fluent in English
- Field Coordinator
 - At least a bachelor's degree in any area of knowledge, preferably in Business Administration, Economics, Social Sciences, or a related field.
 - Previous experience in supporting TVET QAA in the region and preferably in Iraq (minimum 2 projects)
 - Fluent in Arabic and English

7.3 The following criteria would be treated as assets:

- Knowledge of Training and Vocational Education and Training (TVET) programme in Middle East
- Excellent communication and report writing skills in English
- Experience in delivering trainings for the QAA training especially in Iraq
- Trained and qualified female and male (at least 30 % of female), especially government officers
- Use of innovative technologies, including pre and post assessment and training materials

8. Availability

By applying to this request for proposal (RFP), the offeror confirms Immediate availability (including the offeror's proposed key personnel(s)/ Expert) to conduct the services under the said (RFP) and sign the contract within 7 days of award notification.

9. Timing and Logistics Information

- The Work under this assignment is expected to last not more than 16 weeks;
- The offeror shall provide a schedule of the presence of the experts onsite (including the key experts, as listed under criteria 7.2), considering the required regular presence and the articulation of the different phases;
- The position will be Iraq based and it is expected that the selected Contractor will work in Iraq during the assignment.
- The responsibility for the safety and security of the Contractor and its personnel and property, and any of UNESCO/ project property in the Contractor's custody (if any), rests with the Contractor;
- The Contractor shall:

- ✓ put in place an appropriate security & safety mitigation plan and maintain this plan, taking into account the situation in Mosul; where the services are being provided;
- ✓ assume all risks and liabilities related to the Contractor's security, and the full implementation of the security plan;
- ✓ UNESCO reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract. Notwithstanding the foregoing, the Contractor shall remain solely responsible for the security of its personnel and for UNESCO property in its custody.

• **Specific to International Bidders only:**

- ✓ All the travel expenses (such as: international flights home-Iraq (Erbil/Baghdad)-home –if any, transportation from Erbil-Mosul-Erbil and Erbil- Baghdad- Erbil, etc.) will be covered by the Contractor and should be budgeted as part of the Financial Proposal (Annex V), and in accordance to the proposed work plan;
- ✓ The proposed estimation for any international travel expenses might be subject to revision, as imposed by circumstances at the moment of undertaking the assignment. Hence, the offeror shall consider reasonable ATK prices;
- ✓ For secured transportation from Erbil to Mosul, an average cost of 700 USD per car/day could be budgeted (round trip);
- ✓ For the accommodation in Mosul, an average cost of 70 USD per person/day could be considered;

10. Ownership and Confidentiality

- All the data and related deliverables as described above will be submitted in original files (editable version; DWG; PSD; Word; MS Project; MS Excel; Power Point and/or any other format used to produce the editable version of documents) and in pdf format, both of them in soft copies. UNESCO might also request the submission of hard copies;
- UNESCO shall be entitled to all the proprietary rights, including but not limited to patents, copyrights and trademarks with regard to all the materials, which bear a direct relation to or is made in consequence of the services provided under this contract;
- UNESCO will have the rights to use, copy, stream, broadcast, publicly display and otherwise distribute all the materials and derivative works, even if components implemented by sub-contractors and for future additional programs not directly related with the Project;

All outputs and information should be treated with strict confidentiality and should be presented to UNESCO only. The selected Contractor will sign a confidentiality form with UNESCO to commit the Contractor, its associates (staff), or its partners NOT TO share or leak any data/information that result from their consulting services to UNESCO linked to this work assignment or associate itself in any way, including functioning as a direct or indirect, an explicit or an implicit subcontractor, with any entity or team.

ANNEX IV – Proposal Submission Form

TO: UNESCO

To form an integral part of your technical proposal

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Professional Services for the sum as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal.

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 90 days from the Proposal Closing Date as stipulated in the Solicitation Documents, 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.

Name of Offeror:

Address of Offeror:

Authorised Signature:

Name & title of Authorised

Signature:

Date:

ANNEX V – Price Schedule Form

GENERAL INSTRUCTIONS

1. The offeror is asked to prepare the Price Schedule as a separate email from the rest of the RFP response as indicated in paragraph 16 (b) of the Instructions to Offerors (ANNEX I – Instructions to Offerors).
2. All prices/rates quoted must be exclusive of all taxes, since the UNESCO is exempt from taxes as detailed in Annex II, Clause 18.
3. The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category. If the contractor is required to travel in order to perform the work described in the TOR, a lump sum must be included in the total amount or to be listed separately. No travel shall be reimbursed if not stated in the offeror's financial proposal, i.e. below table.
4. It is the policy of UNESCO not to grant advance payments except in unusual situations where the potential contractor whether a private firm, NGO or a government or other entity, specifies in the proposal that there are special circumstances warranting an advance payment. UNESCO, at its discretion, may however determine that such payment is not warranted or determine the conditions under which such payment would be made.

Any request for an advance payment is to be justified and documented and must be submitted with the financial proposal. This justification shall explain the need for the advance payment, itemise the amount requested and provide a time-schedule for utilisation of said amount.

Financial Proposal / Price Schedule				
Request for Proposal Ref:				
Total Financial Proposal [currency/amount]:				
Date of Submission:				
Authorized Signature:				
Description of Activity/Item	No of Consultants	Rate per Day [currency/ amount]	No of man-days	Total [currency/amount]
1. Remuneration				
1.1 Services at Home Office (if applicable)				
1.2 Services on site (if applicable)				
Description of Activity/Item	No of Consultants	Rate per Day [currency/ amount]	No of man-days	Total [currency/amount]
2. Other Expenses				
2.1 Travel				
2.2 Per Diem Allowances				
2.3 Communications				
2.4 Reproduction and Reports				
2.5 Equipment and other items				
2.6 Others (please specify)				

Part Two: Cost per deliverable/ schedule of deliverables

[Information to be provided in this Form shall only be used to establish payments to the winning Offeror for possible additional services requested by UNESCO and/or for the purpose of verification of the market reasonableness of the prices offered. Please complete for each milestone.]

#	Deliverables Milestones ¹	Price in US\$	% from total price	Date of deliverable (dd/mm/yyyy)
D1	• Completion of the Inception meeting • Submission of the Delivery plan and/or Work Plan during the period (if changed from the submitted proposal) • Submission of the A summary of analysis including initial findings, observation and recommendation • Develop the training materials which includes ○ Scope of Work ○ Training Agenda ○ Training Presentation ○ Pre and post assessment template		20%	[dd/mm/yyyy]
D2	• Completion of the monthly meeting • Delivering trainings for 100 participants • Submission of the training report which includes ○ Training pre and post assessment result of MOE and MOLSA officers ○ Training pre and post assessment result of DOE and DOLSA officers ○ Training pre and post assessment result of the Three CoVEs participants ○ Lesson learned from participants • Way forward (Action Plan, timeline, data collection methods and monitoring plan)		40%	[dd/mm/yyyy]
D3	• Completion of the final meeting • Submission of the Baseline report from three CoVES (provide technical support for the self assessment) • Support the development of monitoring system of QAA in each CoVEs • Submission of the Final report includes the self and external assessment against the agreed action plan		40%	[dd/mm/yyyy]
Total price (in USD)				

¹ For a more complete description of the Project Deliverables/Outputs refer to Annex III, Terms of Reference.

ANNEX VI – Vendor Information Form

General Information

Company Name:	
City, Country	
Web Site URL:	
Contact Person:	
Title:	
Phone:	
Email Address:	

Experience of the Offeror :

Offeror should list the works contract which have been awarded and also ongoing contracts as per below:

EXECUTED CONTRACTS					
No	Name and description of nature of Service	Contact Details (name, tel. and e-mail)	Value of executed Service (use USD or local currency)	Duration (from-to) of the Contract	
				DD/MM/Year	DD/MM/Year

ON-GOING CONTRACTS					
No	Name and description of nature of Service	Contact Details (name, tel. and e-mail)	Value of executed Service (use USD or local currency)	Duration (from-to) of the Contract	
				DD/MM/Year	DD/MM/Year

Offeror's (Firm/Company/Institution) References: Please provide at least three references including contact details for contracts for similar services to the one requested under this Service/ consultancy:

Organization Name/Country:	Contact person:	Telephone:	Email:
1.			
2.			
3.			

Proposed personnel/Expert (applicable) :

The Offeror should provide the names of suitably qualified personnel and the required details relating to the qualifications and experience of each key personnel(s) in charge of the consultations and execution of the services in order to meet UNESCO's requirements. *[Information to be supported by a resume for each key personnel(s)/Expert]*

Position	Name	Qualification/Years of experience (in general)	Years of experience relating to works in the foreseen position

Template for résumé should include

1. Names
2. Qualifications
3. Other training
4. Professional experience (references/Emails)
5. Works related professional experience (references)

ANNEX VII – VENDOR(S) REGISTRATION FORM

Please provide *1) copy of firm's registration document in English 2) Letter by your bank stating your bank details (in English)*

VENDOR INFORMATION (please use capital letters)	
Title (Mr, Mrs, Ms , Company, Organization) :	
Company name :	
Date and place of birth :	
Nationality :	
Profession / Area of expertise :	
Street name / House Number :	
Postal Code / City :	
P.O. Box :	
Country :	
Telephone :	
Fax :	
Email :	
Language of correspondence :	
Tax Code 1 / Tax Code 2 :	
Contact 1	
Contact 2	
BANK INFORMATION (please attach copy of bank details which you should obtain from your bank)	
Full bank name :	
Full agency name :	
Full bank address :	
Bank Postal code / Bank City :	
Bank country :	
SWIFT/BIC code :	
IBAN	
Bank code & branch code :	
Bank account Number :	
Control Key (if applicable) :	
Account holder name :	
Account currency :	
Additional banking information : (i.e. CHIPS UID, ABA, PayThru, etc...)	
ADDITIONAL INFORMATION (Please add any comment that may facilitate your identification)	

Project Ref#:		Project Title:								
Name of legal entity	Country	Original Project Value (US\$)	Closing Project Value (US\$)	Proportion carried out by your Firm (%)	% of completion	N° of Staff provided	Name of Client	Origin of Funding	Dates (Start/End)	Name of Partners (if any)
Detailed description of the project (please type below)					Type of services provided:					
Contact Person (Name/ Functional Title/ email or telephone address):										

ANNEX VIII – Business Entity's Project History

References: Please provide the list and copies of references including contact details for contracts for similar services to the one requested under this consultancy (*visit the eligibility criteria sections*)

Organization Name/Country:	Contact person:	Telephone:	Email:
1.			
2.			
3.			

Instructions related to references of the Consulting Firm and Proposed Key Experts (Technical Advisors)

Provide contact information for at least three (3) references that can provide substantial input about:

- (a) The type of work performed
- (b) Confirm the quality of the work experience of projects conducted by the consulting firm and the experts (advisors) that are of a similar nature.

UNESCO reserves the right to contact other sources as well as to check references and past performance. For each reference, list a contact individual, their title, address, facsimile, phone and e-mail address.

ANNEX IX – CV Template for Key Experts

1. Family name:
2. First names:
3. Occupation (role and function):
4. Nationality/Passport:
5. Residence:
6. Education:

Name of Institution	(Date from – Date to)	Degrees obtained & Major Field of Study

7. Language skills: Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

Language	Reading	Speaking	Writing
English			

8. Membership of professional bodies:
9. Other skills:
10. Contacts of references:
11. Years within the firm (or years of affiliation):
12. Country Experience:
13. Regional and International Experience
14. Key qualifications:
15. Professional experience

Date from- Date to	Location	Employer (if any)	Position	Description of specific assignment

16. Project History

Project Ref#:		Project Title:								
Name of legal entity	Country	Original Project Value (US\$)	Closing Project Value (US\$)	Proportion carried out by your Firm (%)	% of completion	N° of Staff provided	Name of Client	Origin of Funding	Dates (Start/End)	Name of Partners (if any)
Detailed description of the project (please type below)					Type of services provided:					
Contact Person (Name/ Functional Title/ email or telephone address):										

[To be filled by each proposed expert in separate A4 landscape-oriented pages:]

17. Other relevant information

ANNEX X – Vendor Financial Information Form

Description	Y2018 (US\$)	Y2019 (US\$)	Y2020 (US\$)	Y2021 (US\$)	Y2022 (US\$)
Total annual turnover					
Total annual operation cost					
Total annual salaries and wages for fixed-term staff					
Value of fixed assets					
Net outstanding debt					
Net annual profit					

*Depends on the currency of the financial statement