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| **AFRICAN ENERGY COMMISSION** | **C:\Users\Baya-pc\Desktop\AFREC 2016\LOGOS AFREC\LOGO AFREC.bmp** | **COMMISSION AFRICAINE DE L’ENERGIE** |
| COMMISSION | **COMISSÃO AFRICANA D’ ENERGIA** |

**REQUEST FOR PROPOSALS**

**Consultancy Services**

**For the Development of the “Methodological Guidelines on Energy Statistics in Africa”**

**Procurement Number: AFREC/PRO/13.24**

**SUPPLIERS CHECKLIST PRIOR TO SUBMISSION OF BID DOCUMENT**

|  |  |  |
| --- | --- | --- |
| **No** | **Description** | **Tick** |
| 1 | Duly filled and signed **bid form** |  |
| 2 | Duly filled financial offer |  |
| 3 | Bid validity (90 days) |  |
| 4 | Read and understood the Terms Reference |  |
| 5 | One original, One Electronic proposal password protected |  |
| 6 | Read and understood the bid data (section 3) |  |
| 7 | Attached copies of relevant Registration documents in the technical envelope |  |
| 8 | CVs and Statements of Availability for the proposed experts |  |

# Section I: Letter of Invitation

24th June 2024

Dear Sirs,

**REF: CONSULTANCY SERVICES FOR CONDUCTING: The Development of the “Methodological Guidelines on Energy Statistics in Africa”**

1. The African Union would like to engage the services of a **Consultancy firm or group of consultants to undertake the above referenced.** The African Union now invites interested and eligible bidders to submit technical and financial proposals for the assignment as per attached Terms of Reference (TORS).

2. A **FIRM** will be selected under the ***Quality and Cost Based Selection Method*** procedures described in this RFP. The weight for technical and financial scores shall be 80% and 20% respectively.

3. The RFP includes the following documents:

Section 1 – This Letter of Invitation

Section 2 - Terms of Reference

Section 3 – Technical Proposal Submission Form

Section 4 – Financial Proposal Submission Form

4. The **TECHNICAL** and **FINANCIAL** offers in **ELECTRONIC** form must be in **TWO SEPARATE** documents and PASSWORD protected and be delivered to the address below.

5. The deadline for submission of proposals is 1500 hours Addis Ababa time on **31 July 2024**. Late bids will be rejected.

6. Bidders may request for clarifications no less than seven (7) days from the deadline for submission, from [afrec@africa-union.org](mailto:afrec@africa-union.org); with copy to [Bezas@africa-union.org](mailto:Bezas@africa-union.org);

7. Bidders must submit the following documents: (i) Certificate of incorporation (Company Registration); (ii) At Least 3 Contactable references in the last 5 years and (iii) Company profile demonstrating (iv) CVs of proposed Experts (v) Statements of Availability for the proposed experts. These documents must be part of the Technical Proposal.

8. The address for deposit of bids is: [afrec@africa-union.org](mailto:afrec@africa-union.org); with copy to [Bezas@africa-union.org](mailto:Bezas@africa-union.org);

Section 2: TERMS OF REFERENCE

**Consultancy Service**

**For**

**The Development of the “Methodology Guidelines on Energy Statistics in Africa”**

# INTRODUCTION AND BACKGROUND

The African Energy Commission (AFREC) is a Specialized Technical Agency of the African Union (AU) under the African Union Commission (AUC) which was created by the African Heads of States and Governments’ Decision in 2001 at the 37th Summit of the Organization of African Unity (OAU) and officially launched by the African Union Ministers in charge of Energy in 2008 in Algiers, Algeria.

As per its convention, AFREC has a broad mandate to develop policies, strategies, research and plans based on Member states, sub-regional, regional and continental development priorities and recommend their implementation. Specifically, AFREC is mandated to:

* Develop policies, strategies, research and plans based on Member states, sub-regional, regional and continental development priorities and recommend their implementation.
* Design, create and update an energy continental database and facilitate the rapid dissemination of information and exchange of information among Member States, sub-regional, regional and continental institutions;
* Provide technical support, mobilize financial and technical support while providing capacity building to the Member States, sub-regional, regional and continental institutions.

In addition to its convention, AFREC’s activities and programmes are also based on the AUC Strategic Plan, various resolutions and declarations adopted by AU Summits and Energy Ministers with regard to energy development in Africa.

In line with its mandate, AFREC has established and maintained the African Energy Information System (AEIS) since 2012, which allows collection and validation of African countries’ energy statistics through the use of questionnaires, and disseminates these statistics data through publications to make it available to African Union Member states, continental institutions, regional organisations and the international organisations, investors, academia, etc. The datasets are also available on the AFREC webpage.

AFREC is collecting the energy statistics, energy efficiency indicators and others energy data through a network of dedicated National Focal Points (NFPs) who are appointed by the Ministers responsible for energy.

Despite the importance of statistics for the planning, monitoring and evaluation of various development programs and projects in Africa, the African Union Member States still struggle to produce quality, harmonized and updated energy statistics in time. Since the adoption of the African Statistics Charter in 2009 and the Second Strategy for the Harmonization of Statistics in Africa (SHaSA) in 2018, by the Assembly of Heads of State and Government, we are now witnessing a revolution in statistical production in Africa.

To this end, considerable efforts have been made in recent years by AFREC to strengthen the capacities of the African Energy Statistical System to improve the production of quality statistics on energy in Africa including but not limited to the following: (i) Develop new questionnaires, online data collection system and visualization tools; (ii) establish train of trainers programme; (iii) support African countries to improve/establish National Energy Information System; (vi) design and publish “African Energy Balance and Indicators” and “Key Africa Energy Statistics” publications; (vii) building the capacity of experts in energy statistics and energy information systems of the Ministers in charge of energy of the 55 African Union Member States.

Currently, AFREC has 4 questionnaires for collecting energy statistics namely: (i) Energy Efficiency Questionnaire; (ii) Energy Balance Questionnaire; (iii) Energy Prices and Taxes Questionnaire and (iv) Questionnaire on Power Plant Capacity installed. With the support of this data collection, AFREC currently has a strong continental database on energy statistics in Africa.

Despite all these laudable efforts of the African Energy Commission, the harmonization of energy statistics produced by African Union Member States remains a major challenge. The non-harmonization of energy statistics within African Union Member States and absence of clear African methodology on Energy Statistics makes it very difficult to aggregate statistics as well as to produce energy statistics at the national, regional and continental level. There is quite limited knowledge and skills in Africa on of the international methodologies on Energy Statistics in addition to the fact that African realities are unique and different which may not be fully reflected in the current international methodologies on Energy statistics.

Thus, in its desire to harmonize the production of energy statistics within the African Union Member States, to produce comparable and accurate aggregate energy statistics at the national, regional, and continental level, African Energy Commission would like to develop a Comprehensive Methodology Guidelines on Energy statistics in Africa and Compliance Framework .

# OBJECTIVE OF THE ASSIGNMENT

The overall objective of this assignment is to strengthen AFREC’s roles in African Energy Statistical System and empowering AFREC to be a custodian of African Energy Data and Statistics by developing “**Methodological Guidelines on Energy Statistics in Africa**” and “**Compliance Framework**”.

**Specific Objectives**

With support of AFREC and main stakeholders, the consultant will conduct the following tasks:

* Develop the Methodological Guidelines on Energy Statistics in Africa based on The International Recommendations on Energy Statistics (IRES), the strategy for the harmonization of statistics in Africa and the African Statistics Charter which should include but not be limited to the following:
* Methods for Measuring informal energy supply, transformation and consumption in Africa (Electricity, Oil and Oil products, Natural Gaz, Bioenergy and Coal), etc;
* New techniques to include informal sector data in the energy balance;
* Methodology on Energy Efficiency data collection addressing issues of missing data;
* Comprehensive Methodology on Bioenergy Statistics in Africa including estimation of bioenergy production, consumption and guideline for bioenergy survey
* Develop a Compliance Framework based **on the Methodological Guidelines on Energy Statistics in Africa**

# OUTCOMES OF THIS ASSIGNMENT

The main outcome of this assignment is to develop comprehensive Methodology Guidelines on Energy Statistics in Africa and Compliance Framework that need to be implemented by AFREC and relevant stakeholders for improving African Energy Information System.

More specifically, the outcome of the assignment includes but not limited to the following reports:

1. Methodological Guidelines on Energy Statistics in Africa;
2. Compliance Framework based on the Methodology Guidelines on Energy Statistics in Africa;
3. Training Module on “Methodological Guidelines on Energy Statistics in Africa” and “ Compliance Framework”;
4. Advocacy strategy for the implementation of the Methodological Guidelines on Energy Statistics in Africa by Member States of the African Union and Regional Economic Communities; and a five-year plan for implementing the Methodological Guidelines and Compliance Framework.

# SCOPE OF WORK AND APPROACH

The consultants shall work closely with AFREC to carry out the following tasks:

1. Submit an inception report covering the methodology, the work program (content and timetable) and the composition of the team of experts with indication of their respective competence and tasks.
2. Conduct an in-depth and comprehensive assessment of all existing methodologies at the national, regional, continental and international level on energy statistics; this assessment must make the gap between existing methodologies and African realities.
3. Identify the gaps on quality, credibility and harmonization on statistic energy statistics practices, programs and projects in Africa that managed by several international and pan African institutions (AfDB, RECS, REEEC, etc),
4. Draft Comprehensive Methodology Guidelines on energy statistics in Africa;
5. Develop Compliance Framework based on the Methodology Guidelines;
6. Develop Advocacy strategy for the implementation of the Methodological Guidelines on Energy Statistics in Africa by African Union Member States and Regional Economic Communities; and a five-year plan for implementing the Methodological Guidelines.
7. Submit draft of the “methodology Guidelines on energy statistics in Africa”; “compliance framework” and “Advocacy strategy for the implementation of the Methodological Guidelines on Energy Statistics in Africa by African Union Member States and Regional Economic Communities; and a five-year plan for implementing the Methodological Guidelines”
8. With support of AFREC, the consultant will prepare and lead inception, consultation and validation meetings and workshops with AFREC staff, Experts from African Union Member States, AFREC advisory Committee on Energy Statistics in Africa and any other stakeholders that may seem necessary for him to complete this assignment before submission to AU Policy Organs for adoption.

# DELIVERABLES AND DEADLINES

The Consultants are expected to complete the assignment in 5 Months as per the following schedule:

1. An inception report covering the methodology, the work program (content and time table) and the composition of the team of experts with indication of their respective competence and tasks. The inception report shall be submitted one (1) week after the signature of the contract;
2. An inception meeting with AFREC technical team and selected experts from African Member states and selected experts from relevant stakeholders (in person or virtual) within 2 (two) weeks of the signing of the contract.
3. AFREC comment on the inception report within 3 weeks of the signing of the contract.
4. A methodology Guidelines on energy statistics in Africa within 10 (Ten) weeks of the signing of the contract.
5. AFREC comment on the Methodology Guidelines on energy statistics in Africa within 12 (Twelve) weeks of the signing of the contract.
6. Develop compliance framework based on the Methodology Guidelines and Advocacy strategy for the implementation of the Methodological Guidelines on Energy Statistics in Africa by African Union Member States and Regional Economic Communities; and a five-year plan for implementing the Methodological Guidelines, within 16 (Sixteen) weeks of the signing of the contract.
7. AFREC comment on compliance framework based on the Methodology Guidelines and Advocacy strategy for the implementation of the Methodological Guidelines on Energy Statistics in Africa by Member States of the African Union and Regional Economic Communities; and a five-year plan for implementing the Methodological Guidelines, within 18 (Eighteen) weeks of the signing of the contract.
8. Validation of methodology Guidelines on energy statistics in Africa, Compliance framework based on the Methodology Guidelines and Advocacy strategy for the implementation of the Methodological Guidelines on Energy Statistics in Africa by Member States of the African Union and Regional Economic Communities; and a five-year plan for implementing the Methodological Guidelines, within 19 (Nineteen) weeks of the signing of the contract.
9. Submit final report within twenty (20) weeks of the signing of the contract.

|  |  |  |
| --- | --- | --- |
| **No** | **Deliverable** | **No of weeks after contract signature** |
| 1 | Contract Signature | 0 |
| 2 | Inception Report | 1 |
| 3 | Inception meeting | 2 |
| 4 | AFREC comment on the Inception report | 3 |
| 5 | Draft Methodology Guidelines on energy statistics in Africa | 10 |
| 6 | AFREC comment on Draft Methodology Guidelines on energy statistics in Africa and consultation with Member States | 12 |
| 7 | Draft Compliance framework based on the Methodology Guidelines and Advocacy strategy for the implementation of the Methodological Guidelines on Energy Statistics in Africa by African Union Member States and Regional Economic Communities; and a five-year plan for implementing the Methodological Guidelines | 16 |
| 8 | AFREC comment on Compliance framework based on the Methodology Guidelines and Advocacy strategy for the implementation of the Methodological Guidelines on Energy Statistics in Africa by African Union Member States and Regional Economic Communities; and a five-year plan for implementing the Methodological Guidelines and consultation with Member States | 18 |
| 9 | Validation workshop of all reports | 19 |
| 10 | Submission of final reports | 20 |

# EXPERTISE AND QUALIFICATIONS

The firm or the team shall comprise at least of the following:

1. A team leader with a minimum of Master’s Degree in either Statistics, Economics, or any other related field from a recognized University. The underlying bachelor’s degree (with honors) should be in either Statistics, Economics or any other related field.
2. At least 20 years of experience in energy policy, energy information system, energy statistics, Energy Economics etc;
3. Team members with a minimum 5 years expertise in one or more of these areas energy information system, IT, energy statistics, energy policies, data collection and validation, economics etc. Having experience on Energy Statistics in Africa is added value;
4. Knowledge of development partnerships and regional cooperation, north – south and south –south cooperation and partnerships;
5. Expertise in statistics, energy information system, IT, energy statistics, energy policies, data collection and validation, software packages and Project Management software
6. Expertise in energy related research and publication and development of guidelines.
7. Ability of the team member to speak and write in English and French; speaking other AUC working language is an add advantage.

# MANAGEMENT, MONITORING & EVALUATION OF THE ASSIGNMENT:

* AFREC will assign project manager for this assignment to work closely with consultant to provide all necessary guidance to access the required information, questionnaires and other documents and arranging internal/external meetings.
* AFREC will coordinate with African Member States and other relevant stakeholders for the consultation during the development of the reports and validation of final reports.
* The meetings related with this assignment can be done virtually as possible, in case physical meetings are needed (inception workshop, consultation workshops, validation workshop, etc), the consultants can conduct missions to perform activities that may need travel. In case of any travel required by this assignment, AFREC will provide a ticket and DSA to the consultants. The ticket and DSA will be according to the AUC rules and Regulations (the DSA as per UN rate, return ticket economy class for flight).

# SELECTION CRITERIA

1. **Technical Proposal**

In preparing the Technical Proposal, consultants are expected to examine the documents constituting this RFQ in detail. The Technical Proposal shall provide the following information:

1. A brief description of the firm and/or the team and an outline of recent experience on assignments of a similar nature with sufficient information including duration of the assignment, contract amount, and the firm’s involvement;
2. Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the Client;
3. A description of the methodology and work plan for performing the assignment;
4. The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing;
5. CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years of experience and degree of responsibility held in various assignments during the last ten (10) years.
6. Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar-chart diagrams showing the time proposed for each professional staff team member;
7. A detailed description of the proposed methodology, staffing and work plan to carry pout the assignment;
8. Any additional information may require.
9. The Technical Proposal shall not include any financial information.
10. **Finance Proposal**

In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFQ documents and list all costs associated with the assignment.

The Data Sheet indicates how long the proposals must remain valid after the submission date. During this period, the consultants are expected to keep available the professional staff proposed for the assignment. The Client will make its best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants who do not agree have the right not to extend the validity of their proposals.

# EVALUATION OF TECHNICAL PROPOSAL

The evaluation committee appointed by the Client, as a whole, and each of its members individually, will evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as specified table below.

|  |  |  |
| --- | --- | --- |
| ***S/N*** | ***AWARD CRITERIA*** | ***ALLOCATED SCORES*** |
| 1. | Specific experience of the Consultants related to the assignment | 25 |
| 2. | Adequacy of the proposed work plan and methodology | 40 |
| 3. | Qualification and Competence of the key staff for the assignment | 25 |
| 4. | Knowledge and experience of the region | 5 |
| 5. | Language | 5 |
|  | ***TOTAL POINTS*** | ***100*** |

# PAYMENT MILESTONE

|  |  |  |
| --- | --- | --- |
| **No** | **Activities and deliverables** | **Remuneration Percentage** |
| 01 | Inception report outlining the consultants’ approach to undertaking the remaining activities and deliverables | 20% |
| 02 | Draft Methodology Guidelines on energy statistics in Africa | 20% |
| 03 | Draft Compliance framework based on the Methodology Guidelines and Advocacy strategy for the implementation of the Methodological Guidelines on Energy Statistics in Africa by African Union Member States and Regional Economic Communities; and a five-year plan for implementing the Methodological Guidelines | 40% |
| 04 | Submission of final reports | 20% |

# Section 3: Technical Proposal Submission Form

{*Location, Date*}

To: {*Name and address of Client*}

Sir / Madam:

We, the undersigned, offer to provide the consulting services for {*Title of consulting services and Procurement Number*} in accordance with your Request for Proposals dated {*Date*} and our Proposal. We are hereby submitting our technical Proposal,

If negotiations are held during the period of validity of the Proposal, i.e., before {*Date*} we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorised Signature:

Name and Title of Signatory:

Name of Firm:

Address:

**B. References**

**Relevant Services Carried Out in the Last Five Years**

**That Best Illustrate Qualifications**

Using the format below, provide information on each assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

|  |  |  |
| --- | --- | --- |
| Assignment Name: | | Country: |
| Location within Country: | | Professional Staff Provided by Your Firm/Entity(profiles): |
| Name of Client: | | No. of Staff: |
| Address: | | No. of Staff-Months; Duration of Assignment: |
| Start Date (Month/Year): | Completion Date (Month/Year): | Approx. Value of Services (in Current US$): |
| Name of Associated Consultants, If Any: | | No. of Months of Professional Staff Provided by associated Consultants: |
| Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed: | | |
| Narrative Description of Project: | | |
| Description of Actual Services Provided by Your Staff: | | |

Firm’s Name:

**C. Comments and Suggestions of Consultants on the Terms of Reference and on Data, Services, and Facilities to be Provided by the Client**

On the Terms of Reference:

1.

2.

On the data, services, and facilities to be provided by the Client:

1.

2.

**4D. Description of the Methodology and Work Plan for Performing the Assignment**

**4E.** Team Composition and Task Assignments

|  |  |  |
| --- | --- | --- |
| **1. Technical/Managerial Staff** | | |
| Name | Position | Task |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **2. Support Staff** | | |
| Name | Position | Task |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**F. Format of Curriculum Vitae (CV)**

Proposed Position:

Name of Firm:

Name of Staff:

Profession:

Date of Birth:

Years with Firm/Entity: Nationality:

Membership in Professional Societies:

Detailed Tasks Assigned:

**Key Qualifications:**

{*Give an outline of staff member’s experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.*}

**Education:**

{*Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.*}

**Languages:**

{*For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.*}

**Employment Record:**

{*Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.*}

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Date:

*{Signature of staff member and authorized representative of the firm}* *Day/Month/Year*

Full name of staff member:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full name of authorised representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Section 4: Financial Proposal - Standard Forms

4A. Financial Proposal submission form.

4B. Summary of costs.

4C. Breakdown of price per activity.

4D. Reimbursable per activity.

4E. Miscellaneous expenses.

4**A. Financial Proposal Submission Form**

{*Date*}

To: {*Name and address of Client*]

Sir / Madam:

We, the undersigned, offer to provide the consulting services for {*Title of consulting services and Procurement Number*} in accordance with your Request for Proposals dated {*Date*} and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of {*Amount in words and figures*}. This amount is exclusive of the local taxes which shall be identified during negotiations and shall be added to the above amount.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., {*Date*}.

Commissions and gratuities, if any, paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:

|  |  |  |
| --- | --- | --- |
| Name and Address  of Agents | Amount and  Currency | Purpose of Commission  or Gratuity |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorised Signature:

Name and Title of Signatory:

Name of Firm:

Address:

**4B. Summary of Costs**

|  |  |  |
| --- | --- | --- |
| Cost Elements | Currency(ies)[[1]](#footnote-1) | Amount(s) |
| Total Amount of Financial Proposal |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**4C. Breakdown of Price per Activity**

Activity No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Price Component | Currency(ies) | Amount(s) |
| Remuneration  Reimbursables  Miscellaneous Expenses  Subtotal |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**4D. Reimbursable per Activity**

Activity No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Activity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item No. | Description | Unit | Quantity | Currency | Unit Price | Total Amount |
| 1.  2.  3.  4.  5. | International flights  Miscellaneous travel expenses  Subsistence allowance  Local transportation costs[[2]](#footnote-2)  Office rent/accommodation/  clerical assistance | Trip  Trip  Day |  |  |  |  |
|  | Grand Total |  |  |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**5E. Miscellaneous Expenses**

Activity No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item No. | Description | Unit | Quantity | Currency | Unit Price | Total Amount |
| 1.  2.  3.  4.  5. | Communication costs between \_\_\_\_\_\_\_\_\_\_  and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Drafting, reproduction of reports  Equipment: vehicles, computers, photocopiers, etc.  Software  Other (specify)  Grand Total |  |  |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. Maximum of three currencies in addition to the Currency of the Country specified for performance of the Services. [↑](#footnote-ref-1)
2. Local transportation costs are not included if local transportation is being made available by the Client. Similarly, in the project site, office rent/accommodations/clerical assistance costs are not to be included if being made available by the Client. [↑](#footnote-ref-2)