

## Request for Proposal (RFP)

Ref. no. 2009-02-16.1

Date: 13 February 2009

Dear Sir/Madam,

**Subject: RFP for the provision of services for development of a research on social exclusion in RM.  
The beneficiary of the survey is the National Bureau of Statistics and the Ministry of  
Economy and Trade.**

1. You are requested to submit a proposal for services on **development of a social exclusion research**, as per enclosed Terms of Reference (TOR).
2. To enable you to submit a proposal, attached are:
  - i. Instructions to Offerors (Annex I)
  - ii. General Conditions of Contract (Annex II)
  - iii. Terms of Reference (TOR) (Annex III)
  - iv. Proposal Submission Form (Annex IV)
  - v. Price Schedule/Financial Proposal (Annex V)
3. Your offer comprising of technical proposal and price schedule/financial proposal, in separate sealed envelopes, marked with **“RFP: Services for development of a research on social exclusion in RM”** should reach the UNDP office no later than **25 February 2009, 13:00, local time**.

Offers can be submitted either in hard copy or electronically.

a) Documents/offers in hard copy need to be addressed to:

**UNDP Moldova,  
131, 31 August 1989 Street, MD-2012 Chisinau, Republic of Moldova  
Attention: Registry Office/Procurement**

b) Offers sent electronically need to be addressed to the following e-mail address:


**tenders-Moldova@undp.org**

Offers shall be clearly marked with **“RFP: Services for development of a research on social exclusion in RM”**

Contact person for clarifications: Aurelia Spătaru, Project Manager ([aurelia.spataru@undp.org](mailto:aurelia.spataru@undp.org))

4. If you request additional information, we would endeavour 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.
5. You are requested to acknowledge receipt of this letter and to indicate whether or not you intend to submit a proposal.

Yours sincerely,



Matilda Dimovska,  
Deputy Resident Representative

## Instructions to Offerors

### A. Introduction

#### 1. General

The purpose of this Request for Proposal (RFP) is to solicit proposals from the qualified companies for **developing a research on social exclusion in the Republic of Moldova, for the National Bureau of Statistics and the Ministry of Economy and Trade**. The assignment will be performed according to the TOR (ANNEX III). The Contract will be awarded to the Company with the best proposal, i.e. the proposal that will have the highest score according to evaluation criteria.

#### 2. Cost of proposal

The Offeror shall bear all costs associated with the preparation and submission of the Proposal, the UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

### B. Solicitation Documents

#### 3. Contents of solicitation documents

Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The Offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Offeror's risk and may affect the evaluation of the Proposal.

#### 4. Clarification of solicitation documents

A prospective Offeror requiring any clarification of the Solicitation Documents may notify the procuring UNDP entity in writing at the organisation's mailing address or fax number indicated in the RFP. The procuring UNDP entity will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than two weeks prior to the deadline for the submission of Proposals. Written copies of the organisation's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Offerors that has received the Solicitation Documents.

#### 5. Amendments of solicitation documents

At any time prior to the deadline for submission of Proposals, the procuring UNDP entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation Documents by amendment.

All prospective Offerors that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.

In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, the procuring UNDP entity may, at its discretion, extend the deadline for the submission of Proposals.

### C. Preparation of Proposals

#### 6. Language of the proposal

The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and the procuring UNDP entity shall be written in the English language. Any

printed literature furnished by the Offeror may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern.

## 7. Documents comprising the proposal

The Proposal shall comprise the following components:

- (a) Proposal submission form (Annex IV);
- (b) Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements;
- (c) Price schedule/financial proposal, completed in accordance with clauses 9 and 10 (Annex V).

## 8. Operational and technical documentation

The operational and technical part of the Proposal shall contain the following documents:

- Company profile containing the description of relevant experience in the field;
- Company's list of customers;
- Work-plan and methodology;
- CVs of proposed group of consultants to be hired for the current assignment;
- Developed materials concerning the performing of similar assignments;
- Copy of registration certificate;
- Other relevant documents.

## 9. Proposal form

The Offeror shall structure the operational and technical part of its Proposal as follows:

### (a) Management plan

This section should provide corporate orientation to include the year and state/country of incorporation and a brief description of the Offeror's present activities. It should focus on services related to the Proposal.

This section should also describe the organisational unit(s) that will become responsible for the contract, and the general management approach towards a project of this kind. The Offeror should comment on its experience in similar projects and identify the person(s) representing the Offeror in any future dealing with the procuring UNDP entity.

### (b) Resource plan

This should fully explain the Offeror's resources in terms of personnel and facilities necessary for the performance of this requirement. It should describe the Offeror's current capabilities/facilities and any plans for their expansion.

### (c) Proposed methodology

This section should demonstrate the Offeror's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed warranty; and demonstrating how the proposed methodology meets or exceeds the specifications.

The operational and technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price Schedules.

It is mandatory that the Offeror's Proposal numbering system corresponds with the numbering system used in the body of this RFP. All references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexes to the Proposal/response.

Information which the Offeror considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will then be treated as such accordingly.

#### 10. Proposal prices

The Offeror shall indicate on an appropriate Price Schedule/Financial Proposal, an example of which is contained in these Solicitation Documents, the prices of services it proposes to supply under the contract.

#### 11. Proposal currencies

All prices shall be quoted in **Moldovan Lei and shall be exclusive of VAT.**

#### 12. Period of validity of proposals

Proposals shall remain valid for sixty (60) days after the date of Proposal submission prescribed by the procuring UNDP entity, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by the procuring UNDP entity on the grounds that it is non-responsive.

In exceptional circumstances, the procuring UNDP entity may solicit the Offeror's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. An Offeror granting the request will not be required nor permitted to modify its Proposal.

#### 13. Format and signing of proposals

The Offeror shall prepare two copies of the Proposal, clearly marking each "Original Proposal" and "Copy of Proposal" as appropriate. In the event of any discrepancy between them, the original shall govern.

The two copies of the Proposal shall be typed or written in indelible ink and shall be signed by the Offeror or a person or persons duly authorised to bind the Offeror to the contract. The latter authorisation shall be indicated by written power-of-attorney accompanying the Proposal.

A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialled by the person or persons signing the Proposal.

#### 14. Payment

UNDP shall effect payments to the Contractor after acceptance by UNDP of the invoices submitted by the contractor, upon achievement of the corresponding milestones.

### D. Submission of Proposals

#### 15. Sealing and marking of proposals

The Offeror shall seal the Proposal in one outer and two inner envelopes, as detailed below.

(a) The outer envelope shall be:

- addressed to –

**UNDP Moldova**

**131, 31 August 1989 Street, MD-2012 Chisinau, Republic of Moldova**  
**Attention: UNDP Registry Office/Procurement**

and,

- marked with – “**RFP: Services for development of a research on social exclusion in RM**”
- (b) Both inner envelopes shall indicate the name and address of the Offeror. The first inner envelope shall contain the information specified in Clause 8 (*Operational and technical documentation*) and in Clause 9 (*Proposal form*) above, with the copies duly marked “Original” and “Copy”. The second inner envelope shall include the price schedule/financial proposal duly identified as such.

Note, if the inner envelopes are not sealed and marked as per the instructions in this clause, the procuring UNDP entity will not assume responsibility for the Proposal’s misplacement or premature opening.

- (c) In case of electronic submission, the Offeror shall send two messages by e-mail to the following address: **tenders-Moldova@undp.org**

The first e-mail message shall contain the information specified in Clause 8 (*Operational and technical documentation*) and Clause 9 (*Proposal form*) above and shall have the following subject: “**Technical Proposal for RFP: Services for development of a research on social exclusion in RM**”. The second e-mail message shall include the price schedule/financial proposal and shall have the following subject: “**Financial Proposal for RFP: Services for development of a research on social exclusion in RM**”.

#### **16. Deadline for submission of proposals**

Proposals must be received by the procuring UNDP entity at the address or e-mail address specified under clause *Sealing and marking of Proposals* no later than **25 February 2009, 13:00, local time**.

The procuring UNDP entity may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause *Amendments of Solicitation Documents*, in which case all rights and obligations of the procuring UNDP entity and Offerors previously subject to the deadline will thereafter be subject to the deadline as extended.

#### **17. Late Proposals**

Any Proposal received by the procuring UNDP entity after the deadline for submission of proposals, pursuant to clause *Deadline for the submission of proposals*, will be rejected.

#### **18. Modification and withdrawal of Proposals**

The Offeror may withdraw its Proposal after the Proposal’s submission, provided that written notice of the withdrawal is received by the procuring UNDP entity prior to the deadline prescribed for submission of Proposals.

The Offeror’s withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause *Deadline for Submission of Proposals*. The withdrawal notice may also be sent by telex or fax but followed by a signed confirmation copy.

No Proposal may be modified subsequent to the deadline for submission of proposals.

No Proposal may be withdrawn in the Interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Offeror on the Proposal Submission Form.

### **E. Opening and Evaluation of Proposals**

## 19. Opening of proposals

The procuring entity will open the Proposals in the presence of a Committee formed by the Head of the procuring UNDP entity.

## 20. Clarification of proposals

To assist in the examination, evaluation and comparison of Proposals, the Purchaser may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

## 21. Preliminary examination

The Purchaser will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Offeror does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. The Purchaser's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.

A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Offeror by correction of the non-conformity.

## 22. Evaluation and comparison of proposals

A two-stage procedure will be utilised in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price schedule/financial proposal of the Proposals will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 700 points in the evaluation of the technical proposals.

The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR) and the Instructions to Offerors.

In the Second Stage, the price proposal of all contractors, who have attained minimum 70% score in the technical evaluation, will be compared. The **cumulative analysis scheme** will be applied with a total score being obtained upon the combination of weighted technical and financial attributes. An Offeror's response to the solicitation document is evaluated and points are attributed based on how well they meet the defined desirable criteria. Cost under this method of analysis is rendered as an award criterion, which will be 30% out of a total score of 1000 of all the desirable factors of the RFP. The contract will be awarded to the offeror obtaining the highest cumulative score.

### ***Evaluation Criteria***

The technical and financial proposals will be evaluated according to the following criteria:

Summary of Technical Proposal		Score Weight	Points Obtainable
1.	Offeror's Expertise and Capacity, including:	21%	210
	Organisational capability (structure, partners)		40
	Reputation, reliability, competence		30
	Extended previous experience (at least 3 years) in conducting economic and social analysis for a broad range of stakeholders		40
	Proved track in developing studies on social exclusion or related topics		30
	Ability to deliver final products on time and within budget. proved by references		30
	Existence of Quality assurance procedures		20
	Previous experience of collaboration with UNDP / other international organization		20
2.	Proposed Work Plan and Approach, including:	35%	350
	The task is well understood and properly (in sufficient detail) addressed		50
	Activities on the Technical Proposal are stipulated clearly and are relevant for the achieving of the assignment objectives		120
	Work components are adequately weighted		60
	Efficient and realistic work plan		60
	Pre-analysis used as input in the preparation of the proposal (meaning qualitative contribution to the initial Terms of Reference)		60
3.	Personnel involved, including:	14%	140
	Task Manager or Group-leader (relevant education, key qualification, professional and filed experience, international experience, language skills)		60
	Senior experts/consultants (relevant education, key qualification, professional and filed experience, international experience, language skills)		60
	Technical staff (filed experience, language skills)		20
4.	Budget - Financial proposal corresponds to the volume of work	30%	300
<b>Total</b>			<b>1000</b>

The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process.

## F. Award of Contract

### 23. Award criteria, award of contract

The procuring UNDP entity reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Offeror or any obligation to inform the affected Offeror or Offerors of the grounds for the Purchaser's action.

Prior to expiration of the period of proposal validity, the procuring UNDP entity will award the contract to the qualified Offeror whose Proposal after being evaluated is considered to be the most responsive to the needs of the organisation and activity concerned.

### 24. Purchaser's right to vary requirements at time of award

The Purchaser reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFP without any change in price or other terms and conditions.

### 25. Signing of the contract

Within 30 days of receipt of the contract the successful Offeror shall sign and date the contract and return it to the Purchaser.

Failure of the successful Offeror to comply with the requirement of Clause 25 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Proposal security if any, in which event the Purchaser may make the award to the next lowest evaluated Offeror or call for new Proposals.



**General Conditions of Contract****1. LEGAL STATUS**

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis UNDP. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

**2. 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 which may adversely affect UNDP or the United Nations and shall fulfil its commitments with the fullest regard to the interests of UNDP.

**3. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES**

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

**4. ASSIGNMENT**

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

**5. SUB-CONTRACTING**

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of 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 with the provisions of this Contract.

**6. 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. 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. 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 its 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:

- (i) Name UNDP as additional insured;
- (ii) Include a waiver of subrogation of the Contractor's rights to the insurance carrier against UNDP;
- (iii) Provide that 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 UNDP with satisfactory evidence of the insurance required under this Article.

## **9. ENCUMBRANCES/LIENS**

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with 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. 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. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS**

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, or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of this Contract. At the UNDP's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to UNDP in compliance with the requirements of the applicable law.

## **12. 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 the United Nations in connection with its business or otherwise.

## **13. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION**

13.1 All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of UNDP, shall be treated as confidential and shall be delivered only to UNDP authorized officials on completion of work under this Contract.

13.2 The Contractor may not communicate at any time to any other person, Government or authority external to UNDP, any information known to it by reason of its association with UNDP which has not been made public except with the authorization of UNDP; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract.

## **14. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS**

14.1 Force majeure, as used in this Article, means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force which are beyond the control of the Parties.

14.2 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 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 UNDP of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of this Contract. The notice shall include steps proposed by the Contractor to be taken including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this Article, 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

- 14.3 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, 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.

## **15. TERMINATION**

- 15.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16 "Settlement of Disputes" below shall not be deemed a termination of this Contract.
- 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. The Contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimize losses and further expenditures.
- 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, UNDP may, without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The Contractor shall immediately inform UNDP of the occurrence of any of the above events.

## **16. SETTLEMENT OF DISPUTES**

### **16.1. Amicable Settlement**

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

### **16.2. Arbitration**

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

## **17. PRIVILEGES AND IMMUNITIES**

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

## **18. 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 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 UNDP before the payment thereof and 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 UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

## **19. CHILD LABOUR**

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

## **20. MINES**

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle 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. OBSERVANCE OF THE LAW**

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

## **22. AUTHORITY TO MODIFY**

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the authorized official of UNDP.

**Strengthening the National Statistical System Joint Project  
Terms of References**

**National consultancy to develop a research on social exclusion in the Republic of Moldova**

Job Title:	Specialized company / non-governmental organization providing a group of consultants who would develop a research on social exclusion in RM
Contract type:	Institutional Service Contract
Duty station:	Chişinău
Duration of assignment:	March–August 2008
Contracting Authority:	United Nations Development Programme (UNDP)
Beneficiary:	National Bureau of Statistics, Ministry of Economy and Trade

**BACKGROUND**

Monitoring the policies, both at national and local levels, remains a main task of the Moldovan Government's agenda. Successful monitoring of state policies, through the use of statistical indicators, helps to measure society's problems and affairs and contributes to good governance at different levels by showing how the Government is using its institutional resources to manage these problems.

Poverty and its consequence or cause – social exclusion – are both major challenges for the Republic of Moldova, also playing their role in waning of human potential of the country. These phenomena could be eliminated by ensuring a stable, geographically even, economic growth. At the same time, maintaining a social environment friendly for economic growth implies more efficient policies providing for the social protection of people who, due to objective reasons, could not participate in coming up with value-added in the national economy.

Despite the recent scale up of the access of population to health, care and education services (as a result of growing up of purchasing power of population, increase in salaries, dropping of the number of population below the absolute poverty line in recent years), poor targeting of social assistance has led to over-inclusion and exclusion.

Development of human resources, increasing the employment level, promoting social inclusion, is one of the five mid-term priorities of the state in order to achieve the long-term vision of Moldovan Government's Strategy. The overarching goal of this priority comprises of efficient use and improved quality of human resources in the Republic of Moldova (RM) to ensure gradual transition from occupations requiring low level of qualification towards occupations requiring advanced knowledge and skills, replication of jobs with decent payments, poverty reduction and social inclusion.

Social inclusion is a useful concept to address inequalities and exclusion issues in Moldova. It is close enough to poverty reduction and human development but provides a more systematic view on the multidimensional aspects of deprivation and inequalities. Different population groups which are facing barriers and vulnerabilities at the institutional, community or personal levels represent target groups for the social inclusion strategies and policies of the state which are meant to prevent and correct any negative outcomes.

An advantage of the concept of social exclusion and conversely, inclusion over an approach based on poverty and other material deprivation is its focus on processes, or the dynamics of the interaction between an individual and his/ her social, legal, and economic environment. The complexity of the concept implies its difficult measurement.

Many parts of the National Development Strategy of RM for 2008–2011 (NDS) and related social statistics address exclusion and inequalities already, however, to some extent, the inter-linkages between sectoral policies and their effect on exclusion have not been fully explored in the NDS. Whilst the NDS recognizes the existence of significant inequalities within the country, mostly in incomes and between regions, data on the magnitude of inequalities is scarce. Therefore, a comprehensive analysis of social exclusion in Moldova, including aspects of community deprivation, but also providing recommendations for measures necessary to further approximate to EU standards<sup>1</sup> in social policy and employment, is required.

**CONTEXT**

<sup>1</sup> The EU policy framework provides standards, common guidelines and a monitoring framework that can guide national policy development on social inclusion. But the experiences from other countries (like Romania) show that introducing in Moldova the EU monitoring framework of social inclusion as a substitute for the existing national poverty statistics would not be helpful; the EU monitoring framework should be slowly introduced with a set of complementary measures that are better adapted to the country context.

The National Bureau of Statistics (NBS) of Republic of Moldova plays an important role in the implementation of the National Development Strategy and fulfilment of national MDGs, being the core provider of the official statistical data. Since 2006, the Bureau is in charge of providing the estimates for the poverty threshold and the production and dissemination of the core indicators regarding the population's welfare. Measuring of the level of deprivation in local communities, an important issue related to poverty (and playing an important role in analyzing and setting strategic development measures for communities/regions, as well as in eliminating the discrepancy across those), is the responsibility of the Ministry of Economy and Trade's (MoET).

Qualitative and timely statistical data represents an indispensable input for the decision-making process and continuous monitoring of the achievements. At present NBS is developing a set of indicators which describe the situation regarding living conditions, health protection, education, etc. in Republic of Moldova in compliance with international standards and advanced experience of other countries. On the other hand, so far, statistical data on social exclusion has not been generated.

Global approaches related to inequalities and exclusion are partly represented in the EU framework on promotion of social inclusion. Availability of a set of statistical indicators on measurement of social exclusion is required for a better awareness of social inclusion and for undertaking prompt and appropriate decision-making. In the context of the Republic of Moldova, the indicators of social inclusion represent an important instrument for elaboration, monitoring and evaluation of the National Development Strategy, sectoral programs and social policies. Also, usage of a system of indicators comparable at European level in Moldova will ensure a comparability of national data to international standards, an important factor especially in the context of Moldova's aspirations for EU integration.

Currently, UNDP, in partnership with UNIFEM, UNFPA and the NBS, is implementing the "*Joint Project on Strengthening the National Statistical System of RM*", aimed at contributing to the improvement of statistical data disaggregation as required by main users and enhancing the use of it for official monitoring and evaluation, as well as alternative analysis of state policies in different fields. Within the context of the Project, UNDP supports local capacities to produce and use social statistics required to analyse and monitor poverty and social inclusion. In 2008, UNDP Moldova has facilitated a study tour for Moldovan civil servants (including NBS) to Poland to familiarize themselves with the Polish experience in the area of data collection and usage for social inclusion policy development and monitoring, with particular focus on the local level. In addition, the Project organised a follow up seminar on the topic of "Social Inclusion: Notions, Indicators, Requirements and Measurement" in Moldova to introduce the concept of social inclusion and policy and measurement approaches to a wider audience of national stakeholders. A general inventory of existing social inclusion indicators, which are most representative, contextual, and typical to the region/country, has been compiled accordingly.

In 2009, the project will support the NBS to conduct a social exclusion data collection exercise through the implementation of an ad-hoc module to the Household Budget Survey (HBS). Data collection will take place during the period January – March 2009, on an estimative sample of 1500-1600 households. The ultimate objective, and one of the Project's target, is to undertake an in-depth analysis on social exclusion in Moldova. The use of statistical data on social exclusion for evidence-based formulation, implementation and monitoring of policies on social inclusion, addressing development and population issues in a more transparent and participatory manner would be the final objective of the given activity.

The United Nations Development Programme (UNDP) Moldova, through its *Joint Project on Strengthening the National Statistical System*, is seeking **to employ a Company** with relevant experience in related fields, that **will provide the necessary conceptual and practical support** in processing of data provided by NBS and MoET, and **development of a comprehensive analysis on social exclusion in RM**, correlated to the needs of key-stakeholders and in compliance with the National Development Strategy, the Strategy for the Development of Statistics and other national and sector policy documents.

## OBJECTIVES OF CONSULTANCY ASSIGNMENT

The objective of the assignment is to provide national stakeholders with a comprehensive analysis of social exclusion in Moldova, including aspects of community deprivation. The respective research, as well as policy recommendations on promoting social inclusion in the Republic of Moldova, is expected to highlight measures necessary to further approximate to EU standards in social policy and employment.

The research will be built on the previous and on-going activities undertaken by the Project (inventory of indicators, users' input on social inclusion dimensions and indicators, database on social exclusion ad-hoc module), as well as other resources on social exclusion available (HBS, Labor Force Survey, Social Economic Passports of the Ministry of Economy and Trade, printed and electronic publications, conferences/events results, reports, etc.).

## SCOPE OF WORK

The Research is expected to consider the multiple layers of deprivation and social exclusion. The first layer is the community level, the second and third layers are household and individual levels, respectively.

### ***1. Community deprivation and poverty***

The first component will analyse community deprivation and spatial poverty based on socio-economic characteristics at community level. The research will characterise community deprivation as lack of access to quality social services, educational and employment opportunities, and infrastructure. The community deprivation will be compared to socio-economic indicators for the community. The comparisons will be mainly based on the information readily available from the National Bureau of Statistics and the Social Economic Passports of the Ministry of Economy, however additional data consolidation efforts could be required to construct community deprivation profiles. This component will present poverty (deprivation) maps in different dimensions of social exclusion—economic, infrastructural, social, etc. — and thereby propose policy makers and development practitioners a useful tool for targeting deprived communities for development programmes and projects. Also, the possibility to produce a social exclusion index for Moldova, as it exists in other European countries, its correlation with the Small Area Deprivation Index, problems existing in its calculation will be analysed.

In comparison with the Poverty and Policy Impact Report 2007 of the MoET that looks at deprivation and poverty, the proposed research is expected to provide a deeper analysis of social policies by also covering areas like education, social protection, pensions, insurance, etc. It will be important to address the multi-dimensional nature of social exclusion that cover both income poverty and non-income poverty related issues related to lack of opportunities or barriers to development.

### ***2. Social exclusion and quality of life***

The second component will analyse social exclusion using both household and individual socio-economic deprivation characteristics. The research will identify different levels of risk of social exclusion based on multiple vulnerabilities of households and individuals across different dimensions (i.e. household vulnerability defined as low income, indebtedness or sub-standard housing; and individual vulnerability defined as unemployment, low education and lack of social participation). Further, the research will compare objective exclusion characteristics with subjective perceptions on well-being and quality of life. This component will intensively use new data collected from the ad hoc HBS module on social inclusion, in combination with other data readily available from HBS and LFS surveys. This component will provide national policy makers with a broader picture of social exclusion and help them to better target policies towards particular excluded groups.

### ***3. Inequality and social cohesion***

The third component will analyse inequalities and social cohesion. The research will look at the relationship between the individual and the society/state as well the quality of governance. Issues of trust to institutions and governance as well as levels of social interaction and social participation will be examined and contrasted with different population strata (based on income/expenditure quintiles). This component will intensively use new data collected from the ad hoc HBS module on social inclusion, in combination with data readily available from HBS and LFS surveys and Social Economic Passports. This component will provide recommendations supporting national dialogue on more inclusive growth and social cohesion in Moldova and further approximation to EU standards in social policy and employment.

## **EXPECTED CONTRIBUTION OF THE RESEARCH WORK**

The Report produced by the team of consultants is expected to:

- Help the NBS and the MoET to build their capacities and gather knowledge about social exclusion and use it for future separate surveys on related topics;
- Provide a system (set) of indicators on social exclusion relevant for the Republic of Moldova, which the NDS's monitoring process could make use of for measuring overall outcomes of the Strategy implementation;
- Provide relevant and tested (ad-hoc module) modalities to collect missing data;
- Contribute to gender mainstreaming into the monitoring system, by incorporating data broken down by sex, since promoting equality between men and women is strongly linked to addressing social exclusion;
- Increase data users' awareness to better understand social exclusion dynamics and to refine and improve policy measures that promote inclusion;
- Contribute to the improvement of the Government's work on reporting by reducing the reporting time and efforts to national and international documents and treaties through application of a list of relevant indicators;
- Provide identified gaps and areas of concern on the improvement of indicators that should be addressed.

In the long run, such research will contribute to the introduction of a mechanism for obtaining regular feedback on the implementation of national policy papers, as alternative analysis to those undertaken by the government. This will

enhance the capacities of policy-makers and social partners to analyze and more actively use official statistics for policy evaluation and monitoring, addressing development and population issues, by applying transparent and participatory mechanisms.

The consultants will ensure a high level of analytical support, efficient communication and cooperation with NBS, MoET, UNDP and other relevant institutions (Ministry of Social Protection, Family and Child, etc.) and is expected to perform a team-work together with the specialists of named institutions for the successful fulfillment of the formulated tasks.

The activities under the present assignment are expected to commence at the beginning of March 2009. The Research will be expected to be published and launched not later than the middle of August 2009.

## **EXPECTED SUPPORT TO THE TEAM OF CONSULTANTS**

The Moldovan experience shows that, in principle, existing statistics on objective and subjective poverty and deprivation index for rural areas are already being used for policy design and decisions (i.e. regional development plans, social investment fund) and they can provide a basis for future social exclusion statistics. Thus, the available statistical data produced by NBS and MoET (compiled on the basis of the administrative data) and those additionally collected are meant to ensure the basis for further analysis (qualitative aspect of the indicators) on social exclusion in the context of factors which describe the poverty in Moldova.

The Project and its national partners, NBS and MoET, will be supporting the group of consultants, proposed by the applying Company, by:

- *Project & NBS & MoET* - Nominating the responsible persons on behalf of each partner to be included in the Coordination Team;
- *Project & NBS & MoET* - Endorsing promptly (within 10 days period) documents submitted by the team of consultants;
- *Project & NBS* - Providing the list of inventoried indicators (available and possible new ones), which relate to the social exclusion problematic carried out by the Project.

The inventory included 96 indicators of result, process and cause, from 10 fields (poverty, household assets, labor market, education, health, social protection, justice and security, culture & sport & leisure time, participation in social life, environment), out of which 11 new indicators proposed (proposed by data users and introduced in survey), 16 indicators are passive (could be calculated (data source available), but currently neither reported nor used), 58 indicators are available (are calculated, reported and used), other 11 – in need (proposed by data users, but feasibility study and data source identification are still required). The inventory was aimed to provide a basis for future discussion and consultation on social inclusion under the leadership of an inter-ministerial task force (will be created like in Romania) that would decide upon the relevancy of each indicator for regular policy monitoring in Moldova;

- *NBS* – Providing database /major cross-tabulations resulted from the newly collected module on social exclusion attached to the HBS, conducted by NBS during January-March 2009;
- *NBS* – Providing statistical data and indicators from regular sources (i.e. HBS, LFS) as indicated in the inventory agreed in advance with the project manager and determined by the needs of the consultants;
- *MoET* – Providing the database on the Social Economic Passports.

## **RESPONSIBILITIES AND ACTIVITIES TO BE PERFORMED**

Under the overall supervision of the UNDP, in partnership with UNDP Bratislava Regional Centre's "social inclusion" team, the consultants, proposed by the applying Company, are expected to perform the following activities:

- Get acquainted with the results of previous activities undertaken by the Project in the field of social inclusion: reports on mission to Poland, inventory of indicators, results of practical exercise for data users' on social inclusion dimensions and indicators, experts' reports related to the organized seminar;
- Analyze other resources on social exclusion available: printed and electronic publications, conferences/events results, reports, methodologies applied for HBS of NBS and Social Economic Passports of the Ministry of Economy, as well as relevant legislative and policy documents for sectors to be covered;
- Propose additional entry points and own approaches for the future report on social exclusion that encompasses the above-mentioned objectives and components and discuss them with Project stakeholders;
- Draft a research plan and detailed action plan;



- Organize consultations with relevant ministries and other national stakeholders, in small working groups (e.g. by sectors in the inventory), on relevance of indicators from the inventory and selection of main indicators for the current research and for future monitoring of social inclusion within NDS;
- Make suggestions for additional statistical data set (aside from the one generated from ad-hoc module) which can improve future research on social exclusion and agree on them with the NBS and MoET;
- On the basis of consultations mentioned above, to develop the list of output tables & indicators, as well as dimensions for data disaggregation (including gender), to be produced/calculated on the basis of available (HBS, LFS, Social Economic Passports, etc.) and newly collected data (ad-hoc module on social exclusion), and agree on it with the Coordination Team (NBS, MoET, Project, UNDP);
  - By April 20 output tables should be generated by NBS – first access to NBS’s raw data;
  - By June 30, the latest, all aggregated indicators should be calculated by NBS (NBS will provide a number of standard tables, for a deeper analysis the consultant/s should be able to work with statistical databases in order to calculate any additional indicators);
  - The calculation of indicators on the basis of Social Economic Passports will be performed by the consultant/s.
- Develop a research on social exclusion, taking into consideration the recommendations of UNDP and Project’s national partners, including (i) analysis of community deprivation and poverty, (ii) social exclusion and quality of life, (iii) inequality and social cohesion (*as per section “Scope of work”*);
- Organize a public presentation of the Research consisting of: (i) launching of the Report and (ii) a round-table/training on the use of obtained and analyzed data for users (Government Office, ministries, think-tanks, academia, CSO, international community);
- Facilitate the creation of a task force or working group, consisting of academia, think tanks statistical office, etc., which would continue refinement of the inventory and decide upon the relevance of each indicator for regular policy monitoring in Moldova and make suggestions for changes in the legal frameworks on disaggregation (data protection) which need to be reviewed, etc.

#### DELIVERABLES AND TIMEFRAME

Performing the mentioned above activities, the consultants will be responsible for delivering of the following outputs, comprising the main milestones:

No	Deliverable	Tentative timeframe
1.	Detailed Action Plan following the timelines on data to be provided by NBS and MoET	By the end of the 1 <sup>st</sup> week from contract date
2.	<ul style="list-style-type: none"> <li>• Additional entry points and own approaches to the outline of research (proposed in section “Scope of work”)</li> <li>• Research plan and methodology</li> </ul>	During the 2 <sup>nd</sup> -3 <sup>rd</sup> weeks from contract date
3.	Report on consultations with concerned ministries and other stakeholders (e.g. by fields in the inventory) on inventoried indicators and selection of main indicators relevant for monitoring of social exclusion in the framework of NDS	By the end of the 1 <sup>st</sup> months from contract date
4.	List of indicators (including dimensions for data disaggregation) and output tables to be produced/calculated (by NBS and consultants) on the basis of available (HBS, LFS, Social Economic Passports, etc.) and newly collected data (ad-hoc module to HBS on social exclusion)	By the end of the 6 <sup>th</sup> months not later than 20 <sup>th</sup> of April
5.	Draft research report for initial comments by UNDP and the national partners	By the 20 <sup>th</sup> of June
6.	Final research report on social exclusion in RM developed on the basis of available and newly collected statistical information provided by NBS and MoET	By the 20 <sup>th</sup> of July
7.	<ul style="list-style-type: none"> <li>• Presentation of the report during its launching</li> <li>• Co-facilitation of data users’ round-table/training on the use of statistical data in the field of social exclusion</li> </ul>	By the 10 <sup>th</sup> of August
8.	Final report on undertaken assignment (including stages passed, inventory of resources	Not later than the 20 <sup>th</sup>

used, results obtained versus expected, impact of obtained results, risks overcome and problems faced, lessons learned, recommendations etc.) plus documentation related to the conducted statistical survey on SE	of August
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All the deliverables should be agreed with the Coordination Team (consisting of representatives of NBS, MoET, UNDP) and be provided in Romanian and English, hard and electronic copy.

The success of given activity can be ensured only by team work of all partners involved via active participation at all the stages of the assignment and the contracted Company, through its group of consultants, should play the role of guarantor of these joint effort.

### ORGANIZATIONAL SETTINGS

**In order to achieve the given objective the assignment should be undertaken by a group of consultants (up to 3 persons) with an identified team leader who shall be assigned as coordinator of the whole process and ensure the scientific homogeneity of the final product.**

The group of national consultants is expected to work in a close cooperation with the UNDP staff (local and regional office) and its national counterparts at the National Bureau of Statistics and the Ministry of Economy and Trade, and keep them updated on the progress under the overall supervision of the UNDP.

The consultants will work both inside (being provided with working space, access to Internet, printer and telephone line) and outside the project office, based within the premises of the NBS.

### QUALIFICATIONS

The qualifications that make the Offeror eligible for this assignment are:

- A non-governmental organization socially active with extended previous experience (at least 3 years) in conducting economic and social analysis for a broad range of stakeholders;
- Experienced staff and adequate quantity of human resources in order to respond effectively to the TOR needs or sufficient capacity to involve external professional staff, trained and qualified, to qualitatively perform the activities under the assignment;
- Activities in the Technical Proposal should be stipulated clearly and be relevant for the achieving of the assignment objectives; the task is well understood and properly (in sufficient detail) addressed
- Pre-analysis used as input in the preparation of the proposal (meaning qualitative contribution to the initial Terms of Reference);
- Existence of quality assurance procedures;
- Previous experience working with an international organization (would be an advantage);
- Cultural and gender sensitivity.
- Ability to deliver final products on time and within budget.

The operational and technical part of the Proposal shall contain the documents mentioned in Annex 1 of the Request for Proposals (*Preparation of Proposal*).

Only the financial proposals of Offerors satisfying the main criteria will be considered. The Offeror satisfying the main criteria and offering the best methodology and the lowest price will be awarded the contract. Detailed *Technical Evaluation Criteria* are provided in the Annex 1 of the Request for Proposals.

### REPORTING REQUIREMENTS

The Offeror has to submit Project Progress Reports (PPR) at appropriate intervals during the assignment. The progress reports should summarize in project progress, timesheets, difficulties encountered, results accomplished as well as recommendations, any requests and plans for project activities for the forthcoming reporting period. Reports should be shared with all partners involved and could be discussed during regular working meetings.

All reports shall in be submitted to the Project Manager who is responsible for approving the reports and deliverables (with prior coordination with the Coordination Team created under the present assignment). The National Project Coordinator will supervise the progress and quality of each stage and the overall process.



**PRICE SCHEDULE/FINANCIAL PROPOSAL**

The Contractor is asked to prepare the Price Schedule/financial proposal and submit it in a separate envelope from the rest of the RFP response as indicated in Section D paragraph 15 (b) of the Instruction to Offerors.

All prices/rates quoted must be exclusive of all taxes, since the UNDP is exempt from taxes as detailed in Annex II, Clause 18.’

The Price Schedule/financial proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Estimates for cost-reimbursable items, if any, such as travel, and out of pocket expenses should be listed separately.

In case of an equipment component to the service provided, the Price Schedule should include figures for both purchase and lease/rent options. The UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages should be used in preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

In addition to the hard copy, if possible please also provide the information on diskette (IBM compatible).

<b>Price Schedule:</b>				
<b>Request for Proposals for Services</b>				
<b>Description of Activity/Item</b>		<b>Number of Staff</b>	<b>Monthly Rate</b>	<b>Estimated Amount</b>
<b>1.</b>	<b>Remuneration</b>			
1.1	Remuneration for senior expert			
1.2	Remuneration for expert			
<b>2.</b>	<b>Other</b> (please indicate)			