



United Nations
Educational, Scientific and
Cultural Organization

REQUEST FOR PROPOSAL – RFP Services

Ref: RFP-01-2018 IBE Website Development
(Please quote this UNESCO reference in all correspondence)

20 March 2018

Dear Sir/Madam,

You are invited to submit an offer for IBE Website Development 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 of technical proposal and financial proposal, in separate files and emails mentioning the tender's reference, must be sent to the following address **no later than Tues 10 April 2018 (23:59, Geneva time)**.

ibe.procurement@unesco.org

without any copy to any other e-mail addresses. Offers addressed at any other e-mail accounts will be disqualified.

(To be noted that all files together not to exceed 10 Mo)

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.

You are requested to acknowledge the receipt of this letter and to indicate whether or not you will be submitting a proposal. For this purpose, and for any requests for clarification, please contact Mohammed BOUASSAMI (ibe.procurement@unesco.org)

For and on behalf of UNESCO

UNESCO International Bureau of Education

Mmantsetsa MAROPE, IBE Director

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 and 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 organisation'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 organisation'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.

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 Project Team Members

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 CVs 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.

IMPORTANT: 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 price envelop must contain an overall quotation in a single currency. All prices shall be quoted in **US dollars**.

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 technical and financial proposals shall be typed and shall be signed by the Offeror or a person or persons duly authorised. 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 initialled 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 effect 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. Sealing and marking of proposals

Not applicable. E-mail offers are requested. Please refer to instructions on the cover the page.

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	400			
3.	Personnel	100			
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: $\frac{a}{b} \times 300$ i.e. $\frac{10,000}{15,000} \times 300 = 200$ points)

Option 2: 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 organisation 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.

ANNEX III – Terms of Reference (TOR)

The UNESCO International Bureau of Education (IBE-UNESCO) is looking to develop a new institutional website with an image and brand that best positions it as a global Center of Excellence in Curriculum and related matters. This should be a best-practice website that effectively captures the breadth and depth of the IBE-UNESCO's streams of work. It should communicate this work elegantly and yet simply and accessibly enough for diverse users. It should also be advanced enough to anticipate and accommodate growth in the future work of the IBE-UNESCO. In this regard, the IBE-UNESCO aims to establish a long-term relationship with a designer who can grow with it, and who can ensure the consistency of the IBE brand and effective communication of its work.

In short, we are seeking prospective bidders for a phased project, of which the first phase is the redesign of the IBE-UNESCO website. The technical and financial bid is only for the first phase, but requires demonstration that the bidder can eventually undertake the follow-on phases as part of a multi-year partnership that ensures consistency of brand, image, and quality across all key elements of our work.

The IBE-UNESCO website is a first-line communication tool of the Institute and is intended to be its core branding instrument. However, the existing site is limited both in its capacity to host certain content and the ease of administration that is available to IBE-UNESCO staff. The new website will focus on template design that enables users of the website to efficiently access and intuitively navigate highly visual material about IBE-UNESCO's institutional activities/projects, its blogs, staff, associates and networks – all missing on the current site. There should also be a new meticulously curated library for documents and multi-media resources that can be easily searched and shared. This library should also allow IBE-UNESCO to present its knowledge products and to effectively establish and sustain its knowledge clearing house function across flagship programs.

The new website should have facility to use all the 6 UN languages, although initially, it will use only English and French. It should be based on a WordPress CMS or other systems deemed better suited by the developer. The selected CMS should be intuitive to any IBE-UNESCO staff member, allowing multiple administrators, contributors and participation. The website should be designed to ensure suitability for mobile/desktop viewing.

To ensure consistency of quality, brand and image, the IBE-UNESCO seeks a supplier who can undertake, in a phased manner, the design and development of the website including brand visual identity. The IBE-UNESCO also needs the contractor to demonstrate capacity to eventually design all its on and off-line publications as well as multi-media communication materials. Tenders will therefore be reviewed against the suppliers' capacities for the development of the IBE-UNESCO external image, branding, and communication support over an initial three-year period, with possibilities of extension based on performance. The costing of the services should clearly be phased, with the website as the first phase.

This Request for Proposal (RFP) seeks to hire a contractor who can:

- Establish a visual identity for the IBE brand that can be used on the website initially and across all aspects of the IBE-UNESCO ultimately.
- Advise the IBE-UNESCO on website design and architecture to meet the above needs
- Design an elegant, efficient, user-friendly, dynamic and interactive website based on a WordPress CMS or a better CMS that meets the above-specified requirements.
- Host all IBE-UNESCO flagship programs and anticipate future ones.
- Provide training and post go-live support during the first half-year of the use of the website.
- Develop design templates that form the foundation of a dynamic website capable of improvement and constant self-renewal without requiring a complete redesign.

The IBE-UNESCO requires that the development is delivered:

- **Speedily**, within 3 months of IBE-UNESCO appointing a web developer and agreeing a specification. The IBE-UNESCO would like the development process to culminate in a phased July 2018 launch. It is therefore expected that the contractor will begin work immediately after signing of the contract.
- **At a value-for-money cost.**

Other Secondary Design Requirements

The IBE-UNESCO also requires that bidders provide indicative costings for delivering follow-on phases such as the redesigning of templates for a wide range of IBE-UNESCO on- and off-line publications: This would involve delivery of Microsoft Office (or better) templates, in line with the visual identity established on the website, for the following items:

- Flagship programs
- Clearing houses
- BLOG
- PortalsMulti-media resources [journal, books, resource packs, flyers, brochures, videos, presentations, etc]
- Platforms for Networks
- Administrative materials [letterhead, memos, council cover, reports, signage, email signatures, business cards, etc.]
- IBE annual magazine
- IBE Alerts
- IBE Digests
- Fact sheets (EN, FR)
- Delivery of guidelines for external print publications including:
 - Compendiums of diverse normative documents
 - Compendiums of guidelines and other operational resources
 - Miscellaneous books
 - Pamphlets
 - Resource Packs
 - Reports
 - Glossary
 - Policy briefs, funding proposals

However, these secondary design requirements – occurring after completion of the web project – would be subject to discussion later as part of a multi-year partnership. In the immediate process currently underway, the IBE-UNESCO aims to establish the capacity of the bidder eventually to deliver on all phases of the deliverables at a reasonable cost so that the IBE-UNESCO can look forward to a long-term partnership with the service provider. All short-listed bidders must set out these capacities and the estimated costs, but – provided they satisfy these requirements – the central element of competition between bidders will relate to the quality and costs of the bidders' plans for the web development.

2. Background and justification

The IBE is a global centre of excellence in curriculum and related matters. As a leading UNESCO Institute, it is recognized and valued for the specialist knowledge and expertise that it brings to Member States promoting a new shared global understanding of curriculum issues. To this end, the IBE provides practical technical support addressing critical areas that impact

provision and delivery of equitable quality education for all within the framework of the 2030 Agenda for Sustainable Development.

Since it was founded in 1925 in Geneva, Switzerland, the IBE has been working globally to promote access to quality education and effective learning opportunities, convinced that education is the most profitable investment for human, social and economic development. In 2011, UNESCO Member States formally acknowledged the IBE as the International Centre of Excellence in Curriculum and Learning. The IBE's current mandate is to bring support and innovative solutions to the challenges that ministries of education and governments face in the complex task of organizing and running their education systems. The IBE particularly focused on helping these systems to be more efficient and responsive and to improve curriculum content, teaching and student learning outcomes, initially from the ages of 0-18 years and then throughout life.

For more information, please visit the IBE website: www.ibe.unesco.org

The IBE website

The official UNESCO-IBE website (www.ibe.unesco.org) contains thousands of information-rich pages, news articles, publications and documents. It is the Institute's main online hub for all stakeholders, including the general public, detailing its history, activities and other institutional information. The website acts as repository for relevant updates, reports, publications, thematic and policy briefs etc., for IBE partners and practitioners in the field of curriculum and education. It includes material in 6 languages. The existing Drupal 7 CMS is hosted at web services at UNESCO premises. The website is currently structured around institutional pages, themes, activities as well as country pages and specific online resources. However, it has a number of inadequacies, notably a lack of structure around projects, staffing, blogging and poor search facilities for – and curating of – its rich library of resources. It is therefore not suited to a key task that IBE requires: the procurement/funding of IBE services by Member States. The proposed web development will tackle this inadequacy.

Overall Website Goals

- To encourage funders to purchase our expertise to help them to develop their education systems in general and their curricula in particular.
- To provide clarity about services and their benefits to stakeholders, within an overall set of values and goals.
- To support and inspire practitioners with online resources and knowledge products.
- To promote IBE's reputation for excellence in curriculum and related matters.
- To position IBE as a thought leader around some key messages on how to develop education systems, curricula, adopting a style and design that is appealing, elegant, lean and confident.
- To make it easy for all of our staff to communicate effectively via a website that is easy and intuitive to administrate.
- To provide visitors with easy access to the information that they need on all devices and browsers.

Target audiences

- Would-be funders of the IBE-UNESCO's global normative and operational documents, recognized as global public goods that fall under the remit of the Institute

- Would-be funders of the IBE-UNESCO's services – notably ministries of education, international development agencies, foundations, philanthropists, private sector, and individuals, seeking expert technical support in the IBE-UNESCO's areas of competence, and/or ready to secure such expertise on behalf of their beneficiaries.
- Curriculum, teaching, learning, and assessment specialists and practitioners
- Teachers and other facilitators of learning (principals, teacher trainers, supervisors)
- Professional institutions/bodies in the field of education, curriculum, teaching, learning and assessment
- Policy makers in areas of the IBE-UNESCO's competence
- Technical partners by way of institutions, knowledge workers, intellectual organizations and bodies, research networks and communities, academic bodies, etc. Current and future students of curriculum, teaching, learning, and assessment

Problem statement

Key reasons for undertaking a full new web design include:

- The current site lacks the functionality to present the IBE-UNESCO's activities in the form of projects/activities that are marketable to would-be funders/clients
- The current site poorly curates our library material, making searches difficult from within the site and offering little guidance to the wealth of material that sits within the site.
- The content management system is cumbersome and difficult for anyone other than communications specialists to use. This means that we cannot harness as well as we could the communications capacities of all our staff.
- The current functionality of the existing site makes us avoid directing users to it via social media and so reduces IBE-UNESCO's visibility.
- Our existing functionality is damaging the organization's reputation as a centre of excellence.

The new website will therefore focus on improving functionality and user experience as well as producing sections that, thanks to a simpler CMS, will be much easier and more intuitive to administrate. The addition design must, however, be future-proofed to ensure that it is easy to develop new sections.

3. Objective of the Request for Proposal (RFP)

The RFP's purpose is to select a suitable contractor and establish a Contract for Services with the successful bidder for one year. The contractor is expected to provide the completed first phase of the project by the end July/early August 2018, with warranty, site administrator support, Service Level Agreement (SLA) and potential to provide further web development services in the subsequent 6 consecutive months. The expectation is that the contracted supplier will then go on, subject to successful completion of the website project, to supply a full range of design services for subsequent phases as spelled out above. Within the first phase of work therefore, the contractor will be expected to articulate subsequent phases of work, their timelines, and indicative cost. This will be done in close consultation with the IBE-UNESCO's senior management team.

Website Project Scope

The new website should take account of current best practice for modern corporate websites and the IBE-UNESCO's position as a global leader in the field of curriculum and learning. The new website should be user-intuitive with simple navigation that maximises the IBE's capacity to explain itself to potential funders and clients. The site should be simple to administrate, with design that abides by UNESCO guidelines.

4. Outputs and Activities

- Agree issues with the IBE on visual brand identity and relating to existing user experience issues and amendments to improve engagement with new website based on WordPress/ or alternative CMS, as agreed with web designers. Provide advice to IBE team along the way on best practices, risks and benefits of certain decisions.
- Construct a technical specification of all design and functionality requirements from both the user and the IBE perspective. Take into account language requirements of pages – that two types of layout are needed: left-to-right for pages in English, Chinese, Spanish and Russian and right-to-left for pages in Arabic.
- Define timeline and list of functionality deliverables on the content planning, user experience, digital design.
- Create a range of possible user personas and plan their predicted journey / experiences through additional sections, their mechanisms and content, to maximise user engagement and search engine optimisation.
- Build wireframes to agree how content is contained on each page, and to plan the location of system components or staged processes.
- Create specific design, themes and site templates suitable for early user testing.
- Create multiple visuals for all platforms including mobile, tablet and desktop, with emphasis on a mobile first approach.
- Create visual skin to the content for specific IBE-UNESCO webpages, news articles, etc.
- Develop deck of approved visuals that will engage users.
- Build the back-end structure and CMS following wireframe and information architecture approval. Secure system based on latest standards.
- Marry a coded html, pixel perfect version of the final designs to an agreed set of functional site requirements driven by the technical specification.
- Host the website on the main IBE-UNESCO domain.
- Bring visuals forward into a clickable, navigable, online web demo, ready for any final user testing activity.
- Migrate material from the existing site, with the support of IBE-UNESCO staff.
- Provide access to user testing groups to create any final feedback amends required before a launch date is set.
- Provide training and training manuals for administrators and users. This should be done with staff members on site (2 administrators and 3 users located in Geneva, Switzerland) and provide documentation and training manuals.
- Provide 6 month warranty, SLA support including advanced site administration if needed. Perform regular security audits and updates; ensure quality assurance (QA) and maintenance, as well as performance optimisation. Help desk, development and troubleshooting for bugs etc.
- Supply web development services for a period of 6 months including help with graphics, content migration, section creation and Q and A on an as-needed basis.
- Articulate a roadmap for phases of work beyond the website development including the phasing, timelines, and indicative costs.

5. Requirements

a. Mandatory technical requirements

New website sections/pages built using WordPress or agreed alternative CMS.

- Code cleanly written. Organization must own or have full access to and have the right to customise site code.
- Content is easily shared with social media sites, including RSS and video capability
- Set-up for content localisation in 6 languages
- Content workflow with the ability to schedule publish, unpublish and batch change context
- Easy interface for staff to publish and manage content, videos, images and documents
- Performance optimisation through the use of latest strategies, tools and techniques including server management, caching, image optimisation.

Future-proofing

- Developments should provide template that would allow additional developments of new sections.

Search Engine Optimisation

- Google analytics integrated within the new sections/website
- Ensure the site structure adheres to SEO practices, integration of onsite SEO

File links

- The IBE-UNESCO hosts thousands of files, recorded in UNESCO's library system. These file links have to be retained once these files are migrated across to the new library (retaining the original file naming). The IBE welcomes solutions and suggestions to this issue from the contractor.

Project-based core information architecture, focusing on visual presentation

- Beginning with about 6 core projects, capable of expanded number at least to double this number, with home page menu of image boxes suited to access from mobile devices.

New library

Each entry searchable by Author, Title, Key words

Each entry will include:

- Headline (not necessarily the same as the title)
- Summary that may include title (up to 50 words) including link to document.
- The back-end should include capacity to tag each entry with key words.
- Web design should create additional "Clearing Houses" (subject-based libraries e.g., Neuroscience and Learning) using the project-style

architecture, with links to documents that are already loaded in the main library. All of the documents in the existing IBE library should in time be migrated from there to the new library in anticipation of the existing site being scrapped eventually.

Staff and alumni profiles

The new sections/pages should enable creation of staff and alumni profiles, some of which can be migrated from the main site.

Capacity and costing of other long-term design requirements on and off line

These requirements are set out on p12 of this document.

b. Desirable technical requirements

Document management:

The new IBE-UNESCO sections should allow content editors to upload/delete documents easily and in batches. It should be possible to attach a document to a page, automatically create thumbnails of the first page and links a document to its thumbnail. Also the proposed solution should allow the linking of localized documents (English, French, Chinese, etc.) to a single language page (English or French).

Accessibility

The design should follow Web Content Accessibility Guidelines (WCAG), making it as accessible as possible for visitors with disabilities.

c. Desirable functional requirements

Usability

- The information architecture should be easy to use and intuitive
- Website URLs should be clean URLs.
- Integrated search functionality that includes all content, including pdf files
- Pages should have options to print, email and share on social media
- All content in all formats should be instantly searchable.

Screen resolution

- The website should use modern web design and standards, compatible with modern browsers while providing also for older browsers.
- Design should prioritise mobile display, but also capable of display on all other devices including tablets up to the largest desktop monitors. The option to go to 'Full Site' on a mobile device is also required.

Branding, look and feel

Although the IBE-UNESCO is a UN organization, it would prefer a design fitting a think tank or resource centre that offers readers immediate options to take action and seek support from the IBE. Indeed the home page of the new sections should include a crowd-funding option.

There should be flexible templates allowing staff administrators maximum control over design and content, without requirement of help from developers.

6. Timing

We would like the development process to culminate in phased go live through the summer of 2018, with sections going live individually. The final date will be determined in collaboration with the selected contractor. Milestones are listed below. The IBE welcomes advice on these from the Contractor.

Selection Timeline:

Technical and Financial Proposal deadline	10 April 2018
Client's evaluation of proposals	10-11 April 2018
Vendor notification and agreement	13 April 2018

Project Timeline and Milestones

Agree specification, deliverables, timings:	April 2018
Create the information architecture and visual brand identity required for design and content, including wireframes and prototype functionalities to allow early user testing	April-May 2018
Design for responsive/multi-platform devices: create multiple visuals for all platforms including mobile, tablet and desktop, with emphasis on mobile-first. Create visual skin to the content.	May 2018
Development and user testing: Develop deck of visuals approved by the IBE. Build the back-end structure and any content management. Marry a coded html, pixel perfect version of the final designs to an agreed set of functional site requirements driven by the technical specification. Bring visuals forward into a clickable, navigable, online web demo, ready for any final user testing activity. Provide access to user testing groups to create any final feedback amends required before a launch is set.	June 2018
Go live in phases	Beginning July 2018 with full site live August 2018.
Official beginning of SLA, maintenance	August 2018

and web services agreement	
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7. Reporting and management

The contractor is expected to provide regular reporting on the progress of work. Detailed reports are requested after activity milestones. The developer will be project managed by the IBE's Digital and Communications Consultant, on the daily basis, and ultimately to the Director of the IBE-UNESCO. A detailed final report on the project is requested post-launch.

8. Eligibility/qualification/experience requirements

The provider shall be an institution, company or consortium specialising in website design and development, but with a wider capacity that develops on- and off-line publishing: The IBE is keen to develop a long-term relationship with a provider that can support all its publishing requirements.

Minimum qualifications/experience applying to the submitting company and the dedicated personnel

Entities applying to this RFP should have the following minimum qualifications and/or experience:

Mandatory requirements for the company :

- Relevant recent experience and proven track record in delivering innovative and up to date website design that increases audience digital engagement through improved digital presence. We will evaluate the firm's experience and knowledge to successfully develop a brand identity, information architecture and an accessible, visually attractive website for a knowledge-based organisation such as IBE (demonstrated by at least 2 good samples or links to web examples.)
- Relevant and recent experience showing the firm's capacity to manage and complete the project in an efficient, timely and well-managed way. (demonstrated by at least 3 good references).
- Fluent in English
- Proficiency with server configuration and performance optimization
- Capacity to start work in April 2018
- Capacity to complete work within timeline in July/August 2018.
- Ability to accurately estimate project timing.

Desirables for the company

- Demonstrable experience of delivering engaging digital experiences for international organizations, government, think tanks or non-profit organizations.
- Ability to resolve ongoing maintenance issues at short notice.

- Commitment to follow-on phases

Desirables for staffing

- The Firm/Entity should propose a clear assignment of tasks amongst team members, ensuring that each team member is named, with their roles clearly identified and their qualifications detailed.
- The Firm/Entity should propose a team member with demonstrated experience in project management. (2 good project management references is minimum desired for that team member)
- The Firm/Entity should propose a team member with experience creating platforms for knowledge-based organisations (2 good references minimum desired for that team member to be judged satisfactory)
- The Firm/Entity should propose a team member with demonstrable experience in information architecture. (2 good project management references are minimum desired for that team member to be judged satisfactory)

9. Minimum content of proposals

The IBE-UNESCO expects the contractor to provide the following details within their proposal:

- Conceptual plan of the project management, including proposed approaches, working plan, timelines, deliverables and how the contractor will fulfil requirements listed under **Outputs and Activities**.
- Detailed understanding of IBE's needs and requirements and how the contractor will fulfil the requirements listed under **Requirements**.
- The proposal should contain a **proposed mock-up of a section, such as a project or relevant client references**.
- The submission should include a portfolio of work carried out for other large, multilingual websites using state of the art designs and relevant similar work experience (**at least 3 detailed reference projects**) Bidders are asked to back up their submissions by providing:
 - Name of client
 - Title of project
 - Year and duration of project
 - Scope of Project/Requirements
 - Proposed solutions and outcomes
 - Teams members on each of the projects and their specific roles
 - Project timelines
- Details of the Proposed Team for the assignment including the following information:
 - Title/designation of each team member on the project
 - Educational qualifications and profession experience
 - Past experience working on similar projects and assignments – please list similar projects and their roles in them. (note reference and sample minimum requirements above)

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:

Authorised Signature:

Name & title of Authorised

Signature:

Date:

ANNEX V – Price Schedule Form

GENERAL INSTRUCTIONS

1. The Bidder is asked to prepare the Price Schedule as a separate envelope from the rest of the RFP response as indicated in paragraph 16 (b) of the Instructions to Offerors.
2. All prices/rates quoted must be exclusive of all taxes, since the UNESCO is exempt from taxes as detailed in Annex II, Clause 18.
3. The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category. If the contractor is required to travel in order to perform the work described in the TOR, a lump sum must be included in the total amount or to be listed separately. No travel shall be reimbursed.
4. It is the policy of UNESCO not to grant advance payments except in unusual situations where the potential contractor whether a private firm, NGO or a government or other entity, specifies in the proposal that there are special circumstances warranting an advance payment. UNESCO, at its discretion, may however determine that such payment is not warranted or determine the conditions under which such payment would be made.

Any request for an advance payment is to be justified and documented and must be submitted with the financial proposal. This justification shall explain the need for the advance payment, itemise the amount requested and provide a time-schedule for utilisation of said amount.

Financial Proposal / Price Schedule				
Request for Proposal Ref:				
Total Financial Proposal [currency/amount]:				
Date of Submission:				
Authorized Signature:				
Description of Activity/Item	No of Consultants	Rate per Day [currency/ amount]	No of man-days	Total [currency/amount]
1. Remuneration				
1.1 Concept and recommendations				
1.2 Creation of design and templates				
1.3 Visual skin for responsive/multi-platform devices				
1.4 Development and user testing				
1.5 Training and manuals				
1.6 6 month warranty, SLA support and Help Desk				
1.7 Supply of web development services over 6 months (hourly rates)				
1 hours				
20 hours				
50 hours				
100 hours				
Description of Activity/Item	No of Consultants	Rate per Day [currency/ amount]	No of man-days	Total [currency/amount]
2. Other Expenses				
2.1 Travel				
2.2 Per Diem Allowances				
2.3 Communications				
2.4 Reproduction and Reports				
2.5 Equipment and other items				
2.6 Others (please specify)				

ANNEX VI – Vendor Information Form

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.			