



## REQUEST FOR PROPOSAL (RFP)

	DATE: June 14, 2017
	REFERENCE: RFP/FJI10-005-17

Dear Sir / Madam:

We kindly request you to submit your Proposal for DESIGN & ESTABLISHMENT OF A CENTRALIZED INFORMATION FORUM FOR RENEWABLE POWER GENERATION IN FIJI

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before Friday, June 23, 2017 and via email, courier mail or Hand delivered to the address below:

**United Nations Development Programme**  
**Level 8, Kadavu House,**  
**414 Victoria Parade,**  
**Suva,**  
**Fiji**

[Procurement.fj@undp.org](mailto:Procurement.fj@undp.org)

**Attn: Vimal Pillay**

Your Proposal must be expressed in the English, and valid for a minimum period of 120 days

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not

accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Vimal Pillay*  
*Procurement Associate*  
6/14/2017

### Description of Requirements

Context of the Requirement	Design and Establishment of a centralized information forum for renewable energy resources and related renewable energy power generation in Fiji
Implementing Partner of UNDP	Department of Energy -Fiji
Brief Description of the Required Services <sup>1</sup>	UNDP is seeking proposals from interested information technology (IT) companies for the preparation of a centralized information forum for renewable energy resources and related renewable energy power generation in Fiji
List and Description of Expected Outputs to be Delivered	<p>The objective of this assignment is the design and establishment of an effective and efficient centralized information forum for renewable energy resources and related renewable energy power generation in Fiji in form of a website that will enable DOE to capture all relevant information in a centralized information forum and to make publicly available such information that is of interest or relevant for the public and for persons, companies and institutions interested in renewable energy in Fiji. User ease and user friendliness, ensuring accessibility and transparency are desired qualities for the centralized information forum.</p> <p>The Scope of Works shall include, but not limited to the following tasks</p> <ul style="list-style-type: none"> <li>A. Current Status of Available Information for the Centralized Information Forum</li> <li>B. Concept design of the Centralized Information Forum</li> <li>C. Build and Populate the Centralized Information Forum</li> <li>D. Hosting and maintenance of the Centralized Information Forum</li> </ul> <p>Refer to Annex 2 -<a href="#">Terms of Reference</a> for details.</p>
Person to Supervise the Work/Performance of the Service Provider	FREPP Project Manager
Frequency of Reporting	Daily basis
Progress Reporting Requirements	One page detailing work progress in a week

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Location of work	Suva, Fiji		
Expected duration of work	4 months		
Target start date	July 2017		
Latest completion date	November 2017		
Travels Expected	N/A		
Special Security Requirements	N/A		
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A		
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required		
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required		
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Local Currency FJD		
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes		
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.		
Partial Quotes	<input checked="" type="checkbox"/> Not permitted		
Payment Terms <sup>3</sup>	<table border="1"> <tr> <th>Condition for Payment Release</th> </tr> <tr> <td> All payments will be awarded upon successful delivery to the satisfaction of the DOE/UNDP   Supplier to provide invoice for each payment request   Payment due 30 days from date of verified invoice </td> </tr> </table>	Condition for Payment Release	All payments will be awarded upon successful delivery to the satisfaction of the DOE/UNDP  Supplier to provide invoice for each payment request  Payment due 30 days from date of verified invoice
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<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

<sup>3</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	FREPP Project Manager & UNDP
Type of Contract to be Signed	<input checked="" type="checkbox"/> Institutional Contract
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <input checked="" type="checkbox"/> Expertise of the Firm 10% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 20% <p><b>Expertise of the firm / organization: (10%)</b></p> <ul style="list-style-type: none"> <li>• Business Profile</li> <li>• Valid business registration;</li> <li>• Minimum 5 years of experience ;</li> <li>• Evidence and information on the types of databases/websites developed including full contact details of 3 previous clients.</li> <li>• Experience working with NGOs, regional organization, communities and/or other Government partners;</li> </ul> <p><b>Proposed Methodology, Approach and Implementation Plan (40%)</b></p> <ul style="list-style-type: none"> <li>• Provide timeframe for undertaking this exercise;</li> <li>• Provide a work plan outlining the different stages required to successfully carry out the assignment as per the various activities outlined in “Scope of Works” and the “deliverables” outlined .This should be clearly outlined in a table and well described.</li> <li>• Specify whether the exercise will be undertaken by an individual or as a team;</li> </ul> <p><b>Personnel (20%)</b></p> <ul style="list-style-type: none"> <li>• At least one staff available to provide in country and out of country support. Preferably it will be the Team Leader / Focal Point;</li> </ul>

	<p><b>Qualification of the Team Leader:</b></p> <ul style="list-style-type: none"> <li>• A Postgraduate degree in either Information System, Information Technology , Computer Science, or other closely related field</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Work experience in relevant technical areas for at least 5 years</li> <li>• Demonstrated understanding of issues related to renewable energy resources and related renewable energy power generation in Fiji.</li> <li>• Experience in developing new software/website/database</li> <li>• Experience in preparing training materials and experience with result-based management evaluation methodologies</li> </ul> <p><b>Qualification of the Team Members (if any)</b></p> <ul style="list-style-type: none"> <li>○ Tertiary qualification in ICT related field</li> <li>○ At least 3 years relevant work experience</li> <li>• Provide Curriculum Vitae of individuals assigned to undertake this assignment</li> </ul> <p><b><u>Financial Proposal (30%)</u></b> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP <sup>4</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <sup>5</sup> <input checked="" type="checkbox"/> Detailed TOR
Contact Person for Inquiries (Written inquiries only) <sup>6</sup>	<p><i>Vimal Pillay</i>  <i>Procurement Associate</i>  <a href="mailto:Procurement.fj@undp.org">Procurement.fj@undp.org</a></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information [pls. specify]	

<sup>4</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>5</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>6</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>7</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>8</sup>)*

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

### A. Qualifications of the Service Provider

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :*

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

### B. Proposed Methodology for the Completion of Services

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

### C. Qualifications of Key Personnel

*If required by the RFP, the Service Provider must provide:*

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the*

<sup>7</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>8</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

contract.

**D. Cost Breakdown per Deliverable\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	A brief report on the rules for disclosure of information, the defined information needs and structure, and information inventory. Presented in a face-to-face meeting to the FREPP Project Manager, the relevant persons from the DOE.	20%	
2	A brief report (no more than 20 pages) with the defined user cases, description of specific method & platform for non-public & publicly available information, and wireframes & graphics. Populate the non-public platform. Presented in a face-to-face meeting to the FREPP Project Manager, the relevant persons from the DOE.	30%	
3	Delivery of the Operational Public Centralized Information Forum, and one-day training workshop and materials	30%	
4	Three (3) year of hosting the publicly available Centralized Information Forum and maintenance	20%	
	Total	100%	

*\*This shall be the basis of the payment tranches*

**E. Cost Breakdown by Cost Component [This is only an Example]:**

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
Professional fee for staff				
<b>II. Related Costs</b>				
<b>III. Administrative costs</b>				

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



### ***General Terms and Conditions for Services***

#### **1.0 LEGAL STATUS:**

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

#### **2.0 SOURCE OF INSTRUCTIONS:**

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

#### **3.0 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.

#### **4.0 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 UNDP.

#### **5.0 SUB-CONTRACTING:**

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of 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 to the provisions of this Contract.

#### **6.0 OFFICIALS NOT TO BENEFIT:**

The Contractor warrants that no official of 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.

#### **7.0 INDEMNIFICATION:**

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, 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.

## **8.0 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 the 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:
  - 8.4.1** Name UNDP as additional insured;
  - 8.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;
  - 8.4.3** Provide that the 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 the UNDP with satisfactory evidence of the insurance required under this Article.

## **9.0 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 the 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.

## **10.0 TITLE TO EQUIPMENT:**

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to 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 UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

## **11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:**

- 11.1** Except as is otherwise expressly provided in writing in the Contract, the 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 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 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 of the performance of its obligations under the Contract, the UNDP does not and shall not claim any

ownership interest thereto, and the Contractor grants to the 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 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 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 UNDP, shall be made available for use or inspection by the 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 Contract.

## **12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:**

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

## **13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:**

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

**13.1** The recipient ("Recipient") of such information shall:

**13.1.1** 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,

**13.1.2** use the Discloser's Information solely for the purpose for which it was disclosed.

**13.2** Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

**13.2.1** any other party with the Discloser's prior written consent; and,

**13.2.2** the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

**13.2.2.1** a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

**13.2.2.2** any entity over which the Party exercises effective managerial control; or,

**13.2.2.3** for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

**13.3** The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

- 13.4** The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.
- 13.5** 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.
- 13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

#### **14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS**

- 14.1** 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 the 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 the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the 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.
- 14.2** 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, the 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.
- 14.3** 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.
- 14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays 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 Contract..

#### **15.0 TERMINATION**

- 15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2** 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 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 UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.
- 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, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

## **16.0 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 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:** Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party 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 Contract, order the termination of the 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 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 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.

## **17.0 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.

## **18.0 TAX EXEMPTION**

**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 the UNDP to determine a mutually acceptable procedure.

**18.2** Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the 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 the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

## **19.0 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 UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

**20.0 MINES:**

**20.1** The 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.

**20.2** Any breach of this representation and warranty shall entitle 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 UNDP.

**21.0 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.

**22.0 SEXUAL EXPLOITATION:**

**22.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

**22.2** The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

**23.0 AUTHORITY TO MODIFY:**

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official.

### Terms of Reference

## DESIGN & ESTABLISHMENT OF A CENTRALIZED INFORMATION FORUM FOR RENEWABLE POWER GENERATION IN FIJI

### 1.0 Statement of Intent

The Department of Energy (DOE) is seeking proposals from interested information technology (IT) companies for the preparation of a centralized information forum for renewable energy resources and related renewable energy power generation in Fiji. This information forum shall be an internet based website which is accessible to the public and the DOE, noting that each of these parties have separate access needs. As the focal point for the energy sector, energy policy development and overseeing the energy sector operations, the DOE is aware that there is an urgent need for the design and establishment of a centralized forum which will allow for the storage and safe-keep of the DOE's data, information and project information for renewable energy, as well as to serve the public in accessing relevant information in regard to renewable energy.

### 2.0 Background

The DOE is part of the Ministry of Infrastructure & Transport and works towards achieving its vision of ***“a sustainable energy sector for Fiji”***. The achievement of its vision will be through the Department's ability to provide an enabling environment for a sustainable energy sector through the four main strategic areas:

- o *National Energy Planning* - strengthens the capacity for energy planning through appropriate policy, regulatory and implementation frameworks and effective and efficient management;
- o *Energy Security* - enhance energy security through greater participation and collaboration within the industry;
- o *Power Sector* - increase access to affordable and reliable electricity services;
- o *Renewable Energy (RE)* - research, promotion and utilization of renewable energy applications.

In December 2011, the Fiji Renewable Energy Power Project (FREPP) was endorsed by the GEF Secretariat. The Project consists of four (4) components, each addressing specific categories of barriers and these are: a) Energy Policy & Regulatory Frameworks; b) RE Resource Assessments & RE-based Project Assessments; c) RE-based Power Generation Demonstrations; and, d) RE Institutional Strengthening.

This TOR focuses on the second component – RE Resource Assessments & RE-based Project Assessments. One of the outputs under the mentioned component is a fully operational centralized information forum for both internal use by DOE and external use for the public. Thus, the centralized information forum is expected to capture, store and make easily accessible the data and information from the various sections and programs existing within the DOE with relevance for renewable energy which includes but is not limited to the following:

1. National Policy and Planning
2. Biofuel Development Unit
3. Demand Side Management
  - 3.1. Energy Conservation Assessment
  - 3.2. Energy Conservation Implementation
  - 3.3. Minimum Energy Performance Standards & Labeling Unit
  - 3.4. Public Outreach
4. Renewable Energy Development Program
  - 4.1. Biomass

- 4.1.1. Biogas Biomass
  - 4.1.2. Gasification
  - 4.1.3. Others
- 4.2. Hydro
- 4.3. Solar
- 4.4. Wind
- 4.5. Wave
- 4.6. Others
- 5. Rural Electrification
  - 5.1. Diesel Projects
  - 5.2. FEA Grid Extension Projects
  - 5.3. FEA House-Wiring Projects
  - 5.4. Solar Home Systems Projects
  - 5.5. Hydro Projects
  - 5.6. Others
- 6. Donor-Funded Projects
  - 6.1. Global Environment Facility (GEF)-funded Projects
    - 6.1.1. Fiji Renewable Energy Power Project (FREPP)
    - 6.1.2. Sustainable Energy Financing Program (SEFP)
  - 6.2. Others

There is currently no publicly available central repository or forum for renewable energy related information with consolidated and sufficient information available for stakeholders interested in renewable energy in Fiji. Information on project developments, renewable energy resources, investment opportunities, local key stakeholders (incl. FEA, Independent Power Producers), required contracts and procedures (incl. Power Purchase Agreement) and information about Public Private Partnerships (PPP) are currently not centrally accessible for the public. A 'one stop shop' for such information, publicly available, is an important resource to foster and promote renewable energy projects in Fiji.

### **3.0 Objective**

The objective of this assignment is the design and establishment of an effective and efficient centralized information forum for renewable energy resources and related renewable energy power generation in Fiji in form of a website that will enable DOE to capture all relevant information in a centralized information forum and to make publicly available such information that is of interest or relevant for the public and for persons, companies and institutions interested in renewable energy in Fiji. User ease and user friendliness, ensuring accessibility and transparency are desired qualities for the centralized information forum.

### ***4.0 Timing***

The successful bidder is expected to:

- a. Commence work within one (1) week after signing of contract.
- b. Fulfill the terms and conditions of this TOR and complete the required scope of work and deliverables as stipulated in Sections 5.0 and 6.0.

### **5.0 Methodology**

The work will involve the following work packages:



- A. Current Status of Available Information for the Centralized Information Forum
- B. Concept design of the Centralized Information Forum
- C. Build and Populate the Centralized Information Forum
- D. Hosting and maintenance of the Centralized Information Forum

Further to the above, the successful bidder will be required to report to or liaise directly with the IT Officer or the FREPP Project Manager with regards to further liaisons with respective officers within the various sections.

## **6.0 Scope of Works**

The Scope of Works shall include, but not limited to the following tasks:

### **A. Current Status of Available Information for the Centralized Information Forum**

The successful bidder is required to undertake a thorough status assessment before starting the work on the actual development of the centralized information forum (database/website). The status assessment shall be conducted in close coordination with the FREPP project manager and will include discussions with the various sections of the DOE regarding available information. The status assessment shall at a minimum include:

- i. Coordinating with DOE, and possible other government agencies, to address the regulations for disclosure of information held by a Government department, and to define the rules and procedures for the selection of information which will either not be publicly available, or be publicly available. As well as define any IT security requirements of the DOE.
- ii. Along with the DOE staff to, define the information needs for the centralized information forum in terms of subject based categories, broken down into components and sub-components, in an easily readable structure. Please note the various sections and programs existing within the DOE as described in section 2.0, but also taking into account information needs of the public.
- iii. To assist the DOE staff in the inventory of available information for renewable energy resources and related renewable energy power generation in Fiji. This includes information in the possession of DOE, other national stakeholders, and publicly available from third parties (e.g. IRENA, GGGI, SPC, UNDP...ect.). The information should be cataloged, including format types (e.g. paper, computer file types, external links...ect.), and disclosure classification (e.g. internal or public).
- iv. To assist the DOE staff in the transfer of any information from paper format to electronic format (e.g. scanning of documents to PDF), and all non-public information should be addressed at the DOE premises. The successful bidder is not required to transfer text or data to electronic format.

*Deliverable 1: A brief report on the rules for disclosure of information, the defined information needs and structure, and information inventory. Presented in a face-to-face meeting to the FREPP Project Manager, the relevant persons from the DOE.*

### **B. Concept design of the Centralized Information Forum**

The successful bidder shall provide a concept proposal to the DOE for the design of the non-public and publicly available Centralized Information Forum, and have this approved by DOE. The concept design shall at a minimum include:

- i. Define the user cases (of access rights/method, rights of use, type of information/needs...ect.) for both the DOE users for information which is non-public & publicly available, and the external users for information with is only publicly available.
- ii. Define the specific platform for the storage / access / use of both non-public & publicly available information. This may be one platform for each of non-public & publicly available information, or one combined platform. It is highly encouraged to use a platform which is cloud based, and readily available. For example, non-public information could be placed on a file server in DOE, or on a cloud-server / platform which can be securely accessed by the DOE staff in and out of the office. The public information should be on a web-based platform, and it is encouraged to use an open source CMS platform such as Wordpress, Joomla, Drupal... or other comparable CMS platform.
- iii. To populate the non-public platform based on outputs from Part A.
- iv. Present to the DOE main outline of the platform(s), content wireframes of the platform(s), and it general graphics design / look.

*Deliverable 2: A brief report (no more than 20 pages) with the defined user cases, description of specific method & platform for non-public & publicly available information, and wireframes & graphics. Populate the non-public platform. Presented in a face-to-face meeting to the FREPP Project Manager, the relevant persons from the DOE.*

### **C. Build and Populate the Public Centralized Information Forum**

The successful bidder shall build the platform for the Centralized Information Forum as follows:

- a. Build the public platform. The successful bidder is not expected to develop new software, but to use existing or open source software or IT infrastructure. The successful bidder is expected to customize the user interface (noting aforementioned wireframes and graphics design / look) as required by the user case, and be structured based on the aforementioned subject based categories, broken down into components and sub-components. Any graphics design of the platform should be provided by the successful bidder.
- b. To populate the public platform. The successful bidder is expected to populate the platform with the publicly available information inventoried in Part A, and to include explanatory text prepared by DOE based on the outline of the public platform, and with photographs provided by DOE.
- c. To de-bug and polish. The successful bidder shall present to the DOE the public platform, and the DOE staff allowed to run through the public platform for validating the results. The bidder will then present to staff the structure of the public platform, showing them how the public platform operates and allowing them time to go through the public platform and make changes accordingly. This step will involve some testing of the draft public platform by the DOE staff (defined by the FREPP Project Manager) based on the design that has been undertaken. The successful bidder shall be-bug any elements in the public platform identified by DOE, and polish any graphics elements.
- d. To train DOE staff in a one day workshop in the content of the non-public and publicly platforms. To include training in accessing and editing of both non-public and publicly available platforms by the DOE staff assigned. The successful bidder shall prepare the training materials and make this available to the DOE after the workshop with any requested edits form the DOE. An evaluation of the training shall be undertaken to ensure that the trainee has acquired the knowledge to maintain and oversee the operation and management of the database without supervision.

*Deliverable 3: Delivery of the Operational Public Centralized Information Forum, and one-day training workshop and materials.*

### **D. Hosting and maintenance of the Public Centralized Information Forum**

The successful bidder shall host and maintain the publicly available part of the Centralized Information Forum as follows:

- i. To host the fully functioning publicly available Centralized Information Forum for a period of three (3) years via on a cloud based service provider. This includes the delivery of a fully functioning web domain, with a name agreed to with the DOE. After the three (3) years period the service shall be transferable to DOE.
- ii. To maintain the fully functioning publicly available Centralized Information Forum for the period of three (3) years, with a downtime of no more than 10 calendar days a year. Third-party hosting is allowed upon approval from the DOE.
- iii. To assist the DOE in information content updates of the publicly available Centralized Information Forum of no more than six (6) times, during the period of three (3) years of hosting.

*Deliverable 4: Three (3) year of hosting the publicly available Centralized Information Forum and maintenance.*

#### **Other important requirements for the Centralized Information Forum**

Within the deliverables of the scope of work the following important requirements are noted.

- i. The successful bidder shall in the execution of the work hold regular face-to-face meetings with the DOE at their office in Suva, Fiji.
- ii. The Public Centralized Information Forum shall be logical in its structure in the context of public information needs of renewable energy in Fiji, and shall combine a high level of user friendliness and at the same ensure that the platform can be operated, updated and maintained with limited resources from DOE.
- iii. The successful bidder shall ensure that the non-public platform is made highly secure to prevent unauthorized users from entering or hacking into or accessing the platform. Certain access privileges shall also be provided to certain staff required for updating and maintaining the non-public platform.
- iv. The successful bidder shall ensure that the public platform is made highly secure to prevent unauthorized users from editing or hacking into or accessing the platform beyond reading and downloading of available information. Certain privileges shall also be provided to certain staff required for updating and maintaining the public platform.
- v. The successful bidder shall also provide information on the system requirements (IT Codes/Specifications) for operating the platforms. This is to ensure that in case major upgrades or changes are to be made, another IT developer shall be able to do so using the available codes/specifications.

#### **7.0 Deliverables:**

Based on the Scope of Work, the following deliverables have to be provided under this assignment:

- **Deliverable 1:** A brief report on the rules for disclosure of information, the defined information needs and structure, and information inventory. Presented in a face-to-face meeting to the FREPP Project Manager, the relevant persons from the DOE. No later than six (6) weeks after signing of the contract.
- **Deliverable 2:** A brief report (no more than 20 pages) with the defined user cases, description of specific method & platform for non-public & publicly available information, and wireframes & graphics. Populate the non-public platform. Presented in a face-to-face meeting to the FREPP Project Manager, the relevant persons from the DOE. No later than ten (10) weeks after signing of the contract.

- ***Deliverable 3:*** Delivery of the Operational Public Centralized Information Forum, and one-day training workshop and materials. No later than fourteen (14) weeks after signing of the contract.
- ***Deliverable 4:*** Three (3) years of hosting the publicly available Centralized Information Forum and maintenance. For three (3) years after completion of Deliverable 3.

### 7.1 Schedule of Payment for Detailed Report and Contract Documents

Specific Tasks Completed	Percentage of Total Amount to be paid
A brief report on the rules for disclosure of information, the defined information needs and structure, and information inventory. Presented in a face-to-face meeting to the FREPP Project Manager, the relevant persons from the DOE.	20%
A brief report (no more than 20 pages) with the defined user cases, description of specific method & platform for non-public & publicly available information, and wireframes & graphics. Populate the non-public platform. Presented in a face-to-face meeting to the FREPP Project Manager, the relevant persons from the DOE.	30%
Delivery of the Operational Public Centralized Information Forum, and one-day training workshop and materials.	30%
Three (3) year of hosting the publicly available Centralized Information Forum and maintenance.	20%
<b>TOTAL</b>	<b>100%</b>

It is to be noted that payments will be awarded upon successful delivery to the satisfaction of the DOE.