REQUEST FOR QUOTATIONS

DEADLINE FOR SUBMISSIONS COB, 4 May 2012

OBJECTIVE:

To design the 2012 Brochure in English & Spanish; Annual Donor Report in English; FGE Newsletter (tentative); Evaluation and Brochure (tentative) Funding Concept Note and General Grant Proposal (tentative); Template for Grantee Profiles (tentative) and Toolkit Template (tentative) for UN Women's Fund for Gender Equality.

All interested parties who deem themselves qualified are invited to submit a quote for the services described in the attached Terms of Reference as Annex I and according to the general conditions for services described in Annex II.

Submission should be sent to Ms. Debora Zamd at Debora.zamd@unwomen.org no later than COB May 4, 2012.

ANNEX I

TERMS OF REFERENCE

OBJECTIVE

The objective is to design and type-set several pieces of print material for UN Women's Fund for Gender Equality (FGE) including:

1. 2012 Brochure in English & Spanish (design and type-set);
2. Annual Donor Report in English (design and type-set);
3. Evaluation Report Template (design and type-set);
4. Evaluation Brochure in English (design and type-set);
5. FGE Newsletter (PDF) -tentative (design)
6. Design template for Funding Concept Note and General Grant Proposal - tentative (design and type-set);
7. Design Template for Grantee Profiles - tentative (design)
8. Design Template for FGE Toolkits - tentative (design and type-set)

BACKGROUND

The Fund for Gender Equality is a $68 million, multi-donor initiative designed to advance innovative, high-impact programmes that focus on women's economic and political empowerment at local and national levels, in line with national development plans and priorities. Launched in December 2008 with an initial contribution of EUR 50 million (US$65 million) from the Government of Spain, and subsequently joined by the governments of Norway, Mexico and the Netherlands, the Fund for Gender Equality provides grants on a competitive basis to civil society and governmental partners in Africa, Asia and the Pacific, the Arab States, Latin America and the Caribbean, Central and Eastern Europe, and the Commonwealth of Independent States. The Fund is unique in its focus on supporting partners to turn local and national laws and policies into tangible gains for women's rights.

The Fund for Gender Equality Fund produces a variety of print materials to showcase the impact and results of grantees programmes. This includes an annual donor report to showcase the achievements of its grantees throughout the year; a brochure to highlight certain programmes; and Evaluation Reports that provide an in-depth analysis on specific themes/regions. The Fund is now seeking the services of a firm to design and type-set these publications.

SCOPE OF WORK

Under the direct guidance of the Fund for Gender Equality Knowledge Management Specialist, the contractor will perform the following duties:

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BROCHURE

- Develop 2 design concepts for FGE's 2012 Brochure; ensure the look is consistent with current and prior printed materials. The brochure is expected to be 12-16 pages;
- Refine the selected concepts, input text and images, and deliver 3 rounds of revisions;
- Layout the 2012 Brochure in English and Spanish, integrate photos and other graphics provided by both the Fund's Secretariat and the designer;
- Design graphs and charts for the report as required and under the direction of the Knowledge Management Specialist and Programme and Reporting Specialist;
- Type-set brochure in English and Spanish; deliver final layout of the brochure in PDF format, include versions with and without crop marks;
- Provide printed copy of Brochure for final proof;
- Deliver final copy brochure template in original file type;
- Liaise with the Fund for Gender Equality Secretariat to ensure the brochure can be of uploaded easily to the UN Women website and distributed in a timely manner to donors;
- Draft specifications for the printing.

2012 ANNUAL REPORT

- Develop 2 design concepts for FGE 2011 Annual Report; ensure the look is consistent with current and prior printed materials. The report is expected to be 28 – 34 pages;
- Refine the selected concepts, input text and images, and deliver 3 rounds of revisions via printed proof;
- Layout the Annual Report in English, integrate photos and other graphics provided by both the Fund's Secretariat and the designer;
- Design graphs and charts for the report as required and under the direction of the Knowledge Management Specialist and Programme and Reporting Specialist;
- Type-set Annual Report; deliver final report in PDF format, include versions with and without crop marks;
- Provide printed copy of Annual Report for final proof;
- Deliver final copy of Evaluation and brochure template in original file type;
- Liaise with the Fund for Gender Equality Secretariat to ensure the report can be uploaded easily to the UN Women website and distributed in a timely manner to donors;
- Draft specifications for the printing.

EVALUATION REPORT TEMPLATE

- Develop 2 design concepts for FGE's Evaluation Report content (please note, the Evaluation Cover has already been designed), one to be selected and developed into a template to be used on an ongoing bases for FGE's Evaluation Reports; The Evaluation Reports are expected to be 80 – 100 pages;
- Refine the selected concepts, input text and images, and deliver 3 rounds of revisions via printed proof;
- Layout two Evaluations and Brochures in English, using only a few photos for the cover and very simple design elements for the report;
- Type-set two Evaluation Reports;

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- Provide printed copy of Evaluations for final proof;
- Deliver final copy of Evaluation and in original file type;
- Deliver final layout of the Evaluations in PDF format, include versions with and without crop marks;
- Liaise with the Fund for Gender Equality Secretariat to ensure the Evaluations can be uploaded easily to the UN Women website and distributed in a timely manner to donors;
- Draft specifications for the printing.

EVALUATION BROCHURE

- Do the layout and type-set for two Evaluation Brochures in English using the Evaluation Brochure template (already created);
- Provide printed copy of Brochure for final proof;
- Deliver final copy of Evaluation Brochures in original file type;
- Deliver final layout of the Evaluations in PDF format, include versions with and without crop marks;
- Liaise with the Fund for Gender Equality Secretariat to ensure the Evaluations can be uploaded easily to the UN Women website and distributed in a timely manner to donors;
- Draft specifications for the printing.

FGE Newsletter (tentative)

- Develop a template for FGE's Newsletter (2-3 pages) (Newsletter to be sent via PDF);
- Refine the selected concepts, input text and images, and deliver 3 rounds of revisions;
- Design graphs and charts for the report as required and under the direction of the Knowledge Management Specialist and Programme and Reporting Specialist;
- Deliver final layout of the Newsletter Template in original file format.

Funding Concept Note and General Grant Proposal (tentative)

- Develop 2 design concepts, one to be selected and developed into a template to be used on an ongoing bases for FGE's Concept Note and General Grant Proposal; The Concept Note is expected to be 3-5 pages and the General Grant Application 40 pages;
- Refine the selected concepts, input text and images, and deliver 3 rounds of revisions;
- Type-set both Funding Concept Note and General Grant into the template;
- Provide printed copy of Funding Concept Note and General Grant Proposal for final proof;
- Deliver final layout of the Funding Concept Note and General Grant Proposal in original file type and PDF format, include versions with and without crop marks.

Grantee Profiles (tentative)

- Develop in Publisher 2 design concepts, one to be selected and developed into a template to be used on an ongoing bases for FGE's Grantee Profiles; The profiles are expected to be 2 pages each; (links to the current grantee profiles can be found on the page below, listed after each grantee summary: http://www.unwomen.org/how-we-work/fund-for-gender-equality/grantees/)
- Refine the selected concepts, input text and images, and deliver 3 rounds of revisions;

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- Ensure that document is compatible with MS Word Mail Merge;
- Design graphs and charts for the report as required and under the direction of the Knowledge Management Specialist and Programme and Reporting Specialist;
- Deliver final layout of the report in Publisher format.

Toolkit Template (tentative)

- Develop 2 simple designs, one to be selected and developed into a template to be used on an ongoing bases for FGE's Toolkits; The Toolkits are expected to be 25-40 pages each;
- Refine the selected concepts, input text and images, and deliver 3 rounds of revisions;
- Type-set two Toolkits
- Provide printed copy of type-set Toolkits for final proof;
- Deliver final layout of the Toolkits in original file type and PDF format, include versions with and without crop marks.

DELIVERABLE TIMELINE:

2012 BROCHURE

- Development of 2 design concepts (PDF file) by 25 May 2012
- Final printable electronic files delivered by 15 June 2012

ANNUAL REPORT

- TBD - Q2 2012

EVALUATION REPORT TEMPLATE

- Development of 2 design concepts (PDF file) by 18 May 2012
- Final printable electronic files delivered by 15 June 2012

EVALUATION BROCHURE

- Final printable electronic files delivered by 15 June 2012

FGE NEWSLETTER (tentative)

- TBD – Q3 2012

FUNDING CONCEPT NOTE AND GENERAL GRANT PROPOSAL (tentative)

- TBD - Q2 2012

GRANTEE PROFILES (tentative)

- TBD - Q2 2012

TOOLKIT TEMPATE (tentative)

- TBD – Q3 2012

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QUALIFICATIONS:

- Extensive experience in graphic design and conceptualization of similar projects;
- Creativity, strong communication skills and problem-solving skills are crucial;
- Strong sense of reports layout and professional use of photos;
- Excellent skills in Adobe InDesign, Adobe Bridge, Adobe Acrobat, Adobe Illustrator, Adobe Photoshop, Adobe Flash, Avid, Final Cut Pro and other graphic design software.
- Experience working in multiple languages most importantly Spanish; experience highly desirable in working with content in French, Arabic and Russian;
- Knowledge of grantmaking and women's rights desirable.

The Successful Result of this Process will be an Institutional Contract. Please see Annex II "Conditions for Services"

SUBMISSIONS INFORMATION

If you have the required qualifications and are interested in this consultancy, please submit the following by COB May 4, 2012 to debora.zamd@unwomen.org:

- Itemized cost for per product including tentative projects; please include a price range that will accommodate variations in the quantity of infographics for the Annual Report and Brochure;
- Level of Effort (per person days) per product including tentative projects;
- If relevant, profile of the firm;
- CVs of team members that would carry out the intended assignments;
- 5-7 relevant samples of previous work completed or on-going projects; for collaborative projects make sure to specifically mention role in project.

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Annex II

General Conditions of Contract

1. LEGAL STATUS

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis UNWOMEN/UNDP. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNWOMEN/UNDP or the United Nations.

2. SOURCE OF INSTRUCTIONS

The Contractor shall neither seek nor accept instructions from any authority external to UNWOMEN/UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action which may adversely affect UNWOMEN/UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNWOMEN/UNDP.

3. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4. ASSIGNMENT

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNWOMEN/UNDP.

5. SUB-CONTRACTING

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNWOMEN/UNDP for all sub-contractors. The approval of UNWOMEN/UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform with the provisions of this Contract.

6. OFFICIALS NOT TO BENEFIT

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The Contractor warrants that no official of UNWOMEN/UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7. INDEMNIFICATION

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNWOMEN/UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8. INSURANCE AND LIABILITIES TO THIRD PARTIES

8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

8.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

8.4 Except for the workmen's compensation insurance, the insurance policies under this Article shall:

(i) Name UNWOMEN/UNDP as additional insured;

(ii) Include a waiver of subrogation of the Contractor's rights to the insurance carrier against UNWOMEN/UNDP;

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(iii) Provide that UNWOMEN/UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

8.5 The Contractor shall, upon request, provide UNWOMEN/UNDP with satisfactory evidence of the insurance required under this Article.

9. ENCUMBRANCES/LIENS

The 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 UNWOMEN/UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10. TITLE TO EQUIPMENT

Title to any equipment and supplies that may be furnished by UNWOMEN/UNDP shall rest with UNWOMEN/UNDP and any such equipment shall be returned to UNWOMEN/UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNWOMEN/UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNWOMEN/UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS

11.1 Except as is otherwise expressly provided in writing in the Contract, the UNWOMEN/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 Contractor has developed for the UNWOMEN/UNDP under the 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 Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNWOMEN/UNDP.

11.2 To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently

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of the performance of its obligations under the Contract, the UNWOMEN/UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNWOMEN/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.

11.3 At the request of the UNWOMEN/UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNWOMEN/UNDP in compliance with the requirements of the applicable law and of the Contract.

11.4 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 Contractor under the Contract shall be the property of the UNWOMEN/UNDP, shall be made available for use or inspection by the UNWOMEN/UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNWOMEN/UNDP authorized officials on completion of work under the Contract

12. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNWOMEN/UNDP OR THE UNITED NATIONS

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNWOMEN/UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNWOMEN/UNDP or the United Nations, or any abbreviation of the name of UNWOMEN/UNDP or the United Nations in connection with its business or otherwise.

13. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION

13.1 All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of UNWOMEN/UNDP, shall be treated as confidential and shall be delivered only to UNWOMEN/UNDP authorized officials on completion of work under this Contract.

13.2 The Contractor may not communicate at any time to any other person, Government or authority external to UNWOMEN/UNDP, any information known to it by reason of its association with UNWOMEN/UNDP which has not been made public except with the authorization of UNWOMEN/UNDP; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract.

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14. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

14.1 Force majeure, as used in this Article, means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force which are beyond the control of the Parties.

14.2 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to UNWOMEN/UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify UNWOMEN/UNDP of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of this Contract. The notice shall include steps proposed by the Contractor to be taken including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this Article, UNWOMEN/UNDP shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

14.3 If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, UNWOMEN/UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

15. TERMINATION

15.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16 "Settlement of Disputes" below shall not be deemed a termination of this Contract.

15.2 UNWOMEN/UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNWOMEN/UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

15.3 In the event of any termination by UNWOMEN/UNDP under this Article, no payment shall be due from UNWOMEN/UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract. The Contractor shall take

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immediate steps to terminate the work and services in a prompt and orderly manner and to minimize losses and further expenditures.

15.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, UNWOMEN/UNDP may, without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The Contractor shall immediately inform UNWOMEN/UNDP of the occurrence of any of the above events.

16. SETTLEMENT OF DISPUTES

16.1. Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this 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 UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

16.2. Arbitration

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

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

18. TAX EXEMPTION

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18.1 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 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 United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with UNWOMEN/UNDP to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNWOMEN/UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with UNWOMEN/UNDP before the payment thereof and UNWOMEN/UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide UNWOMEN/UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19. CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNWOMEN/UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNWOMEN/UNDP.

20. MINES

20.1The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

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20.2 Any breach of this representation and warranty shall entitle UNWOMEN/UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNWOMEN/UNDP.

21. **OBSERVANCE OF THE LAW:** The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22. **AUTHORITY TO MODIFY:** No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against UNWOMEN/UNDP unless provided by an amendment to this Contract signed by the authorized official of UNWOMEN/UNDP.

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