Request for Proposals For Post Campaign Independent Coverage Survey for Yellow Fever and Measles Rubella Campaigns in Uganda
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Request for proposal number: RFP #2023-051

For: Post Campaign independent coverage survey for yellow fever and Measles Rubella Campaigns in Uganda

1. Request for proposal schedule

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date and time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for proposal (RFP) released</td>
<td>06 Oct 2023</td>
</tr>
<tr>
<td>Confirmation of interest in submitting a proposal</td>
<td>12 Oct 2023</td>
</tr>
<tr>
<td>Deadline for fact-finding questions</td>
<td>17 Oct 2023</td>
</tr>
<tr>
<td>PATH to respond to fact-finding questions</td>
<td>20 Oct 2023</td>
</tr>
<tr>
<td>Deadline for submission of proposal in response to the RFP</td>
<td>24 Oct 2023</td>
</tr>
<tr>
<td>Outcome communication</td>
<td>30 Oct 2023</td>
</tr>
<tr>
<td>Award decision (to be followed by contract negotiations)</td>
<td>31 Oct 2023</td>
</tr>
</tbody>
</table>

Note: PATH may change the dates at its discretion. Changes will be communicated to those who confirmed their intent to submit a proposal.

2. PATH statement of business

PATH is a global nonprofit dedicated to achieving health equity. With more than 40 years of experience forging multisector partnerships, and with expertise in science, economics, technology, advocacy, and dozens of other specialties, PATH develops and scales up innovative solutions to the world’s most pressing health challenges. Learn more at www.path.org.

3. Contracting requirements

3.1 The contracting authority shall be PATH or any one of its affiliates either directly or on behalf of operations countries or programs.

3.2 The commercial contracting terms and conditions will be negotiated with the successful supplier toward the end of the selection process.

3.3 By submitting a proposal, the supplier confirms that they will abide by the RFP terms and PATH policies, especially our Code of Ethics (https://www.path.org/about/code-ethics/), and general good
practices regarding inclusivity, diversity, fair trading, health and safety, records management, anti-fraud and corruption, and environmental policy, among others.

3.4 Duration of the contract is estimated to be 10 weeks.

4. Solicitation terms and conditions

4.1 Notice of nonbinding solicitation: PATH reserves the right to reject any and all bids received in response to this solicitation and is in no way bound to accept any proposal.

4.2 Confidentiality: Suppliers shall treat all information provided by PATH as part of this solicitation as confidential. If any information is inappropriately released, PATH may seek appropriate remedies as allowed under applicable law.

4.3 Conflict of interest disclosure: Suppliers bidding on PATH business (also referenced herein as “bidders”) must disclose, to the procurement contact listed in the RFP, any actual or potential conflicts of interest. Conflicts of interest could be present if there is a personal relationship with a PATH staff member that constitutes a significant financial interest, a board membership, other employment, or ownership or rights in intellectual property that may conflict with the supplier’s obligations to PATH. Suppliers and PATH are protected when actual or perceived conflicts of interest are disclosed. When necessary, PATH will create a management plan that provides mitigation of potential risks presented by the disclosed conflict of interest.

4.4 Acceptance: Bidder’s submission of a proposal means the bidder accepts all terms and conditions set forth in the RFP. PATH’s acceptance of a proposal does not mean acceptance of its terms and conditions. PATH reserves the option to negotiate on the final terms and conditions. We additionally reserve the right to negotiate the substance of the RFP finalists’ proposals, as well as the option of accepting partial components of a proposal if appropriate.

4.5 Right to final negotiations: PATH reserves the option to negotiate on the final costs and final scope of work and reserves the option to limit or include third parties in such negotiations at PATH’s sole and full discretion.

4.6 Third-party limitations: PATH does not represent, warrant, or act as an agent for any third party because of this solicitation. This solicitation does not authorize any third party to bind or commit PATH in any way without our express written consent.

4.7 Proposal validity: Proposals submitted under this RFP shall be valid for at least 90 days following the date the proposal is due. The validity period shall be stated in the proposal submitted to PATH.

4.8 Limitation of liability: The terms and conditions set forth in this RFP do not exclude or limit the liability of PATH or the supplier in relation to fraud or in other circumstances giving rise to liability under any applicable law.

4.9 Tender costs and liability: Bidders are responsible for obtaining all information necessary for preparation of their proposal and for all costs and expenses incurred in preparation of the proposal. Subject to the “Limitation of liability” section in this RFP (section 4.8), the bidder accepts by their participation in response to this RFP, including without limitation the submission of the proposal, that it will not be entitled to claim from PATH any costs, expenses, or liabilities that it may incur in tendering a response to this RFP, irrespective of whether their proposal is successful.
4.10 **PATH’s variation or termination rights:** PATH reserves the right to vary or terminate this RFP process with written notice to all suppliers from which it has received proposals. It is intended that this solicitation process will take place in accordance with the provisions of this RFP, but PATH reserves the right to terminate, amend, or vary (to include, without limitation, in relation to any time scales or deadlines) the solicitation process by notice to all suppliers from which it has received proposals. Subject to section 4.8, “Limitation of liability,” PATH will have no liability for any losses, costs, or expenses caused by its termination, amendment, or variation to this RFP.

4.11 **Joint venture or consortium or subcontractors:** Any lead supplier that submits a proposal in response to this RFP takes responsibility and accountability for enforcing the RFP requirements set forth herein among the members of the joint venture or consortium, and each of their advisers, subcontractors, and staff.

4.12 **Payment and invoicing:** PATH will pay correctly addressed and undisputed invoices within 30 days. Suppliers shall ensure comparable payment provisions apply to payments to their downstream parties. **Advance payment is not preferred.** If an advance payment is envisaged and is other than industry or country known practice, such must be made clear in the financial proposal to PATH.

5. **Instructions for responding**

5.1 **PATH contacts:** All communications regarding this solicitation shall be directed to the contacts below. Contacting third parties involved in the project, the review panel, or any other party may be considered a conflict of interest and could result in disqualification of the proposal. All documents required as part of the proposal must be submitted to the contacts listed by the deadline for submission:

   Technical/program contact: tfoketch@path.org  
   Procurement contact: snabaggala@path.org  AND amjuma@path.org

   - The subject line of all emails regarding the proposal should read: RFP #2023-051 Your Company Name.
   - Please see Annex A to this RFP, “Tips on proposal preparation and submission,” for additional details regarding the files and file types to be included in your proposal package.

5.2 **Confirmation of interest:** Please send a statement acknowledging receipt of this solicitation and your intent to respond or not respond no later than the date noted in the schedule in section 1. Send the confirmation to the contacts listed above.

5.3 **Proposal technical content:** Bidders are advised to provide only what is required as captured in Annex B: “Supplier’s proposal format/questionnaire.” The proposal must be clear, concise, unambiguous, and directly address the requirements stated.

5.4 **Selection of short list:** PATH reserves the right to select a short list from the bids received. PATH has the option to interview and discuss specific details with those candidates who are short-listed.
6. Specifications/Scope

6.1 Terms of reference for Post Campaign Independent Coverage Survey for Yellow Fever and Measles Rubella Campaigns in Uganda

Background:
Uganda conducted phase one of the Yellow Fever Prevent Mass Vaccination Campaign (YFPMVC) targeting all persons aged 9 months-60 years in the regions of; Kigezi, Kabarole, Arua, Acholi, Lira and Hoima. The target population was estimated to be 93% of total population which is 13,363,706 people in the 6 regions. This campaign was conducted between 9th to 13th June 2023 and the program managed to vaccinate 9,421,530 persons achieving an administrative coverage of 70.5%. The regions performed as follows; Kigezi 64.7%, Tooro 65.7%, Bunyoro 77.4%, Lango 72.5%. West Nile 72.8% and Acholi 66.8% administrative coverage. From the administrative data, the data tools were segregated by 9 months-59 months, 6 years-14 years & 15 years to 60 years performing at 70.5%, 79.6% and 78.3% administrative coverage respectively.

Additionally, the program conducted Measles rubella follow up campaign in October 2022 for the entire country and mopped up in January 2023 targeting all children aged 9 months to 59 Months. National target for MR2/MCV2 was 7,231,138 children and the program managed to reach out to 6,964,244 (99.3%). It is therefore important to conduct a post campaign coverage survey both for YF and MR to provide accurate vaccination coverage estimates to assess programme performance, for monitoring and planning and for evidence-based decision making. The Ministry of Health in the Republic of Uganda has engaged with PATH to contract a reputable consultant to undertake this survey.

The goal of the ICS
The overarching goal of coverage survey is to evaluate program performance (by validating program/administrative coverage). Additionally, program reach for a number of interventions- including communication reach (IEC), LNOB (leave No one Behind) shall be assessed.

Main Objective
The objective of these surveys is to determine the coverages of the campaigns, validate administrative data coverages at different level, identify subpopulation not vaccinated (EAs with disease specific Zero doses), reasons for non-vaccination and the strengths and weaknesses of the campaign. PCCS is important to track and guide the immunization programme.

Specific Objectives
1. To measure post-campaign immunization coverage of yellow fever for persons aged 9 months to less than 60 years old in 6 regions.
2. To measure post-campaign immunization coverage of measles-rubella vaccination among children aged 9-59 months old within 6 regions.
3. To determine the proportion of individuals vaccinated during the MR campaign who had missed the routine measles-rubella vaccination before the campaign; MR1/MVC1.
4. To determine the reach of the vaccination program and for each of the interventions like IEC, by age, residence (rural/urban), education, wealth, disability status and refugee status.
5. To Identify the Adverse Effects Following Immunization (AEFI) for both measles-rubella, and yellow fever vaccines.
6. To explore individual and health system related factors affecting the non-receipt of mass immunization of measles-rubella and yellow fever vaccines.

Scopee of the Survey

WHO recommends timing of almost 6 months to do a post campaign coverage survey, GAVI alliance recommends within 3 months of SIA completion. With the above recommendations, MR survey has gone past the recommended timings unlike YF coverage survey. The program therefore intends to do a yellow independent coverage survey in the 6 regions but also purpose to incorporate a few MR questions to understand the MR campaign enablers.

Planning, implementation, and reporting of post campaign independent coverage survey

Several steps have been suggested. They include (but are not limited to).

1. Consultations meetings with UNEPI and stakeholders (WHO) to determine Coverage, Evaluation Survey needs and designing the implementation approach.
2. Developing coverage survey protocol- including data capture tools, training materials, survey plan, team formation and budgets.
3. Internal review and approval
4. Ethical approvals
5. Training of survey team
6. Field data collection
7. Data analysis and reporting
8. Dissemination of findings

The program adheres to the WHO guidelines and thus these tools must conform to the minimum WHO standards and to align to the MOH standard policies and guidelines.

Rationale

The program has put in place key measure to ensure optimal coverages, including training packages, supportive supervision, communication, Monitoring and evaluation strategies.
Independent Coverage Surveys (ICS) are to be conducted immediately after the campaign for the purposes of validating reported coverage and determining program reach.

Activities Schedule:

<table>
<thead>
<tr>
<th>Activity No.</th>
<th>Activity details</th>
<th>Proposed activity schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Consultation meetings with MOH-UNEPI and WHO country teams to determine coverage survey needs</td>
<td>Week 1</td>
</tr>
<tr>
<td>2.</td>
<td>Protocol development</td>
<td>Week 1</td>
</tr>
<tr>
<td>4.</td>
<td>Training Module for coverage survey team</td>
<td>Week 2-3</td>
</tr>
<tr>
<td>5.</td>
<td>Training of survey team</td>
<td>Week 4</td>
</tr>
<tr>
<td>6.</td>
<td>Data collection</td>
<td>Week 5-7</td>
</tr>
<tr>
<td>7.</td>
<td>Data analysis</td>
<td>Week 8-9</td>
</tr>
<tr>
<td>8.</td>
<td>Report preparation</td>
<td>Week 10</td>
</tr>
<tr>
<td>9.</td>
<td>Feedback/Dissemination Meetings/sessions</td>
<td>Week 11</td>
</tr>
</tbody>
</table>

Expected Starting time
The projected start is in the month November 2023 (or earlier) subject to the Ministry of Health and PATH signing a Memorandum of Understanding; this is therefore and anticipatory procurement exercise by PATH on behalf of MOH to ensure project timeliness and agility.

Qualifications of the service provider
Through PATH, the MOH intends to contract a highly reputed academic institution or a similar entity to conduct Independent Coverage Survey with Principal Investigator having the following qualifications.

1) PHD in Medicine, Health Engineering, Health Statistics, Public Health, or related field
2) At least 7 years’ experience in public health programmes in low-income countries,
3) Including specific experience in conducting population-based surveys and the planning, monitoring and/or evaluation of surveys.
4) Experience with post-SIA coverage survey implementation, data management, and analysis would be an asset.

The institution or entity itself must demonstrate significant experience in conducting similar surveys in Uganda or similar geographical and demographic extraction. The experience needs to have been acquired or delivered no more than 5 years ago, that is, no earlier than 2018.
6.2 **Deliverables and timeframe**

<table>
<thead>
<tr>
<th>S/No</th>
<th>Deliverable</th>
<th>Deliverable content</th>
<th>Proposed Due week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A coverage survey protocol</td>
<td>A detailed survey protocol indicating the background, the rationale, methods, assumptions, and tools (including team formation, quality checks, team training and supervision plan). A timeline of activities including any procurement plans</td>
<td>Week 1 &amp; Week 2</td>
</tr>
<tr>
<td>2</td>
<td>Survey workplan and Budget</td>
<td>An itemized budget including costs for all key activities and items to be procured</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Questionnaire</td>
<td>Indicate key questions to validate coverage</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>A sampling frame</td>
<td>Table of all sampling units per antigen.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Develop training Material</td>
<td>Power point or word documents entailing survey team training modules</td>
<td>Week 3 &amp; Week 4</td>
</tr>
<tr>
<td>6</td>
<td>Conduct coverage team Training &amp; field work</td>
<td>Participants registration forms and pre/post tests</td>
<td>Week 5</td>
</tr>
<tr>
<td>7</td>
<td>Coverage survey Report</td>
<td>Complete survey report detailing the background, survey methodology, results, conclusion and recommendations. Other related documents to be annexed.</td>
<td>Week 6 to Week 8</td>
</tr>
<tr>
<td>8</td>
<td>Survey clean data set</td>
<td>All collected variables as per approved questionnaire. Include data dictionary</td>
<td>Week 9</td>
</tr>
<tr>
<td>9</td>
<td>Dissemination meeting report</td>
<td>A detailed report submitted to MOH and other partners</td>
<td>Week 10</td>
</tr>
</tbody>
</table>

7. **Fact-finding questions**

7.1 Fact-finding questions should be sent to the contacts listed in Section 5.1 by the date in the RFP schedule (section 1). Fact-finding questions received after this deadline cannot be accommodated.

7.2 It is advisable that any fact-finding questions refer to a specific section of the RFP; and to the extent possible, be aggregated rather than sent individually.

7.3 In line with transparency principles, all fact-finding questions and all of PATH’s responses to these questions will be shared with all those who confirmed their intent to bid. Questions will be anonymized and answered if PATH reasonably determines that such fact-finding questions do not disadvantage any potential supplier and are not commercially in confidence. If such are commercially in confidence, they shall be handled in line with PATH’s policy on information and data.
7.4 PATH may request from a bidder additional information at any time ahead of award, and the bidder will be expected to provide the requested information within the time frame given. Failure by a bidder to provide supplementary information to PATH in a timely manner may lead to the proposal being rejected in full or disqualification from the procurement process.

8. Qualifications, evaluation criteria, and selection

8.1 Supplier qualifications: In relation to the scope, provide information on your overall qualifications, including:

- Profile of relevant corporate qualifications.
- Profile of relevant experience and examples of related work.
- Qualifications of key members of the proposed project team (attach CVs/resumes and provide details of backup/standby teams).
- Number of years in business.
- Annual revenue for the last 2 years (2021 and 2022 fiscal years).
- If your company has more than one location, please indicate these qualifications for the site that is responding.

Suppliers that do not meet reasonable qualifications shall not be subjected to technical evaluated.

8.2 Selection and evaluation criteria: The proposal is to follow the template provided in Annex B (“Supplier’s proposal format/questionnaire”) and will be expected to address all the requirements.

- **Stage 1**: Proposals will be checked for completeness in terms of submission on time, technical proposal, financial proposal, and all required information. Proposals that are correctly completed will proceed to Stage 2. Any proposals submitted late, incomplete, or with omissions may be rejected at this point. If a proposal is rejected at this stage, it will automatically be disqualified from further review.

- **Stage 2**: If a proposal passes the Stage 1 evaluation, it will be evaluated in detail in line with the evaluation methodology below. Information provided as part of qualification may be verified at this stage, and as part of the evaluation process.

8.3 Evaluation criteria: Proposals will be assessed to determine the most economically advantageous using the criteria and weightings in Table 1 and will be assessed strictly based on the proposal submitted.
Table 1. Proposal evaluation criteria and weighting.

<table>
<thead>
<tr>
<th>SN</th>
<th>Technical Evaluation Criteria</th>
<th>Score (Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Specific experience relevant to the assignment</td>
<td>20%</td>
</tr>
<tr>
<td>2.</td>
<td>Relevant experience</td>
<td>15%</td>
</tr>
<tr>
<td>3.</td>
<td>Qualification of key experts</td>
<td>10%</td>
</tr>
<tr>
<td>4.</td>
<td>Methodology and work plan</td>
<td>25%</td>
</tr>
<tr>
<td>5.</td>
<td>Financial proposal</td>
<td>30%</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

8.4 **Scoring model:** Proposals that are subjected to technical/detail evaluation will be scored based on the model in Table 2 below for all the technical components. The financial proposal will be evaluated separately, as highlighted in section 8.4.1 below and Annex C.

Table 2. Proposal scoring model.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Score</th>
<th>Summary</th>
<th>Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>5</td>
<td>Very strong evidence of appropriate knowledge, skills, and experience to meet the scope. Demonstrated innovation in better delivery of the scope.</td>
<td>As well as addressing all or the vast majority of bullet points under each criterion heading, proposal demonstrates a deep understanding of the project. All solutions offered are linked directly to project requirements and show how they will be delivered and the impact they will have on other areas and stakeholders.</td>
</tr>
<tr>
<td>Good</td>
<td>4</td>
<td>Sufficient evidence provided of adequate knowledge, skills, and experience to meet the scope. May demonstrate some innovation though it may be less robust. Meets all requirements with some minimal gaps.</td>
<td>Reflects that the bidder has addressed, in some detail, all or most of the bullet points listed under each criterion heading. Evidence is included that shows not only what will be provided but also gives some detail of how this will be achieved. Bidders should make clear how their proposals relate directly to the aims of the project and be specific, rather than general, in the way proposed solutions will deliver the desired outcomes.</td>
</tr>
<tr>
<td>Acceptable</td>
<td>3</td>
<td>Reasonable evidence of appropriate knowledge, skills, and experience for the scope. Meets requirements in many areas but not all areas.</td>
<td>Addresses the majority of the bullet points under each criterion heading, but lacks some clarity or detail on how the proposed solutions will be achieved. Evidence is provided; however, generic or general statements are not specifically directed toward the aims/objectives of the project. Any significant omission of key information as identified under each criterion heading will point toward a score of 3.</td>
</tr>
<tr>
<td>Minor reservations</td>
<td>2</td>
<td>There is some evidence of appropriate knowledge, skills,</td>
<td>Reflects that the bidder has not provided evidence to suggest how they will address several bullet</td>
</tr>
</tbody>
</table>

9
<table>
<thead>
<tr>
<th>Assessment</th>
<th>Score</th>
<th>Summary</th>
<th>Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serious reservations</td>
<td>1</td>
<td>Limited evidence of appropriate knowledge, skills, and experience for the scope.</td>
<td>Reflects major weaknesses or gaps in the information provided. The bidder displays poor understanding and there are major doubts about fitness for purpose.</td>
</tr>
<tr>
<td>Unacceptable</td>
<td>0</td>
<td>No evidence of knowledge, skills, and experience for the scope.</td>
<td>Results if no response is given and/or if the response is not acceptable and/or does not cover the required criteria.</td>
</tr>
</tbody>
</table>

8.4.1 **Financial evaluation**: The “total cost” will be evaluated for the purposes of financial evaluation and prices are not subject to any pricing assumptions, qualifications, or indexation other than that stated in the financial proposal. A maximum score of 30 (financial score/points allocated in the evaluation criteria) will be awarded to the proposal offering the lowest “overall cost.” Other proposals will be awarded a mark by application of the following formula: \( \text{financial score} = \left( \frac{\text{lowest overall cost}}{\text{overall cost being evaluated}} \right) \times x \) (rounded to one decimal place) = financial score. Annex C provides detailed guidelines on inclusions and exclusions for your consideration in preparation of the financial proposal.

8.4.2 **Moderation and application of weightings**: The evaluation panel will moderate criteria that have substantial divergence among the individual scores and agree on the final score (as opposed to averaging scores). The score for each award criterion will be amalgamated to give a percentage score out of 100.

8.4.3 **The recommended winning supplier**: The recommended award winner will be the proposal that receives the highest score out of 100 (combined technical and financial scores) when applying the above evaluation methodology.

8.4.4 **Feedback**: All those who submit proposals will be provided feedback. At a minimum, each supplier will be informed of how many points they scored and provided a summary of key strengths and areas for improvement.
Annex B. Supplier’s proposal format/questionnaire

In responding to the evaluation criteria questions, the proposal is expected to demonstrate the following:

<table>
<thead>
<tr>
<th>Evaluation criteria</th>
<th>Proposal outline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relevant Experience</td>
<td>Summarize your relevant experience to this assignment with examples.</td>
</tr>
<tr>
<td>Proposal:</td>
<td></td>
</tr>
<tr>
<td>Experience</td>
<td>Summarize three similar projects undertaken in the past 5 years, this must be like the assignment. 20%</td>
</tr>
<tr>
<td></td>
<td>• Cite three projects done in the last 5 years that are similar in scope, complexity, and cost to the current work you are pitching for.</td>
</tr>
<tr>
<td></td>
<td>• Include the completion certificate with exact scope, dates within which the work was done, and the success rate for each project.</td>
</tr>
<tr>
<td></td>
<td>• Include the name of the organization, the key contact (office), and email address for each project. PATH may decide to contact the cited organization as part of selection and/or due diligence without seeking further permission to do so.</td>
</tr>
<tr>
<td></td>
<td>• Identification of major internal and external resources specific to this scope.</td>
</tr>
<tr>
<td>Proposal:</td>
<td></td>
</tr>
<tr>
<td>Key Expert</td>
<td>Experts (proposed personnel, including CVs/resumes highlighting experience and sign-off as confirmation they will be available). 10%</td>
</tr>
<tr>
<td></td>
<td>• Enlist the personnel you intend to use for implementation of the scope, clearly stating the role of each expert, number of days to be utilized, etc.</td>
</tr>
<tr>
<td></td>
<td>• Attach a one-page CV/resume for each expert with a sign-off to indicate availability.</td>
</tr>
<tr>
<td></td>
<td>• Discussion of project management and roles of project team.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Indicate who the Principal Expert/Investigator is, and her/his experience/qualification as indicated in the Terms of Reference.</td>
</tr>
<tr>
<td>Proposal:</td>
<td></td>
</tr>
<tr>
<td>Methodology and workplan</td>
<td>MA</td>
</tr>
<tr>
<td>-------------------------</td>
<td>----</td>
</tr>
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<td></td>
<td></td>
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</tbody>
</table>

**Proposal:**
Annex C. Financial proposal

The financial proposal should comply with the following guidelines and will be weighted at 30% of the overall score as indicated in Section 8. Sample templates are provided.

**Itemized costs**

Provide itemized costs for the total scope of this project, based on the scope of work and deliverables outlined in section 6. The final scope of work may be subject to negotiation; however, bidder selection will be made against the original scope of work. Bids should include itemized costs for key elements of the scope of work, as follows:

- Percentage participation of key staff in total level of effort.
- Roles and rates of key staff.
- Estimated total level of effort and associated costs.
- Remimbursable costs (e.g., transportation/flights, accommodations, internet, agency costs, agency fees, subcontracted resources, administrative costs, supplies, taxes).

Please note, insofar as possible, identifiable (allocable) costs should be documented and justified in the proposal as direct costs, including those for dedicated ongoing project management and support. Newly acquired facilities costs that can be allocated to the project are acceptable as direct costs.

**Templates for preparation of the financial proposal**

Consultancy fees

<table>
<thead>
<tr>
<th>Name of expert</th>
<th>Role on the project</th>
<th>Day rate (US dollars)</th>
<th>No. days</th>
<th>Total cost (US dollars)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expert y</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expert z</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expert w</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expert q</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td><strong>Total A</strong></td>
</tr>
</tbody>
</table>

Reimbursable expenses

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit cost (US dollars)</th>
<th>Quantity</th>
<th>Total cost (US dollars)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation/flights</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accommodations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>A</td>
<td>B</td>
<td>Total B</td>
</tr>
<tr>
<td>------------</td>
<td>-----</td>
<td>-----</td>
<td>---------</td>
</tr>
<tr>
<td>Internet</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxes*</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Taxes should be zero if none apply and/or if there are relevant exemptions.

Grand total = total A + total B.