

**REQUEST FOR PROPOSAL – RFP
Services**

Ref: CM-ED-E2030-EME-2024-003184
(Please quote this UNESCO reference in all correspondence)

Date 12 April 2024

Dear Sir/Madam,

You are invited to submit an offer for **Learning program methodology development and training of trainers and librarians on psychological first aid and art-therapy** in accordance with the present solicitation document.

The Request for Proposal (RFP) consists of this cover page and the following Annexes:

- Annex I [Instructions to Offerors](#)
- Annex II [General Conditions of Contract](#)
- Annex III [Terms of Reference \(TOR\)](#)
- Annex IV [Proposal Submission Form](#)
- Annex V [Price Schedule Form](#)
- Annex VI [Vendor Information Form](#)

Your electronic offer comprising of a technical proposal and a financial proposal, in two separate files and emails, shall be sent to the following email address: ed.procurement@unesco.org without any copy to any other e-mail addresses. Offers addressed in any other e-mail accounts will be disqualified. Your emails should reach the above address no later than Sunday, 12 May 2024, 23h59 (Paris Time).

Kindly note that no email should exceed 5 MB, or it will not be delivered.

Proposals must be sent only by email with two separate files (technical and financial proposals):

The Technical file and corresponding email subject line should be named as follows: CM-ED-E2030-EME-2024-003184 Libraries as spaces of psychosocial support –TECHNICAL PROPOSAL (name of bidder).

The Financial file and corresponding email subject line should be named as follows: CM-ED-E2030-EME-2024-003184 Libraries as spaces of psychosocial support — FINANCIAL PROPOSAL (name of bidder).

The Financial Proposal MUST be password protected. The authorized UNESCO officer will contact the bidders that pass the qualifying technical score for the password to open the Financial Proposal. Financial Proposals that are submitted without password protection shall be rejected for non compliance.

This letter is not to be construed in any way as an offer to contract with your firm/institution. Your proposal could, however, form the basis for a contract between your company and UNESCO.

You are requested to acknowledge the receipt of this letter and to indicate whether or not you will be submitting a proposal. For this purpose, and for any requests for clarification, please contact Ms Keiko Ogawa (ED/EO/FMS) at k.ogawa@unesco.org

For and on behalf of UNESCO

A handwritten signature in black ink, consisting of a large, stylized letter 'N' with a vertical stroke through it, all enclosed within a circular loop.

Nataliia Katashynska
Education Officer
UNESCO Kiev Office