

مؤسسة محمد بن سلمان الخيرية
Mohammed bin Salman Foundation
misk Foundation
مسك الخيرية



Request for Proposal (RFP)

[تنفيذ برنامج صوت الشباب – Youth Voice Program Delivery]

[29 Jan 2024]

#3934

Key Dates and Contact Information

RFP Issuance Date	
RFP Clarification/Inquiries	28/3/2024
Response to Inquires	3/4/2024
Bid Closing Date	11/4/2024
Project Kick-Off	22/4/2024

Contact Information	
Queries about this document shall be raised through E-mail	N.albaqami@misk.org.sa
E-mail for proposal submissions	N.albaqami@misk.org.sa

Bidder Checklist (1)

No.	Item	Mandatory for competition	Incorporated into proposal	
			Yes	No
1	Final financial and technical proposals signed and stamped by Vendor.	✓		
2	RFP signed and stamped by Vendor.	✓		
3	Acknowledgments and undertakings provided for in the RFP signed and stamped by Vendor.	✓		
4	A copy of a valid business registration stamped by Vendor.	✓		
5	A copy of a valid certificate of membership in the Chamber of Commerce stamped by Vendor.	✓		
6	A copy of a valid Zakat and Tax certificate stamped by Vendor.	✓		
7	A copy of a valid GOSI certificate stamped by Vendor.	✓		
8	A copy of a valid Saudization Certificate.	✓		
9	A copy of bank account details (IBAN) stamped by Vendor.	✓		
10	Bank Guarantee			

(1) Bidder must fill out the table above. This shall be deemed an acknowledgment of the availability of the items hereinabove stated. The Bidder shall be subject to exemption should the mandatory items be unfulfilled.

Misk Foundation (hereinafter referred to as ‘the Foundation’) welcomes all companies willing to compete over the implementation of the Foundation’s business, projects, or procurement. Before preparation proposals, Bidders shall read and understand the terms and specifications provided for herein.

All Bidders willing to submit proposals for the implementations of the Foundation’s projects or procurement shall fully comply with every testament stipulated herein. To this end, all pages herein and enclosed forms shall be signed by the owner of the company/organization (the Vendor) or an authorized signatory with the official stamp on each page thereof.

Issuing Authority

Misk Foundation (the Foundation) is the issuing authority of the RFP. Should you have any queries, please contact the Foundation through the e-mail provided for herein at the beginning of this document.

About Misk

Misk Foundation, established by HRH Prince Mohammed bin Salman, is a non-profit foundation devoted to cultivating and encourage learning and leadership in youth for a better future in Saudi Arabia. The Misk Foundation’s mission is to empower Saudi youth to become active participants in the Saudi Economy, with a special focus on Leadership, Education, Technology, Media, and Culture.

To this end, Misk focuses on the country’s talented and ambitious youth and provides various means to foster and empower talents, creative potential, and innovation and create a healthy environment for them to grow and develop. Misk is a pioneer in innovative programs targeting Saudi youth and youth-centered institutions, to empower future Saudi leaders, through programs that support them in their career, leadership, entrepreneurship, or social impact ambitions. Misk also supports leadership development of Saudi leaders at all stages of their journey, including at more advanced stages.

Misk focuses on 4 priority areas:

- Leadership Development (Youth to senior leaders)
 - Skills development
 - Entrepreneurship
- Community Engagement

You can find out more about each track and the programs it offers by visiting the Misk Hub:

<https://hub.misk.org.sa>

About Community Engagement

Misk's Community Engagement track aims to promote community-based collaboration by focusing on local and global engagements and enabling the youth to become community leaders. Its programs revolve around:

- Unlocking the growth of youth-focused non-profit organizations and initiatives.
- Guiding and matching youth with volunteer opportunities and creating a safe crowdsourcing platform for youth-focused initiatives.
- Creating dialogue platforms that embed systemic follow-up processes and two-way communication on topics that are relevant to youth's local communities.
- Builds a dynamic nationwide community of youth-focused NPOs and fosters their engagement with the wider sector and support sustainability by providing the required support to maximize their sustainability, innovation, and impact.

Project Overview

Purpose:

- Youth Voice is a one-of-a-kind program in KSA that promotes active citizenship by enabling Saudi youth and giving them a voice to allow them to act as proactive young leaders.
- Youth Voice is a capability building program that focusses on developing dialogue and debate skills to be utilized in leading the social initiatives.
 - The program aims to identify high potential youth in the kingdom and provide them with leadership and innovative thinking intensive trainings.
- Graduates may be recommended to join/have a seat in other Misk programs such as Innovation Diwan, Ignited Voices, Youth Impact Council, and NPO Incubator.
- The program was launched on 2021 and has been going for 3 years, covering 10 regions around the kingdom

Vision:

For Saudi youth to contribute to their community and lead national initiatives.

Mission:

- Equipping Saudi youth with the necessary training on the basics of dialogue, debate, and critical thinking.
- Providing the community with high potential young leaders to participate in their communities as active citizens who address challenges and capture opportunities to create a positive and sustainable social impact.

Objectives:

- Encouraging the culture of dialogue
- Encouraging the culture of debate
- Activating citizenship and leadership
- Developing youth skills in dialogue and critical thinking.
 - Developing the skills of debate
- Empowering youth by helping them to understand the concepts and accepting different views

- Developing a positive sense of nationalism and public/community engagement participation
 - Measuring local youth capacity and its quality in the different regions

Learning Outcomes:

- Dialogue
 - Debate
- Effective communication
 - Effective listening
 - Research
 - Presentation skills
- Constructive criticism
 - Building arguments
 - Problem solving
- Building social campaigns
- Business/professional communication

Delivery history:

▪ **First year (2021)**

Focus: Dialog skills (Pilot Version)

The first launch of Youth Voice was in 2021 where it covered three different regions in Saudi Arabia and each region was the focus of a particular theme. Several KPIs were measured in the pilot version such as the number of youth that were engaged during the program and the number of hours each engaged youth completed. The program consisted of visits and roadshows in different locations across the Kingdom and included multiple stages such as registration, filtration, training, presenting, etc. Throughout these stages, the number of participants were reduced through a filtration process from one stage to another.

We have delivered the program in 4 cities (Aljouf, Jazan, Alahsa'a & Aseer) and graduated 4 beneficiaries from each city (Total = 16).

▪ **Second year (2022)**

Focus: Debate skills

We took a step further by incorporating Debate Competition to the curriculum whereby the participants go through 4 phases to graduate from the program, a filtration process was taking place after each phase, to the last phase where we announce the winner team.

We have delivered the program in 3 cities (Hail, Najran & AL Qassim) and graduated 6 beneficiaries from each city (Total = 18).

▪ **Third year (2023)**

Focus: Debate skills & leading national campaigns/initiatives

We have added a fifth phase to the learning journey where we ignite the graduates' impact and active citizenship to initiate and lead social initiatives/campaigns, all participants collaborated with local NPOs to design and deliver their initiatives ideas.

We have delivered the program in 3 cities (Albaha, Arar & Western region) and graduated 6 beneficiaries from each city (Total = 18).

27 initiatives were developed by 2021-2022 graduates.

▪ **Fourth year (2024)**

Focus: Persuasion skills through debate & leading national campaigns/initiatives

The program aims to continue with the same focus and content as the previous year.

Below is Youth Voice learning journey (delivery phases)

Phase	Description	Outcome	Requirements (Vendor responsibility)
Phase 1: Electronic training	<ul style="list-style-type: none"> Self-paced training providing fundamental knowledge about debate and dialogue through 3 hours of videos and quizzes. Note: The content and platform are already live on Misk's LMS and out of the delivery vendor's scope of work 	<ul style="list-style-type: none"> General understanding of dialogue & debate Certificate of completion 	<ul style="list-style-type: none"> Dashboard Management (Reports) Communication Management (nudging participants) Communication Channels
Phase 2: Persuasion skills training	<ul style="list-style-type: none"> Focused, hands-on physical training that enhances participants' skills in persuasion, promptitude, and foresight through 4 days of debate training and competitions. The debate topics will address social challenges faced by youth 	<ul style="list-style-type: none"> Mastering debate skills through intense debate competitions led by trainers (1 dedicated trainer for each team "team= 3 members") Certificate of completion 	<ul style="list-style-type: none"> Training venue (1 main stage or area that can accommodate 100 guests, 6-8 training rooms that that accommodate 10 participants) Training supplies (stationaries, mics...) Ushers to manage the crowd of 100 Contracting with Trainers & Judges Trainers' logistics (flights, transportation) Trainers catering (3 meals a day) Participants catering (full-day snacks)

Phase 3: Development and leadership of social campaigns	<ul style="list-style-type: none"> • Hybrid training focused on developing campaign proposals that support non-profit organizations in addressing social challenges faced by youth. These challenges to be gathered and communicated through Misk and the delivery vendor • In this phase we expect to receive a number of campaigns proposals that will be evaluated and filtered through 3 stages: top 20 > Top 10 > Top 5 • The top 10 campaigns will get the chance to present to a judging committee that will grant the Top 5 grants to implement the campaigns 	<ul style="list-style-type: none"> • Increasing self-awareness and social challenges to trigger the desire to initiate and lead social campaigns. • More than 50 campaign proposals developed to address Youth's national challenges and serves local NPOs • 10 initiatives to be adopted by supporting entities 	<ul style="list-style-type: none"> • Stakeholders mapping • Challenges identifying <ul style="list-style-type: none"> • Early alignment with protentional NPO partners • Challenges profile • Application content • Application tools • 1st phase evaluation criteria <ul style="list-style-type: none"> • Communication Management (Beneficiaries and stakeholders) • Coaches and mentors (majors: Marketing, campaigns) • Proposals development & Criteria <ul style="list-style-type: none"> • 2nd phase evaluation criteria • Presentation training • Proposals presentation platform <ul style="list-style-type: none"> • Final pitching (ceremony)
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Highlight of delivery plan in 2024:

- **Phases 1 & 2 will be delivered in 3 cities** in 2024
- Participants in **phase 2** are considered as the input for **phase 3**
- **Phase 3 will be implemented 1 time** in 2024 (gathering all participants who completed phase 2 in different cities/cohorts)
- In addition to 2024 phase 2 participants, we have a list of potential participants to join phase 3 from 2023 cohorts
 - Targeted cities: TBD
 - Project start date: **1/5/2024**
 - **City 1** estimated delivery date (Phase 1&2): **1/6/2024**
 - **City 2** estimated delivery date (Phase 1&2): **1/11/2024**
 - **Phase 3 estimated delivery date:**
 - Scope delivery end date: **30/4/2025**
 - Contract duration: **12 months**
 - Targeted beneficiaries: Youth (**18 to 35 years old**).
 - Delivery language: 100% Arabic
- Registration page: <https://hub.misk.org.sa/ar/programs/community/youth-voice/>

Program OKRs:

- **20,000** Enrolled participants in **phase 1**

- 3,000 Issued certificates of completing phase 1.
- 30,000 Engagement hours from all 5 phases
- 50 Community engagement initiatives led and developed by Youth Voice graduates.
 - 10 Initiatives adopted by other entities.
 - 95% Satisfactory rate

Project human resources plan:

- Project team minimal experience required:
 - 1 Project manager (+7 years of experience)
 - 2 Project Specialists (+3 years of experience)
- The Project Manager from the vendor must work at least two days a week in Misk office.
- IT background is required for at least one of the team members, to manage the portal and provide technical support and communication channels to announce phases updates for the enrolled participants.

Important information about the program:

- This program is nationally driven, and it is focused on visiting different regions in Saudi Arabia. These regions are selected based on the needs of the regions.
- Logistics of participants, trainers, judges will be covered by program delivery vendor for travel, meals, accommodations, and transportation (e.g., phases 3, 4 and 5).
 - The delivery and content of the program must be in Arabic and culturally appropriate.
- This program should focus on providing a one-of-a-kind transformative experience for participants and the community.
- This program's ambition is to be a key cornerstone for youth engagement on the national level and thus the level of quality and engagement should be on par with its ambition.
- The project's mission is to be done on a yearly basis and thus impact should be seen and measured from one year to the next regularly.

Scope of Work

Scope	Deliverable	Quantity	Unit
Project plan Learning content of phases 1-3 is ready. Participants journey is designed already. Communication methods and modes: Define the communication channels, frequency, Document exchange and archiving tool, and the approval process.	1. Work breakdown structure (project processes, define dependencies, resources, speculate timeline and critical paths)	1	Document
	2. Project assessment: Review the existing project design and lessons learned from 2023 and agree on changes if needed.	1	Document
	3. Participants journey.	1	Document
	4. Project human resources plan	1	Document
	5. Project outputs delivery table	1	Document
	6. Project communication plan & matrix for the 3 cities	1	Document
	7. Escalation plan and suggested steering committee.	1	Document

	8. Project quality management plan	1	Document
	9. Project Risk analysis and management plan	1	Document
	10. Roles and responsibilities, and project governance together with Misk team.	1	Document
	11. stakeholders mapping and identify an engagement plan	1	Document
Content Improvement and Development Existed Documents to be reviewed and adjusted if needed + updating topics along the way)	12. Tailor sessions in all phases to revolve around themes that will be provided by Misk.	3	Cities
	13. Ensure the discussion sessions are exciting and interactive.	3	Cities
	14. Developing a written guide to the trainer's discussion with participants	1	Document
Phase 2 delivery: Persuasion and debate training	15. Delivering the training as per the approved Project Design.	3	Cities
	16. Contract and provide 8-10 trainers per city	3	Cities
	17. Contract and provide 3 judges per city	3	Cities
	18. Provide the list of debate topics.	3	Cities
	19. Handle participants evaluation (individuals and groups)	3	Cities
	20. Cost coverage of training locations to accommodate all participants, trainers, judges & project team members (venue, meals, training tools, branding, and anything else needed to have a complete training journey)	3	Cities
Phase 3 delivery: Developing community engagement initiatives/campaigns proposals	21. Propose a training and coaching design to cover: Stakeholders mapping Potential sponsorships model Early alignment with potential NPO partners Challenges identifying “profile” Application content and tool Filtration criteria, system & committee members (3 phases) Communication plan Communication Management (Beneficiaries and stakeholders) Coaches and mentors CVs (majors: Marketing, campaigns development, presentation) Proposals development guidelines Participants logistics (hotel, flight, transportation, catering) Presentation training Proposals presentation platform Final pitching scenario and ceremony	1	Document

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	22. Contract with the needed trainers and coaches	2	Months
	23. Campaign proposal template	1	Document
	24. Phase 3: Logistics management and cost coverage for trainers and Participants (hotels, transportation, meals) 1 meeting x 20 participants 3 meetings x 10 participants 4 meetings x 10 mentors or coaches	1	Cohort
	25. Awards	300,000	Sar
Event Management	26. Event management requirements document for phase 2 & 3, this should cover all training requirements (training rooms/classes preparations, site branding, stationaries...) to ensure providing the best training quality and user experience.	1	document
Logistics Notes: - The vendor must deal directly with Misk Foundations authorized travel agency - No third-party contracts are allowed for booking travel tickets - All travel ticket types must be flexible, and the vendor is responsible for any delayed or missed out flights	27. Phase 2: Trainers round-trip flights tickets (Domestic) Estimation: 8 trainers x 3 cities	24	People
	28. Phase 2: Judges round-trip flights tickets (Domestic and GCC) 3 Judges x 3 cities	15	People
	29. Phase 3: Participants round-trip flights tickets to Riyadh for phase 3 20 participants x 1 session 10 participants x 3 sessions	50	People
	30. Post training dinner	40	people
External SME	31. Contracting with an SME chosen by Misk to act as a consultant throughout the project. All communication and consultations will be held directly between Misk and the SME.	200,000	Sar
2023 reports	32. Live dashboard report to track registration and completion numbers, and demographic data. Note: the dashboard is already developed by Misk	3	Cities
	33. Provide detailed reports after the completion of each phase and an end of program report, containing the below key deliverables: 1. Program journey and all statistics 2. Modified Operational plan “if needed.” 3. Trainers and judges participated in the training journey.	3	Cities

	4. Lessons learned. 5. Project Impact and evaluation assessment “the survey is developed by Misk”		
	34. 2025 project plan design	1	Document

Assumptions:**- Misk will:**

- Share the social Impact measurement to be implemented pre and post the program execution.

- Youth Voice Program Delivery Vendor will:

- Develop Project delivery plan (WBS)
- Contract with SMEs “trainers & judges” to deliver the training in all phases
- Manage communication with participants at all phases (sending announcement and reminders via EDM, WhatsApp, Phone calls) as per the agreed on plan
 - Handle the filtration process
 - Prepare list of debate topics
- Develop physical training agenda, trainers, and logistics plan
 - Book 4-5 stars hotels for trainers and beneficiaries
- Provide suitable options that can represent Misk foundation well
- Provide the coffee breaks during the training day and dinner at the end of each training day, all should be tested and approved by Misk
 - Provide stationary supplies in all physical meetings
- Book training venues for phase 2 that have 1 Main stage contains (minimum of 100 seats, 1 large screen/Projector, 3 microphones at least) and 8 classes for teaching and debate in the same building contains (Projector or Teaching board, minimum of 9 seats and tables)
 - Manage virtual sessions (Hosting, training, recording, reporting, evaluation)
- Grant Misk approval prior contracting with any delivery party (individuals or entities)
- Conduct commercial due diligence for all trainers, judges prior contracting with them, and for all participants who are going to move to phase 2 prior to sending the announcements in the 2nd phase
 - Provide reports after project phases and cities delivery
- Handle the preparation of phase 3 participants and judges (rehearsal, on site participants management, protocol training)
 - Revise and enhance the Candidates assessment criteria from cohort 3
- Provide weekly progress reports and attend weekly meetings with Misk team to go over the reports.

- Seek Misk's written approval for all content and productions designs prior to execution
 - Support Misk to achieve the mentioned OKRs
- **Project team (Vendor, Trainers & judges) will:**
 - Attend phases 2 & 3 physically.

Proposal Requirements

In addition to the scope of work and approach mentioned above each proposal must abide by the following guidelines:

Proposal Submission

Proposals shall be submitted to the e-mail herein stated on page three. The application shall contain all mandatory requirements stipulated herein in the Bidder checklist on page two. The following method shall be adhered to:

- 1. Proposals shall be received from the bidder's company's official E-mail.**
- 2. The technical proposal shall be submitted in a separate PDF file and must at least contain:**
 - a. A background on the project requirements.**
 - b. Proposed solutions and services.**
 - c. Implementation methodology, steps, and timeframe.**
 - d. Project KPIs.**
 - e. Team members and expertise thereof.**
 - f. Past relevant experiences.**
- 3. The financial proposal shall be submitted in separate PDF documents and must at least contain:**
 - a. Proposal/quotation includes reference number dated and stamped.**
 - b. Clear deliverables as per bill of quantities or bill of amount as lump sum.**
 - c. Adding expected delivery dates in all requested lines/deliverables.**
 - d. Schedule of payments shall be against schedule of deliverables to be received and invoiced accordingly.**
 - e. Payment Terms will be due within 30 days from the invoice date.**
 - f. Guarantees and support provided after delivery of the project, if any.**
- 4. Proposals submitted after the closing date hereinabove stipulated shall be deemed to be invalid.**
- 5. All costs shall be inclusive of all expenses, such as VAT or withholding Tax if applicable.**
- 6. Proposals shall be valid for three months from the date of proposal submission.**
- 7. Should the Vendor fail or breach the Agreement, the Vendor shall be subject to fines and penalties according to the Purchase Order or Contract and the applicable regulations.**
- 8. Bidders shall not submit more than one proposal.**

Queries

Any queries or concerns that may arise with respect to the interpretation of competition documents or any additional information required about the invitation to tender, including the specifications, shall be submitted to the Foundation via the e-mail herein stated.

Queries shall be reviewed, answered, and shared with all potential Bidders, with no reference to the inquirer.

Evaluation of Proposals

Proposals shall be evaluated in accordance with all the technical conditions and specifications required to determine the best Bidder to meet the requirements of the project or required services. Proposals shall

be evaluated based on unified criteria and in light of precise controls and methods for comparison, weighing, and selection. A successful Bidder will be judged on the following evaluation criteria:

1. Quality of proposed methodology and business plan.
2. Vendor's past relevant experience.
3. Adherence to all RFP requirements.
4. Team members' expertise in similar projects.

Accordingly, the best proposal meeting project requirements shall receive the highest technical rating.

The Proposal cost shall be evaluated based on the following criteria:

1. Competitiveness of proposed cost.
2. Availability of guarantees and support after project delivery.
3. Compatibility of payments schedule with deliverables.

General Provisions

- 1) The regulatory document for the terms of such Competition shall be the Foundation's Procurement Policy.
- 2) All project-based employment contracts shall be subject to the Saudi Labor Law promulgated by Royal Decree No. (M/51), dated 23/8/1426 A.H., and the implementing regulations thereof, which shall be referred to in all undisclosed situations. Should there be any condition contrary to the provisions of the Labor Law, such condition shall be deemed to be void save and except such condition is deemed to be in favor of said Employee in accordance with Article VIII of the Labor Law.
- 3) Proposals shall be valid for ninety (90) days from the date of proposal submission.
- 4) All pages of this RFP, rate card, and enclosed conditions shall be stamped by the Bidder using the company's official stamp.
- 5) Misk Foundation shall be entitled to reduce and increase the numbers and quantities in the competition's rate card, whenever such change is in the interest of the Foundation.
- 6) The Bidder shall declare conflict of interest, including relatives up to the fourth degree, if any, in writing in the proposal.
- 7) The Bidder shall explain the parts to be implemented by the subcontractors within the project scope.

Key Obligations

- a. Bidders shall read the RFP and fully understand the conditions and specifications thereof as the required information, all the conditions included in the RFP, the obligations, and items agreed upon in the event of awarding the project and signing the Contract shall be considered an integral part of said Contract.
- b. Awarded Vendor shall prepare a detailed business plan for project implementation and a detailed training plan and support plan "if needed".
- c. When necessary, the Foundation shall request technically compatible Vendors to submit presentations on the content of proposals thereof at the Foundation's premises prior to the final selection of the winning Bidder, provided that the presentation be presented by the Project Manager assigned by the Vendor.

- d. Vendors shall provide a list of suggested team members for the project, in addition to resumes, qualifications, certifications, and relevant experience. Vendors shall also provide a list of assisting residents and visitors prior to the project kick off. The Foundation's approval shall be obtained prior to the project kick off or as per the project requirements within the contract period for those who shall be required to attend later.

Payment Schedule:

- a. The cost of the project shall be paid in the currency specified in the financial offer in deliverable-based installments or in monthly or quarterly payment schedules supported by rate cards or deliverables delivered with the approval of the authorized individual in the Foundation.
- b. The Vendor shall be obliged to raise monthly invoices, if any, or certificates of achievement of deliverables regularly to the Foundation. Any delay in raising said invoices or certificates shall be responsible for delaying the payment of entitlements.
- c. The Vendor shall submit a deliverable-based schedule of payments in the proposal, given that at least 10% of the value of the financial proposal shall be allocated as a final settlement, which shall be the basis for differentiation. The approval of the Foundation shall be required before consolidating said schedule of payments into the Project's underlying Purchase order or Contract.
- d. The down payment, if any, shall not exceed 5% of the value of the financial proposal. The Foundation shall have the right to request a bank guarantee of the installment amount.

Project Management

General Provisions for Project Management:

- a. The Foundation adopts a flexible project management methodology (Agile) to suit the nature of sought plans and objectives. It is, therefore, important that the Bidder has a good level of capability and know-how of implementation methodology and mechanisms.
- b. Project performance reports act as the backbone of project follow-up and evaluation and evaluate and demonstrate how committed the Vendor is to the project's operational performance. The Vendor, therefore, shall propose a list of regular and special reports necessary to meet the project control and monitoring requirements, bearing in mind that the final detailed list shall be coordinated and agreed upon with the Project Owner and the Project Management Office at the Foundation. The reporting period shall be commensurate with the duration of the project and shall indicate the progress against the plan, any issues or risks that have occurred or are expected to occur, action plans, as well as planned or adopted corrective and preventive measures.

Managing Resources During Project Implementation:

- a. The Vendor shall be obliged to appoint a General Manager for the project, preferably a Saudi national with a degree in said field or equivalent, in addition to at least five years of experience in managing similar projects. The Foundation shall have the right to reject/accept or request to change the Project Manager at any time.

- b. The Project Manager shall be given full authority to make decisions without any delay or suspension.
- c. Team members shall be fluent in both Arabic and English.
- d. The Project Manager shall carry out the duties and responsibilities thereof to ensure the implementation and execution of all provisions in the Contract. The Project Manager shall be fully accountable for controlling, monitoring, and coordinating all project tasks.
- e. The Vendor shall not be entitled to replace the Project Manager without prior approval of the Foundation, and with justification for said decision.
- f. Should the Project Manager wish to enjoy annual leave, the Foundation's approval shall be obtained by the Vendor thirty (30) days in advance, provided that said leave do not exceed thirty (30) days annually after at least one hundred eighty (180) days from the project kick off. In such case, the Vendor shall be obliged to provide a competent replacement with the same authority during the leave period of the main Project Manager. In the event that a team member wishes to enjoy a leave, the Foundation's approval shall be obtained by the Vendor two weeks prior to the leave, provided that a competent replacement is secured to pursue the project.
- g. The Foundation shall have the right to request the replacement of any team member within fifteen (15) days with justification for such replacement.

Project Information Management:

- a. The Vendor shall comply with the security regulations and rules for the management, maintenance, receipt, delivery, copying, updating, and destruction of confidential documents and information throughout the Contract term and after the end of the Contract.
- b. All data, documents, studies, and reports shall be delivered in two color-printed copies, in addition to two soft copies on a flash memory. All documents to be handed over shall be in both Arabic and English or as agreed.
- c. Any work received by the Foundation shall become the property of the Foundation and the Bidder shall not be entitled to act or use said work without prior consent by the Foundation.
- d. The Vendor shall undertake not to disclose any project-related information to any other party, save and except when necessary for the implementation of the project and with prior written consent from the Foundation.
- e. The Vendor shall take all precautions to ensure that the employees thereof comply with confidentiality requirements.
- f. The confidentiality agreement shall remain in effect even after the project completion and the Foundation shall have the right of prosecution in the event of any violation of confidentiality, as stated in the Intellectual Property Law.

Appendix 1: Acknowledgment and Undertaking

Data Verification Acknowledgment

We, Company/Organization, hereby acknowledge to have no objection or reservation to verify the information provided for in the proposal or annexes, or proposal requirements, whether through phone, interview, or a visit to one or all of the following:

- 1. Our Banks.**
- 2. Government entities, companies, or institutions with similar projects.**
- 3. Team members.**
- 4. Subcontractors.**
- 5. Chartered Accountants auditing financial statement.**
- 6. Any other sources the Foundation deems necessary to contact and verify the information provided for in the proposal by the Vendor.**

Authorized Individual

Stamp

Name:

Position:

Signature:

Date:

Appendix 2: Additional Information

[Additional information gets included here such as design examples, detailed requirements and should be referred to in the scope of work section]