REQUEST FOR PROPOSAL (RFP)

Date: 29 June 2011

Dear Sir/Madam,

Subject: Request for Proposals for providing support to Local Self Governments in conducting Participatory Budgeting process

Project: 00075632

Project Title: PROGRES

Case reference: UNOPS-PROGRES-2011-S-024

1. The United Nations Office for Project Services (UNOPS) is seeking qualified offers for the above-mentioned services. Your company is kindly invited to submit your best technical and financial offer for the requested services. Your proposal could form the basis for a contract between your firm/institution and the United Nations Office for Project Services (UNOPS).

2. To enable you to submit a proposal, please find enclosed:
   a) Annex I: Terms of Reference (TOR), containing a description of UNOPS requirements for which these services are being sought – Attachment I;
   b) Annex II: Proposal Submission Form, to be completed and returned with your proposal; and
   c) Annex III: “General Conditions for UNOPS Contracts for Professional Services”.

This letter is not to be construed in any way as an offer to contract with your firm/institution.
Manner of Submission

3. Your proposal shall be prepared in the English language.

4. Your proposal shall comprise the following documents:
   a) Proposal Submission Form;
   b) Technical Component; and
   c) Price Component.

5. Your proposal shall be prepared in duplicate with one marked "Original" and the other TWO marked "Copy". In the event of any discrepancy between them, the original shall govern. The proposal shall be sealed in one outer and two inner envelopes, as detailed below. The outer envelope shall be addressed as follows:

   ATTN: Providing support to Local Self Governments in conducting Participatory Budgeting process
   PROJECT: PROGRES
   United Nations Office for Project Services
   Timocka 4, 18 400 Prokuplje

   Both inside envelopes shall indicate your firm's name and address. The first inner envelope shall be marked "Technical Proposal" and contain the Proposal Submission Form and Technical Component of your proposal. The second inner envelope shall be marked "Price Proposal" and include your financial cover letter (paragraph 15, below) and Price Component.

6. Proposals must be received by UNOPS at the above address on or before 31st July 2011. Any proposal received after this date may be rejected. UNOPS may, at its discretion, extend the deadline for the submission of proposals, by notifying all prospective proposers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNOPS at its own initiative or in response to a clarification requested by a prospective proposer.

7. You are requested to hold your proposal valid for 90 days from the deadline for submission. UNOPS will make its best effort to select a firm/institution within this period.

8. Assuming that a contract can be satisfactorily concluded by August 2011, the assignment is expected to commence in September 2011.

9. If you consider that your firm/institution does not have all the expertise for the assignment, there is no objection to your firm/institution associating with another firm/institution, particularly from a developing country, to enable a full range of expertise to be proposed. UNOPS strongly encourages association with a local firm/institution in the country of assignment. However, any invited firm/institution may not participate in more than one consolidated proposal. Similarly, a local firm/institution may associate with only one invited firm/institution that is making a proposal.

   Any consulting, manufacturing or construction firm/institution with which you might be associated may not be eligible to participate in proposing/bidding for any services, goods or works which may result from or be associated with the project of which this assignment forms a part.
10. Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

11. Any requests for clarification should be referred to Procurement Unit, at the above address, e-mail progres.procurement@unops.org, telephone: 027/333-125. Any written reply to a particular question may be copied to all other invited firms/institutions, at the discretion of UNOPS.

12. We would appreciate you informing us by e-mail or fax as to:

   a) your receipt of this letter request for competitive proposals.
   b) whether or not you will be submitting a proposal.
   c) the date and mode of submission, in case you decide to submit a proposal.
Content of Proposal

Technical Component

13. The technical component of your proposal should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

a) Description of the Firm and the Firm's Qualifications

A brief description of your firm/institution and an outline of recent experience on projects of a similar nature, including experience in the country and language concerned. You should also provide information that will facilitate our evaluation of your firm/institution's substantive reliability and financial and managerial capacity to provide the services. The following documents are to be submitted:
- Registration documents – Copy of the Certificate of State Registration;
- Annual Balance Sheets of the company and profit and loss statements for the 2008, 2009 and 2010;
- Company’s relevant reference list (minimum five projects with details).
- List of completed projects (with the value of the projects) and list of contact persons of clients

b) Understanding of the Requirements for Services, including Assumptions

Include any assumptions as well as comments on the data, support services and facilities to be provided by the Government as indicated in the TOR, or as you may otherwise believe to be necessary.

c) Proposed Approach, Methodology, Timing and Outputs

Any comments or suggestions on the TOR, as well as your detailed description of the manner in which your firm/institution would respond to the TOR. You should include the number of person-months in each specialization that you consider necessary to carry out all work required.

d) Proposed Team Structure

The composition of the team which you would propose to provide in the country of assignment and/or at the home office, and the work tasks (including supervisory) which would be assigned to each. An organogram illustrating the reporting lines, together with a description of such organization of the team structure, should support your proposal.

e) Proposed Project Team Members

The curriculum vitae of the senior professional members of the team.
Price Component

14. Your separate price component must contain an overall quotation in a single currency, which may be either in US Dollars or in any convertible currency. If you opt for the latter and for evaluation purposes only, your proposal will be converted into US dollars using the United Nations rate of exchange in effect on the date submissions are due.

15. The price component shall have a cover letter wherein your firm/institution's authorized representative affirms the following:

a) a summary of the price; and
b) the period of its validity.
In preparing your proposal, please note carefully from Annex III the various contract provisions regarding UNOPS policies on limitations on advance payments, retention, performance bonds, etc.

16. In addition, the price component must cover all the services to be provided and must itemize the following:

a) An all-inclusive rate per person-day (including honorarium and living expenses) for each team member to be assigned to the mission in the field and a rate for his/her work at the home office, if any.
b) An all-inclusive amount for international travel and related expenses (indicating number of round trips per team member).
c) An all-inclusive amount for local travel.
d) Other costs, if any (indicating nature and breakdown).
e) Summary of total cost for the services proposed. [N.B.: The remuneration received by your firm/institution and persons performing services for your firm/institution (other than nationals of the host country) normally will not be subject to tax liability in the host country].
f) A proposed schedule of payments, all of which must be expressed and will be effected in the currency of the proposal.

17. You should also indicate any comments or reservations to the draft form contract.

Payment Provisions

18. UNOPS' general policy is to pay for the performance of contractual services rendered or to effect payment upon the achievement of specific milestones described in the contract. Please refer to section 3.4 of the Model Contract for Services that is enclosed as Annex III.

19. Please note that UNOPS' policy is not to grant advance payments except in unusual situations where the potential contractor/tenderer, whether a private firm, NGO or a government or other entity, specifies in the proposal that there are special circumstances warranting an advance payment. UNOPS, at its discretion, may however determine that such payment is not warranted or determine the conditions under which such payment would be made. In any case where an advance payment for $100,000 or more is requested and subsequently approved, UNOPS will normally require a bank guarantee or other suitable security arrangement.
20. 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. In addition, you must submit documentation regarding your financial status - e.g. audited financial statements at 31 December of the previous year and include this documentation with your financial proposal. Further information may be requested by UNOPS at the time of finalizing contract negotiations with the selected proposer.

**Evaluation of Proposals**

21. A two-stage procedure will be utilized 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 those firms/institutions whose Technical Component meets the requirements for the assignment. The total number of points which a firm/institution may obtain for both components is [130].

22. The technical component, which has a total possible value of [100] points, will be evaluated using the following criteria:

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<thead>
<tr>
<th>Summary of Technical Proposal Evaluation Forms</th>
<th>Score Weight</th>
<th>Points Obtainable</th>
<th>Company / Other Entity</th>
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<tr>
<td>1. Expertise of Firm / Organization submitting Proposal</td>
<td>30%</td>
<td>30</td>
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<tr>
<td>2. Proposed Work Plan and Approach</td>
<td>50%</td>
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<td>3. Personnel</td>
<td>20%</td>
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<td><strong>Total</strong></td>
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<tr>
<td>Expertise of firm / organization submitting proposal</td>
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<td>A</td>
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1.1 Reputation of Organization and Staff (Competence / Reliability) – (At least 5 years of similar activities since registration date – 4 points; More than 5 years of similar activities: 1 point per every extra year (maximum 7 points)) |  | 7 | | | | |

1.2 General Organizational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organization, strength of project management support e.g. project financing capacity and project management controls) | | 7 | | | | |

1.3 Reliability (References, and letters of recommendations) – minimum 3 from International Organizations or reputable worldwide or national companies or government entities | | 7 | | | | |

1.4 Relevance of:  
- Specialized Knowledge  
- Experience on Similar Programme / Projects  
- Experience on Projects in the Region  
- Work for UN/major multilateral / bilateral | | 9 | | | | |
Proposed Work Plan and Approach

2.1 To what degree does the Offeror understand the task?  
2.2 Have the important aspects of the task been addressed in sufficient detail?  
2.3 Time schedule and manpower estimates?  
2.4 Is the scope of task well defined and does it correspond to the TOR?  
2.5 Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?

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Technical Proposal Evaluation Form 3

Personnel

3.1 General Qualification

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23. a) The Price Component of any proposal will only be evaluated if the Technical Component of that proposal achieves a minimum of 70 points. Proposals failing to obtain this minimum threshold will not be eligible for further consideration.

b) The maximum number of points for the Price Component is 30. This maximum number of points will be allocated to the lowest price proposal. All other price proposals will receive points in inverse proportion according to the following formula:

\[
\text{Points for the Price Component of a proposal being evaluated} = \frac{\text{Maximum number of points for the Price Component} \times \text{Lowest price}}{\text{Price of proposal being evaluated}}
\]

24. Please note that the UNOPS is not bound to select any of the firms/institutions submitting proposals. Furthermore, since a contract will be awarded in respect of the proposal which is
considered most responsive to the needs of the project concerned, due consideration being given to UNOPS's general principles, including economy and efficiency, UNOPS does not bind itself in any way to select the firm/institution offering the lowest price.

25. **Supplier eligibility**

Suppliers shall not be eligible to submit an offer when at the time of bid submission:

a) Suppliers are already suspended by UNOPS, or,

b) Supplier’s names are mentioned in the UN 1267 Terrorist list issued by the Security Council resolution 1267, which establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban, or,

c) Suppliers are suspended by the UN Procurement Division (UN/PD), or,

d) Suppliers have been declared ineligible by the World Bank.

Furthermore, as a condition of doing business with UNOPS it is necessary that suppliers, their subsidiaries, agents, intermediaries and principals cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UNOPS Internal Audit and Investigations Group (IAIG) as well as with other investigations authorized by the Executive Director and with the UNOPS Ethics Officer (during preliminary reviews in line with UNOPS whistle blower policy) as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives, agents and assignees of the supplier; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNOPS to repudiate and terminate the contract, and to debar and remove the supplier from UNOPS’s list of registered suppliers.

26. **Information regarding Bid Protest can be found at:**
http://www.unops.org/english/whatswe/whatwedo/services/procurement/Pages/Procurementpolicies.aspx

27. An invitation to submit proposals has also been sent to other firms: N/A

Yours sincerely,

**Pre-cleared by:**

Procurement Advisor
Afrim Cejku
Programme/Procurement Officer

Date: 29/06/2011

**Approved by:**

UNOPS Designated Officer:
Graeme Tyndall
PROGRES Programme Manager

Date: [Signature]
PROGRES activities are divided into four components, and the Programme is expected to deliver eight results, as follows:

**Component 1: Good Governance** (a cross cutting theme underpinning all components)
Result 1: Participatory, accountable and transparent governance, respecting human rights

**Component 2: Municipal Management and Development Planning**
Result 2: Municipal organizational effectiveness and efficiency improved and capacities to deliver services to citizens and business increased
Result 3: Capacities for planning municipal and regional sustainable development strengthened and relevant development documents created

**Component 3: Physical, Economic and Social Infrastructure**
Result 4: Projects and project documentation prepared for key economic, environmental and social projects
Result 5: Project financing facilitated through enabling contacts with ministries, donors and other projects
Result 6: Selected projects financed and implemented through the ESSWesP

**Component 4: Public Awareness and Branding of Areas**
Result 7: Awareness of the need for, the logic of, and the effects of changes communicated to a broad public
Result 8: A plan to develop the areas’ images and self-images as unique areas of Europe are established and implementation begun.

Direct beneficiaries of all activities are the twenty five municipal administrations (including city councils, and assemblies) taking part in the PROGRES:
- Ivanjica, Nova Varoš, Novi Pazar, Priboj, Prijeponje, Raška, Sjenica, and Tutin in the South West

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- Blace, Žitorađa, Kuršumlija, Prokuplje in the Toplički district
- Bojanik, Vlasotince, Lebane, Leskovac, Medveđa, Crna Trava, Bosilegrad, Bujanovac, Vladičin Han, Vranje, Preševo, Surdulica, Trgovište in the South Serbia.

The concept of Good Governance entails open, transparent and effective performance and accountability of the Local Self Government (LSG). Furthermore, it denotes a strong, participatory civil society, and independent media, which are constantly engaged in improving relations with the local government.

The PROGRES works both with Public and civic sector to support promoting and improvement of participation, accountability, transparency, non-discrimination and efficiency as main principles of Good Governance.

Within the Good Governance programme component, PROGRES envisaged activities for supporting LSGs in conducting structured consultations with citizens, Civil Society Organizations (CSOs) and Media on municipal annual budgeting process, aiming at making this process sustainable and durable.

Selected municipalities will receive technical and advisory support, having their needs in mind. The project will endeavour to ensure the public has been included as much as possible in preparation of municipal annual budget or its part, agreed among the stakeholders, in a transparent and efficient way. This will be complemented with activities aiming to broaden the understanding on local budgeting process among citizens, civil society organisations and media, thus increasing public need for accountability.

2. JUSTIFICATION OF THE INTERVENTION

This intervention is in accordance with European Charter on Local Self-Government, which the Parliament of Serbia had ratified in September 2007. The preamble points out that “the right of citizens to participate in the conduct of public affairs is one of the democratic principles that are shared by all member States of the Council of Europe” and that “this right can be most directly exercised at the local level”.

At National level, two laws are providing base for the intervention: The Law on Budget System prescribes a budget consultation process, and determinates accountability, fairness, stability and transparency as principles of fiscal management. According to Law of Local Self Government, municipality is responsible to provide information of local importance.

The Constitution of the Republic of Serbia in its Art 190 states that LSGs and their assemblies are independently and in accordance with the relevant law empowered to adopt their annual budgets.

3. LONG TERM AND IMMEDIATE OBJECTIVES OF THE INTERVENTION

The overall objective of the intervention is to support Local Self Governments to advance and/or develop and to adopt Participatory Budgeting process (PBP) in their municipalities. PBP directly involves
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This means engaging residents and community groups' representatives to discuss on spending priorities, make spending proposals, and propose them to the local legislative, as well as giving citizens a role in overseeing and monitoring of the process. PBP aims to increase participation, transparency, accountability, and social inclusion in LSGs affairs.

The immediate objectives of the intervention are:

- To raise awareness among the citizenry on their rights to participate in decision and policy making processes and to equip them with understanding and knowledge of PBP;
- To increase LSGs capacity to conduct PB process and to create a legal and institutional framework for their involvement;
- To provide for general pre-conditions, methodology and specific policies and measures for making the process sustainable.

4. SCOPE OF THE INTERVENTION

The successful applicant will be expected to support municipalities of Ivanjica, Nova Varos, Novi Pazar, Priboj, Prijeponje, Raska, Sjenica, Tutin, Blace, Zitoradja, Kursumlija and Prokuplje, in setting-up a sustainable PBP, which will become a part of a regular budgeting cycle of the said municipalities.

The applicant will be doing this, in principle, in close cooperation and collaboration with relevant and line municipal structures and departments, and through engaging local CSOs, other organizations and associations and citizens in general in the process, according to known best practices for these kind of activities and to the activities listed below.

All municipalities mentioned in this ToR have already taken a decision, endorsed at municipal assemblies’ sessions, to join PROGRES programme and to actively participate in implementation of all activities stipulated in the Programme document, including activities described in this ToR. This concordance represents a basis for the applicants’ engagement within each of the selected municipalities.

To achieve this, a successful applicant will perform activities including but not limited to these:

- Schedule separate working meetings with selected representatives of each municipality aiming at informing and discussing with municipal officials impending PBP activities in their respective municipalities.
  a. Prepare and disseminate during the meeting relevant informative material on PBP, introducing PBP and demonstrating benefits of the process for municipalities.
  b. Agree with municipalities on contact person on behalf of the municipalities which will serve as focal point for the applicant throughout the process.
  c. Agree with municipalities on dynamics of the process and immediate next steps to be taken.

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- Perform an assessment of current situation in each municipality regarding the status of PBP
  a. Determine whether any previous PBP activities were performed, by whom and with what results
  b. Obtain, in coordination with municipal structures, relevant data on municipal annual budgeting process, the budget structure, flow and structure of municipal revenues and expenditures in the past three years or other relevant data that the applicant finds useful for performing the tasks
- Agree with municipalities which budget line(s) will be object of the PBP. This agreement should be in written form, or as deemed appropriate by both sides
- Organize and conduct in a participatory manner a stakeholder analysis workshop, to identify principal players for the PBP
  a. Identify key stakeholders for impending PBP, making sure all social strata are being represented (general citizenry, vulnerable groups, grassroots movements, business community, CSOs, LSG structures etc.), gender equality among stakeholders have been observed and multi-ethnic structure of the stakeholders is in place, where applicable
  b. Plan and design a communication strategy for informing and engaging identified stakeholders on the impending process
  c. Disseminate appropriate and relevant information to key stakeholders, announcing the process and explaining it in broad terms
  d. Agree with stakeholders on rules of the process
  e. Agree with the stakeholders on establishment and members of PB Committee, which will, in cooperation with the applicant, coordinate PBP activities at local level, engage and motivate wider stakeholders basis if and when needed, and lobby within municipal structures for adoption of the PBP proposals in the final phase
  f. Prepare a plan for providing on-task training for stakeholders and/or committee members, other participants, as per need (e.g. basics of participative process, decision making, lobbying or similar)
- Design a plan on how to proceed with the process, with defined timeframe, activities, outputs and outcomes, for each municipality if necessary, stipulating these activities, but not only:
  a. Prepare a plan for start dialoguing with stakeholders on PBP. State how this dialogue would be structured and organized, having in mind that participatory approach is a must
  b. Start with dialoguing with stakeholders, having in mind outputs of the meetings and outcomes of the task
  c. Implement the plan, documenting its execution along the way in detail
- Provide necessary technical and expert support to municipality and PB committee in drafting first PB proposals for the agreed budget line. Prepare and disseminate necessary information to stakeholders, municipality staff and general public

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- Provide support and expertise in lobbying process and other assistance to stakeholders and/or PB committee and municipality, as per need and/or request
- Prepare a presentation of the process for the municipal assembly members/higher local officials and deliver the presentation upon municipality's request
- Evaluate PBP with stakeholders/PB Committee and municipal officials, state positive and negative aspects, agree on lessons learned and draft plan for next PB iteration

5. **Final Product**

PBP is introduced in the 12 Municipalities cited above, as regular LSG activity on annual budget preparation and adoption.

6. **Special Considerations**

- The activities stated in this ToR are a minimum expected from the applicants: expanded and adequately elaborated activities, if appropriate, will be separately appraised
- Applicant is expected to prepare and submit to PROGRES a detailed work plan (Excel file with elaborated Gantt chart preferred, but not mandatory), stating activities, responsibilities, time frame and any other relevant data for the whole period of the anticipated implementation. Failing to submit this plan will be the cause for immediate rejection of the application.
- The Applicant needs to make sure all documents intended for the clients (the municipalities and/or the stakeholders) have been in advance agreed upon and cleared by PROGRES and to plan these intermediate activities according to this request.

7. **Target Beneficiaries**

The expected beneficiaries are as follows:

- The citizens of the twelve municipalities who will get local budgets better tailored to their needs;
- LSGs that will increase transparency and accountability of their affairs, thus enhancing their legitimacy and outreach to the their ultimate customers – the citizens

8. **Monitoring and Reporting**

The following files/reports will be expected from the Applicant:

- Electronic copies of all plans, presentations, reports and any other documents/files/data stemmed from this project planned activities will be made available to PROGRES in advance, making sure the programme has got time to respond/comment on it. This should reflect in the applicants overall project plan

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- Detailed reports on all meetings, consultations, workshops etc. held within the project implementation period
- Detailed monthly progress reports, starting from the first month of the implementation and thereafter
- Final report for the whole period of the project implementation
- PROGRES is a sole proprietor of all material or non-material outputs, documents, methodologies, approaches, findings or any other results, in one form or another, stemmed from the implementation of this project.

The PROGRES Programme will monitor implementation, and provide technical and programmatic advice as per need.

The Applicant can be evaluated at any time during the project implementation. PROGRES retains the right to act upon the findings of the ad hoc or final evaluation.

9. GENERAL CONDITIONS

a. The Applicants

Eligible applicants for providing the PBP support and assistance cited above to the LSGs are legal entities registered in Republic of Serbia.

b. Sustainability of the PB process

The applicant is expected to elaborate in the application, in a clear and unequivocal way, how PBP will be embedded into local structures and become fully sustainable, after implementation of this project ends.

c. Timeframe

September 2011 – January 2012

d. The Project Costs

For implementing activities stipulated in this ToR as well as for implementation of other activities that the applicant might anticipate and propose in its application, and for delivering final product stipulated above, up to 240 working days (both office and filed work included).

All applications will be evaluated against proposed activities, budget and output & outcomes. Applicants with better cost/benefit ratio will have the advantage.

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e. Previous Experience and a Track Record

All legal entities considering for applying for this funds must have relevant experience in participatory budgeting, or related activities, and have clear track record from any previous projects funded by international donors.

Relevant experience is proved by detailed reference list (subject to verification), stating the donors (with relevant contact info), implemented project titles (with short description) and financial values of implemented project.

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ANNEX II: PROPOSAL SUBMISSION FORM

Project No. 00075632

TO: United Nations Office for Project Services - PROGRES
Timocka 4, 18 400 Prokuplje

Dear Sir/Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required services for the sum as may be ascertained in accordance with the Price Component attached herewith and made part of this proposal.

We undertake, if our proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any proposal you may receive and that a binding contract would result only after final negotiations are concluded on the basis of the Technical and Price Components proposed.

Dated this _____ day of _________ 20__.

Signature

(in the Capacity of)

Duly authorized to sign proposal for and on behalf of:
**FINANCIAL OFFER**

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<th>Daily subsistence allowance (d)</th>
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**GRAND TOTAL**

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**GRAND TOTAL**

<table>
<thead>
<tr>
<th>Other Costs (description)</th>
<th>Cost</th>
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**GRAND TOTAL**

<table>
<thead>
<tr>
<th>Description</th>
<th>Price per workshop</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisation of workshops/presentations for municipal staff in each of 12 selected municipalities as per ToR requirements</td>
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<td></td>
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</tbody>
</table>

**GRAND TOTAL**

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UNOPS-PROGRES-2011-S-024
ANNEX III: UNOPS General Conditions for Contracts for Professional Services

In the event of a contract the UNOPS General Conditions for Contracts for Professional Services will apply. They are available at:

http://www.unops.org/english/whatweneed/Pages/Guidelinesforsuppliers.aspx