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- c. Senior team member must have an advanced university degree in education and/or related areas.
- d. Senior team members should have at least 3-5 years of experience in managing culture and/or education sector programmes and projects with heritage education as integral part of the implementation strategy.

**2. Desirable Experience:**

- a. Excellent knowledge and understanding of the context of the target district(s) and provincial culture department, as well as UNESCO or United Nations System in Pakistan.
- b. Excellent working relations with district and provincial culture departments.
- c. Local presence and cultural know-how in the target district is desirable.
- d. Adequate human resources in the target district(s) is desirable.
- e. The proposed team members should have strong technical skills of analysis and excellent written and oral communication and report writing skills in English.
- f. They should also have proven multicultural experience, supported by at least one similar reference

**3. Proposed work plan and approach:**

- a. Based on the above, proposals will be reviewed according to four criteria that will consider aspects related to the following questions:
- b. Does the offeror have a local presence with adequate local social capital?
- c. To what degree does the offeror understand the task in relation to the objectives and requirements set out in TOR?
- d. Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient / on time submission of deliverables?
- e. To what extent does the proposal reflect a feasible methodology to successfully achieve the objectives of the project?

## **ANNEX IV – Proposal Submission Form**

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**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 Bidder:

Address of Bidder:

Authorised Signature:

Name & title of Authorised  
Signature:  
Date:

## ANNEX V – Price Schedule Form

### GENERAL INSTRUCTIONS

1. The Bidder is asked to prepare the Price Schedule as a separate envelope from the rest of the RFP response as indicated in paragraph 16 (b) of the 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.
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				
<b>Request for Proposal Ref:</b>				
<b>Total Financial Proposal [currency/amount]:</b>				
<b>Date of Submission:</b>				
<b>Authorized Signature:</b>				
Description of Activity/Item	No of Consultants	Rate per Day [currency/ amount]	No of man-days	Total [currency/amount]
1. <b>Remuneration</b>				
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. <b>Other Expenses</b>				
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)				

## ANNEX VI – Vendor Information Form

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### General Information

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

### Expertise of the Bidder

Line of Business, area of expertise:	
Type of business (manufacturer, distributor, etc):	
Years of company experience:	
Main export countries/area:	
Past Contracts with other UN organizations:	

**References:** Please provide at least three references including contact details for contracts for similar services to the one requested under this consultancy:

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