REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM

<table>
<thead>
<tr>
<th>DATE: 25th July 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP/UNDP/LR/RDT Services Women/UNODC/025/2014</td>
</tr>
<tr>
<td>Re Advertised</td>
</tr>
</tbody>
</table>

Dear Sir / Madam:

The United Nations Development Programme (UNDP) hereby invites you to submit a Technical and Financial Proposals to this Request for Proposal (RFP) for the provision of residential drug treatment services in Liberia as a part of the UNODC Project – GLOJ71- Treating drug dependence and its health consequences / OFID-UNODC Joint Programme to prevent HIV/AIDS through Treatment Phase II as per details provided in the Terms of Reference.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal. This RFP includes the following documents:

1. Description of Requirements (Annex 1)
2. Form for Submitting Service Provider’s Proposal (Annex 2)
4. Terms of Reference (Annex 4)

Proposals may be submitted on or before Thursday 21st August 2014 at 11:00 AM and via email, courier mail or fax to the address below:

Your offer, comprising of a Technical and Financial Proposal, in separate sealed envelopes, should be submitted in accordance with Section 2.

Your proposal should reach the following address in hardcopy or softcopy sent electronically to the following address no later than Thursday 21st August 2014 at 11:00 AM Liberia local time. The submission should be marked and titled RFP/UNDP/LR/RDT Services Women/UNODC/025/2014 (Re Advertised)

Proposal Submission Address via Courier:

United Nations Development Programme
Registry, 1st Floor, Simpson Building, Mamba Point
Monrovia, Liberia
Attention: Shahzad Khan Bangash  
Head of Procurement  
UNDP Liberia  

Proposal Submission Address via email:  

Email: bids.lr@undp.org  

Clarification or further information on the bid advert must be sought no later than the **Tuesday 5th August 2014.**  

In order to facilitate the submission of both Technical and Financial proposals, the submission duly stamped and signed can be done electronically in PDF format to the email address; bids.lr@undp.org  

Technical and Financial proposals should be sent as separate PDF files. To secure your financial offer please set up a password that will be used at a later stage once the evaluation of the Technical proposal is complete. The bidders who achieve the minimum score will be requested to provide passwords  

If you request additional information, we would endeavor to provide information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal.  

You are requested to acknowledge the receipt of this letter and to indicate whether or not you intend to submit a proposal.  

The acknowledgement letter should be received by UNDP no later than **1st August 2014 before Close of Business.** The same letter should advise whether your company intends to submit a Proposal. If that is not the case, UNDP would appreciate your indicating the reason, for our records.  

Your Proposal must be expressed in the English and valid for a minimum period of 120 days from the date of closing.  

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the pdf format, and free from any virus or corrupted files.  

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.  

The Proposal that complies with all of the requirements meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.
Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP’s re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP’s vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf.

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf.

Should you require further clarifications, kindly communicate with the contact person identified in the attached Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thanks you in advance for your interest in UNDP procurement opportunities.

Yours Sincerely

Shahzad Khan Bangash
Head of Procurement
UNDP-LIBERIA
## Description of Requirements

<table>
<thead>
<tr>
<th>Context of the Requirement</th>
<th>Provision of residential drug treatment service center for women in Liberia as a part of the UNODC Project – GLOJ71- Treating drug dependence and its health consequences / OFID-UNODC Joint Programme to prevent HIV/AIDS through Treatnet Phase II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implementing Partner of UNODC/UNDP</td>
<td>UNODC</td>
</tr>
</tbody>
</table>
| Brief Description of the Required Services\(^1\) | It is growing to certainty that Liberia is becoming a country where illicit drugs and substance use is getting on the increase. A large portion of the consumption of these illicit substances is occurring within the ghetto setting environment that is commonly present across Monrovia and in other urban and rural areas.  

The majority of the end users are young people mainly below the age of 25 years and worse of it all the adolescents and even children are at risks either directly or indirectly.  

In Liberia, key governmental institutions (including the Ministry of Health and Social Welfare, the Ministry of Justice) and other NGOs are exerting efforts and coming up with necessary programs for the prevention of illicit drugs and substance abuse.  

The project addresses a major problem which is the limitation of residential treatment centers for the drug addicts to be place for the process of recuperation.  

Provision of comprehensive drug treatment programmes including low threshold measures to reduce the negative social and health consequences of drug use for substance users and others in the community. Such programmes should build up on what is available but complement with additional and much needed services. A wider range of comprehensive community-based and residential treatment services and facilities is needed. This should be developed through the MOHSW including: pretreatment motivational counseling; detoxification; treatment; rehabilitation; aftercare and follow-up; relapse prevention |

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\(^1\) A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.
The project aims at improving the quality of the services provided by residential treatment center in Liberia in a cost-efficient and sustainable manner, building on previous efforts in this direction, and in line with relevant international standards and norms.

<table>
<thead>
<tr>
<th>List and Description of Expected Outputs to be Delivered</th>
<th>Please refer to the TORs at Annex 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person to Supervise the Work/Performance of the Service Provider</td>
<td>National Project Officer, UNODC, Liberia</td>
</tr>
<tr>
<td>Frequency of Reporting</td>
<td>Please refer to the TORs at Annex 4</td>
</tr>
<tr>
<td>Progress Reporting Requirements</td>
<td>Please refer to the TORs at Annex 4</td>
</tr>
<tr>
<td>Location of work</td>
<td>☑ Monrovia, Liberia</td>
</tr>
<tr>
<td>Expected duration of work</td>
<td>9 Months</td>
</tr>
<tr>
<td>Target start date</td>
<td>September 2014</td>
</tr>
<tr>
<td>Latest completion date</td>
<td>May 2015</td>
</tr>
<tr>
<td>No. of copies of Proposal that must be submitted [if transmitted by courier]</td>
<td>Original : 1 \nCopies : 02</td>
</tr>
<tr>
<td>Travels Expected</td>
<td>N/A</td>
</tr>
<tr>
<td>Special Security Requirements</td>
<td>N/A</td>
</tr>
<tr>
<td>Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)</td>
<td>N/A</td>
</tr>
<tr>
<td>Implementation Schedule indicating breakdown and timing of activities/sub-activities</td>
<td>☑ Required</td>
</tr>
<tr>
<td>Names and curriculum vitae of individuals who will be involved in completing the services</td>
<td>☑ Required</td>
</tr>
<tr>
<td>Currency of Proposal</td>
<td>☑ United States Dollars</td>
</tr>
<tr>
<td><strong>Value Added Tax on Price Proposal</strong></td>
<td>☑ must be exclusive of VAT and other applicable indirect taxes</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Validity Period of Proposals (Counting for the last day of submission of quotes)</strong></td>
<td>☑ 120 days</td>
</tr>
<tr>
<td></td>
<td>In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</td>
</tr>
<tr>
<td><strong>Partial Quotes</strong></td>
<td>☑ Not permitted</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Proposed Payment Terms</strong></th>
<th><strong>Expected Deliverables</strong></th>
<th><strong>% of Proposed Payments</strong></th>
<th><strong>Tentative Timeframe</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of contract</td>
<td>0% of total contract sum</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; week of September, 2014</td>
<td></td>
</tr>
<tr>
<td>Delivery of work plan and center policy documents for its functioning. Including administrative records system for users.</td>
<td>25% of total contract sum</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; week of September, 2014</td>
<td></td>
</tr>
<tr>
<td>Submission of technical and narrative reports providing evidence of infrastructure of residential treatment center improved and maintained to ensure quality of services. Furniture and equipment purchased. Number of staff recruited.</td>
<td>35% of total contract sum</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; week of December 2014</td>
<td></td>
</tr>
<tr>
<td>Submission of technical and narrative reports providing evidence of residential services for men (drug dependents as well as staff) supported. Number of beneficiaries receiving treatment from center. Number of care</td>
<td>30% of total contract sum</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; week of April 2015</td>
<td></td>
</tr>
</tbody>
</table>

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2 VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

3 UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding $30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.
providers providing treatment services at center.

<table>
<thead>
<tr>
<th>Acceptance of final narrative and financial report submitted to UNODC Programme Coordinator; Take part in the final (self) evaluation of the project.</th>
<th>10% of total contract sum</th>
<th>Submit report by 2&lt;sup&gt;nd&lt;/sup&gt; week of May 2015; contribute to the evaluation 3rd and 4&lt;sup&gt;th&lt;/sup&gt; weeks of May 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total % of Proposed Payment</strong></td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

Person(s) to review/inspect/approve outputs/completed services and authorize the disbursement of payment

| National Project Officer, UNODC, Liberia |

Type of Contract to be Signed

| ☑ Contract for Professional Services |

Criteria for Contract Award

| ☑ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)  
| ☑ Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal. |

Criteria for the Assessment of Proposal

**Technical Proposal (70%)**

| ☑ Expertise of the Firm [*indicate percentage*]  
| ☑ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan [*indicate percentage*]  
| ☑ Management Structure and Qualification of Key Personnel |

**Financial Proposal (30%)**

To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.

UNDP will award the contract to:

| ☑ One and only one Service Provider |

Annexes to this RFP<sup>4</sup>

| ☑ Form for Submission of Proposal (Annex 2)  
| ☑ General Terms and Conditions / Special Conditions (Annex 3)<sup>5</sup>  
| ☑ Detailed TOR (Annex 4) |

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<sup>4</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>5</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.
| Contact Person for Inquiries (Written inquiries only)  
For Inquiries related to TORs please contact; |
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Focal Person in UNODC: Yilaa Wloti Se’</td>
</tr>
<tr>
<td>E-mail address: <a href="mailto:yilaa.se@unodc.org">yilaa.se@unodc.org</a> and copy to <a href="mailto:Shahzad.bangash@undp.org">Shahzad.bangash@undp.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For Inquiries related to proposal submission please contact;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Focal Person in UNDP: Angeline Somah</td>
</tr>
<tr>
<td>Address: UNDP, Monrovia, Liberia</td>
</tr>
<tr>
<td>E-mail address dedicated for this purpose: <a href="mailto:Angeline.somah@undp.org">Angeline.somah@undp.org</a> and copy to <a href="mailto:shahzad.bangash@undp.org">shahzad.bangash@undp.org</a></td>
</tr>
<tr>
<td>Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post-Qualification Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Verification of accuracy, correctness and authenticity of the information provided by the Proposer on the legal, technical and financial documents submitted;</td>
</tr>
<tr>
<td>☑ Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;</td>
</tr>
<tr>
<td>☑ Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;</td>
</tr>
<tr>
<td>☑ Physical inspection of the service provide branches or other places where business transpires only in Liberia, with or without notice to the Proposer;</td>
</tr>
<tr>
<td>☑ Also to determine the financial soundness of the company by verifying audit reports and bank soundness certificate.</td>
</tr>
</tbody>
</table>

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6 This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.
<table>
<thead>
<tr>
<th><strong>Technical Proposal:</strong></th>
<th></th>
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<tbody>
<tr>
<td>✔ Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</td>
<td></td>
</tr>
<tr>
<td>✔ Valid Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if organization is not a corporation</td>
<td></td>
</tr>
<tr>
<td>✔ Official Letter of Appointment as local representative, if organization is submitting a proposal on behalf of an entity located outside the country.</td>
<td></td>
</tr>
<tr>
<td>✔ Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor’s Report for the past 2 years</td>
<td></td>
</tr>
<tr>
<td>✔ Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value the past 2 years.</td>
<td></td>
</tr>
<tr>
<td>✔ List of Bank References (Name of Bank, Location, Contact Person and Contact Details)</td>
<td></td>
</tr>
<tr>
<td>✔ All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.</td>
<td></td>
</tr>
<tr>
<td>✔ Members of the Governing Board and their Designations duly certified by the Corporate Secretary, or its equivalent document if Proposer is not a corporation</td>
<td></td>
</tr>
<tr>
<td>✔ Signed Bid Submission Form;</td>
<td></td>
</tr>
<tr>
<td>✔ Technical proposal</td>
<td></td>
</tr>
<tr>
<td>✔ Financial Proposal (To be submitted in separate sealed envelope)</td>
<td></td>
</tr>
</tbody>
</table>

All forms and documents produced by bidder MUST be duly completed, signed, and stamped. Failure to do so may result in disqualification of bid.

<table>
<thead>
<tr>
<th><strong>Conditions and Procedures for electronic submission and opening, if allowed</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>✔ Official Address for e-submission: <a href="mailto:bids.lr@undp.org">bids.lr@undp.org</a></td>
<td></td>
</tr>
<tr>
<td>✔ Format: PDF files only, password protected</td>
<td></td>
</tr>
<tr>
<td>✔ Password must not be provided to UNDP until the date and time of Bid Opening</td>
<td></td>
</tr>
<tr>
<td>✔ Max. File Size per transmission: 2 MB (if file size is bigger submission through multiple emails can be done with proper numbering of emails)</td>
<td></td>
</tr>
<tr>
<td>✔ Mandatory subject of email: RFP/UNDP/LR/RDT Services Women/UNODC/025/2014 (Re Advertised)</td>
<td></td>
</tr>
<tr>
<td>✔ Time Zone to be Recognized: Liberia Local Time</td>
<td></td>
</tr>
</tbody>
</table>

A pre-proposal conference will be held on: 

- N/A

Other Information [pls. specify] 

- N/A
Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL

(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery)

[insert: Location]
[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;

b) Business Licenses – Registration Papers, Tax Payment Certification, etc.

c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.;

d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;

e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.

f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

B. Proposed Methodology for the Completion of Services

This serves as a guide to the Service Provider in preparing the Proposal.

Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes.
The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide:

a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;

b) CVs demonstrating qualifications must be submitted if required by the RFP; and

c) Written confirmation from each personnel that they are available for the entire duration of the contract.

[Name and Signature of the Service Provider’s Authorized Person]
[Designation]
[Date]
1.0 LEGAL STATUS:

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor’s personnel and subcontractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2.0 SOURCE OF INSTRUCTIONS:

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

3.0 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.

4.0 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 UNDP.

5.0 SUB-CONTRACTING:

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP 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 to the provisions of this Contract.
6.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations 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.

7.0 INDEMNIFICATION:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants 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.

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

8.1 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.

8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

8.3 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, 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.

8.4 Except for the workmen's compensation insurance, the insurance policies under this Article shall:

- **8.4.1** Name UNDP as additional insured;
- **8.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;
- **8.4.3** Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

**8.5** The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.
9.0 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 the UNDP 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.

10.0 TITLE TO EQUIPMENT:

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, 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 UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

11.1 Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

11.2 To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

11.3 At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.

11.4 Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.
12.0 **USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:**

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

13.0 **CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:**

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party (“Discloser”) to the other Party (“Recipient”) during the course of performance of the Contract, and that is designated as confidential (“Information”), shall be held in confidence by that Party and shall be handled as follows:

13.1 The recipient (“Recipient”) of such information shall:

13.1.1 use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser’s Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,

13.1.2 use the Discloser’s Information solely for the purpose for which it was disclosed.

13.2 Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

13.2.1 any other party with the Discloser’s prior written consent; and,

13.2.2 the Recipient’s employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

13.2.2.1 a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

13.2.2.2 any entity over which the Party exercises effective managerial control; or,

13.2.2.3 for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

13.3 The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.
13.4 The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.

13.5 The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.

13.6 These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

14.1 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 the UNDP, 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 the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP 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.

14.2 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, the UNDP 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.

14.3 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.

14.4 The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract.
15.0 TERMINATION

15.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 (“Arbitration”), below, shall not be deemed a termination of this Contract.

15.2 UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

15.3 In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.

15.4 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, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

16.0 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 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: Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party’s written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 (“Interim Measures of Protection”) and Article 32
("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

17.0 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 the United Nations, including its subsidiary organs.

18.0 TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, 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 United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19.0 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 UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20.0 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 UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21.0 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.

22.0 SEXUAL EXPLOITATION:

22.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

22.2 The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor’s personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor’s personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

23.0 AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official.
Terms of Reference (TORs)
for the provision of Residential Drug Treatment Service Center for Women in Liberia as a part of the UNODC Project – GLOJ71- Treating drug dependence and its health consequences / OFID-UNODC Joint Programme to prevent HIV/AIDS through Treatnet Phase II

I. Background

At the end of 2011, UNODC conducted a quick drugs assessment in Liberia which evidenced a large scale use of different substances (including poly-substance use). According to the assessment report, cannabis is the most used drug primarily in its herbal form as a complete and dried plant (mostly cooked and smoked). The second drug of use identified was Heroin (mostly inhaled via 'chasing the dragon') and Cocaine (sniffed). Injection is not of common practice. Alcohol, like in other counties in the region, is largely consumed and usually the common denominator to all other substance users and is considered a very problematic substance. Large portion of the consumption is happening in group ghetto setting environments that are commonly present across Monrovia and in other rural and urban areas.

Cocaine and Heroin are also commonly available and used, their large scale spread consumption is hampered by the expensive cost relative to the average national income. On the other level, their use (and also partially due to poverty) is associated with very high level of criminality and violence. The aforementioned expert opinion based large scale of use is coupled with a high mental co-morbidity situation, high number of potentiating and exacerbating risk factors (poverty, broken families, violence, crime, displacement, high unemployment rate, ghetto living conditions, post conflict mental health disorders, etc…) and a very weak infrastructure to deal with response.

In addition the assessment report also revealed the urgent need for a response to the problem of drug use in particular drug treatment services which are practically non-existent. However, overall other aspects of the response to drug use are also lacking, including prevention, proper treatment and rehabilitation or for appropriate measures to reduce the negative social and health consequences of drug use. Drug detoxification services, drug treatment earmarked beds, qualified trained experts, are inexistent. There is some limited technical capacity building cooperation programmes are planned and ongoing as part of this national strategy and these should be considered for coordination during the implementation on any future project.

According to the assessment report a series of measure could be taken in order to improve the current situation in Liberia.

The goal of this project is to expand the ability of government institutions to provide integrated services for treatment of drug dependence by strengthening the capacity to deliver evidence-based treatment services for a specific segment of drug users and special populations such as Men, who will benefit from these kinds of services. The interventions will aim at consolidating the newly created residential
treatment services as well as continue improving the condition of some existing services in order to enhance the quality and diversity of residential treatment services provided.

II. Objectives

In order to contribute with the country’s efforts to respond to the problem of illicit drug use and its negative health and social consequences by improving the conditions of the residential treatment facilities for women, the selected organizations/institutions will provide drug dependence treatment and rehabilitation services in Monrovia and will be encouraged to work in service networks with other services in the community to work towards a continuum of care.

Governmental services that provide services free of charge are more accessible for people affected by drug use and dependence that are usually deprived of economic, health and social resources. Therefore governmental services should receive special consideration when applying. Furthermore, as drug dependence treatment takes place mainly in residential settings, approaches will be encouraged that also include linkages to outpatient services as well. Those are cost-effective and have the potential to reach a higher number of patients, which seems necessary given the number of people affected by drug use and dependence in Liberia that are in need of treatment and care services.

The anticipated result for the contracted services specified in this TOR will help continue and strengthen the provision of effective drug demand reduction services in Liberia.

III. Scope of work

Project Components of the ToRs:
To support the improvement of residential drug treatment services targeting women:

The therapeutic model approach proposed will focus on the following principles:

- Maintenance of abstinence from illicit drugs in a controlled therapeutic environment;
- Communal living with other drug users in recovery;
- Emphasis on shared responsibility by peers and group counseling;
- Counseling and support oriented towards relapse prevention;
- Individual support and promotion of education, training and vocational experience;
- Improved skills for activities of daily living;
- Housing advocacy and resettlement work.

Objective I
Infrastructure of residential treatment center continuously improved and maintained to ensure quality of services, if further needs for furnishing or adaptation to comply with international standards for this type of treatment facilities (consultation rooms, in-patient rooms, cooking area, administrative, and staff are identified.

To support the residential services for women to continue its activities while improving the general conditions of service delivery including the continuous support of staff in accordance to identified needs.

1.1 Improved infrastructure and overall hygienic conditions of drug treatments services
1.2 Appropriate equipment
1.3 Maintain the provision of services for drug dependent persons
1.4 Availability of basic medical care
1.5 At least midterm job security staff members

**Objective II:**

To support the residential services to continue its activities by increasing the availability of evidence-based treatment interventions and offering a range of drug treatment interventions. To this purpose the proposal should monitor the functioning of the standard operating procedures and center policy. The standard operating procedures will be fully implemented and followed by all staff working at the treatment center.

Treatment interventions offered should include:

2.1 Screening and early identification.
2.2 Patient assessment and treatment planning.
2.3 Brief intervention
2.4 Case management.
2.5 Evidence-informed individual and group counseling and relapse prevention.
2.6 Links to other health, social and rehabilitation services.
2.7 Mutual/self-help; and
2.8 Supporting access to ancillary services such as to educational, social and community resources (E.g. vocational training, employment )

**2.1 Screening and early identification.**

This objective will be achieved by offering a set of services used to determine the probability of the presence of problem and designed to provide timely treatment for high-risk persons who have strong propensity to develop a drug use problem.

**2.2 Brief intervention.**

The main goal of the brief intervention is to reduce the risk of the harm that could result from continued of substances.

**2.3 Patient assessment and treatment planning.**

The treatment plan summarizes the goal and objective to be pursued in the treatment

2.3.1. Entry into residential drug Treatment services:
- O Filling of client intake assessment form.
- O Undertaking the informed consent.
- O Comprehensive assessment of patient’s clinical and social situation including application of addiction severity index (ASI) & WHO Quality of Life (WHO QOL)
- O Medical examination (physical and mental) and necessary medical tests for HIV (preceded by Voluntary Counseling and Testing), Hep B & C, TB and STIs etc.
- O Adequate treatment planning in line with patient’s health and social situation
- O Easy access to most adequate inpatient treatment approach is ensured
- O Establish linkages with specialized health services, especially with a view to co-morbid psychiatric disorders and somatic disorders such as HIV/AIDS, TB, Hepatitis

**2.4 Case management.**

Integrated comprehensive network of services providing a continuum of care for dependent on client’s changing.
2.5 Evidence-informed individual and group counseling and relapse prevention.
During this period recovering drug users should receive counseling, including relapse prevention, be encouraged to make lifestyle changes and engage in recreational activities, sports, life skills enhancement training, work programmes and other healthy activities. All treatment services should have available a basic documented treatment programme for their clients.

2.6 Links to other health, social and rehabilitation services.
Government and NGO treatment services should complement each other and develop client referral systems at local, provincial and national levels.

2.7 Mutual/self-help; and
Self-help/support groups of ex-drug users can provide a very useful support to the recovering user, and treatment services should try and develop and encourage these groups. Attempts should also be made to employ ex-drug users as treatment counselors, particularly for community and outreach work.

2.8 Supporting access to ancillary services such as to educational, social and Community resources (e.g. Vocational training, employment)
This objective will be achieved through provision of vocational training and other income generating opportunities, as this is essential for social reintegration. The agency must make arrangements with NGOs and Government offices to provide such services to recovering users. Networking and establishing partnerships with other non-treatment agencies at this stage can play a very important role.

The primary target groups are: Female drug users

Project Location and Target numbers: Monrovia, 150

IV. Expected Outputs and Deliverables

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Output/deliverable</th>
<th>verifying indicators</th>
<th>Tentative Dates</th>
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</thead>
<tbody>
<tr>
<td>Residential treatment facility for women established; drug dependent treatment and rehabilitation services provided.</td>
<td>Infrastructure of residential treatment improved and maintained to ensure quality of services.</td>
<td>Quarterly technical and narrative reports</td>
<td>Technical and narrative reports submitted every three months using the templates provided due: Second week of September, December, 2014 and May 2015.</td>
</tr>
<tr>
<td>Residential services for men (drug dependents as well as staff) supported</td>
<td>Quarterly technical and narrative reports</td>
<td>Technical and narrative reports submitted every three months using the templates provided due: Second week of September, December, 2014 and May 2015.</td>
<td></td>
</tr>
<tr>
<td>Availability of evidence</td>
<td>Quarterly technical reports</td>
<td>Technical and narrative reports</td>
<td></td>
</tr>
</tbody>
</table>

23
<table>
<thead>
<tr>
<th>Outcome</th>
<th>Output/deliverable</th>
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<th>Tentative Dates</th>
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<tbody>
<tr>
<td></td>
<td>based treatment interventions increased.</td>
<td>and narrative reports</td>
<td>reports submitted every three months using the templates provided due: Second week of September, December, May 2015.</td>
</tr>
<tr>
<td></td>
<td>Recovering drug users counselled; relapse prevention encouraged.</td>
<td>Quarterly technical and narrative reports</td>
<td>Technical and narrative reports submitted every three months using the templates provided due: Second week of September, December, May 2015</td>
</tr>
<tr>
<td></td>
<td>Functioning of the standard operating procedures and center policy closely monitored.</td>
<td>Quarterly technical and narrative reports</td>
<td>Technical and narrative reports submitted every three months using the templates provided due: Second week of September, December, May 2015</td>
</tr>
</tbody>
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V. Institutional Arrangement

The entity should have robust working systems and staff experienced in working in evidence-based drug dependence treatment for people affected by drug use and dependence would be an advantage.

Quarterly reporting on program activities and financial expenditure will be required to submit to UNODC, and program updates/information to the National Coordination Committee. A comprehensive monitoring and evaluation system will be required to ensure project objectives are met and outcomes are monitored and documented.

Additionally, UNODC will conduct its own quarterly monitoring mission to project sites to verify data provided in narrative and technical reports.

VI. Duration of the Work

The estimated duration of the contracted services will be 9 months. 4 payments (for each entity contracted) will be made in based on the agreed outputs (see section 5 above):

VII. Assignment Area

Monrovia

VIII. Minimum Qualifications of the Successful CSOs:

- At least 3-5 years’ past experience in similar activities
• Experience working with local authorities, including health, social affairs, police and District/Commune and Village administrations.
• The entity should comprise of a team of a minimum of one project officer, one social worker, two outreach supervisors and five peer educators per Lot with the following experience:

<table>
<thead>
<tr>
<th>Role</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project officer</td>
<td>4-5 Years</td>
</tr>
<tr>
<td>Social worker</td>
<td>2-3 Years</td>
</tr>
<tr>
<td>Outreach supervisors</td>
<td>2-3 Years</td>
</tr>
<tr>
<td>Peer educators</td>
<td>2-3 Years</td>
</tr>
</tbody>
</table>

IX. Desirable:
• Entity should also include a support letter from the previous donors, state institutions, community groups or any other references to the organization work.

Scope of Bid Price and Schedule of Payments
• The Proposer must include all costs including management and program delivery and submission of staff qualifications, noting that administrative costs should be kept to a minimum.