



United Nations
Educational, Scientific and
Cultural Organization

REQUEST FOR PROPOSAL – RFP Services

Ref: FO/RFP/12/2020-171

(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 document and promote cultural and creative industries by undertaking studies; organize training workshops; developing market linkages and awareness raising on basic conservation and management of selected heritage sites in three circuits of 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](mailto: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 – Documentation and promotion of cultural and creative industries around the selected heritage sites 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 – Documentation and promotion of cultural and creative industries around the selected heritage sites 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)

“Documentation and Promotion of Cultural and Creative Industries around the selected Heritage Sites 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 for the Safeguarding of the Intangible Cultural Heritage (ICH), 2003 emphasizes on raising awareness and promoting ICH in addition to safeguarding “*practices, representations, expressions, knowledge, skills – as well as the instruments, objects, artefacts and cultural spaces associated therewith – that communities, groups and, in some cases, individuals recognize as part of their cultural heritage*”. The cultural and creative industries can also be considered a natural constituent of the knowledge and skills indigenous to a community and thus carry immense weight in as preservers of a community's identity and catalysts of their economy.

Under the Cultural and Creative Industries component of the project, UNESCO Islamabad is focusing on promotion of cultural and creative industries through development and implementation of capacity building and incentive mechanisms that link creation of economic value for the community and opportunity to safeguard both the tangible and intangible aspects of the selected sites in Punjab.

In line with the objectives of the project, the key output of the component is documentation and promotion of cultural and creative industries by undertaking studies; organizing training workshops in selected trades engaging young artists, entrepreneurs etc.; organizing exhibitions and promotional events engaging young artists and entrepreneurs to develop market linkages and organizing awareness raising events and workshop on basic conservation and management of selected heritage sites¹, engaging local community and youth.

The services of a firm/organization are required to document and promote cultural and creative industries by undertaking studies; organize training workshops; developing market linkages and awareness raising on basic conservation and management of selected heritage sites in three circuits of Punjab.

Interested firm/organization can submit the proposal for either ONE out of the 3 circuits or all 3 circuits

- Circuit I:** Potohar Plateau & Soanian Paleolithic Archeological Zone encompassing the Sites of Katas Raj, Mankiala Stupa, Bhirmound, Dharmarajika (Taxila sites) and Taxila Museum. Includes 3 Districts: Chakwal, Rawalpindi, Khushab
- Circuit 2** Ravi Riverine Area of Gandhi Bar-Sandal Bar & the Archeological Sub-Zone of the Indus Valley Civilization encompassing the Sites of Gurdawara Sacha Sauda Farooqabad Sheikhupura, Gurdawara Rohri Sahib Eminabad Gujranwala and Lahore Museum Includes 3 Districts: Sheikhupura, Gujranwala, and Lahore

¹ **Selected sites in the project include:**

Hindu Temples (Katas Raj Temples, Chakwal) – CIRCUIT 1

Buddhist sites (Bhir mound and Dharmarajika in Taxila, Mankiala Stupa in Rawalpindi) – CIRCUIT 1

Sikh Gurdwaras (Rohri Sahib Eminabad Gujranwala & Sacha Sauda sahib Farooqabad Sheikhupura) – CIRCUIT 2

Sufi Shrines (Uch Sharif, Bibi Jawindi Complex) – CIRCUIT 3

Circuit 3 South Punjab Sufi Realm-Cholistan Desert Zone & the Hakra Indus Archeological Zone encompassing the Site of Uch Sharif
Includes 2 Districts – Multan, Bahawalpur (covering UCH and Cholistan)

II. Overall Objective:

The main objective of this component is to document and promote cultural and creative industries by undertaking studies; organize training workshops; develop market linkages and create awareness on basic conservation and management of selected heritage sites², through the following activities:

Activity I: Undertake awareness raising meetings and studies to document the cultural and creative industries in the target areas.

Activity II: Organize training workshops in selected trades, creative industries and basic conservation and management of heritage sites engaging young artists, performers, craft-persons, creative entrepreneurs, tour-guides, etc.

Activity III: Organize exhibitions and promotional events engaging creative entrepreneurs, artisans, performers etc. to develop entrepreneurial skills and market linkages.

Target Groups for the implementation include:

- 1) Artisans engaged in creative art and crafts etc.
- 2) Tradition bearers within communities
- 3) Tour operators and tour guides
- 4) Potential Entrepreneurs who can be engaged for market linkage development of creative and cultural products.
- 5) Performing artists e.g. musicians, theatre artists, story tellers etc.
- 6) Government stakeholders (relevant government departments) for advocacy on improving access to capital for artisans for sustainable tourism and economic growth.

III. Outputs/deliverables:

The outputs/deliverables of the project are broadly allocated to the 3 Geographical Circuits of Punjab (details given above). The assignment shall achieve the following outputs:

1. Mapping of Cultural and Creative Industries

Undertake awareness raising meetings to initiate the advocacy process and studies to document the cultural and creative industries in and around the selected heritage sites in Punjab. These will involve bringing on board government departments such as the Punjab Small Industries Corporation, Export Promotion Bureau and other government and non-government training providers to develop an integrated approach towards skill development and market linkages.

2. Resource Material

- Review existing resource material available with UNESCO and other resources for preliminary design of the resource material to be developed for Cultural and Creative Industries component.
- Develop one all-inclusive resource document for each circuit, focusing on the cultural and creative industries component (including tangible and intangible cultural heritage, creative arts, crafts and performing arts).
- Printed Resource Document - 100 copies for each site i.e. a total of 600 copies (in English and Urdu).
- Develop 5-minute Video for each circuit on the selected site/s highlighting the cultural and creative industries and developing linkages of local artisans, crafts people and performing artists for sustainable tourism and economic growth (with voiceover in Urdu, English and local language/s).

3. Capacity Building Training Workshops

² Selected sites in the project include:

Hindu Temples (Katas Raj Temples, Chakwal) – CIRCUIT 1

Buddhist sites (Bhir mound and Dharmarajika in Taxila, Mankiala Stupa in Rawalpindi) – CIRCUIT 1

Sikh Gurdwaras (Rohri Sahib Eminabad Gujranwala & Sacha Sauda sahib Farooqabad Sheikhpura) – CIRCUIT 2

Sufi Shrines (Uch Sharif, Bibi Jawindi Complex) – CIRCUIT 3

- Organize a minimum of 12 workshops in total i.e. at least 4 Capacity Building Training Workshops in each circuit around the selected heritage sites in selected trades, creative industries and basic conservation and management of heritage sites engaging young artists, performers, craft-persons, creative entrepreneurs, tour-guides, tour operators, local storytellers etc.
- Duration of each workshop must be at least 2 days.
- The training component will focus on:
 - i) Skill Development (Technical) Trainings, Color Coordination & Design Development
 - ii) Techniques Trainings for Enhancement of Skills
 - iii) Development of Popular Products and Introduction of Innovative Products for the Enhancement of Market size and livelihoods.
 - iv) Entrepreneurial Trainings for enhancement of economic opportunities
 - v) Practical Trainings - Market Exposure Visits, Exhibitions and Sales Events for the Enhancement of Market Exposure.
 - vi) Creating market linkages and organizational structures.
 - vii) Workshops with tour operators for developing and marketing tourism packages and creating awareness of the selected heritage sites and their cultural value.
- At least 50 crafts persons and 5 entrepreneurs (identified from the local communities) trained at/around each selected heritage site³ (including artisans, crafts people, performing artists, tradition bearers, and culinary front for local cuisine, tour guides, entrepreneurs etc.). Gender parity will be kept in consideration (at least 30% women).

4. Exhibitions & Promotional Events

Organize at least one exhibition/promotional event in each circuit engaging creative entrepreneurs, artisans, performers etc. to develop entrepreneurial skills and market linkages for sustainable tourism highlighting the potential of local arts and crafts.

5. Advocacy with Government Stakeholders

Advocacy meetings with relevant stakeholders and government departments including PTEGP, Arts Councils, Tourism Department, Walled City of Lahore Authority, Lok Virsa, AHAN, Punjab Small Industries Corporation etc. for advocacy on improving access to capital for artisans for sustainable tourism and economic growth.

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. Review existing resource material available with UNESCO and other resources for preliminary design of the resource material to be developed for Cultural and Creative Industries component.
3. Working closely with UNESCO, relevant government departments (Arts Councils, Tourism Department, TDCP, AHAN, Punjab Small Industries Corporation etc), and other stakeholders including cultural experts, tourism experts and historians to develop the training manuals.
4. Work closely with UNESCO for identification of 60 people from each circuit, for the trainings.
5. Develop one all-inclusive resource document for each circuit, including guidelines for setting up home-based-centers; enlisting the local cultural and creative industries to analyze the basic requirements for planning and implementation; and recommendations for developing innovative products, designing, deciding color scheming according to the market trend.
6. Tourism Management Trainings will include developing tourism packages focusing on how to improve accommodation, food, crafts (for souvenirs), performing arts and site-seeing services.

³Selected sites in the project include:

Hindu Temples (Katas Raj Temples, Chakwal) – CIRCUIT 1

Buddhist sites (Bhir mound and Dharmarajika in Taxila, Mankiala Stupa in Rawalpindi) – CIRCUIT 1

Sikh Gurdwaras (Rohri Sahib Eminabad Gujranwala & Sacha Sauda sahib Farooqabad Sheikhpura) – CIRCUIT 2

Sufi Shrines (Uch Sharif, Bibi Jawindi Complex) – CIRCUIT 3

7. Develop 5-minute Video for each circuit (3 videos in total) on the selected site/s highlighting the cultural and creative industries and developing linkages of local artisans, crafts people and performing artists for sustainable tourism and economic growth (with voiceover in Urdu, English and local language/s).
8. Organize at least 12 Capacity Building workshops around selected sites in Punjab (i.e. at least 4 workshops in each circuit).
9. At least 50 crafts persons and 5 entrepreneurs trained at/around each selected heritage site i.e. a total of 300 craft persons and 30 entrepreneurs, including at least 30% women.
10. Organize at least 3 exhibitions/promotional event (i.e. at least one exhibition/promotional event in each circuit) engaging creative entrepreneurs, artisans, performers etc. to develop entrepreneurial skills and market linkages for sustainable tourism highlighting the potential of local arts and crafts.
11. Exhibition venues for each circuit should be in main cities i.e. Lahore, Rawalpindi/Islamabad and Multan/Bahawalpur.
12. The promotional events/exhibitions will focus on integrating built heritage values and cultural expressions with formal and informal education, providing a platform for crafts persons/innovative entrepreneurs to showcase and sell their craft.
13. Promotion of Events through traditional and digital media, pamphlets and catalogues.
14. Involve Arts Councils in the regions to ensure sustainability of the capacity building interventions (e.g. Gujranwala Arts Council, Punjab Arts Council, Lahore Arts Council, Bahawalpur Arts Council, Rawalpindi Arts Council etc)
15. Develop linkages of the creative industries with Government and Private Sector for economic empowerment and sustainability.
16. Provide all the required logistics (including accommodation, travel, catering and venue etc.) with all required facilities for smooth and effective execution of the capacity building training workshops and exhibitions/promotional events.
17. Provide technical support and advocate with Tourism Department, to include/adopt the developed resource material/module and guidelines under the project, in their creative industries and tourism training curriculum.
18. 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.
19. Provide video and photographic documentation and information content on selected heritage sites; training activities and their outcomes; crafts and developed products to increase market connectivity; revival of festivals and performing art interventions to generate visibility and livelihoods for communities around the selected sites.
20. A short 8-10 minute video for each circuit, to be submitted at the very end of the project (an overview of what took place, with snippets from participants, implementing partners etc.)
21. 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.
22. Ensure gender parity (male/female representation) in the trainings and exhibitions components.
23. Submit all the relevant videos, photographs and other evidences of implementation of activities along with progress and final reports.

V. Duration of contract:

Ten (10) 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, Divisional Art Councils, Tourism Department, and other relevant 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 and resource material etc.;
- d. Review all final plans for each activity prior to implementation (including training agendas/ participants lists, exhibitions 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 firm/organization 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 training workshops and exhibitions/promotional events.
- c. Ensure that reporting requirements meet the highest standards.
- d. Inform UNESCO with due notice i.e. two weeks in advance, regarding events/activities/training workshops and advocacy meetings with relevant government departments and stakeholders to ensure UNESCO representation.
- 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 Tourism Department, to include/adopt the resource material and guidelines under the project, in their creative industries and tourism training curriculum
- h. Adhere to the agreed timelines and provide progress updates as and when required

VII. Reporting requirements:

The reports that cover all the deliverables outlined in sections III and IV above:

1. Work Plan, Methodology and Time Schedule within 2 weeks of signing the contract.
2. Mapping of Cultural and Creative Industries for review and approval.
3. Outline/content of resource material/modules for review, feedback and approval
4. Content and design of Resource Material for review and approval.
5. Comprehensive report on the Capacity-building training workshops (4 workshops in each circuit).
6. Comprehensive report on the 3 Exhibitions in 3 circuits of Punjab, around all selected sites.
7. Comprehensive final report on the implementation of activities, advocacy with stakeholders, achieving results, objectives along with challenges, lessons learnt, way forward and recommendations.

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 tangible and intangible cultural heritage and creative industries of/around the selected site/s in each sector?
- 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. Only those organizations are eligible to apply or quote their rates, which fulfill the following criteria:

- Registered as a business or commercial entity, or a non-profit organization with the government or with a semi-government body created through a legal instrument (Registration Certificate required)
- It is mandatory for the firm to have minimum three (3) years of experience in the relevant field.
- Possess experience of capacity building training workshops, content development and designing of resource material for cultural and creative industries (at least 3 relevant samples of work to be provided)
- Working in the field of culture, heritage and tourism is an added advantage (relevant work sample to be submitted)
- 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/or creative industries expert/s to ensure that the requirements of the local context have been considered.

The Team Leader must have:

- Advanced university degree in culture/education and/or related areas
- At least 5 years of working experience in the relevant field (capacity building in intangible and/or tangible culture and creative industries).
- Project management experience in at least two (2) projects in the field of culture, heritage and/or creative industries.
- 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 capacity building of relevant stakeholders in culture and creative industries.
- Experience of at least two projects in the field of culture, heritage and/or tourism.
- Previous experience of working in the context and prior work experience in South Asia region will be preferred.
- 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.

IMPORTANT NOTE

Interested firm/organization can submit the proposal for either ONE of the 3 circuits or all 3 circuits.

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

<u>FINANCIAL PROPOSAL / PRICE SCHEDULE</u>				
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 & Advocacy of Cultural and Creative Industries				
1.1	Review of existing material Documentation / mapping of cultural and creative industries				
1.2	Awareness Raising Meetings with relevant government departments and relevant stakeholders				
1.3	Visits to and around Selected Heritage Sites for identifying crafts persons and entrepreneurs for trainings.				
1.4	Advocacy meetings with relevant stakeholders and government for advocacy on improving access to capital for artisans for sustainable tourism and economic growth				
2	Resource Material				
2.1	Review of the existing resource material				
2.2	Content development and designing of one Develop one all-inclusive resource document for each circuit				
2.3	Printed Resource Document (in English, Urdu and Local language/s) for each circuit - 100 copies / site				
2.4	5-minute Video for each circuit on the selected site/s (with voiceover in Urdu, English and local language/s).				
3	Capacity Building Training Workshops				
3.1	4 Capacity Building Training Workshops in each circuit, with at least 50 crafts persons and 5 entrepreneurs trained at/around each selected heritage site				
4	Exhibitions & Promotional Events				
4.1	At least one exhibition/promotional event in each circuit to develop market linkages for sustainable tourism highlighting the potential of local arts and crafts.				
5	Reporting Requirements				
5.1	Report on Mapping of Cultural and Creative Industries				
5.2	Report on the 4 capacity-building workshops in each circuit				
5.3	Report on the Exhibition/s in each circuit of Punjab around selected sites				
5.4	Terminal Project Completion Report with visual documentation				
5.5	8-10 minute video for each circuit - an overview of what took place, with 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	Report on Mapping of Cultural and Creative Industries	II	20%
03	Report on the 4 capacity-building workshops in each circuit	V	20%
04	Report on the Exhibition/s in each circuit of Punjab around selected sites	VI	25%
05	Comprehensive final terminal report covering all activities and deliverables with visual documentation	VII	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.			