



REQUEST FOR PROPOSAL (RFP)

United Nations Development Programme 202-204 Bauddhaloka Mawatha, Colombo 7, Sri Lanka	DATE: October 19, 2017
	REFERENCE: RFP-GESI/CSP/02/2017

Dear Sir / Madam:

We kindly request you to submit your Proposal to **carry out Gender Related Studies for National Police Commission**.

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

If submitting hard copies of proposals, please ensure that you print double side.

Proposals may be submitted on or before 2pm Tuesday, November 07, 2017 and via , courier or hand delivery to the address below:

**United Nations Development Programme
202-204 Bauddhaloka Mawatha, Colombo 7, Sri Lanka**

Head of Procurement
procurement.lk@undp.org

Your Proposal must be expressed in the English, and valid for a minimum period of 120 days from the bid closing date.

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.

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Nilmini Jayatilake
Procurement Assistant
10/19/2017

Description of Requirements

Context of the Requirement	Proposal to carry out Gender Related Studies for National Police Commission
Implementing Partner of UNDP	UNDP
Brief Description of the Required Services ¹	United Nations Development Programme (UNDP) in Sri Lanka wishes to call for Request for Proposals from qualified service providers in Sri Lanka to provide a Proposal to carry out Gender Related Studies for National Police Commission.
List and Description of Expected Outputs to be Delivered	Please refer to Terms of Reference
Person to Supervise the Work/Performance of the Service Provider	Technical Coordinator, Independent Oversight Commissions, United Nations Development Programme
Frequency of Reporting	Monthly
Progress Reporting Requirements	- Submit a monthly progress report reflecting the deliverables to UNDP and NPC
Location of work	<input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	06 months
Target start date	30 th November 2017
Latest completion date	30 th May 2018
Travels Expected	Expected to travel to women and children desks in all 480 police stations around the country and 42 Women and Children Bureaus in Sri Lanka
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"/> Local Currency LKR

¹ 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.

Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of bid closing)	<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 within the LOT	<input checked="" type="checkbox"/> Not permitted
Payment Terms ³	Please Refer TORs
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	1. Programme Manager, Peacebuilding, Access to Justice and Human Rights, United Nations Development Programme 2. Technical Coordinator, Independent Oversight Commissions, United Nations Development Programme
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract for Professional Services
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><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm 21.4% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 39.3% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 39.3% (Please refer TOR for the detail evaluation criteria) <p><u>Financial Proposal (30%)</u></p> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP ⁴	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <input checked="" type="checkbox"/> Detailed TOR (Annex 4)
Contact Person for Inquiries (Written inquiries only) ⁵	<i>Technical Coordinator, Independent Oversight Commissions, United Nations Development Programme</i> shihara.rajakaruna@undp.org with copy to: <i>Programme Assistant, UNDP</i> <thamesha.tennakoon@undp.org>
Other Information [pls. specify]	Technical proposal and Financial Proposals should be submitted in separate seal envelopes. RFP ref reference number should be clearly mark on the envelope) Address: 202-204 Baudhaloka Mawatha, Colombo 7, Sri Lanka

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

⁵ 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 PROPOSAL⁶

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁷)

[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, contract 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

⁶ This serves as a guide to the Service Provider in preparing the Proposal.

⁷ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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 Team Leader and supporting team, etc.;*
- b) CVs demonstrating qualifications of the team; and*
- c) **Written confirmation from each personnel that they are available for the entire duration of the contract.***

D. Cost Breakdown as per Deliverable*

The selected entity shall receive payment from UNDP as per the following payment plan ; upon quality completion of work, NPC's acceptance of the deliverables and UNDP certification of deliverables.

% of payment	Deliverable
30%	Successful completion of SWOT Analysis of study (A)
10%	Successful completion of Draft report including output 1- 4 of study (A)
10%	Successful completion of Draft reports including output 1 – 3 of study (B)
25%	Successful completion of the final report of study (A)
25%	Successful completion of the final report of study (B)

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

E. Cost Breakdown by Cost Component [please list your components as per the requirement]

The calculation of fees should indicate the Total Cost for an “all-inclusive” cost in Sri Lanka Rupees (LKR) for the following breakdowns, as per the TOR

	Unit Cost	Number of Units	Total Cost in LKR
Technical Consultancy Fees (Please indicate technical fee for each team member			
Other Costs (Please specify, ex- transport, stationary etc)			
All Inclusive Cost			

Please complete the following table with relevant information.

Name of the team member	Qualifications	Years of experience	Role/s undertaken in the assignment

[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.



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Resilient nations.

Annex 4

Terms of Reference (TOR)

Catalytic Support to Peacebuilding in Sri Lanka Programme

Job Title:	Gender Related Studies for National Police Commission <u>Study A</u> A study on all Police Women & Children Bureau and Desks (Analysis on Strengths, Weakness, Opportunities and Threats (SWOT), analysis of gender sensitivity, effective case management)
	<u>Study B</u> An Analysis of Women Police Officers and their deployment in the structure of the Sri Lanka Police and the Challenges faced by them in their course of work - with a Special focus on Gender Biases
Reports to:	Technical Coordinator
Application Deadline:	07 th November 2017
Type of Contract:	Professional Service Contract
Duty Station:	Expected to travel to women and children desks in all 480 police stations around the country and 42 Women and Children Bureaus in Sri Lanka / other institutions as required
Languages required:	English
Expected Duration:	Six months
Starting Date:	30 th November 2017

1. BACKGROUND

Following many changes in context in Sri Lanka since 2015, and the universal commitment made in September 2015 to ensure the achievement of sustainable development by 2030, UNDP embarked on a process of re-defining the alignment and strengthening the design of its access to justice/ rule of law, human rights, parliamentary support and peacebuilding portfolio.

UNDP from 2017 will support Sri Lanka with innovative programmatic and operational design and implementation of priority actions identified in key policy frameworks and plans. To this end, UNDP will work in collaboration with several stakeholders, including government, semi-government, civil society, private sector, UN agency and development partners and through increased engagement with the people of Sri Lanka, on the above mentioned inter-linked and complementary thematic areas of focus, to provide integrated and high quality technical advisory and support services

The present National Police Commission (NPC) was established under the 19th amendment to the Constitution of Sri Lanka. The underlying purpose of establishing the NPC was to ensure independence; freeing the police service from interference or undue influence; and to instill respect for the rule of law among all ranks of the Police Service and to perform their duties impartially and fearlessly. The key functions of the NPC are human resources management of the police service and investigating public complaints against police.

Building on the work undertaken in 2016 and early 2017, UNDP Sri Lanka seeks to provide support to the National Police Commission to strengthen its oversight capacity as an independent oversight body relating to policing. Hence the UNDP decided to support the NPC by providing technical assistance to carryout required studies in connection with Sri Lanka Police and Women and Children Bureaus/Desks with the aim of its easy decision making.

Sri Lanka has a total of 42 Women and Children Bureaus as well as a women and children desks in all 480 police stations around the country. These Bureaus/ desks remain the first point of contact/ complaint for women, men and children if and when they become victims of sexual and gender-based violence as well as other crimes. Hence the NPC seeks to ascertain a better understanding of the functioning of these women and child bureaus / desks in order to ensure that the services provided are of the best quality and do not cause pain of mind or re-victimize any persons that access this system.

2. SCOPE AND OBJECTIVES

In order to support the strengthening of the oversight mechanism of the NPC, UNDP Sri Lanka seeks to obtain services from a research institute to carry out following studies.

Study A:

A study on W&C Bureau and Desks

Carryout an analysis of the status and effectiveness of all Police Women and Children's Bureaus/ Desks by:

- I. Undertaking a Strengths, Weakness, Opportunities and Threats (SWOT) Analysis of all Police Women and Children Bureaus/Desks
- II. Analysis of gender sensitivity and effective case management relevant to women and children

Study B:

Carry out an Analysis of Women Police Officers and their deployment in the structure of the Sri Lanka Police and the Challenges faced by them in their course of work and recommendations - with a special focus on Gender Biases

Responsibilities of the service provider:

The study is expected to focus on total of 42 Women and Children Bureaus as well as women and children desks in all 480 police stations around the country.

Study A:

1. Review knowledge of the survivor/victim referral system among W&C bureaus/ desks
2. Review structure, functions, composition of all W&C bureaus/desks
3. Review existing rules/regulations, circulars/IGP circulars and other legal provisions in connection with the operationalization of W&C bureaus/desks
4. Analysis of staff composition by gender/ ethnicity of W & C bureaus/desks
5. Assessment of staff language competencies (with a special focus on bilingual DS Division), knowledge in relevant subject areas including gender sensitivity, relevant trainings obtained during the career, desired trainings etc as appropriate for W&C and Child Bureaus/ desks.
6. Conducting interviews with senior management and a cross-section of women officers of the NPC (where required) , W&C Bureau/desks and of Sri Lanka Police (SLP)
7. Address capacity and capability in implementing justice effectively without a delay.
8. Address gender sensitivity /effectiveness of W & C Bureaus/ desks in the handling of cases of women and children

9. Assessment of the available infrastructure/ facilities/ space (ensures confidentiality) in W&C Bureau/desks
10. Assessing whether W & C Bureaus/ desks cultivate a 'women and child friendly environment' which is not intimidating or threatening to victims
11. Assessing perceptions of public and community-based (women's) organizations/key stake holders regarding the operations / effectiveness of the police W & C bureau/desks in their vicinity
12. Gender sensitivity in handling cases relevant to women and children in SLP

Study B:

1. Review existing rules/regulations, circulars/IGP circulars and other legal provisions, current practices, research reports, irregularities to explore gender-based discriminations and gaps such as, barriers to mobility and promotions etc., within Sri Lanka Police
2. Interviews with a cross-section of women police officers from all ranks to obtain views on challenges/discrimination faced by them
3. Interviews with relevant officers/senior officers of the management of the NPC, and SLP regarding existing barriers to ensure gender equality and the adoption of affirmative action to address these barriers.
4. Conduct interviews and obtain views of experienced gender activists/respective stake holders to obtain their comments and proposals to minimize gender barriers within SLP

Responsibilities of the NPC;

The NPC shall obtain authorization from Sri Lanka Police on behalf of the contracted institution to visit women and children's desks/bureaus in order to carry out the data collection.

3. EXPECTED OUTPUTS

The following deliverables and outputs are expected from the contracted institute.

Study A

1. SWOT Analysis (including identification of limitations, challenges and reasons for weaknesses
2. Analysis of the existing status (including identification of gaps) of gender sensitivity and case management within W&C bureaus/ desks
3. Recommendations to address the identified challenges, limitations and weaknesses etc effectively within W&C bureaus/ desks
4. Recommendations to improve gender sensitivity and effective case management system within W&C bureaus/ desks
5. Draft report including above (1-4) shall be provided to the NPC
6. The selected institute is expected to in cooperate adjustments made by the NPC if relevant
7. Submission of final report to the NPC

Study B

1. An assessment of existing women cadre of entire SLP by each rank
2. Analysis of existing practices and rules/regulations or other legal provisions and inherent structural barriers pertaining to restrict appointment of women cadre for certain ranks
3. Recommendations to remove barriers to appoint women into relevant ranks
4. Draft reports including (1 – 3) shall be provided to the NPC
5. The selected institute is expected to in cooperate adjustments made by the NPC if relevant
6. Submission of final report to the NPC

4. TIMEFRAME

Duration of the assignment

The proposed duration for this assignment is six months.

5 INSTITUTIONAL PROFILE

COMPETENCIES

Technical work

- A service provider with proven experience in similar assignments, preferably with over 5 years of experience in carrying out studies relating to prescribed field.
- Experience in working with the SLP and gender related research studies would be an advantage;
- Excellent knowledge in gender and gender related research work
- Knowledge in Human Resource Management Analysis
- Excellent knowledge in tasks performed by the W&C Bureau/Desk
- Excellent knowledge with regards to the offences against women and children
- Excellent knowledge in referral system/case management in connection with offences against women and children
- Excellent knowledge in human resource structure and operational mechanism and practices of SLP
- Excellent knowledge in gender sensitivity and its practice within the SLP
- At least three references must be provided with contact details of previous clients to whom similar services were delivered previously, with examples of such sites.

QUALIFICATIONS OF THE TEAM

Education and Experience of the Team

- The team should ideally consist of qualified professionals competent in the execution of aforementioned tasks. The team members should be fluent in English and Sinhala both oral and written, is a necessary requirement. Knowledge in Tamil would be an added advantage.
- Experience in similar assignments, research and working with police would be an added advantage

Lead Researcher

- Master's degree in gender or law or public administration or sociology with strong understanding on gender studies
- 7-10 years of experience in provision of policy advice and the implementation of practical measures, with regards to gender, gender mainstreaming and diversity.
- Experience in similar assignments, research and working with police would be an added advantage

Researchers/Research assistants (as required)

- Basic degree in law, sociology or public administration, or Attorney at Law
- Experience in similar assignments, research and working with police would be an added advantage.

Data Collectors/enumerators (as required)

- Under graduate students in sociology, law or related field or
- Data collectors/enumerators who possess at least 2 years' experience

6 . OVERALL TECHNICAL EVALUATION CRITERIA:

Summary of Technical Proposal	Total Points
Section1: Expertise of organization	150
Section 2: Proposed methodology, work plan and approach(es)	275
Section 3: Resource team/panel capacity	275
Total	700

Detail of Evaluation Criteria and Marking Scheme:

Section 1: Competence/expertise of the organisation:

No	Criteria	Points
1.1	Previous experience in undertaking similar research studies in SLP or other related sectors	55
1.2	Quality of relevant sample research studies related to gender, SLP or related sectors submitted,	65
1.3	Previous clients and partner's feedback	30

Section 2: Proposed methodology, work plan and approach (es)

No	Criteria	Points
2.1	Research methodology and approach	100
2.2	15 min. presentation of proposed methodology by the institute (date and time will be notified)	100
2.3	Realistic work plan and timelines	40
2.4	Compliance with responsibilities prescribed in the TOR	35

Section 3: Resource team/panel capacity

No	Criteria	Points
3.1	Previous experience of research team as per the TOR	130
3.2	Sufficient human resources, with thematic expertise and cross-sectoral composition, to undertake scope of work and deliverables against the TOR	95
3.3	Relevant qualifications	50

7 Financial Proposal

Please refer Section E of **FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL**

8 Payment for Services

Please refer Section D of **FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL**