



**Subject: Request to Submit an Offer for Consultant to Develop National Adaption Plan for St. Vincent**  
**[BRBRSO0218]**

The United Nations Development Programme (UNDP) is currently implementing a project **Japan-Caribbean Climate Change** that requires the services of an individual to perform the work described in the abovementioned subject.

We kindly request you to submit your quotation for the above captioned assignment as detailed in Annex I of this RSO. When preparing your quotation, please be guided by the form attached hereto as Annex III. To assist you in understanding the requirements of this assignment, we have attached hereto the following:

- a) The *Terms of Reference* for the assignment described above (Annex I);
- b) The standard *Letter of Confirmation of Interest and Availability* (Annex II), which you must accomplish and submit to UNDP;
- c) The *Financial Proposal* template (Annex III);
- d) General Conditions of Contract for the Services of Individual Contractors (Annex IV); and
- e) The sample *Individual Contract* (Annex V), which you would be expected to sign in the event you are the selected Offeror in this procurement process.
- f) [Personal History Form \(P11\)](#)

Should you be interested and decide to submit an offer for this assignment, kindly send it no later than **the date and time indicated in the online system** to [procurement.bb@undp.org](mailto:procurement.bb@undp.org). Your email subject line **MUST** state “[**BRBRSO0218 – Your First Name and Last Name**]”. If you decide not to submit an offer, we would appreciate if you would advise us accordingly, preferably indicating the reasons for declining this invitation.

In the meantime, we look forward to your favorable response, and thank you in advance for your interest in working with UNDP.

Sincerely,

UNDP Procurement Unit  
16 February, 2017



## **TERMS OF REFERENCE**

### **Technical Consultant for the Development and Design of a National Adaptation Plan (NAP) and Sector Strategy Plan**

<b>Project:</b>	Japan- Caribbean Climate Change Partnership
<b>Beneficiary Country:</b>	St. Vincent and the Grenadines
<b>Duration of Project:</b>	80 days within 9 months
<b>Type of contract:</b>	UNDP Individual Contract
<b>Expected start date:</b>	April 1st, 2017

### **Background**

The Japan-Caribbean Climate Change Partnership (J-CCCP) aims to support eight Caribbean countries in advancing the process of low-emission risk-resilient development by improving energy security and integrating medium to long-term planning for adaptation to climate change. Interventions under the Project include supporting policy innovation through the development of a number of Nationally Appropriate Mitigation Actions (NAMAs) and National Adaptation Plans (NAPs) and implementing actual technology that is both low-emission and advances climate risk management, including demonstration in the target countries. The participating countries include Belize, the Commonwealth of Dominica, Grenada, the Republic of Guyana, Jamaica, St. Lucia, St. Vincent and the Grenadines, and the Republic of Suriname. This project is funded by the Government of Japan and will be implemented by UNDP, with UNDP Barbados & the OECS sub regional office as a lead agency.

The Government of St. Vincent and the Grenadines has already taken definitive steps towards building resilience and enhancing national capacities to adapt to climate change impacts. Of particular note, climate change has been recognized in the National Economic and Social Development Plan 2013-2025. While a draft adaptation policy exists; climate change adaptation will also be covered in the anticipated National Climate Change Policy and the Strategy and Implementation Plan which is expected to be completed in 2018.

The National Climate Change Policy is also expected to address the following areas:

- Financial incentives to encourage/promote the increased and active participation of the private sector, community-based organizations and civil society in initiatives and programmes for building resilience to climate change
- A monitoring and evaluation plan, to determine identified policy interventions are effective in ensuring that climate change adaptation and mitigation strategies were considered in the

## implementation of sectoral

It should also be noted that work is being undertaken to facilitate the integration of climate change considerations into some national sectoral policies. These current initiatives will address policies under the Housing and Agriculture sectors with plans to support similar actions in other areas. Additionally, activities under the Pilot Programme for Climate Resilience (PPCR) has led to the development of the Strategic Programme for Climate Resilience (SPCR). It is intended that this document will provide guidance strengthening investments in climate resilience. These documents, in addition to any other national documents identified during national consultations, will serve as the foundation on which to build and prepare the NAP for St. Vincent and the Grenadines.

As such the UNDP, together with the Government of Japan is providing assistance to St. Vincent and the Grenadines to support the integration of climate change considerations into their national and sectoral planning and budgeting processes, which are in line with existing United Nations Framework Convention on Climate Change (UNFCCC) endorsed framework for NAPs. It is envisaged that this work will contribute to ongoing national efforts as well as the regional effort towards the mainstreaming of adaptation actions into the development framework, support concrete actions for inclusion into national fiscal space and greater access to international climate finance for implementation of priority actions

## Objective

The Technical Consultant will design and develop an overarching National Adaptation Plan (NAP) for St. Vincent and the Grenadines inclusive of a NAP roadmap and investment strategy for the various sectors identified with the plan.

## Scope of Work

The Technical Consultant, with guidance from the Government of Saint Vincent and the Grenadines and the J-CCCP Project Management Unit (PMU) within UNDP Barbados and the OECS sub-regional office and in close consultation with relevant stakeholders in the beneficiary country, will undertake all activities related to the following:

- Prioritisation of sector plan development and adaptation actions according to national needs, development priorities and climate vulnerabilities
- Development of a national adaptation roadmap to guide the integration and implementation of identified actions
- Development of a NAP and monitoring and evaluation (M&E) plan for adaptation
- Development of one sector specific adaptation strategy and investment plan

These activities will advance the formulation required strategies and actions, and inform the preparation of a comprehensive NAP and accompanying documents. The above-listed activities should be guided by the Least Developed Countries Expert Group (LEG) technical guidelines for NAP development published

by the UNFCCC<sup>1</sup> and the M&E Plan for Adaptation should be guided by the *Guidebook for Developing National Adaptation Monitoring and Evaluation Systems* (GIZ and IISD, 2015).

The Technical Consultant has the following principal responsibilities, as well as other related tasks that the PMU may identify as necessary to the success of the Project in attaining its objectives:

#### A. Stocktaking and gap analysis

Review the work conducted under the J-CCCP Baseline Assessment and any other previous studies and identify any relevant additional information needed for a complete in country assessment of the NAP situation. Areas for review should include but not be limited to the following:

- a. Current climate and climate scenarios
- b. National capacities and resources (e.g. Information management systems, programmes, human resources and policies etc.) needed to engage in the NAP process
- c. Barriers to planning, design and implementation of adaptation activities (e.g. systems, data, institutional and legislative frameworks, human capacity and expertise etc.)
- d. Sustainable development efforts most at risk from climate change
- e. Outline the gaps to be addressed based on analysis of the information collected including a review of relevant national policies and international commitments.
- f. Highlight the expected impact of climate change on social development, as well as issues related to social inequality and poverty
- g. Any other major areas previously addressed and prioritized in the PPCR, SNC and the SPCR
- h. Outline the gaps to be addressed based on analysis of the information collected

#### B. Identification of NAP mandate

- a. Through the process of stakeholder consultations, identify the needs and prioritize the gaps to be addressed
- b. Define the scope of NAP process for the sector and the institutional framework for development and implementation based on the ranking of national and sector specific priorities.
- c. In collaboration with the national climate change focal point, Ministry of Sustainable Development and other government officials identify stakeholders to be consulted

#### C. Prioritization of Key Sectors

- a. Based on the list of key sectors identified by the Government of St. Vincent and the Grenadines, review relevant information and existing adaptation plans and policies to

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<sup>1</sup>[https://unfccc.int/files/adaptation/cancun\\_adaptation\\_framework/application/pdf/naptechguidelines\\_eng\\_high\\_res.pdf](https://unfccc.int/files/adaptation/cancun_adaptation_framework/application/pdf/naptechguidelines_eng_high_res.pdf)

- determine the level of integration and mainstreaming of climate adaptation considerations in planning and execution of activities.
  - b. Based on review of the sector specific information; rank key sectors in order of priority for the development of sector specific climate adaptation strategies
  - c. Identify sector ranked highest according to national priority for strategy development
- D. Formulation of NAP strategy and roadmap
  - a. Development of strategy document (roadmap) for the NAP process which should outline the key stakeholders and their responsibilities as well as the strategic action and sequential steps for development and implementation. This strategy should also outline potential donor agencies/ sources of funds to support climate adaptation programmes.
  - b. Monitoring and Evaluation plan for the NAP process
  - c. Capacity Development Plan to address the needs and gaps within the identified sectors
- E. Undertake climate risk and vulnerability assessment
  - a. Analyze current climate information to identify trends to support the planning processes
  - b. Using existing climate models, climate data and climate studies, define future climate risks and levels of uncertainty. Where necessary local level resolution/ data capture may be undertaken to address information gaps.
  - c. Assess vulnerability to climate change at the sectoral and national levels
  - d. Assess future vulnerability of national development objectives to climate change
  - e. Rank identified climate risks and vulnerabilities and align them with appropriate adaptation options
  - f. Prioritise sectors for development of sector specific strategies based on national needs, development priorities and climate risks and vulnerabilities
- F. Development of National Adaptation Plan
  - a. Identify scenarios and pathways for national and sector adaptation actions
  - b. Appraise, prioritise and rank identified national and sectoral adaptation options
  - c. Develop the National Adaptation Plan including a national M&E Plan for submission to national government for review and national approval. Critical next steps necessary for realizing the objective of the NAP should also be integrated.
  - d. Develop a sector specific adaptation strategy for the highest ranked sector identified, to guide climate action. This strategy should include a 5-10-year investment plan to address financial requirements for implementation of actions outlined in the strategy.

## Qualifications and Experience

The candidate should be highly motivated and capable of working independently. The ability to work with a wide variety of stakeholders from governments, agencies, private companies, Non-Governmental Organizations (NGOs), and research institutions is essential. A good understanding of the institutional framework relating to climate change initiatives in the country is highly desirable. In addition, the Technical Consultant should possess:

- An advanced degree (Master's or higher) in areas relevant to climate change adaptation or natural resource management.
- At least 10 years of relevant working experience in the areas of climate change adaptation, natural resource management and national development strategies.
- Six years of progressive responsibility in the project area
- Demonstrated ability and experience in the development of policy measures and implementation plans that can also be applied to NAPs, national adaptation frameworks and national budgeting and financial processes. The proponent should outline at least three relevant projects undertaken in the last five years which highlight their experience in the development of similar instruments.
- Knowledge of and experience in the use of the LEG NAP development guidelines. A brief description of past experience in the use of these guidelines should be included in the offer.
- Good organizational skills, especially for facilitating meetings, workshops and writing reports.
- Experience working with international donors and UNDP.
- Experience working with a variety of stakeholders in St. Vincent and the Grenadines, the Caribbean, or Small Island Developing States (SIDS) would be an added advantage.
- Demonstrated analytical, communication and report writing skills. Outline at least three technical, policy, scientific or research publications undertaken within the last five years.

## Duration of Work

Work under this assignment is anticipated to be undertaken within 80 days spread over a period of nine (9) months.

## Location of Work

The consultant will operate from their home base, and undertake at least four missions to the country as necessary.

## Expected Deliverable and Schedule

The contract price is a fixed output-based price regardless of extension of the herein specific duration. The Financial Proposal will include all fees and costs associated with the execution of the contract, including professional fees, travel, equipment and all other expenses that will be incurred during the execution of the work. Should unforeseeable travel to the country be required which exceeds the four anticipated country missions outlined in Section 6 "Location of Work", UNDP will reimburse all related

travel costs. Reimbursement will be calculated at the rate for travel and associated expenses established and agreed to within the final contract. It should be noted that justification must be provided by the proponent and prior written approval obtained from the UNDP before unforeseeable travel is undertaken.

Payment for the deliverables will be remitted subject to the approval of final submissions by UNDP and the Government and based on the Consultant's Proposal. Expected submission periods and proposed payment allocations are as follows:

<b>No.</b>	<b>Deliverable</b>	<b>Submission Period</b>	<b>% of Payment</b>
1	Inception Report	Within 2 weeks of contract signature	5
2	NAP assessment report	Within 6 weeks of contract signature	10
3	NAP road map inclusive of Capacity Development Plan	Within 3 months of contract signature	15
4	Climate risk and vulnerability assessment report	Within 5 months of contract signature	20
5	Draft NAP document, including an M&E Plan for Adaptation	Within 7 months of contract signature	20
6	Draft Sector Strategy and Investment Plan	Within 8 months of contract signature	15
7	Final NAP document, M&E Plan for Adaptation, and Sector Strategy and Investment Plan	Within 9 months of contract signature	15

### **Institutional Arrangements**

The Technical will report directly to the J-CCCP Project Manager with support from the Technical Specialists. At the end of the contracted time period, the Technical Consultant shall submit all project outputs to the PMU, which will be assessed for validity and completeness of required information, and should be in the desired format identified by the beneficiary country. Once approved by the PMU, all outputs become the property of the beneficiary country to utilise and disseminate as deemed necessary.

### **Reporting Requirements**

All deliverables should be submitted with Microsoft Word format and a PDF format for web publishing. If relevant, copies of high resolution maps and graphics should also be submitted to the J-CCCP Project Manager.

The Technical Consultant will provide monthly briefs and updates to the Project Manager and the respective UNDP personnel on the progress of the work, challenges encountered, risks foreseen, proposed or taken mitigation measures, and areas where UNDP support may be required.



**Annex II**

**OFFEROR'S LETTER TO UNDP  
CONFIRMING INTEREST AND AVAILABILITY  
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date \_\_\_\_\_

Mr. Stephen O'Malley  
UNDP Barbados and the OECS Subregional Office  
United Nations Development Programme  
UN House  
Marine Gardens  
Christ Church  
BARBADOS

Dear Sir:

I hereby declare that:

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of **Consultant to Develop National Adaption Plan for St. Vincent** under the Japan-Caribbean Climate Change;
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached;
- d) I recognize that payment amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- e) This offer shall remain valid for a total period of \_\_\_\_\_ *[minimum 90 days]* days after the submission deadline;
- f) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*



g) If I am selected for this assignment, I shall sign an Individual Contract with UNDP;

h) I hereby confirm that *[check all that apply]*:

☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;

☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

i) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

j) ***If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

k) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature:

Date Signed:

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## BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

Name of Individual: \_\_\_\_\_

## A. Breakdown of Cost by Components

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
<b>I. Personnel Costs</b>			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
<b>II. Duty Travel</b>			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
		<b>TOTAL (USD)</b>	

## B. Breakdown of Cost by Deliverables\*

Deliverables <i>[list them as referred to in the TOR]</i>	Percentage of Total Price (weight for payment)	Amount USD
Deliverable 1		
Deliverable 2		
Deliverable 3		
....		
Total (Must be the same as TOTAL above)	100%	

\*Basis for payment tranches

*[Name and Signature of the Service Provider's Authorized Person]*  
*[Designation]*  
*[Date]*

**UNITED NATIONS DEVELOPMENT PROGRAMME  
GENERAL CONDITIONS OF CONTRACTS FOR THE  
SERVICES OF INDIVIDUAL CONTRACTORS**



## **1. LEGAL STATUS**

The Individual contractor shall have the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP), and shall not be regarded, for any purposes, as being either a “staff member” of UNDP, under the UN’ Staff Regulations and Rules, or an “official” of UNDP, for purposes of the Convention on the Privileges and Immunities of the United Nations, adopted by the General Assembly of the United Nations on 13 February 1946. Accordingly, nothing within or relating to the Individual Contract shall establish the relationship of employer and employee, or of principal and agent, between UNDP and the Individual contractor. The officials, representatives, employees or subcontractors of UNDP and of the Individual contractor, if any, shall not be considered in any respect as being the employees or agents of the other, and UNDP and the Individual contractor shall be solely responsible for all claims arising out of or relating to its engagement of such persons or entities.

## **2. STANDARDS OF CONDUCT**

In General: The Individual contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its obligations under the Individual Contract. Should any authority external to UNDP seek to impose any instructions on the Individual Contract regarding the Individual contractor’s performance under the Individual Contract, the Individual contractor shall promptly notify UNDP and shall provide all reasonable assistance required by UNDP. The Individual contractor shall not take any action in respect of its performance of the Individual Contract or otherwise related to its obligations under the Individual Contract that may adversely affect the interests of UNDP, and the Individual contractor shall perform its obligations under the Individual Contract with the fullest regard to the interests of UNDP. The Individual contractor warrants that it has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Individual Contract or the award thereof to any representative, official, employee or other agent of UNDP. The Individual contractor shall comply with all laws, ordinances, rules and regulations bearing upon the performance of its obligations under the Individual Contract. In the performance of the Individual Contract the Individual contractor shall comply with the standards of conduct set in the Secretary General’s Bulletin ST/SGB/2002/9 of 18 June 2002, entitled “Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Expert on Mission”.

The individual contractor must comply with all Security Directives issued by UNDP. Failure to comply with such security directives is grounds for termination of the Individual contractor for cause. Prohibition of Sexual Exploitation and Abuse: In the performance of the Individual Contract, the Individual contractor shall comply with the standards of conduct set forth in the Secretary-General’s bulletin ST/SGB/2003/13 of 9 October 2003, concerning “Special measures for protection from sexual exploitation and sexual abuse”. In particular, the Individual contractor shall not engage in any conduct that would constitute sexual exploitation or sexual abuse, as defined in that bulletin.

The Individual contractor acknowledges and agrees that any breach of any of the provisions hereof shall constitute a breach of an essential term of the Individual Contract, and, in addition to any other legal rights or remedies available to any person, shall give rise to grounds for termination of the Individual Contract. In addition, nothing herein shall limit the right of UNDP to refer any alleged breach of the foregoing standards of conduct to the relevant national authorities for appropriate legal action.

### **3. TITLE RIGHTS, COPYRIGHTS, PATENTS AND OTHER PROPRIETARY RIGHTS**

Title to any equipment and supplies that may be furnished by UNDP to the Individual contractor for the performance of any obligations under the Individual Contract shall rest with UNDP, and any such equipment shall be returned to UNDP at the conclusion of the Individual Contract or when no longer needed by the Individual contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Individual contractor, subject to normal wear and tear, and the Individual contractor shall be liable to compensate UNDP for any damage or degradation of the equipment that is beyond normal wear and tear.

UNDP shall be entitled to all intellectual property and other proprietary rights, including, but not limited to, patents, copyrights and trademarks, with regard to products, processes, inventions, ideas, know-how or documents and other materials which the Individual contractor has developed for UNDP under the Individual Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Individual Contract, and the Individual contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for UNDP. However, to the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Individual contractor: (a) that pre-existed the performance by the Individual contractor of its obligations under the Individual Contract, or (b) that the Individual contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Individual Contract, UNDP does not and shall not claim any ownership interest thereto, and the Individual contractor grants to UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract. At the request of UNDP, the Individual contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to UNDP in compliance with the requirements of the applicable law and of the Individual Contract. Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents and all other data compiled by or received by the Individual contractor under the Individual Contract shall be the property of UNDP, shall be made available for use or inspection by UNDP at reasonable times and in reasonable places, shall be treated as confidential and shall be delivered only to UNDP authorized officials on completion of work under the Individual Contract.

### **4. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION**

Information and data that are considered proprietary by either UNDP or the Individual contractor or that are delivered or disclosed by one of them ("Discloser") to the other ("Recipient") during the course of performance of the Individual Contract, and that are designated as confidential ("Information"), shall be held in confidence and shall be handled as follows. The Recipient of such Information shall use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate, and the Recipient may otherwise use the Discloser's Information solely for the purpose for which it was disclosed.

The Recipient may disclose confidential Information to any other party with the Discloser's prior written consent, as well as to the Recipient's employees, officials, representatives and agents who have a need to know such confidential Information solely for purposes of performing obligations under the Individual Contract. Subject to and without any waiver of the privileges and immunities of UNDP, the Individual contractor may disclose Information to the extent required by law, *provided that* the Individual contractor will give UNDP sufficient prior notice of a request for the disclosure of Information in order to allow UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made. UNDP may disclose Information to the extent as required pursuant to the Charter of the United Nations, resolutions or regulations of the General Assembly or its other governing bodies, or rules promulgated by the Secretary-General.

The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder. These obligations and restrictions of confidentiality shall be effective during the term of the Individual Contract, including any extension thereof, and, unless otherwise provided in the Individual Contract, shall remain effective following any termination of the Individual Contract.

#### **5. TRAVEL, MEDICAL CLEARANCE AND SERVICE-INCURRED DEATH, INJURY OR ILLNESS**

If the Individual contractor is required by UNDP to travel beyond commuting distance from the Individual contractor's usual place of residence, and upon prior written agreement, such travel shall be at the expense of UNDP. Such travel shall be at economy class when by air.

UNDP may require the Individual contractor to submit a Statement of Good Health from a recognized physician prior to commencement of work in any offices or premises of UNDP or before engaging in any travel required by UNDP or connected with the performance of the Individual Contract. The Individual contractor shall provide such a Statement of Good Health as soon as practicable following such request, and prior to engaging in any such travel, and the Individual contractor warrants the accuracy of any such Statement, including, but not limited to, confirmation that the Individual contractor has been fully informed regarding the requirements for inoculations for the country or countries to which travel may be authorized.

In the event of the death, injury or illness of the Individual contractor which is attributable to the performance of services on behalf of UNDP under the terms of the Individual Contract while the Individual contractor is traveling at UNDP expense or is performing any services under the Individual Contract in any offices or premises of UNDP, the Individual contractor or the Individual contractor's dependents, as appropriate, shall be entitled to compensation equivalent to that provided under the UNDP insurance policy, available upon request.

#### **6. PROHIBITION ON ASSIGNMENT; MODIFICATIONS**

The Individual contractor may not assign, delegate, transfer, pledge or make any other disposition of the Individual Contract, of any part thereof, or of any of the rights, claims or obligations under the Individual Contract except with the prior written authorization of UNDP, and any attempt to do so shall be null and void. The terms or conditions of any supplemental undertakings, licenses or other forms of Individual Contract concerning any goods or services to be provided under the Individual Contract shall not be valid and enforceable against UNDP nor in any way shall constitute an Individual Contract by UNDP thereto, unless any such undertakings, licenses or other forms of Individual Contract are the subject of a valid written undertaking by UNDP. No modification or change in the Individual Contract shall be valid and enforceable against UNDP unless provided by means of a valid written amendment to the Individual Contract signed by the Individual contractor and an authorized official or appropriate contracting authority of UNDP.

## **7. SUBCONTRACTORS**

In the event that the Individual contractor requires the services of subcontractors to perform any obligations under the Individual Contract, the Individual contractor shall obtain the prior written approval of UNDP for any such subcontractors. UNDP may, in its sole discretion, reject any proposed subcontractor or require such subcontractor's removal without having to give any justification therefore, and such rejection shall not entitle the Individual contractor to claim any delays in the performance, or to assert any excuses for the non-performance, of any of its obligations under the Individual Contract. The Individual contractor shall be solely responsible for all services and obligations performed by its subcontractors. The terms of any subcontract shall be subject to, and shall be construed in a manner that is fully in accordance with, all of the terms and conditions of the Individual Contract.

## **8. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF THE UNITED NATIONS**

The Individual contractor shall not advertise or otherwise make public for purposes of commercial advantage or goodwill that it has a contractual relationship with UNDP, nor shall the Individual contractor, in any manner whatsoever, use the name, emblem or official seal of UNDP, or any abbreviation of the name of UNDP, in connection with its business or otherwise without the written permission of UNDP.

## **9. INDEMNIFICATION**

The Individual contractor shall indemnify, defend, and hold and save harmless UNDP, and its officials, agents and employees, from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature, including, but not limited to, all litigation costs and expenses, attorney's fees, settlement payments and damages, based on, arising from, or relating to: (a) allegations or claims that the use by UNDP of any patented device, any copyrighted material or any other goods or services provided to UNDP for its use under the terms of the Individual Contract, in whole or in part, separately or in combination, constitutes an infringement of any patent, copyright, trademark or other intellectual property right of any third party; or (b) any acts or omissions of the Individual contractor, or of any subcontractor or anyone directly or indirectly employed by them in the performance of the Individual Contract, which give rise to legal liability to anyone not a party to the Individual Contract, including, without limitation, claims and liability in the nature of a claim for workers' compensation.

## **10. INSURANCE**

The Individual contractor shall pay UNDP promptly for all loss, destruction or damage to the property of UNDP caused by the Individual contractor, or of any subcontractor, or anyone directly or indirectly employed by them in the performance of the Individual Contract. The Individual contractor shall be solely responsible for taking out and for maintaining adequate insurance required to meet any of its obligations under the Individual Contract, as well as for arranging, at the Individual contractor's sole expense, such life, health and other forms of insurance as the Individual contractor may consider to be appropriate to cover the period during which the Individual contractor provides services under the Individual Contract. The Individual contractor acknowledges and agrees that none of the insurance arrangements the Individual contractor may make shall, in any way, be construed to limit the Individual contractor's liability arising under or relating to the Individual Contract.

## **11. ENCUMBRANCES AND LIENS**

The Individual contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with UNDP against any monies due to the Individual contractor or to become due for any work done or against any goods supplied or materials furnished under the Individual Contract, or by reason of any other claim or demand against the Individual contractor.

## **12. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS**

In the event of and as soon as possible after the occurrence of any cause constituting *force majeure*, the Individual contractor shall give notice and full particulars in writing to UNDP of such occurrence or cause if the Individual contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under the Individual Contract. The Individual contractor shall also notify UNDP of any other changes in conditions or the occurrence of any event, which interferes or threatens to interfere with its performance of the Individual Contract. Not more than fifteen (15) days following the provision of such notice of *force majeure* or other changes in conditions or occurrence, the Individual contractor shall also submit a statement to UNDP of estimated expenditures that will likely be incurred for the duration of the change in conditions or the event. On receipt of the notice or notices required hereunder, UNDP shall take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances, including the granting to the Individual contractor of a reasonable extension of time in which to perform any obligations under the Individual Contract.

If the Individual contractor is rendered permanently unable, wholly or in part, by reason of *force majeure* to perform its obligations and meet its responsibilities under the Individual Contract, UNDP shall have the right to suspend or terminate the Individual Contract on the same terms and conditions as are provided for below, under "Termination", except that the period of notice shall be five (5) days instead of any other period of notice. In any case, UNDP shall be entitled to consider the Individual contractor permanently unable to perform its obligations under the Individual Contract in the case of the Individual contractor's suffering any period of suspension in excess of thirty (30) days.

*Force majeure* as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, or any other acts of a similar nature or force, *provided that* such acts arise from causes beyond the control and without the fault or negligence of the Individual contractor. The Individual contractor acknowledges and agrees that, with respect to any obligations under the Individual Contract that the Individual contractor must perform in or for any areas in which UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delay or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute *force majeure* under the Individual Contract.

## **13. TERMINATION**

Either party may terminate the Individual Contract, in whole or in part, upon giving written notice to the other party. The period of notice shall be five (5) days in the case of Individual Contracts for a total period of less than two (2) months and fourteen (14) days in the case of contracts for a longer period. The initiation of conciliation or arbitral proceedings, as provided below, shall not be deemed to be a "cause" for or otherwise to be in itself a termination of the Individual Contract. UNDP may, without prejudice to any other right or remedy available to it, terminate the Individual Contract forthwith in the event that: (a) the Individual contractor is adjudged bankrupt, or is liquidated, or

becomes insolvent, applies for moratorium or stay on any payment or repayment obligations, or applies to be declared insolvent; (b) the Individual contractor is granted a moratorium or a stay or is declared insolvent; the Individual contractor makes an assignment for the benefit of one or more of its creditors; (c) a Receiver is appointed on account of the insolvency of the Individual contractor ; (d) the Individual contractor offers a settlement in lieu of bankruptcy or receivership; or (e) UNDP reasonably determines that the Individual contractor has become subject to a materially adverse change in its financial condition that threatens to endanger or otherwise substantially affect the ability of the Individual contractor to perform any of its obligations under the Individual Contract.

In the event of any termination of the Individual Contract, upon receipt of notice of termination by UNDP, the Individual contractor shall, except as may be directed by UNDP in the notice of termination or otherwise in writing: (a) take immediate steps to bring the performance of any obligations under the Individual Contract to a close in a prompt and orderly manner, and in doing so, reduce expenses to a minimum; (b) refrain from undertaking any further or additional commitments under the Individual Contract as of and following the date of receipt of such notice; (c) deliver all completed or partially completed plans, drawings, information and other property that, if the Individual Contract had been completed, would be required to be furnished to UNDP thereunder; (d) complete performance of the work not terminated; and (e) take any other action that may be necessary, or that UNDP may direct in writing, for the protection and preservation of any property, whether tangible or intangible, related to the Individual Contract that is in the possession of the Individual contractor and in which UNDP has or may be reasonably expected to acquire an interest.

In the event of any termination of the Individual Contract, UNDP shall only be liable to pay the Individual contractor compensation on a *pro rata* basis for no more than the actual amount of work performed to the satisfaction of UNDP in accordance with the requirements of the Individual Contract. Additional costs incurred by UNDP resulting from the termination of the Individual Contract by the Individual contractor may be withheld from any amount otherwise due to the Individual contractor from UNDP.

#### **14. NON-EXCLUSIVITY**

UNDP shall have no obligation respecting, and no limitations on, its right to obtain goods of the same kind, quality and quantity, or to obtain any services of the kind described in the Individual Contract, from any other source at any time.

#### **15. TAXATION**

Article II, section 7, of the Convention on the Privileges and Immunities of the United Nations provides, *inter alia*, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the exemptions of the United Nations from such taxes, restrictions, duties or charges, the Individual contractor shall immediately consult with UNDP to determine a mutually acceptable procedure. UNDP shall have no liability for taxes, duties or other similar charges payable by the Individual contractor in respect of any amounts paid to the Individual contractor under this Individual Contract, and the Individual contractor acknowledges that UNDP will not issue any statements of earnings to the Individual contractor in respect of any such payments.

#### **16. AUDIT AND INVESTIGATION**

Each invoice paid by UNDP shall be subject to a post-payment audit by auditors, whether internal or external, of UNDP or by other authorized and qualified agents of UNDP at any time during the term of the Individual Contract and for a period of two (2) years following



the expiration or prior termination of the Individual Contract. UNDP shall be entitled to a refund from the Individual contractor for any amounts shown by such audits to have been paid by UNDP other than in accordance with the terms and conditions of the Individual Contract.

The Individual contractor acknowledges and agrees that, from time to time, UNDP may conduct investigations relating to any aspect of the Individual Contract or the award thereof, the obligations performed under the Individual Contract, and the operations of the Individual contractor generally relating to performance of the Individual Contract. The right of UNDP to conduct an investigation and the Individual contractor's obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Individual Contract. The Individual contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Individual contractor's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNDP access to the Individual contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Individual contractor's personnel and relevant documentation. The Individual contractor shall require its agents, including, but not limited to, the Individual contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNDP hereunder.

## **17. SETTLEMENT OF DISPUTES**

*Amicable Settlement:* UNDP and the Individual contractor shall use their best efforts to amicably settle any dispute, controversy or claim arising out of the Individual Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the Conciliation Rules then obtaining of the United Nations Commission on International Trade Law ("UNCITRAL"), or according to such other procedure as may be agreed between the parties in writing. *Arbitration:* Any dispute, controversy or claim between the parties arising out of the Individual Contract, or the breach, termination, or invalidity thereof, unless settled amicably, as provided above, shall be referred by either of the parties to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Individual Contract, order the termination of the Individual Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Individual Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Individual Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy or claim.

## **18. LIMITATION ON ACTIONS:**

Except with respect to any indemnification obligations in Article 7, above, or as are otherwise set forth in the Individual Contract, any arbitral proceedings in accordance with Article 17 above, arising out of the Individual Contract must be commenced within three years after the cause of action has accrued.

The Parties further acknowledge and agree that, for these purposes, a cause of action shall accrue when the breach actually occurs, or, in the case of latent defects, when the injured Party knew or should have known all of the essential elements of the cause of action, or in the case of a breach of warranty, when tender of delivery is made, except that, if a warranty extends to future performance of the goods or any process or system and the discovery of the breach consequently must await the time when such goods or other process or system is ready to perform in accordance with the requirements of the Individual Contract, the cause of action accrues when such time of future performance actually begins.

#### **19. PRIVILEGES AND IMMUNITIES**

Nothing in or relating to the Individual Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

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## UNITED NATIONS DEVELOPMENT PROGRAMME



### Contract for the services of an Individual Contractor

**No:**

This Contract is entered into on **[Date Here]** between the United Nations Development Programme (hereinafter referred to as "UNDP") and \_\_\_\_\_, (hereinafter referred to as "the Individual Contractor") whose address is: -

WHEREAS UNDP desires to engage the services of the Individual Contractor on the terms and conditions

hereinafter set forth, and: WHEREAS the Individual Contractor is ready and willing to accept this Contract with

UNDP on the said terms and conditions, NOW, THEREFORE, the Parties hereby agree as follows:

**1. Nature of services**

The Individual Contractor shall perform the services as described in the Terms of References which form an integral part of this Contract and are attached hereto as *Annex I* in the following Duty Station(s): Barbados & the OECS: -

**2. Duration**

This Individual Contract shall commence on \_\_\_\_\_, and shall expire upon satisfactory completion of the services described in the Terms of

Reference mentioned above, but not later than \_\_\_\_\_, unless sooner terminated in accordance with the terms of this Contract. This Contract is subject to the General Conditions of Contract for Individual contractors which are available on UNDP website at [www.undp.org/procurement](http://www.undp.org/procurement) and are attached hereto as *Annex II*.

**3. Rights and Obligations of the Individual contractor**

The rights and obligations of the Individual Contractor are strictly limited to the terms and conditions of this Contract, including its Annexes. Accordingly, the Individual Contractor shall not be entitled to any benefit, payment, subsidy, compensation or entitlement, except as expressly provided in this Contract. The Individual Contractor shall be solely liable for claims by third parties arising from the Individual Contractor's own acts or omissions in the course of performing this Contract, and under no circumstances shall UNDP be held liable for such claims by third parties.

**4. Beneficiary**

The Individual Contractor selects beneficiary of any amounts owed under this Contract in the event of death of the Individual Contractor while performing services hereunder. This includes the payment of any service-incurred liability insurance attributable to the performance of the services for UNDP.

Mailing address, phone number and email address of beneficiary:

Address

Telephone No(s).

Home

Email Address

Mailing address, phone number and email address of emergency contact:

**Same as above**

5. **Consideration:**

As full consideration for the services performed by the Individual Contractor under the terms of this Contract, including, unless otherwise specified, his/her travel to and from the Duty Station(s), any other travel required in the fulfillment of the Terms of Reference in Annex I, and living expenses in the Duty Station(s), UNDP shall pay the Individual Contractor an amount of ( ),

If unforeseen travel outside the Duty Station not required by the Terms of Reference is requested by UNDP, and upon prior written agreement, such travel shall be at UNDP's expense and the Individual Contractor shall receive a *per diem* not to exceed United Nations daily subsistence allowance rate in such other location(s).

Where two currencies are involved, the rate of exchange shall be the official rate applied by the United Nations on the day the UNDP instructs its bank to effect the payment(s).

IN WITNESS WHEREOF, the Parties hereto have executed this Contract.

**By signing below, I, the Individual Contractor, acknowledge and agree that I have read and accept the terms of this Contract, including the General Conditions of Contracts for Individual contractors available on UNDP website at [www.undp.org/procurement](http://www.undp.org/procurement) and attached hereto in Annex II which form an integral part of this Contract, and that I have read and understood, and agree to abide by the standards of conduct set forth in the Secretary-General's bulletins ST/SGB/2003/13 of 9 October 2003, entitled "Special Measures for Protection from Sexual Exploitation and Sexual Abuse" and ST/SGB/2002/9 of 18 June 2002, entitled "Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission".**

☐ Please note, payment is conditional upon certification that services have been performed satisfactorily as well as on submission to UNDP of your medical clearance certificate.

**Authorizing Officer:**

**United Nations Development Programme**

**Name**

**Date**

**Individual Contractor**

**Name**

**Date**