



**Government of the Independent
State of Samoa**

BIDDING DOCUMENTS

Issued on

9th October 2020

for

PROCUREMENT OF

*Technical Assistance to deliver training on Gender Equality
and Social Inclusion (GESI)*

RFP No:

RFP - 008

by Request for Proposals Method

Procuring entity : *Ministry of Women, Community and Social Development*

OCTOBER 2020

Telephone: [685] 27752/ 27754
Fax: [685] 22539/ 23639
Private Bag
APIA, SAMOA



GOVERNMENT OF SAMOA

Our Ref:

Your Ref:

*Please address all correspondence to:
The Chief Executive Officer*

MINISTRY OF WOMEN, COMMUNITY & SOCIAL DEVELOPMENT

REQUEST FOR PROPOSALS

Ref No.009

To: **[Insert name of invited consultant and address]**

Date:

Dear Madam/Sir

Subject: **Technical Assistance to Deliver Training on Gender Equality and Social Inclusion (GESI)**

1. The Government of the Independent State of Samoa acting by and through the Ministry of Women Community and Social Development (“procuring entity”) utilising donor funds invites you to submit your priced proposal for the delivery of the following services:
Training on Gender Equality and Social Inclusion (“GESI”) as per the attached Terms of Reference at Section 2.
2. Only proposals from eligible consultants as defined in ITC 2 of Section 1- Instructions to Consultants will be considered.
3. Proposals must be submitted by 11:am **on Monday 26th October 2020**
4. The procuring entity shall award the contract to the consultant whose proposal has been determined to be the lowest evaluated proposal in accordance with the evaluation criteria at ITC 4 of Section I – Instructions to Consultants.
5. No proposal securing declaration or guarantee is required.
6. Please confirm whether or not you will submit a proposal by email to:
skonelio@mwcsd.gov.ws quoting the above reference.

Yours faithfully,

(Afamasaga Faauga Mulitalo)
CHIEF EXECUTIVE OFFICER

Attachment:

Section 1 - Instructions to consultants

Section 2 - Terms of Reference

Section 3 - Form of Proposal

Section 4 - Form of Contract Agreement

Section 1 - Instructions to consultants (“ITC”)

1. Eligibility of the consultant

A consultant must meet the following criteria to be eligible for an award of contract:

- The consultant shall not have a conflict of interest. All consultants found to have conflict of interest shall be disqualified. consultants may be considered to have a conflict of interest with one or more parties in the bidding process if they are or have been associated in the past, with a firm or any of its affiliates which have been engaged by the procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this bidding document; or that has been hired (or is proposed to be hired) by the procuring entity as Project Manager for the Contract.
- The consultant must not be ineligible in accordance with Clause 2, Fraud and Corruption, at the date of contract award.
- A firm that has been sanctioned by the Government in accordance with ITC 4 shall be ineligible to be awarded a contract, or benefit from a Government-financed contract, financially or otherwise, during such period of time as the Government shall determine.
- The consultant (regardless of its country of registration and including any director, officer, manager or supervisor of the consultant) shall not within a period of 3 years preceding the date of issuance of the request for proposals have been:
 - (a) convicted of any criminal offence, whether in Samoa or elsewhere:
 - (i) relating to his or her professional conduct;
 - (ii) relating to the making of false statements or misrepresentations as to his or her qualifications to enter into a procurement contract;
 - (iii) involving dishonesty; or
 - (iv) under anti-corruption legislation; or
 - (b) suspended or disbarred by administrative or judicial proceedings from participating in procurements, whether in Samoa or elsewhere; or
 - (c) convicted of an offence involving dishonesty, obstruction of justice or a lack of honesty or business integrity; or
 - (d) convicted for an offence involving corruption; or
 - (e) convicted for engaging in anti-competitive practices, whether or not involving collusion; or
 - (f) deliberately neglectful or failed without good cause to perform a contract in accordance with its terms, if so serious in nature as to justify suspension or debarment.
- The consultant has received this invitation directly from the procuring entity.
- consultants shall provide such evidence of their continued eligibility satisfactory to the procuring entity as the procuring entity shall reasonably request.
- The consultant shall not have any competitive advantage over competing consultants.
- The consultant may not sub-contract the whole of the services.
- consultants may not associate with other consultants on the shortlist.

2. Fraud and Corruption

All participants in the selection process as well as consultants and their sub-consultants must observe the highest standard of ethics during the selection and execution of contracts. For the purposes this section, the procuring entity:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - (ii) “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
 - (iii) “collusive practices” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - (iv) “coercive practices” is 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;
 - (v) “obstructive practice” means:
 - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Government investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 - (bb) acts intended to materially impede the exercise of the Government’s inspection and audit rights.

The procuring entity will:

- (i) reject a proposal for award if it determines that the consultant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- (ii) cancel the portion of the funding appropriation allocated to a contract if it determines at any time that representatives of the procuring entity or of a beneficiary of the appropriation were engaged in corrupt, fraudulent, collusive, or coercive practices during the selection process or the execution of that contract, without the procuring entity having taken timely and appropriate action satisfactory to the procuring entity to address such practices when they occur;
- (iii) sanction a consultant, including declaring ineligible, either indefinitely or for a stated period of time, to be awarded a Government financed contract if it at any time determines that the consultant has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for, or in executing, a Government financed contract; and
- (iv) have the right to require that, in contracts financed by a Government appropriation, a provision be included requiring consultants to submit audited

financial statements and the same to be certified by an independent auditor, and also to permit the Government to inspect their accounts and records and other documents relating to the submission of proposals and contract performance and to have them audited by auditors appointed by the Government.

A person who commits an offence relating to corrupt activities in Samoa shall:

- (a) be liable for conviction under the provisions of the laws of the Independent State of Samoa relating to corrupt activities in Samoa;
- (b) have their bid rejected if it is determined that the consultant is not in compliance with the laws of the Independent State of Samoa relating to corrupt activities in Samoa;
- (c) risk other sanctions in accordance with the Procurement Suspensions and Debarments Procedure.

Furthermore, consultants shall be aware of the provision stated in this bidding document with regard to termination.

3. Documents comprising the Proposal

The proposal submitted by the consultant shall comprise the following documents:

- Technical Proposal
 - Signed Letter of Proposal on your company headed paper.
 - Signed Technical Response including Work Plan, Approach, Methodology, Team Composition and Inputs and Curriculum Vitae (CV).
- Financial Proposal
 - Certified copy of the Signed Letter of Proposal
 - Signed FIN-2, FIN-3 and FIN-4
 - Business License and VAGST Certificate

4. Proposal and evaluation criteria

The consultant must quote for all the services specified. Any partial proposals shall be deemed non-responsive. This is a **lump sum** assignment.

The consultant may only submit one quote. Any consultant who submits more than one quote will have their quotes rejected.

This RFP will be evaluated in accordance with **Quality and Cost Based Selection** method.

All Technical Proposals will be evaluated using the following criteria, sub criteria, and point system:

	<u>Points</u>
(i) Adequacy of the proposed technical approach, methodology and work plan in responding to the Terms of Reference:	
a) Overall technical completeness of the proposal	10
b) Quality and appropriateness of the technical approach and methodology	20
c) Innovative approach to the assignment	10
Total points for criterion (i)	40

(ii)	Key professional staff qualifications and competence for the assignment:	
	a) Team Leader/Consultant	60
	Total points for criterion (ii):	60

The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub criteria and relevant percentage weights:

	1) General qualifications	30%
-	Minimum Bachelor Degree in Gender Studies, Social Science, Governance, Political Science, Community Development Studies or relevant discipline.	
	2) Adequacy for the assignment	60%
-	At least six (6) years of relevant professional experience in conducting GESI analysis, management of GESI programs and mainstreaming of gender into governance, social and economic development policies, programs and plans;	
-	Evidence of having undertaken similar work and producing exceptional results.	
	3) Experience in region and language	10%
-	Demonstrate six (6) years of proven experience as a Trainer;	
-	Excellent inter-personal skills, facilitation skills and presentation skills	
-	Excellent communication and written skills both in Samoan and English;	
	Total weight:	100%
	Total points for the two criteria:	100

The minimum technical score St required to pass is: **Seventy (70) points**

Only the Financial Proposals of the proposals which pass the minimum technical score shall be opened.

QCBS evaluation: The lowest evaluated Financial Proposal (FM) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed using the following formula:

$Sf = 100 \times FM / F$, in which Sf is the financial score, FM is the lowest price and F the price of the proposal under consideration.

Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Data Sheet: $S = St \times T\% + Sf \times P\%$. The consultant achieving the highest combined technical and financial score will be awarded the contract.

5. Proposal Prices

Proposal prices must be quoted in Samoan Tala (SAT\$) using the forms at Section 3. All custom duties, import and any other taxes or fees applicable for goods imported in to Samoa and VAT should be quoted separately, where applicable.

Prices shall remain fixed and not subject to adjustment during the period of performance of the contract.

The consultant shall bear all costs associated with the preparation and submission of its proposal, and the procuring entity shall not be responsible or liable for those costs.

6. Validity of Proposal

Your proposal should be valid for a period of ninety (90) days from the deadline for submission.

7. Language of the Proposal

All documents relating to the proposal and contract shall be in the English language.

8. Signing of the Proposal

The original and copy of the proposal shall be typed, digitally entered or written in permanent ink and shall be signed and stamped by a person duly authorized to sign on behalf of the consultant.

Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the proposal.

9. Submission of Proposal

All proposals must be submitted in writing.

The Technical and Financial Proposals must be placed in separate envelopes and clearly marked with the RFP Number and "Technical Proposal" or "Financial Proposal". The envelopes containing the Technical and Financial Proposals shall be placed together in one envelope ("outer envelope") and sealed. This outer envelope shall bear the submission address, reference number and title of the RFP, and a note clearly marked stating: "Do Not Open, Except in Presence Of The Official Appointed, Before 11:00am on Monday 26th October 2020".

Consultants shall enclose the original and two copies of the proposals duly marking the envelopes as "**ORIGINAL**" and "**COPY.**" These envelopes containing the original and the copies shall then be enclosed in one single envelope. The inner and outer envelopes shall:

- (a) bear the name and address of the consultant;
- (b) be addressed to the procuring entity as follows;
Attention: The Secretary
Tenders Board
Private Bag
MOF, Level 4 – CBS Building
Apia, Samoa
- (c) bear the specific RFP Number; and
- (d) bear a warning not to open before the time and date for deadline for opening.

A consultant may modify or withdraw its proposal once submitted but only prior to the deadline for submission. The modified or withdrawal must be prepared as above, however, the outer envelope must also be marked 'MODIFICATION' or 'WITHDRAWAL'.

10. Deadline of submissions

The deadline for receipt of your proposal by the procuring entity is no later than 11:00am on Monday 26th October 2020.

The Financial Proposals will not be opened until the technical evaluation has been completed.

11. Late Proposals

The procuring entity shall not consider any proposal that arrives after the deadline for submission of proposals. All late proposals shall be declared late, rejected and returned to the consultant unopened.

12. Confidentiality

Information relating to the examination, evaluation, comparison, and post-qualification of the proposals and recommendation of contract award, shall not be disclosed to the consultants or any other persons not officially concerned with the proposal process until the Contract Award has been formally made to the successful consultant.

Any effort by a consultant to influence the procuring entity in the examination, evaluation, comparison, and post qualification of the proposals or contract award decisions may result in the rejection of its proposal and may be subject to the provisions of the Government's antifraud and corruption policy.

Notwithstanding the above, from the time of proposal opening to the time of Contract Award, if any consultant wishes to contact the procuring entity on any matter related to the bidding process, it should do so in writing.

13. Procuring Entity's Right to Accept Any Proposal and to Reject any or all Proposals:

The procuring entity reserves the right to accept or reject any proposal, and to cancel the process of competition and reject all proposals, at any time prior to the award of the contract, without thereby incurring any liability to the affected consultant(s).

14. Notification of Award and Signing of contract:

Prior to the expiration of the period of proposal validity, the procuring entity shall notify all consultants, in writing, of the determination of the successful proposal.

The consultants may request a written debrief seeking explanations for the grounds on which their proposals were not selected.

The procuring entity shall simultaneously send the successful consultant the contract which shall be binding.

15. Clarifications or further information

Any request for clarification or further information must be received 10 days before proposal deadline days before the proposal deadline. All request must be in writing to the Procurement Officer Silaumua Konelio (skonelio@mwcsd.gov.ws) or the address provided at ITC 9.

16. Right to complain

The consultant has a right to complain in accordance with the Procurement Complaints Review Procedure (Treasury Instructions K.9).

A potential or actual consultant in procurement proceedings who claims to have suffered, or to be likely to suffer harm due to a breach of a duty imposed on a procuring entity by or under the Instructions, may complain to a procuring entity.

Such complaint must be made in writing -

- (a) within 10 days of when the consultant submitting it became aware of the circumstances giving rise to the complaint or when the consultant should have become aware of those circumstances, whichever is earlier; or
- (b) in any event within 5 days of the date of notification of the proposed award of the contract.

The consultant should submit its complaint in accordance with the procedures to the address specified at ITC 9.

A complaint shall not be entertained unless the complainant has identified the specific act or omission alleged to constitute a breach of duty on the part of the procuring entity.

Section 2 - Terms of Reference

Gender Equality Social Inclusion (GESI) Specialist

1. Background Information

In the Strategy for the Development of Samoa 2016/17 – 2019/20, our government has committed to “Improving the Quality of Life for All” and in order to achieve this, Government recognizes the need to mainstream gender into all Government policies and development programs. The Government’s effort to promote Gender Equality and Social Inclusion (GESI) is evident of the recognition given to the relevant international instruments such as the Beijing Platform for Action (BPFA), Convention of the Elimination of All Forms of Discrimination Against Women (CEDAW), and the Sustainable Development Goals (SDGs). The focus on GESI is clearly reflected in the Strategy for the Development of Samoa 2016/17-2019/20, Community Development Sector Plan 2016-2021, and the National Policy for Gender Equality 2016-2020. The Ministry of Women, Community and Social Development (MWCSO) being the national focal point for CEDAW and the Lead Agency in the Community Development Sector commits to ensuring gender equality and social inclusion (GESI) in all areas of development.

To achieve its commitment, the MWCSO embarks on the capacity building program for its staff and the Community Sector partners on the methodologies and tools used to conduct GESI Analysis and Gender Mainstreaming. Hence the MWCSO is seeking the services of an experienced GESI Specialist/Expert or a Training Institution to design and deliver a training program on the abovementioned subject.

2. Purpose of the Assignment

The Ministry of Women, Community and Social Development (MWCSO), being the national focal point for Gender is seeking a qualified and experienced Gender Specialist/Expert or a Training Institution to design and deliver training to the MWCSO’s staff, Community Sector partners, Government village representatives and District Development Committee members. The purpose of the trainings is to build the capacity of participants on GESI with the focus on the tools and methodologies to conduct gender analysis and promote gender mainstreaming in the context of governance, social and economic development and programming across Government and Villages using the “Train the Trainers” (TOT) model. This will empower the Participants to develop, organize and deliver effective trainings to others including the Community representatives. The Trainer is also expected to provide trainings on the international and regional frameworks for the advancement of gender equality and social inclusion reporting requirements as well as strengthening the knowledge and skills to identify gender inequalities and to build the Participants technical capacity to drive gender equality.

3. Consultancy Objectives

The objectives of the assignment are to:

- a) Strengthen the capacity of MWCSO staff, Sector partners, Government village representatives and District Development Planning Committee members on Gender Equality and Social Inclusion in the context of Governance, Social and Economic Development;
- b) Build the capacity of participants on the methodologies, tools and techniques for conducting of gender analysis and ensuring of gender mainstreaming into policies, strategies and planned programs through a "Training of Trainers" Approach.
- c) Increased Awareness of participants on international and regional Gender standards and Principles relevant to the Samoan context;
- d) Increased understanding of how to identify gender gaps and issues, utilizing local examples;
- e) At the end of the Training program a network of Trainers is established to deliver the same training at the participants' respective organization or community to ensure sustainability of the program.

4. Methodology & Scope of work

The GESI Specialist/Expert or Training Institution will perform the following tasks:

- a) Design the GESI Training Plan reflecting the "Training of Trainers" approach/model;
- b) Prepare GESI training materials and teaching aids;
- c) Deliver five day GESI training sessions;
- d) Develop individual participant's Learning Outcomes;
- e) Conduct the evaluation of the training to measure the achievement of the learning outcomes;
- f) Submit the GESI Training Evaluation Report and GESI Training Final Report.

5. Key Deliverables

The following will be the expected deliverables of the consultancy:

- a) Produce inception report including methodologies, training plan and curriculum content, materials, pre and post evaluation forms.
- b) Conduct five (5) day GESI trainings for program partners and government agencies, and conduct pre and post training evaluation with participants.
- c) Produce GESI Training Evaluation Report including positive outcomes, challenges, recommendations and way forward.
- d) Produce GESI Training Final report.

6. Duration and time frame

The assignment is projected to commence in November 2020 and completed by January 2021. The Technical Assistant will work under the leadership and guidance of the *Assistant Chief Executive Officer of the Division for Corporate Services*.

Five (5) days after signing of the contract the GESI Specialist/Expert or Training Institution has to provide to the Chief Executive Officer (CEO) the Training Implementation Plan that will articulate the overall requirements of the ToR including the proposed work plan including the methodology, training curriculum/objectives, materials, evaluation forms and clear timelines.

7. Tasks & Reporting

This consultancy is 20 working days with indicative consultancy days specified in the table below.

No	Deliverable	Timeframe	Due Dates (TBC)
1	Produce inception report	5 days	
2	Conduct 5 day GESI trainings and training evaluation with participants.	5 days	
3	Produce Training Evaluation Report	5 days	
4	Produce Final GESI Training Report	5 days	

8. Consultancy Competencies, Experience and Skill Requirements:

The following qualifications and experiences are required:

1. Minimum university degree in Gender Studies, Social Science, Governance, Political Science, Community Development Studies or relevant discipline;
2. Extensive experience (at least 6 years) of relevant experience in conducting of GESI analysis, management of GESI programs and mainstreaming of gender into governance, social and economic development policies, programs and plans;
3. Have at least 6 years of proven experience as a Trainer.
4. Excellent inter-personal skills, facilitation skills and presentation skills;
5. Excellent communication and written skills in both Samoa and English;

Section 3 - Letter of Proposal

Date: __

Ref No.: _____

To: [Ministry of Women, Community and Social Development](#)

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Request for Proposals, including Addenda issued in accordance with Instructions to Consultants (**ITC**);
- (b) We offer to supply, in conformity with the Request for Proposals, the following services: __
__;
- (c) The total price of our proposal, excluding any discounts offered in item (d) below, but including all applicable taxes is: ____
[amount of Samoan Tala in words], [SAT\$ amount in figures];
- (d) The discounts offered and the methodology for their application are: _____;
- (e) Our proposal shall be valid for a period of _____ days from the date fixed for the proposal submission deadline in accordance with the Request for Proposals and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) We, including any subconsultants or consultants for any part of the contract, do not have any conflict of interest in accordance with **ITC 1**;
- (g) Our firm, its affiliates or subsidiaries (including any subconsultants or consultants for any part of the contract), are not been declared ineligible procuring entity in accordance with **ITC 2**;
- (h) We hereby agree that in competing for (and, if the award is made to us, in executing) the contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in Samoa;

- (i) The following commissions, gratuities, or fees have been paid or are to be paid with respect to the proposal process or execution of the contract:

Name of Recipient	Address	Reason	Amount
_____	_____	_____	_____

[If none has been paid or is to be paid, indicate "none."]

- (j) We understand that this proposal, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (k) We understand that you are not bound to accept the lowest responsive Proposal or any other Proposal that you may receive. We understand that the procuring entity may cancel a procurement at any time prior to the acceptance of the successful Proposal or after the successful Proposal is accepted if:
- (i) the consultant presenting the proposal is suspended or debarred;
 - (ii) the procurement is cancelled;
 - (iii) the consultant presenting the successful Proposal is excluded on the grounds of corruption, unfair competition or conflict of interest; or
 - (iv) the procurement, the Proposal or the consultant contravenes or is otherwise not compliant with the provisions of the laws of the Independent State of Samoa.

Name __ In the capacity of _____

Signed _

Duly authorized to sign the proposal for and on behalf of _____

Dated on _____ day of _____

Technical Response

- a) **Technical Approach, Methodology, and Organization of the consultant's team.** [Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s); the degree of detail of such output; and describe the structure and composition of your team. Please do not repeat/copy the TORs in here. Your response excluding the Work Plan, Staffing and CVs should not exceed 5 A4 pages.]
- b) **Work Plan and Staffing.** [Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the procuring entity), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan and work schedule showing the assigned tasks for each expert. A CV for each of the Experts proposed should be provided using the format below. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.]
- c) **Comments (on the TOR and on counterpart staff and facilities)** [Your suggestions should be concise and to the point and incorporated in your proposal. Please also include comments, if any, on counterpart staff and facilities to be provided by the procuring entity. For example, administrative support, office space, local transportation, equipment, data, background reports, etc.]

Work Plan

N°	Deliverables ¹ (D-..)	Months												
		1	2	3	4	5	6	7	8	9	n	TOTAL	
D-1	<i>[e.g., Deliverable #1: Report A</i>													
	<i>1) data collection</i>													
	<i>2) drafting</i>													
	<i>3) inception report</i>													
	<i>4) incorporating comments</i>													
	<i>5)</i>													
	<i>6) delivery of final report to procuring entity]</i>													
D-2	<i>[e.g., Deliverable #2:.....]</i>													
n														

- 1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the procuring entity’s approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in a form of a bar chart.
3. Include a legend, if necessary, to help read the chart.

Team composition, assignment, and key experts' inputs

N°	Name	Expert's input (in person/month) per each Deliverable										Total time-input (in Months)		
		Position	D-1	D-2	D-3	D-...					Home	Field	Total
KEY EXPERTS														
K-1	{e.g., Mr. Abbbb}	[Team Leader]	[Home]	[2 month]	[1.0]	[1.0]								
			[Field]	[0.5 m]	[2.5]	[0]								
K-2														
n														
										Subtotal				
NON-KEY EXPERTS														
N-1			[Home]											
			[Field]											
N-2														
n														
										Subtotal				
										Total				

- 1 For Key Experts, the input should be indicated individually for the same positions as per the TOR.
 - 2 Months are counted from the start of the assignment/mobilization. One (1) month equals twenty two (22) working (billable) days. One working (billable) day shall be not less than eight (8) working (billable) hours.
 - 3 "Home" means work in the office in the expert's country of residence. "Field" work means work carried out in the procuring entity's country or any other country outside the expert's country of residence.
- Full time input
 Part time input

Curriculum Vitae (CV)

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 ORGANISATION, POSITIONS HELD.]:

FROM [YEAR]: __ TO [YEAR]: _____
 EMPLOYER: _____
 POSITIONS HELD: _

11. DETAILED TASKS ASSIGNED	12. WORK UNDERTAKEN THAT BEST ILLUSTRATES CAPABILITY TO HANDLE THE TASKS ASSIGNED
<p>[LIST ALL TASKS TO BE PERFORMED UNDER THIS ASSIGNMENT]</p>	<p>[AMONG THE ASSIGNMENTS IN WHICH THE STAFF HAVE BEEN INVOLVED, INDICATE THE FOLLOWING INFORMATION FOR THOSE ASSIGNMENTS THAT BEST ILLUSTRATE STAFF CAPABILITY TO HANDLE THE TASKS LISTED UNDER POINT 11.]</p> <p>NAME OF ASSIGNMENT OR PROJECT: _</p> <p>YEAR: __</p> <p>LOCATION: _____</p> <p>CLIENT: _</p> <p>MAIN PROJECT FEATURES: __</p> <p>POSITIONS HELD: _</p> <p>ACTIVITIES PERFORMED: _____</p>

13. CERTIFICATION:

I, THE UNDERSIGNED, CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THIS CV CORRECTLY DESCRIBES ME, MY QUALIFICATIONS, AND MY EXPERIENCE. I UNDERSTAND THAT ANY WILFUL MISSTATEMENT DESCRIBED IN THE CV MAY LEAD TO MY DISQUALIFICATION OR DISMISSAL, IF ENGAGED. I CERTIFY THAT I HAVE BEEN INFORMED BY THE FIRM

THAT IT IS INCLUDING MY CV IN THE PROPOSAL FOR THE [NAME OF PROJECT AND CONTRACT]. I CONFIRM THAT I WILL BE AVAILABLE TO CARRY OUT THE ASSIGNMENT FOR WHICH MY CV HAS BEEN SUBMITTED IN ACCORDANCE WITH THE IMPLEMENTATION ARRANGEMENTS AND SCHEDULE SET OUT IN THE PROPOSAL.

OR

[IF CV IS SIGNED BY THE FIRM'S AUTHORIZED REPRESENTATIVE AND THE WRITTEN AGREEMENT ATTACHED]

I, AS THE AUTHORIZED REPRESENTATIVE OF THE FIRM SUBMITTING THIS PROPOSAL FOR THE [NAME OF PROJECT AND CONTRACT], CERTIFY THAT I HAVE OBTAINED THE CONSENT OF THE NAMED EXPERT TO SUBMIT HIS/HER CV, AND THAT I HAVE OBTAINED A WRITTEN REPRESENTATION FROM THE EXPERT THAT S/HE WILL BE AVAILABLE TO CARRY OUT THE ASSIGNMENT IN ACCORDANCE WITH THE IMPLEMENTATION ARRANGEMENTS AND SCHEDULE SET OUT IN THE PROPOSAL.

_____ DATE: _

[SIGNATURE OF STAFF MEMBER OR AUTHORISED REPRESENTATIVE OF THE STAFF] DAY/MONTH/YEAR

FULL NAME OF AUTHORIZED REPRESENTATIVE: _

Form FIN-2: Summary of Costs

Item	Cost JMD
Cost of the Financial Proposal	
Including:	
(1) Remuneration	
(2) Reimbursable	
Total Cost of the Financial Proposal: <i>[Should match the amount in the Letter of Proposal]</i>	
Indirect Local Tax Estimates – to be discussed and finalized at the negotiations if the Contract is awarded	
<i>(i) [insert type of tax: e.g., VAT or sales tax]</i>	
<i>(ii) [e.g., income tax on non-resident experts]</i>	
<i>(iii) [insert type of tax]</i>	
Total Estimate for Indirect Local Tax:	

Form FIN-3 Breakdown of Remuneration

When used for Lump-Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for the calculation of the contract's ceiling amount; to calculate applicable taxes at contract negotiations; and, if needed, to establish payments to the consultant for possible additional services requested by the procuring entity. This Form shall not be used as a basis for payments under Lump-Sum contracts

A. Remuneration					
No.	Name	Position	Person-month Remuneration Rate	Time Input in Person/Mont h	<i>Cost JMD</i>
_____	Key Experts				
K-1			[Home]		
			[Field]		
K-2					
_____	Non-Key Experts				
N-1			[Home]		
			[Field]		
	Total Costs				

Form FIN-4 Breakdown of Reimbursable Expenses*

When used for Lump-Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for calculation of the contract ceiling amount, to calculate applicable taxes at contract negotiations and, if needed, to establish payments to the consultant for possible additional services requested by the procuring entity. This form shall not be used as a basis for payments under Lump-Sum contracts

B. Reimbursable Expenses _____					
N°	Type of Reimbursable Expenses	Unit	Unit Cost	Quantity	Cost JMD
	<i>[e.g., Per diem</i>	[Day]			
	<i>[e.g., International flights]</i>	[Ticket]			
	<i>[e.g., In/out airport transportation]</i>	[Trip]			
	<i>[e.g., Communication costs between Insert place and Insert place]</i>				
	<i>[e.g., reproduction of</i>				
	<i>[e.g., Office rent]</i>				
				
	<i>[Training of the procuring entity's personnel – if required in TOR]</i>				
Total Costs					

Section 4 - Form of Contract Agreement

Lump Sum Form of Contract as specified in ITC 4