**FORM 2 – ECONOMIC PROPOSAL**

**Vacancy # 04-02-2025**

**Offer: CONSULTANCY SERVICES: TECHNICAL SUPPORT TO CONDUCT THE CARIBBEAN FIREARMS ROADMAP MID-TERM REVIEW**

**VACANCY NUMBER**

**Requesting Office:** UNLIREC

**Unit in charge of receiving offers:** Programme

The undersigned, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**,** declares:

1. I have checked the requirements and do not have reservations to them, including to the amendments or modifications to the present call.
2. I undertake to provide professional consulting services: ***CONSULTANCY SERVICES: TECHNICAL SUPPORT TO CONDUCT THE CARIBBEAN FIREARMS ROADMAP MID-TERM REVIEW.***
3. The price of my proposal is: US$ \_\_\_\_\_\_\_\_ (payments will be made against presentation of the receipts of fees and mission reports documenting fulfillment of objectives). **Note that all travel expenses will be covered by UNLIREC according to UN Rules and regulations. This includes airfare and per diem (Daily Subsistence Allowance) using the rate applicable for each destination country.**

The breakdown of costs is:

|  |  |  |
| --- | --- | --- |
| **Duties and Responsibilities** | **%** | **Total Fees US$** |
| **As per attached terms of reference and related Annex** |
| Deliverable 1:* Submission of preliminary draft Work Plan, inclusive of draft outline of the report (as defined in 6. Duties and Responsibilities, item 1 of the Terms of Reference).
* Conduct desk review of documentation (as defined in 6: Duties and responsibilities, item 2 of the Terms of Reference)
 | 15% | US$ |
| Deliverable 2:* Conduct site visits in Roadmap countries and selected interviews, as specified in 6. Duties and Responsibilities, item 3 of the Terms of Reference.
* Debriefing to UNLIREC and CARICOM on mission and interviews.
* Submission of summary of minutes of mission and interviews.
 | 20% | US$ |
| Deliverable 3:* Conduct validation of Mid-Term Review Report, as specified in 6. Duties and Responsibilities, item 5 of the Terms of Reference.
* Submission of draft Mid-Term Review Report (as defined in 6. Duties and Responsibilities, item 4 of the Terms of Reference)
 | 25% | US$ |
| Deliverable 4:* Submission of finalized Mid-Term Review Report (as defined in 6. Duties and Responsibilities, item 6 of the Terms of Reference)
 | 20 % | US$ |
| Deliverable 5:* Submission of Consolidated Findings Report (as defined in 6. Duties and Responsibilities, item 7 of the Terms of Reference)
 | 20 % | US$ |

1. My proposal will remain valid for the days listed below, starting from the deadline for submitting proposals: \_\_\_ days
2. This proposal obligates me and may be accepted at any time before the expiration of that period.
3. I have not been declared UNLIREC’s ineligible to submit proposals.
4. I understand that this proposal will constitute a contractual obligation until the preparation and execution of formal contract.
5. I understand that UNLIREC is not obligated to accept my proposal as the lowest evaluated or any other proposals received.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_