

**ANNEX 4
FINANCIAL PROPOSAL**

The Consultant is asked to prepare the Price Schedule as a separate document from the rest of the technical response.

All prices/rates quoted must be in **USD and exclusive of VAT and all taxes**, since the UNDP is exempt from taxes.

The format shown below should be used in preparing the price schedule.

Price Schedule:		
Request for Proposals for the Procurement of Individual Consultancy Services of an International Consultant to develop the curriculum on Disaster Risk Reduction – LEB/CO IC/53/12		
Description of Activity/Item	Number of Working Days	Lump Sum Price (USD)
1. Task 1: Review existing training materials developed in Lebanon, in the region and globally on the areas covered by the proposed curriculum.		
2. Task 2: Prepare a Participant’s workbook for the Course. The participants workbook shall include the following for each topic: a. Learning Objectives for the Module. b. Learning Objectives for the Session. c. Technical write up on each session (4-5 pages), explaining the key concepts related to the topic/session. d. List of sources for further reading for each session.		
3. Task 3: Prepare a Trainer’s Guide for the Course in line with the following Outline: a. Teaching Objectives for the Module. b. Teaching Objectives for each session. c. Write up on methodology for delivering each session – along with key concepts of each topic/session. d. Materials required to conduct the session. e. Time duration of the session. f. Sources for reading on the topic.		
4. Task 4: Revise the draft curriculum, based on comments received from the Project Manager and the relevant		

	national partners.		
5.	Task 5: Design, with UNDP and the two national partners, the programme for a training of trainers (ToT) where the draft curriculum will be piloted and an initial group of trainers trained on DRR related issues.		
6.	Task 6: Facilitate and support the implementation of the ToT with UNDP and the two national partners.		
7.	Task 7: Finalize the curriculum based on lessons learnt from the ToT.		
	TOTAL Proposal Lump Sum Value (USD)		