UNHCR/RFP/2020/009
Annex B - FINANCIAL OFFER FORM

E-tutoring services for UNHCR Learning Programmes:
Certification Programme in Programme Management (CPPM) and
Operational Data Management Learning Programme (ODMLP)

Vendor Name:	
Address:	
Company Web Home Page address (if available):	
Name of Authorized Representative:	
Signature of Authorized Representative:	
Name of Contact Person:	
Contact E-mail:	
Contact Phone:	
Validity of Offer:	

Please use this form for your financial proposal for the indicated services giving the price in a fixed and all inclusive basis.
Please indicate all prices in only one currency and indicate them without VAT.
Please note that all prices must exclude VAT as UNHCR is exempt of all taxes and custom duties.

IMPORTANT: Please declare in which currency your prices are quoted:

Currency of offer:	

All prices should be excluded of VAT.

Cost Element	CPPM Cost per assignment	CPPM Cost per participant per assignment	CPPM All inclusive cost for cohort of 70 participants		ODMLP Cost per assignment	ODMLP Cost per participant per assignment	ODMLP All inclusive cost for cohort of 45 participants	Comment
A. Administative deliverables								
A.1 Preparing the tutor guide*								
A.2 Preparation, recruitment and training of e-tutors**								
A.3 Cohort management***								
A.4 Submitting monthly updates and final reports to UNHCR CPPM and ODMLP Teams								
B. Tutoring deliverables								
B.1 Tutoring of participants ****								
B.2 Tutoring of participants in ODMLP graduation project*****								
TOTAL	**0.00**	**0.00**	**0.00**		**0.00**	**0.00**	**0.00**	

* Deliverables include preparing grading tools or scoring rubrics for marking the assignments and quick guides to clearly indicate the passing criteria to learners. (max 8 assignments)
** Deliverables include the recruitment and training of e-tutors in tutoring, administration, marking, and counseling. Training selected e-tutors on the CPPM and ODMLP course content in cooperation with UNHCR. CPPM and ODMLP content training is expected to take approximately 90 minutes per Section for each course. Max 8 sections will require assignment review by tutors for each course. Consider training needs according to the list of sections/modules included in the learning programmes described in TOR.
*** Deliverables include monitoring the performance of the e-tutors, acting as the intermediary between e-tutors and UNHCR CPPM and ODMLP teams, resolving disputes between participants and e-tutors, proactively notifying UNHCR CPPM and ODMLP teams of participants in delay, courses' communications, reminders on courses' requirements, setting courses' rules and regulations.
**** The Self-Study Phases will have 8 or less number of assignments for each course, for each cohort. Final number of assignments is set during the launch of each cohort, for each course. Deliverables include providing tutoring hours and grading of self-study assignments, providing timely and substantive feedback, tracking the participants' individual progress, randomly selecting TMAs (tutor-marked assignments) for quality checks and standardization, setting and monitoring standards of tutoring.
***** The graduation project is for ODMLP learners only.

Proposed period of the Frame Agreement is three years + one + one year extension. Please state if you accept to keep the costs fixed during the four year period:	

Disclaimer 1:	Assignments for which content remain unchanged over the cohorts, the relevant cost in section "A1. Preparing the tutor guide" should not be charged on UNHCR.
Disclaimer 2:	In the situation where there is no turnover of tutors, and therefore no recruitment or training is required, the relevant cost related to section "A.2 Preparation, recruitment and training of e-tutors" should not be charged on UNHCR.
Disclaimer 3:	You are required to consider that in case a learner drops out from the Learning Progamme within the course timeline without having submitted an assignment, the the pro-rata fees under cost element related to section "A.3 cohort management" should be recalculated in due time, to deduct the amount for UNHCR.
Disclaimer 4:	Please only submit a quote if you can provide tutoring services for both CPPM and ODMLP Learning Progammes
Disclaimer 5:	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. Additional costs during/after assignment such as revisions, corrections, travel, administration, communication shall neither by charged to UNHCR at later stage.
Disclaimer 6:	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.
Disclaimer 7:	Any figures provided have been stated in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase a minimum quantity of services. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders against the Frame Agreement.