

ANNEX 1: SCHEDULE OF REQUIREMENTS

1. Staff ToT	
Number of Training	5 Batches (Lalmonirhat: 2 batches, Jamalpur:2 batches and Gaibandha: 1 batch)
Number of District	3 (Jamalpur, Lalmonirhat and Gaibandha)
Duration of Training	2 Days/Batch
Venue	Conference/Training Room at District level
Expected Number of Participants for each Training	
UNDP SWAPNO Team	1
Project Officer/PC from SWAPNO Partner	3
Union Worker from SWAPNO Partner	24
Facilitator/Resource Person	1
Total Participants per batch	29

		Comply by vendor (YES/NO)
Quantity	5 batches	
Place of Delivery	DAP	
Expected Date of Delivery	As per Annex-7 Training Schedule & location	

1. Support to organize Courtyard Meeting	
Number of Training	594 courtyard meetings (Lalmonirhat: 222 meetings, Jamalpur:270 meetings and Gaibandha: 102 meetings)
Number of District	3 (Jamalpur, Lalmonirhat and Gaibandha)
Duration	1 Days/meeting
Venue	Courtyard at village level
Expected Number of Participants for each courtyard meeting	
Project Officer/PC from SWAPNO Partner	2
SWAPNO beneficiaries	12
Facilitator/Resource Person	1
Total Participants per batch	15

		Comply by vendor (YES/NO)
Quantity	594 Meetings	
Place of Delivery	DAP	
Expected Date of Delivery	As per Annex-7 Training Schedule & location	

1. Cooking Demonstration	
Number of Training	297 Cooking Demonstrations (Lalmonirhat: 111 events, Jamalpur:135 events and Gaibandha: 51 events)
Number of District	3 (Jamalpur, Lalmonirhat and Gaibandha)
Duration	1 Days/meeting
Venue	Suitable venue for cooking demonstration
Expected Number of Participants for each Cooking Demonstration	
Project Officer/PC from SWAPNO Partner	2
SWAPNO beneficiaries	12
Facilitator/Resource Person	1
Total Participants per batch	15

		Comply by vendor (YES/NO)
Quantity	297 Meetings	
Place of Delivery	DAP	
Expected Date of Delivery	As per Annex-7 Training Schedule & location	

1. Workshop with Local Health Center	
Number of Training	99 Workshops (Lalmonirhat: 37, Jamalpur:45 and Gaibandha: 17)
Number of District	3 (Jamalpur, Lalmonirhat and Gaibandha)
Duration	1 Days/Workshop
Venue	Union Conference Room
Expected Number of Participants for each Workshop	
Project Officer/PC from SWAPNO Partner	1
Representatives from Community Health Clinic	15
Representatives from SWAPNO beneficiaries	3
UP Representatives	2
Facilitator/Resource Person	2
Total Participants per batch	23

		Comply by vendor (YES/NO)
Quantity	99 Workshops	
Place of Delivery	DAP	
Expected Date of Delivery	As per Annex-7 Training Schedule & location	

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods/services as per Annex-2 Training Schedule and location after the PO/Contract signature.
Delivery Terms (INCOTERMS 2020)	DAP
Customs clearance (must be linked to INCOTERM)	<input checked="" type="checkbox"/> Not applicable
Exact Address(es) of Delivery Location(s)	As per Annexure-2 (training schedule and location).
Distribution of shipping documents (if using freight forwarder)	Not Applicable
Packing Requirements	N/A
Training on Operations and Maintenance	Not Applicable
Warranty Period	N/A
After-sales service and local service support requirements	N/A
Preferred Mode of Transport	N/A

Ans