

REQUEST FOR PROPOSAL

FOR DEVELOPMENT, VALIDATION AND OPERATIONALIZATION OF A REGIONAL CAPACITY STRENGTHENING LEARNING SYSTEM FOR COMMUNITY-BASED ORGANIZATIONS (CBOS), REFUGEE-LED ORGANIZATIONS (RLOS) AND LOCAL ACTORS IN WEST AND CENTRAL AFRICA

Section 1: Letter of Invitation

United Nations High Commissioner for Refugees, hereinafter referred to as "UNHCR" hereby invites prospective bidders to submit a proposal in accordance with the General Conditions of Contracts and the Schedule of Requirements as set out in this Request for Proposal (RFP).

RFP DOCUMENTS

- Annex A: Terms of Reference (TORs)
- Annex B: Technical Offer Form
- Annex C: Financial Offer Form
- Annex D: UNHCR Vendor Registration Form for Commercial Suppliers
- Annex E: UNHCR General Conditions of Contract for services
- Annex E: UN Supplier Code of Conduct
- Annexe G: Guidelines for UNHCR Suppliers

UNHCR may issue additional information regarding the RFP on an ad hoc basis. Bidders shall be obliged to accept any amendments to the RFP documents. All amendments shall be deemed to be part of the RFP. A Bidder must ensure that its Proposal is prepared considering all amendments issued to the RFP.

Section 2: Timeline

RFP Issue Date:	28/07/2026
Pre-bid attendance confirmation deadline:	10/08/2026
Questions submission deadline:	11/08/2026

Pre-bid conference date:	12/08/2026 at 10h30mn GMT
RFP Submission deadline:	26/08/2026 at 23h59 mn GMT

Section 3: Note to Bidders

Should you require further clarifications, kindly communicate using the messaging functionality in the system.

Please indicate whether you intend to submit a proposal by creating a draft response without submitting directly in the system. This will enable the system to send notification in case of amendments of the tender requirements.

Offers must be submitted through UNHCR's Cloud ERP Portal.

In case you have never registered before, you can register a profile using this [Supplier Registration Link](#).

Following registration or should you already be registered, please proceed to [Supplier Portal](#).

Signature

Name: Aliou Haidara, Title: Senior Supply Officer

Service de Gestion des Approvisionnements RBWCA/HCR

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1 Overview

1,1 General Information

Title **RBWCA - UNHCR RFP 3302 - CBO/RLO Development**
 Synopsis **Development, Validation and Operationalization of a Regional Capacity Strengthening Learning System for Community-Based Organizations (CBOs), Refugee-Led Organizations (RLOs) and Local Actors in West and Centra**

Introduction

INTRODUCTION

UNHCR, the United Nations (UN) Refugee Agency, is a global organization dedicated to saving lives, protecting rights and building a better future for people forced to flee their homes because of conflict and persecution. We lead international action to protect refugees, forcibly displaced communities and stateless people. We deliver life-saving assistance, help safeguard fundamental human rights and develop solutions that ensure people have a safe place called home where they can build a better future. We also work to ensure that stateless people are granted a nationality. We work in over 130 countries, using our expertise to protect and care for millions.

REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), RBWCA, invites qualified suppliers, manufacturers and service providers to make a firm offer for the provision of services.

It is strongly recommended that this Request for Proposal (RFP) and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

Sub-Contracting: Please take careful note of **article 5** of the General Terms and Conditions attached under "Requirements-Preliminary examination"

Note: This document is not to be construed in any way as an offer to contract with your firm.

INTENTION TO BID:

Bidders intending to participate in this tender are requested to create a draft response to this RFP in the ERP system.

REQUEST FOR CLARIFICATION

Bidders are required to submit any request for clarification or any question in respect of this RFP directly in this ERP portal using the messaging functionality. **The deadline for receipt of questions is 23:59 hrs CET on 11/08/2026.** Bidders are requested to keep all questions concise.

UNHCR will reply to the received questions as soon as possible using the messaging functionality in this ERP

portal or by attaching the list of Questions and Answers to this RFP in this ERP portal.

IMPORTANT

Please note that proposals are **NOT** to be sent using the messaging functionality. Proposals sent using the messaging functionality will result in disqualification of the offer.

PRE-BID CONFERENCE

UNHCR will organize a supplier pre-bid conference online, **on 12/08/2026 at 09:30 AM via Microsoft teams**. In order to participate the pre-bid conference, bidders are required to express their interest by sending a message using the messaging functionality in this ERP system or by e-mail to **sendasup@unhcr.org**. A maximum of two representatives per company is allowed. Names and contact details of the company's representatives must be provided in the message.

Participation to the pre-bid conference is **strongly recommended given the complexity of the requirements**. However, after the supplier conference, a Questions & Answers document will be prepared, shared via the messaging functionality and added to the list of attached documents in this ERP portal

YOUR OFFER

Your offer shall be prepared in **English**.

Please submit your offer using the forms provided under the requirement section. Offers not conforming to the requested formats may not be taken into consideration.

IMPORTANT

Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other UNHCR staff will result in disqualification of the offer.

SUBMISSION OF PROPOSAL

Proposals should be submitted directly in the portal and all attachments should be uploaded in PDF format. (Copies of the PDF format documents may, as an addition, be included in Excel or other formats etc.). The Technical and Financial offers shall be submitted in the specified sections. Failure to do so may result in disqualification.

The proposal submission deadline is specified in the Overview section. Any proposal received after this deadline or outside of the online portal will be rejected. UNHCR may at its discretion, extend the proposal submission deadline and the notifications will be sent to all prospective bidders directly in the online portal. The extension of the deadline may accompany a modification of the requirements prepared by UNHCR at its own initiative or in response

to a clarification requested by a prospective supplier.

It is your responsibility to verify that your offer has been submitted properly in the portal before the deadline. Please be aware that the system requirements employed by UNHCR limit the size of attachments to a maximum of 24 Mb in each required field, as specified in the Requirements Section.

UNHCR will not be responsible for locating or securing any information that is not identified in the proposal. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the proposal, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

ACCEPTANCE OF PROPOSAL

UNHCR reserves the right to accept the whole or part of your proposal, or allow split or partial awards on this project.

UNHCR may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Services.

Please note that UNHCR is not bound to select any of the firms submitting proposals and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the proposal considered most responsive to the needs, as well as conforming to UNHCR's general principles, including economy and efficiency and best value for money.

UNHCR reserves the right, at any time during the tendering process and throughout the duration of any resulting contract, to verify whether a bidder or contractor is included on any applicable United Nations ineligibility or sanctions list, including but not limited to:

- The United Nations Security Council Consolidated List (CUNSCSL);
- The World Bank Listing of Ineligible Firms and Individuals;
- The World Bank List of Non-Responsible Vendors; and
- Any sanctions or suspension lists maintained by United Nations organizations.

UNHCR shall not enter into, nor continue, any contractual relationship with any entity that is identified as sanctioned or ineligible under any of the above-referenced lists at any stage of the procurement process or contract implementation. In the event that a contractor is, at any time, found to be sanctioned or listed as ineligible, UNHCR reserves the right, at its sole discretion, to suspend and/or terminate the contract for cause, without prejudice to any other rights or remedies available.

CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this RFP will be made in the currency of the winning offer(s). The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods or services and acceptance by UNHCR. Payment will be made in accordance to the General Conditions for the Provision of Goods and Services and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

This is a two stage negotiation and all responses will be evaluated in two stages.

1,2 Schedule

Preview Date		Open Date	Immediately
Close Date	26/08/26 23:59	Award Date	
Time Zone	Coordinated Universal Time		

1,3 Negotiation Controls

Response Visibility **Sealed**

Lines Settings

Rank Indicator **Best or trailing**
Ranking Method **Multiattribute scoring**

1,4 Response Rules

This negotiation is governed by all the rules displayed below.

	Rule
☒	Suppliers are required to respond with full quantity on each line
☒	Suppliers are allowed to revise their submitted response

1,5 Terms

Payment Terms	HCR Net 30	Freight Terms	
Shipping Method		FOB	
Negotiation Currency	USD (US Dollar)	☐ Buyer managed transportation	
		Price Precision	2

1,6 Attachments

File Name or URL	Type	Description
Annex B Detailed Technical ev	File	
Annex G Supplier-Portal-Manual	File	
Annexe G 1 Step-by-Step Guide	File	
Annex F - UN Supplier Code of	File	
Annex E - UNHCR General Condit	File	
Annex D - UNHCR Commercial Sup	File	
Annex A 3 to TOR - Regional Ca	File	
Annex A 2 to TOR - Draft Capac	File	
Annex A1 to TOR - Tier Model a	File	
Annex A TOR for regional servi	File	

2 Requirements

**Response is required*

Dear Supplier,

Please review carefully the requirements and questions in this section. Provide answers as required and upload supporting documents when requested so. Failure to send the above requested information may result in disqualification of your offer from further evaluation.

Full acceptance of the UNHCR General Conditions of Contracts is a mandatory requirement regardless of the nature of services required. Non-acceptance of the General Conditions of Contract may be grounds for the rejection of the Proposal.

Technical and Financial evaluation:

Each proposal from a Bidder will be considered separately and independently. Bidders shall submit a complete proposal for each solicitation in which they wish to participate. References to previous or on-going proposals will be not considered. Award of a previous contract with UNHCR will not be considered in itself as a preference or guarantee for the award of future solicitations on the same subject.

For the award of this project, UNHCR has established evaluation criteria which govern the selection of offers received. Evaluation is made on a technical and financial basis. The percentage assigned to each component is determined in advance as follows:

The **Technical offer** will be evaluated using inter alia the following criteria and percentage distribution: 70% from the total score:

Criteria	Percentage
1. Company Experience and Qualifications	20
2. Methodology and Technical Approach Based on the Six Implementation Phases (1 to 6)	35
3. Proposed Team and Key Personne	15
Total:	70

The Technical offer score will be calculated according to the percentage distribution for the technical and financial offers.

The cut-off point for submissions to be considered technically-compliant will be 42% out of the 70%. UNHCR will draw up a short list of 3-5 offers from the submissions received and expects to conduct supplier visits if deemed necessary.

Clarifications of Proposals:

To assist in the examination, evaluation and comparison of proposals UNHCR may at its discretion ask the Bidder for clarification about the content of the 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 accepted.

The **Financial offer** will use the following percentage distribution: 30% from the total score.

The financial component will be analyzed only for those suppliers that pass the technical evaluation.

The maximum number of points will be allotted to the lowest price offer that is opened and compared among those invited firms. All other price offers will receive points in inverse proportion to the lowest price; e.g., [total Price Component] x [US\$ lowest] \ [US\$ other] = points for other supplier's Price Component.

For evaluation purposes only, the offers submitted in currency other than US Dollars will be converted into US Dollars using the United Nations rate of exchange in effect on the date the submissions are due.

Important: Kindly upload financial proposal documents in financial section (Financial Evaluation - Commercial) only. If your financial proposal is visible in any part of the technical section, your proposal will be disqualified.

2.1 Section 1. Preliminary examination (Technical)

*1. General Conditions of Contracts

Please note that the General Conditions of Contracts will be strictly adhered for the purpose of any future contract.

Do you accept the UNHCR General Conditions of Contracts for the provision of Goods and Services?

Attachments:

File Name or URL	Type	Description
Annex E - UNHCR General Conditions of Contract for Services	File	

Hint: Please download the attached UNHCR General Conditions of Contracts for the provision of Goods and Services and upload a signed copy.

Select one of the following:-

☐ a. Yes (Response attachments are required)

☐ b. NO

Comments:

*2.

The qualified supplier(s) will be added to the Vendor Database after investigation of suitability based on the submitted **Vendor Registration Form (Annex D)** and supporting documents. The investigation involves consideration of several factors such as:

- Core business; - Track record; - Contract capacity.

During the evaluation process, the eligibility of the supplier(s) will be determined by UNHCR, following analysis and validation of the supplier's registration form – or self-registration via the Cloud ERP supplier portal – and the required supporting documents. This analysis and validation takes into account several factors, supported by relevant documentation, such as: financial standing, core business, past experience, similar contracts and verification that the supplier is not included on the United Nations ineligibility list. Tenderers whose registration and profile validation on the UNHCR Cloud ERP supplier portal are visible to UNHCR in the Cloud ERP supplier database. Failure to provide the required documents may result in the disqualification of your tender.

If your company is not already registered with UNHCR, you must complete, sign and submit the UNHCR Supplier Registration Form together with your technical proposal.

If your company is already registered with UNHCR, please submit a blank Supplier Registration Form clearly stating your UNHCR supplier ID.

Attachments:

File Name or URL	Type	Description
Annex D - UNHCR Commercial Supplier Registration Form	File	

Hint: Please fill the attached form and upload it

Select one of the following:-

- ☐ a. Please find attached the signed vendor registration form (Response attachments are required)
- ☐ b. We are already registered in cloud, ERP (Response attachments are required)

Comments:

***3. Acknowledgment of UN Supplier Code of Conduct:**

Do you Accept All terms of UN Supplier Code of Conduct attached under this requirement?

Attachments:

File Name or URL	Type	Description
Annex F - UN Supplier Code of Conduct	File	

Hint: If you reply by yes, please upload a signed copy of the document

Select one of the following:-

- ☐ a. Yes, Accepted (Response attachments are required)
- ☐ b. No

Comments:

*4.

As a prerequisite for a supplier to be deemed eligible for an award of contract, the company should not, or should not be associated with a company or individual, under procurement prohibition by the United Nations, such as prohibitions derived from the consolidated United Nations Security Council Sanctions List (available at: www.un.org/securitycouncil/sanctions/information), UN Secretariat Procurement Division list of suspended or removed vendors, UNGM/World Bank list of suspended or debarred vendors.

The qualified supplier(s) will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form (Annex G) and supporting documents. The investigation involves consideration of several factors such as:

- Core business;
- Track record;
- Contract capacity.

Provide a signed, dated, and stamped document confirming that your organization is not listed on the United Nations Security Council Sanctions List, UNGM, or the World Bank list of suspended or debarred vendors.

Select one of the following:-

- ☐ a. Meet requirements(*Response attachments are required*)
- ☐ b. Does not meet requirements(*Response attachments are optional*)

Comments:

2.2 Section 2. Technical Proposal (Technical)

*1. Company Experience and Qualifications

Please include a description of your company with the following documents:

- Company profile, registration certificate and last audit reports;
- Year founded;
- Total number of clients;

Demonstrated expertise in adult learning, instructional design, competency-based curriculum development and ToT 5

Experience supporting organizational development, localization, CBOs/RLOs/WLOs strengthening initiatives 5

Experience implementing similar assignments in humanitarian and forced displacement contexts in Africa 4

Experience producing multilingual and multimedia learning products 3

Previous experience with UN agencies, INGOs, donors or comparable organizations 3

Please Include any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the services.

Attachments:

File Name or URL	Type	Description
Annex B Technical Offer Form.x	File	

Hint: Please upload all required documents

Select one of the following:-

- ☐ a. Documents fully uploaded(*Response attachments are required*)
☐ b. Documents partially uploaded(*Response attachments are required*)

Comments:

*2. Methodology and Technical Approach Based on the Six Implementation Phases 1

Understanding of the requirements for services, proposed approach, solutions, methodology and outputs:

Please refer to the Terms Of Reference (TOR) attached to this requirement.

Please provide the following: Any comments or suggestions on the TOR, as well as your detailed description of the manner in which your company would respond to the TOR:

Quality of proposed inception methodology, work planning and project governance arrangements

2.0 Methodology and Technical Approach Based on the Six Implementation Phases (5 Points)

Approach for stakeholder consultations and engagement across five countries

Methodology for inventory, review and gap analysis of existing learning materials

Quality assurance mechanisms and communication framework

Core Elements For Evaluation

Clear inception plan -Structured consultation process-Robust document review methodology-Practical quality assurance system

Select all that apply:-

☐ a. Inception and Review of Existing Resources (*Response attachments are required*)

Comments:

*3. **Methodology and Technical Approach Based on the Six Implementation Phases 2**

Understanding of the requirements for services, proposed approach, solutions, methodology and outputs:

Please refer to the Terms Of Reference (TOR) attached to this requirement.

Please provide the following: Any comments or suggestions on the TOR, as well as your detailed description of the manner in which your company would respond to the TOR:

Methodology for validating and refining competency frameworks and learning outcomes

Approach for integrating workshop outcomes into curriculum design

2.1 Methodology and Technical Approach Based on the Six Implementation Phases (5 Points)

Quality of proposed instructional architecture and learning pathway

Alignment with Tiered Organizational Growth Model and Capacity Assessment Tool

Core Elements for Evaluation

Curriculum development expertise-Competency-based design-Logical sequencing of modules-Strong linkage to organizational growth pathways

Select one of the following:-

☐ a. Curriculum Refinement and Learning Architecture uploaded *(Response attachments are required)*

***4. Methodology and Technical Approach Based on the Six Implementation Phases 3**

Understanding of the requirements for services, proposed approach, solutions, methodology and outputs:

Please refer to the Terms Of Reference (TOR) attached to this requirement.

Please provide the following: Any comments or suggestions on the TOR, as well as your detailed description of the manner in which your company would respond to the TOR:

Methodology for developing the 17 modules and associated learning packages

Application of adult-learning principles and practical learning approaches

2.3 Methodology and Technical Approach Based on the Six Implementation Phases (10 Points)

Quality of proposed learning products (facilitator guides, workbooks, tools, assessments, PPTs)

Graphic design, accessibility and user-centered learning approach

Translation and multilingual quality assurance strategy

Core Elements for Evaluation

Ability to produce complete module packages-Practical and application-focused learning design-Inclusive and accessible materials-Strong multilingual production capability

Select one of the following:-

☐ a. Development of the Regional Learning System uploaded (*Response attachments are required*)

*5. Methodology and Technical Approach Based on the Six Implementation Phases 4

Understanding of the requirements for services, proposed approach, solutions, methodology and outputs:

Please refer to the Terms Of Reference (TOR) attached to this requirement.

Please provide the following: Any comments or suggestions on the TOR, as well as your detailed description of the manner in which your company would respond to the TOR:

Quality of ToT methodology and facilitation approach

2.4 Methodology and Technical Approach Based on the Six Implementation Phases (5 Points) Strategy for developing facilitator competencies and learning transfer

Approach for conducting trainings across five countries

Facilitator assessment and post-training evaluation methodology

Core Elements for Evaluations

Strong adult facilitation methods-Regional deployment capacity-Learning effectiveness measurement

Select one of the following:-

☐ a. Documents on Training of Facilitators (ToT) uploaded(*Response attachments are required*)

Comments:

***6. Methodology and Technical Approach Based on the Six Implementation Phases 5**

Understanding of the requirements for services, proposed approach, solutions, methodology and outputs:

Please refer to the Terms Of Reference (TOR) attached to this requirement.

Please provide the following: Any comments or suggestions on the TOR, as well as your detailed description of the manner in which your company would respond to the TOR:

Quality and innovation of proposed multimedia learning solutions

2.5 Methodology and Technical Approach Based on the Six Implementation Phases (5 Points) Suitability for low-connectivity and mixed-literacy environments

Mobile-friendly and learner-centered design approach

Plan for production, adaptation and dissemination of multimedia products

Core Elements for Evaluations
Innovation-Accessibility-Practicality in refugee and displacement contexts

Select one of the following:-

☐ a. Documents on Multimedia Learning Products uploaded(*Response attachments are required*)

Comments:

*7. Methodology and Technical Approach Based on the Six Implementation Phases 6

Understanding of the requirements for services, proposed approach, solutions, methodology and outputs:

Please refer to the Terms Of Reference (TOR) attached to this requirement.

Please provide the following: Any comments or suggestions on the TOR, as well as your detailed description of the manner in which your company would respond to the TOR:

Quality assurance methodology for technical, instructional and linguistic reviews

Approach for incorporating country feedback and lessons learned

2.6 Methodology and Technical Approach Based on the Six Implementation Phases (5 Points)

Strategy for finalization, validation and consistency across modules

Handover approach including source files, sustainability and future scalability

Core Elements for Evaluations

Robust QA processes-Sustainability-Scalability across UNHCR operations

Select one of the following:-

☐ a. Documents on Phase 6: Quality Assurance, Finalization and Handover uploaded (Response attachments are required)

Comments:

***8. Proposed Team and Key Personnel:**

Please provide the following and any additional documents if available

Team Leader qualifications and experience in curriculum development, organizational strengthening and localization

5

Quality, complementarity and multidisciplinary composition of proposed team

5

Experience of key experts in humanitarian and forced displacement contexts in West and Central Africa

5

Bidders must demonstrate that they can provide personnel who are sufficiently qualified to fulfil the responsibilities and carry out all the tasks set out in the Terms of Reference. No substitutions will be made without the prior written

consent of UNHCR. Please note that it is the company's responsibility to obtain the necessary visas and work permits for the proposed personnel. UNHCR may assist by issuing letters of attestation for a specified period during the duration of the project. The company shall ensure that services are provided without interruption throughout the duration of the contract. UNHCR must approve emergency absences, and a solution must be agreed upon to ensure the ongoing project is not adversely affected.

Select all that apply:-

- ☐ a. Documents on Proposed Team and Key Personnel uploaded(*Response attachments are required*)
☐ b. Additional supporting documents if available(*Response attachments are optional*)

Comments:

9.

Please refer to the attached documents, including the **Terms of Reference (Annex A)** and the **Technical Evaluation Form (Annex B)**.

Kindly download and review all documents carefully to gain a full understanding of UNHCR's requirements.

Annex B contains the technical evaluation criteria. Bidders are required to provide all relevant information and supporting documentation that will be used to assess their company's qualifications and compliance with the requirements.

Bidders must carefully read **Annex A - Terms of Reference** and prepare their proposals in accordance with the specified requirements and instructions.

List of attachments;

Annex A TOR for regional service provider - Curriculum development

Annex A1 to TOR - Tier Model and methodology

Annex A 2 to TOR - Draft Capacity Strengthening Curriculum

Annex A 3 to TOR - Regional Capacity accelerator process

Annex B Detailed Technical evaluation criteria Form (1)

Annex C Financial Offer FormVF

Annex D - UNHCR Commercial Supplier Registration Form

Annex E - UNHCR General Conditions of Contract for the Provision of Services (2018 revision)

Annex F - UN Supplier Code of Conduct - 2017

Annex G Supplier-Portal-Manual ERP Oracle Cloud

Annexe G 1 Step-by-Step Guide to Access Supplier Portal 1

2.3 Section 3. Financial Proposal (Commercial)

***1. Financial Proposal**

Please provide the cost breakdown of your financial proposal as per the template and instructions provided. Indicate the total amount here and make sure it matches with the total amount indicated under "lines" section.

Your Financial Offer must contain an overall offer in a single currency which is indicated in this Request for Proposal.

The financial offer must cover all the services to be provided (price "all inclusive").

The financial offer shall include the following information:

- a) All inclusive rates (including honorarium and living expenses). Daily rate per consultant may also be included).
- b) Estimated amount for travel and related expenses, if any (indicating details). Any travel required will be

subject to UN travel rules. All air transport to/from any destination will be at the cheapest economic fare available as determined by UNHCR travel unit. UNHCR policy is to provide a Daily Subsistence Allowance (DSA) to travelers on mission(s) for UNHCR at the UN monthly rate and not reimburse for itemized expenses

- c) Other costs, if any (indicating nature and breakdown).
- d) Any assumption made for the provision of the estimates without compromising the delivery of services.
- e) A proposed schedule of payments, all of which must be expressed, and will be affected in the currency of the proposal.

The breakdown of your Financial Offer is to be submitted as per the Financial Offer Form (attached here). Proposals that have a different price structure may not be accepted.

UNHCR is exempt from all direct taxes and customs duties. With this regards, price has to be given without VAT. You are requested to hold your offer valid for 90 days from the deadline for submission. UNHCR will make its best effort to select a company within this period. UNHCR's standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.

The cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment. Any activity undertaken or expenses incurred in preparation of a contract before an actual contract is signed shall be borne by the Bidder. An advance notice or information of award is not to be considered as a contract.

UNHCR will not provide any advance payments or payments by letter of credit. The standard payment terms are by bank transfer net thirty (30) days after acceptance of contractor's invoice and delivery of the goods to the and/or acceptance by UNHCR of the services.

Attachments:

File Name or URL	Type	Description
Annex C Financial Offer FormVF	File	

Hint: Please download the attached financial offer form, fill in the required details and upload it under this requirement.

Select one of the following:-

- ☐ a. Offer form Submitted(*Response attachments are required*)
- ☐ b. Offer form not submitted

Comments:



3 Lines

Instructions	Please ensure that the total amount here matches the financial offer amount.
--------------	--

3.1 Line Information

Line	Target Quantity	Response Quantity	Response Price	Line Amount	Promised Date
1-Development, Validation and Operationalization of a Regional Capacity Strengthening Learning					

3.2 Line Details

3.2.1 Line 1 Development, Validation and Operationalization of a Regional Capacity Strengthening Learning

Category Name	PRF Corporate consultancy	
Allow Alternate Lines Requested Date	No	
		Location Immeuble FAALO, route du King Fahd Palace (Ex Meridien) P.O. box 3125 DAKAR 3125
Start Price (USD)		

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