



United Nations
Educational, Scientific and
Cultural Organization

REQUEST FOR PROPOSAL – RFP Services

Ref: FO/RFP/12/2020-170

(Please quote this UNESCO reference in all correspondence)

Date: 10th December 2020

Dear Sir/Madam,

You are invited to submit an offer for the UNESCO Project to develop resource material on highlighting respect for cultural diversity and pluralism, organize teacher trainings, student activities and advocacy on heritage education in Punjab under the *Punjab Tourism & Economic Growth Project* mentioned in the terms of reference 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](#)

Your offer comprising technical proposal and financial proposal, in two separate emails, should be submitted electronically to islamabad@unesco.org without any copy to any other email addresses, **no later than December 28, 2020, 5:00 pm Islamabad time**. Offers addressed at any other email accounts will be disqualified. It should also be noted that all files together should not exceed 10 MB.

Closing Date and Time: 28 December 2020, 5:00 PM PST

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.

For any requests for clarification, please contact us at islamabad@unesco.org

For and on behalf of UNESCO
Finance and Administrative Officer

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 bidders

Bidders 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 suppliers who are legally constituted, can provide the requested services.

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

- (a) The bidder 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 bidder 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 bidder is excluded by the World Bank Group.

3. Fraud and corruption

UNESCO requires that bidders, 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 organization'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 organization'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. The successful offerors will be invited for a detailed discussion/and or presentation at the UNESCO Islamabad Office, which may lead to minor or substantive revision in the proposed methodology and financial bids offered.

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 financial proposal must contain an overall quotation in a single currency. All prices shall be quoted in [Pakistani Rupees]. The payment will be made in Pakistani Rupees (PKR).

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

The Offeror shall submit the signed scanned copy of the technical proposal. The typed proposal shall be signed by the Offeror or a person or persons duly authorized. A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialed by the person or persons signing the Proposal.

15. Payment

In full consideration for the complete and satisfactory performance of the services of the contract, UNESCO shall affect 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 and submission of proposals

The Offeror shall submit electronically SIGNED technical and financial proposals in two separate emails. The maximum size of a single email is 10 MB

- a) Technical proposal to be submitted ONLY to islamabad@unesco.org (without any copy to any other email addresses. Offers addressed to other e-mail accounts will be disqualified).
SUBJECT EMAIL: UNESCO – Develop resource material on highlighting respect for cultural diversity and pluralism, organize teacher trainings, student activities and advocacy on heritage education in Punjab (TECHNICAL PROPOSAL)
NAME OF PDF FILE: [YOUR COMPANY NAME]_ UNESCO XXX TECHNICAL PROPOSAL
Maximum size of email: 10 MB.
- b) Financial proposal to be submitted ONLY to islamabad@unesco.org (Without any copy to any other e-mail addresses. Offers addressed to any other e-mail accounts will be disqualified)
SUBJECT EMAIL: UNESCO – Develop resource material on highlighting respect for cultural diversity and pluralism, organize teacher trainings, student activities and advocacy on heritage education in Punjab (FINANCIAL PROPOSAL)
NAME OF PDF FILE: [YOUR COMPANY NAME]_ UNESCO XXX PRICE PROPOSAL
Maximum size of email: 10 MB

IMPORTANT:

- Financial Proposal should be submitted in PDF format in a separate email.
- Copying emails other than islamabad@unesco.org in the submission of proposals will result in immediate disqualification of submission.

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 Approach	300			
3.	Personnel	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 organization 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 Bidders or other terms and conditions.

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

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. 8.4 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 subject to sanctions measures imposed by the Security Council and that the recipients of any amounts provided by UNESCO hereunder do not appear on the Consolidated United Nations Security Council Sanctions List, including the UN Security Council Resolution 1267 (1989). 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 this Contract.



United Nations
Educational, Scientific and
Cultural Organization

ANNEX III – Terms of Reference (TOR)

“Develop resource material on highlighting respect for cultural diversity and pluralism, organize teacher trainings, student activities and advocacy on heritage education in Punjab”

I. Background and Justification

Government of the Punjab, with the support of a World Bank loan, has launched the Punjab Tourism & Economic Growth (PTEG) project (2017-2022). Under the sub-project “Protection & Promotion of Cultural Heritage of Punjab through Sustainable Tourism and Economic Growth (2018-2021)”, UNESCO Islamabad is providing technical assistance to the Government of Punjab for:

1. Protection of selected heritage sites and museums through site management planning, institutional reform and capacity building;
2. Economic growth and pluralism evidenced as a result of heritage protection and promotion

The project directly contributes to SDGs 4.7, 5.5, 8.3, 8.9.10.2, 11.4 and 17.17.

UNESCO Convention on World Heritage asks for giving heritage a function in the lives of people and enhance the role of community in management and protection of heritage sites. There is an increased recognition of the need for local community involvement specifically youth, in the conservation and preservation of their cultural and natural heritage. Under the Heritage Education component of the project, UNESCO Islamabad is focusing on engaging teachers and school going youth in safeguarding cultural heritage of Punjab by developing heritage education resource material, capacity building and training of teachers (male/female), and engaging school children in exploring and understanding diverse cultures through different activities.

In line with the objectives of the project, the key output of the component is promotion of respect for cultural diversity and pluralism through formal and informal education by producing and disseminating resource material on highlighting the common values underpinning the selected sites¹; engaging teachers in training workshops on integrating topics on heritage into teaching; and engaging children of local schools in exploring and understanding diverse cultures.

The services of a firm/organization are required to develop the resource material for heritage education, cultural diversity and pluralism; conduct teacher training workshops and engage school children by organizing various activities/events for understanding diverse cultural heritage of Punjab.

II. Overall Objective:

The main objective of this component is to integrate tangible and intangible cultural heritage value in education; to highlight the respect for heritage and cultural diversity and promote cultural pluralism through formal and informal education for Sustainable Tourism in Punjab, through the following activities:

- Activity I:** Produce and disseminate resource material on highlighting the common history, tangible and intangible culture and heritage values associated with the selected sites.
- Activity II:** Engage teachers in training workshops on integrating heritage into teaching and learning.
- Activity III:** Engage children of local schools in exploring and understanding the diverse cultures, beliefs, understanding the value of cultural heritage, respect for cultural diversity and pluralism.

¹ Selected sites in the project include:

Sikh Gurdwaras (Rohri Sahib Eminabad Gujranwala & Sacha Sauda sahib Farooqabad Sheikhpura);
Hindu Temples (Katas Raj Temples, Chakwal);
Buddhist sites (Bhir mound and Dharmarajika in Taxila, Mankiala Stupa in Rawalpindi);
Sufi Shrines (Uch Sharif, Bibi Jawindi Complex).

III. Outputs/deliverables:

The assignment shall achieve the following outputs:

1. Mapping of Schools

Advocacy with secondary schools around selected sites: 6 schools around each site; comprising of a government girls' schools, government boys school, private girls school, private boys school, and two non-formal schools from the mapped area. The private schools can also be selected from the PEF school network. Gender parity will be kept in consideration while selecting non-formal schools (including 50% girls' schools).

2. Mapping of Resource Persons

Local resource persons around the selected sites will be identified to access local traditions, tangible and intangible cultural heritage around selected sites and to connect the implementation team with tradition bearers in the communities.

3. Resource Material

- Reviewing the existing material available with UNESCO and other resources for preliminary design of the resource material to be developed for Heritage Education component.
- Develop at least one resource kit with 6 booklets for students i.e. 1 book per site² with a map/poster/activity sheets in each booklet for student engagement and interaction, interpreting the heritage site/s, identifying the sacred spaces, the associated historical events to enrich knowledge and interest and local tangible and intangible cultural heritage of each site.
- Develop a 3-5 minute Animation Video for school children on the selected site/s highlighting linkages of heritage with peace, tolerance, harmony, heritage preservation etc. (with voiceover and subtitles in Urdu, English and local language)
- Develop resource material for the use of teachers (around each selected site) with modules on integrating tangible and intangible cultural heritage, interfaith harmony and pluralism. A component should focus on why heritage education is needed and how it can be integrated into different subjects, such as geometry, geography, history, science etc.
- Pilot test the materials/methodologies modules in selected schools (at least 3 schools), and share the results and lessons learnt with UNESCO and other stakeholders/partners for feedback.
- Revision of Resource Material, based on review and analysis of feedback

4. Printed Resource Material

- Approved Student Resource Material Kits (in English & Urdu) printed - 800³ copies
- Approved Teacher Resource Material (in English and Urdu) printed - 200⁴ copies

5. Teacher Trainings

- Capacity Building training workshops for teachers in/near selected 6 sites of Punjab (Gurdwara Rohri Sahib (Gujranwala), Gurdwara Sacha Sauda (Sheikhupura), Bibi Jawindi Complex (Uch Sharif), Mankiala Stupa (Rawalpindi), Katas Raj Temples (Chakwal), Bhir mound and Dharmarajika (Taxila). At least 12 teachers per site trained in integrating tangible and intangible cultural heritage, interfaith harmony, pluralism and diversity in teaching and learning, through capacity building training workshops. School teachers can also be trained to create and facilitate the creation of localized monument protection groups that are led by students. (e.g. "Adopt a Monument" scheme <https://www.heritagecouncil.ie/projects/adopt-a-monument>).
- The teacher training workshops should also include government run teacher training institutes and representatives from the curriculum/school education department for their feedback.
- A comprehensive report on the **6 capacity-building workshops** for teachers i.e. targeting a total of 72 teachers and at least 12 representatives from relevant government departments.

² 6 selected sites include

1. Gurdwara Rohri Sahib – Eminabad Gujranwala
2. Gurdwara Sacha Sauda Sahib – Farooqabad Sheikhupura
3. Katas Raj Temples – Hindu Site, Chakwal
4. Mankiala Stupa – Buddhist Site, Rawalpindi,
5. Bibi Jawindi Complex – Sufi Site, Uch Sharif
6. Bhir mound and Dharmarajika – Buddhist Sites, Taxila

³ 600 copies for student activities and 200 for advocacy with schools, government departments and relevant stakeholders

⁴ 100 copies for teacher training and 100 for advocacy with schools, government departments and relevant stakeholders

6. Activities for Students

- At least 4 secondary schools near/around each selected site (1 government girls schools, 1 government boys school, 1 private girls school, 1 private boys school) i.e. a total of 24 schools engaged through School Education Department (SED) in co-curricular and extra-curricular activities.
 - o Cultural Fairs/Activities: Class 5-8 students (at least 25 students/school) i.e. at least **600 students from 24 schools** at/near the selected sites in Punjab will be a part of these extracurricular activities/cultural fairs to inculcate an understanding of the tangible and intangible culture and heritage value of the selected sites.
 - o Site Visits: At least 6 guided school trips/visits to the site to give a creative overview of the historical context through storytelling and enactment of performing art in and around the site ensuring complete respect for the sacred spaces. Short lectures/workshops to educate the students about site conservation and key steps that can be easily taken or avoided by children of their age. Class 5-8 students (at least 25 students/school) i.e. at least **600 students from 24 schools** will visit the selected heritage sites (100 students/site visit).
- A comprehensive report on the Student Activities including but not limited to the cultural fairs, extracurricular activities and guided school trips to selected sites.

7. Advocacy with Government Stakeholders

Advocacy meetings with PTEGP, School Education Department and relevant government stakeholders on the proposed heritage education material for wider implementation. The way forward should address to integrate heritage education by bringing together School Education Department, schools, teachers and students as well as heritage managers and relevant government departments (culture, heritage, tourism etc.) to enhance dialogue and increased possibility of collaboration to safeguard the cultural heritage of Punjab.

8. Project Completion Report

A comprehensive final report on the implementation of activities, advocacy with stakeholders, achieving results, objectives along with challenges, lessons learnt, way forward and monitoring and evaluation system that goes beyond the duration of this intervention. The report should also include recommendations for scaling up, along with resource material (Teacher Resource kits/modules and Student Resource Material Kits). A short 8-10 minute video to be submitted at the very end of the project (an overview of what took place, with snippets from participants, implementing partners etc.)

IV. Tasks/Activities:

Within the framework of the UNESCO project "Protection and Promotion of Cultural Heritage of Punjab for Sustainable Tourism and Economic Growth" funded by the Government of Punjab under the World Bank Loan (700PAK4000) and under the authority of the Director of UNESCO Pakistan, the direct supervision of the National Project Officer (Culture), and relevant Government counterparts, the selected firm/organization will carry out the following tasks and activities:

1. Inception Report with work plan and schedule for the project deliverables.
2. Working closely with UNESCO and relevant stakeholders including the School Education Department Punjab, education experts, curriculum developers, textbook writers, and cultural experts to understand the existing situation and identify the gaps, needs and challenges regarding heritage education.
3. Review the existing resource material (available with UNESCO and other sources), and current practices on heritage education for the purpose of developing the updated resource material.
4. Working closely with Department of School Education and Culture, develop resource material (focusing on teachers), teaching modules (English & Urdu) with the aim to build teachers' capacity to integrate heritage into education. The resource material will aim to guide the teachers, teacher educators and trainers (male/female) to integrate heritage into teaching and learning. The material will help teachers and educators to better teach students (boys/girls) to understand the value of cultural heritage, respect for cultural diversity and pluralism.
5. Progress Report on findings of initial meetings with relevant stakeholders, review of available resource material, the project implementation strategy and plan of action specifying performance milestones and targets.
6. Work closely with UNESCO, in designing the contents of teacher training workshops and finalizing the list of participants.
7. Develop interactive learning materials focusing on students (boys/girls), including kits, activity sheets, maps, art competitions, quizzes etc. to engage them in co-curricular and extra-curricular activities.

8. Pilot test the said materials/methodologies modules in selected schools (at least 3 schools), and share the results and lessons learnt with UNESCO and other stakeholders/partners for feedback.
9. Finalize content, design and print the resource material for both teachers and students (boys/girls) incorporating the lessons learnt and feedback. Partner organization/firm will also suggest creative ways of dissemination of resource material (other than printed form) for wider dissemination.
10. Develop a 3-5 minute Animation Video for school children on the selected site/s highlighting linkages of heritage with peace, tolerance, harmony, heritage preservation etc. (with voiceover in Urdu, English and local language)
11. Organize at least 6 Capacity Building workshops around selected sites in Punjab (1 each in Gujranwala, Sheikhpura, Chakwal/Kallar Kahar, Rawalpindi, UCH/Bahawalpur/Multan and Taxila) for male and female teachers (middle school for class 5-8) focusing on heritage education, interfaith harmony, fostering creativity in students, and understanding the link of tourism and environment.
12. Organize at least 6 Curricular and Extra-curricular activities including indoor and outdoor activities (art competitions, celebrating culture/heritage days, role-play) and 6 guided school trips/visits to selected heritage sites and museums. .
13. Provide all the required logistics (including accommodation, travel, catering and venue etc.) with all required facilities for smooth and effective execution of the teacher training workshops and student activities.
14. Provide technical support and advocate with Department of Education, to include/adopt the developed resource material/module and guidelines under the project, in their teacher training curriculum.
15. Properly document all the activities/events with video/photography and other evidences, including list of participants, attendance sheets, activity/workshop reports, pre and post activity/workshop evaluation sheets and resource materials etc.
16. A short 8-10 minute video to be submitted at the very end of the project (an overview of what took place, with snippets from participants, implementing partners etc.)
17. Acknowledge UNESCO and Government of Punjab in all the press releases, resource material, promotional material and relevant announcements and with the use of UNESCO, PTEGP and Government of Punjab's logo.
18. Ensure gender parity (male/female representation) in students and teachers.
19. Submit all the relevant videos, photographs and other evidences of implementation of activities along with progress and final reports

V. Duration of contract:

Eight (8) months effective from the date of signing the contract.

VI. Inputs of UNESCO and the offeror

UNESCO will:

- a. Facilitate a working relationship with PTEGP, School Education Department and other relevant government departments and local stakeholders to ensure smooth implementation of the project;
- b. Regularly monitor the effective and timely implementation of the project activities;
- c. Review and approve the training materials, resource kits etc.;
- d. Review all final plans for each activity prior to implementation (including training agendas/ curricula, participants list, etc.) and suggest revisions where necessary;
- e. Provide advice to the organization on implementation of activities when needed;
- f. Provide technical support for technical and financial reporting to ensure UNESCO rules are followed;

The organization/s will:

- a. Implement the activities according to the TORs and agreed work plan of the contract and in regular consultation and coordination with UNESCO Project Officer, Lahore.
- b. Be responsible for all required logistical arrangements for smooth and effective execution of the teacher training workshops and student activities.
- c. Ensure that reporting requirements meet the highest standards.
- d. Inform UNESCO with due notice i.e. two weeks in advance, regarding events/activities/site visits of school children, teacher training workshops and advocacy meetings with schools and/or relevant government departments and in the field, so that UNESCO representation is present.
- e. Provide a risk mitigation strategy for effective and timely implementation of the deliverables.
- f. Ensure Covid19 SOPs are followed for all activities.
- g. Provide technical support and advocate with Department of Education, to include/adopt the resource material/module developed under the project, in their teacher training curriculum

- h. Adhere to the agreed timelines and provide progress updates as and when required.
- i. Formally present the project results to PTEGP and/or Planning & Development Board as required.
- j. Provide additional progress updates as and when required for reporting to PTEG management and World Bank, in coordination with UNESCO National Project Officer (Lahore).

VII. Reporting requirements:

The reports that cover all the deliverables outlined in point III:

I.	Brief inception report (5-8 pages) including work plan, methodology and time schedule	Within 2 weeks of signing the contract
II.	Content and design of Resource Material (Teacher Training and Student Resource Kit/s)	February 2021
III.	Progress Report (including mapping of schools, mapping of resource persons and resource material/modules for teacher trainings and student resource kits)	March 2021
IV.	Comprehensive report of 6 Capacity-Building Workshops for Teachers	May 2021
V.	Comprehensive report of Student Activities (including cultural fairs, extracurricular activities and guided school trips to selected sites)	June 2021
VI.	Comprehensive Final Project Completion Report covering all activities and deliverables with visual documentation	July 2021

VIII. Minimum content of proposals:

The proposal should include as a minimum the following:

1. Description of the institution or organization and its qualifications, including (minimum 3) examples and references of previous work pertaining to development and implementation of site management plans
2. Firm/Organization/Company's Registration Certificate
3. Audited financial statements for last two years.
4. Duly certified Bank Maintenance Certificate. The bank account must be on the name of the registered firm/organization/company.
5. Summary of the past experiences that are directly relevant to the required tasks under the RFP.
6. List of references of clients for whom similar work was carried out.
7. Description of your understanding of the project's requirements.
8. Detailed description of your proposed approach, methodology, and timing (implementation time table) for achieving the specified deliverables, demonstrating your understanding of the requirements of the TORs.
9. Details of the team that will work on the project and a description of its structure and coordination mechanism (including CVs for all proposed staff members, international and national).
10. Detailed itemized budget breakdown for services provided, including personnel (including travel and costs associated with meetings, site visits, training workshops, guided tours etc.), in PKR according to template of Annex V

IX. Proposed work plan and approach

Based on the above, proposals will be reviewed according to four criteria that will consider aspects related to the following questions:

- a. To what degree does the offeror understand the task in relation to the objectives and requirements set out in the TORs?
- b. Does the proposal indicate regional, heritage, spiritual and/or cultural value of the site/s?
- c. Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient / on time submission of deliverables?
- d. To what extent does the proposal reflect a feasible methodology to successfully achieve the objectives of the project?
- e. To what extent does the proposal suggest a strategy for sustainability of project interventions?

NOTE: For cost effective measures, certain areas of information gathering and assessment maybe done collectively and the travel cost of participants may also be reduced by conducting the trainings on/near sites.

X. Qualification and experience of organizations/firm and personnel

Proposals from both International and national firms/organizations/institutions will be accepted. It is mandatory for the firms/organizations/institutions to have a minimum (3) years prior experience of executing projects on development of resource material for school education, trainings of teachers and organizing activities for school children.

The national/international organizations must provide evidence that national expert/s with relevance experience will be engaged to ensure that the requirements of the local context have been considered. It is mandatory for firms/organizations/institutions to have successfully implemented at least 3 projects in the relevant context i.e. Development of education resource material, teacher training and school children activities.

Organizations/institutions/firms with experts who have previous experience of working in the context and prior work experience in South Asia region will be preferred. It is desirable that the organization/firm has experts with work experience of at least two (2) projects/ assignments/ years with UNESCO (or UN/ World Bank).

Government institutions will not be eligible to apply, unless it has been established that the Government-owned enterprise or institution is legally and financially autonomous, operates under commercial law, and is not a dependent agency of the Government. As an exception, a Government-owned university, research or other similar institution maybe eligible if it has been established to The World Bank's satisfaction that the services of the institute are of a unique and exceptional nature (and there is no suitable private sector alternative).

Requirements of implementation team members:

The organization/firm/institute must include heritage, culture and history expert/s to ensure that the requirements of the local context have been considered.

The organization/firm/institute must have team members (international/national) that specialize in areas of school education and capacity building of teachers.

The Team Leader must have:

- Advanced university degree in culture/education and/or related areas
- At least 5 years of working experience in capacity building in education sector
- Project management experience in at least two (2) projects in the field of heritage education and/or capacity development of teachers and students.
- Excellent oral communication and report writing skills in English
- Team leader has work experience of at least two (2) projects/ assignments/ years with UNESCO (or UN/ World Bank) and has prior work experience in South Asia will be preferred.

Senior Experts in project team with:

- Advanced university degree in their respective fields or related academic area.
- At least three (3) years of professional experience in their respective field of specialization
- Experience of at least two projects on school education and development of resource material for teachers and students.
- Experience of at least two projects in the field of culture, heritage and/or tourism.
- At least one heritage, culture and/or history expert to ensure that the requirements of the local context have been considered
- Excellent written and oral communication and report writing skills in English.

ASSURANCE MECHANISM CLAUSE to prevent fraud:

UNESCO shall have the right, at its own expense, to have the Contractor's books and records pertaining to the project bank account and project execution reviewed (and, if desired, copied) upon prior written notice at any reasonable time agreeable to the Contractor by the UNESCO's, internal/external auditor, auditors as UNESCO may appoint or the Contractor's own auditor. UNESCO may conduct, or arrange for, a periodic evaluation of the contractor's implementation of the project. To this end, the contractor will upon UNESCO's request, enable representatives or designees of UNESCO to visit the project site(s) and facilities, inspect property and review books and records related to the project.

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 Bidder:

Address of Bidder:

Authorized Signature:

Name & Title of Authorized Signature:

Date:

ANNEX V – Price Schedule Form

GENERAL INSTRUCTIONS

1. The Bidder is asked to prepare the Price Schedule as a separate pdf file/document 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, itemize the amount requested and provide a time-schedule for utilization of said amount.

NOTE:

Any discrepancies in the financial proposals (miscalculations in sub-costs or final cost) will result in disqualification.

FINANCIAL PROPOSAL / PRICE SCHEDULE				
Request for Proposal Ref:				
Total Financial Proposal [currency/amount]:				
Date of Submission:				
Authorized Signature:				
PART A - COST BREAKDOWN BY CATEGORY OF STAFF				
Description of Activity/Item	No of Consultants	Rate per Day [currency/amount]	No of man-days	Total [currency/amount]
1	Remuneration fees per category of staff			
1.1	Team Leader			
1.2	Senior Experts (indicate if national or international)			
1.3	Other team members (indicate if national or international)			
2	Other Expenses			
2.1	Travel (according to the details of visit/s required during the project)			
2.2	Per Diem Allowances			
2.3	Meetings / Trainings /Activities			
2.4	Resource & Communications Material			
2.5	Reproduction and Reports			
2.6	Others (please specify)			

PART B - COST BREAKDOWN BY ACTIVITY / DELIVERABLES				
Description of Activity/Item	No of Consultants	Rate per Day [currency/ amount]	No of man-days	Total [currency/ amount]
1	Mapping of Schools and Resource Persons			
1.1	Meetings with relevant government departments and relevant stakeholders			
1.2	Visit/s of site locations and meetings with schools managements			
1.3	Visit/s of site locations, identification of resource persons			
2	Resource Material			
2.1	Review of the existing resource material			
2.2	Content development and designing of one resource kit with 6 booklets for students (1 book per site)			
2.3	3-5 minute Animation Video for school children on the selected site/s highlighting linkages of heritage with peace, tolerance, harmony, heritage preservation etc. (with voiceover/subtitles in Urdu, English and local language)			
2.4	Content development and designing of resource material for teachers training (around each selected site)			
2.5	Pilot testing of resource material in selected schools (at least 3 schools)			
2.6	Meetings for review and feedback on the developed resource material Revision of resource material.			
2.7	Printed Student Resource Material Kits (in English & Urdu) 800 copies			
2.8	Printed Teacher Resource Material (in English and Urdu) 200 copies			
3	Teacher Trainings			
3.1	Capacity Building Training Workshops for teachers in/near selected 6 sites of Punjab (6 trainings with at least 12 teachers per site i.e. a total of 72 teachers trained) with at least 12 representatives from relevant government departments.			
4	Students' Activities			
4.1	Organize at least 6 Cultural Fairs/Extra-curricular Activities with Class 5-8 students with at least 600 students from 24 schools at/near the selected sites (i.e. 4 schools near/around each selected site with at least 25 students/school)			
4.2	Organize and conduct at least 6 educational Site Visits / guided school trips with at least 600 students from 24 schools (at least 25 students/school will visit the selected heritage sites - 100 students/site visit).			
5	Reporting Requirements			

5.1	Progress Report				
5.2	Comprehensive report on the 6 capacity-building workshops for teachers i.e. targeting a total of 72 teachers				
5.3	Comprehensive report on the Student Activities including cultural fairs, extracurricular activities and guided school trips to selected sites				
5.4	Advocacy meetings with PTEGP, School Education Department and relevant government stakeholders on the proposed heritage education material for wider implementation.				
5.5	Terminal Project Completion Report with visual documentation				
5.6	5-minute video with an overview of what took place, snippets from participants, implementing partners etc.)				

Payment	Upon submission and approval by UNESCO of the following deliverables	Article Reference	Amount / Percentage
01	Inception report with work plan	I	15%
02	Progress Report (including Mapping of Schools, Mapping of Resource Persons and outline/content of resource material/modules for teacher trainings and student resource kits)	III	25%
04	Comprehensive report on the 6 capacity-building workshops for teachers.	IV	20%
05	Comprehensive report on the Student Activities (cultural fairs, extracurricular activities and guided school trips to selected sites)	V	20%
06	Comprehensive final terminal report covering all activities and deliverables with visual documentation	VI	20%

ANNEX VI – Vendor Information Form

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.			