Consult the GSC Guidance Note 003: Procurement of Services for information on when an adjudication report is required.

Explanatory notes on how to respond to questions 1-3 are given at the end of this document.

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| 1. **How was the contracting partner chosen?**
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| **Process followed to search for and select the contracting partner:****For service contracts (APW\*, GES, TSA and Non-Grant LOA) likely to require an expenditure of USD 25,000 or more, the selection of the contractual partner must be based on a formal in writing competitive bidding process.\*\*****Copies of the requests sent to the service providers must be uploaded.****Any proposed exception or deviation from this requirement must be approved by the Division Director/WR and DAF.****Background**: * WHO Pakistan needs to higher 3rd party HR services for which a high value RFP EM/RGO/DAF/LSP/ P/0004771 was published globally in 2020. (Annex-A)
* As a result an LTA was signed which is valid till October 2025 . (Annex-B)
* An RCRC approval for 2 years extension based on the performance of the service provider till October 2025. (Annex-C)
* The performance evaluation of the supplier during the past years was done by the Polio team was found satisfactory. (Annex-D)
* We have the update Self-Declaration form. (Annex-E)
* An estimated budget for consultant RMNCAH March 2024 requirement is attached.
 |
| **Potential partners considered:** |
| A | M/S Chips Training & Consultant |
| B |  |
| C |  |
| **Selected Partner:** M/S Chips Training & Consultant |
| **Rating of factors considered: (Score sheet attached)** |
| **Potential contracting partner** | **Rating (on a scale from 1-5 where 5 is the best)** | **Comments (if any)** |
| **Cost** | **Quality** | **Reliability** | **Availability to meet WHO deadlines** |
| A | 5 | 5 | 5 | 5 | Selected |
| B |  |  |  |  |  |
| C |  |  |  |  |  |

\*All APWs valued at $25,000 and above will have to be cleared by the Regional Office. APWs below $25,000 will be cleared by EMRO if one or more of the following applies: Retroactive, MOH employee, Advance payment exceeding 25% for individual and 50% for companies, Work inside WHO premises.

\*\*With the exception of Grant LOA, DFC and imprest PO.

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| 1. **How was the fee or cost calculated?**
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| The consultancy rates are based on the attached WR’s memo WR.PAK.02.060 AF.4/Consultants/18 dated 27 February 2018. (budget attached for reference) |
| 1. **How does the fee compare to that payable on the open market?**
 |
| Not applicable |
| 1. **Add justification for any advance payment against signing the contract.**

**If exceptionally an advance payment exceeding the 25/50% threshold is requested, please give full justification and should be approved by DAF, on the attached form, annex 1)** |
| Not applicable |
| 1. **Explain any retroactivity (this should be extremely rare since it is in contravention of WHO Financial Rule 106.2 and should be approved by DAF, on the attached form, annex 1)**
 |
| Not applicable |
| Signature of Responsible Officer:Name:Title:Unit:Approval by Division Director/WR:(if required as per Section 1)Approval by DAF:(if required as per Section 1/4/5) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Ms Ellen ThomTechnical Officer SRHR/ Lead CAT-3\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dr Luo DapengWHO Representative/Head of Mission, Pakistan\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |