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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: April 3, 2018

Duty Station: Homebased, with duty travel

Description of the assignment: REF. 12843 RSC 2018 – TECHNICAL EXPERT FOR PROJECT FORMULATION

Project name: N. 109394 “A Risk Reduction Management Centres: local adaptation response to national climate and early warning information in the Caribbean” project in Cuba, Dominican Republic and Jamaica”

Period of assignment/services: 35 days (over the period of 4 months)

Interested consultant’s should submit your proposal by email to adquisiciones.rclac@undp.org under REF. 12843 RSC 2018 – Technical Expert for Project Formulation, no later **13, 2018 at 3:00 p.m.** (UTC/GMT -5, Time of the Republic of Panama).

Any request for clarifications must be sent in writing, by email to Adquisiciones.rclac@undp.org no later than April 10, 2018, COB (UTC/GMT-5, Time of the Republic of Panama). Procurement Unit RSC LAC will respond by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND, SUMMARY OF KEY FUNCTIONS, KEY RESULTS EXPECTED, COMPETENCIES AND QUALIFICATIONS.

For detailed information, please refer to Annex 1 – Terms of Reference

2. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested Individual consultants must submit the following documents duly identified in one or more PDF files (MAXIMUM 4MB BY MAIL) duly signed.

2.1 Proposal IN ENGLISH: Letter of interest, signed explaining why you are the most suitable consultant for the work.

2.2 Workplan or Methodology.

2.3 Financial proposal: (Mandatory). The standard Letter of Confirmation of Interest and Availability supported by a breakdown of costs, which you must complete, sign and submit to UNDP (You must use form in Annex 2).

The financial proposal shall specify a total lump sum amount in US Dollars (do not include travel expenses), and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including number of anticipated working days), use the breakdown of costs supporting the financial proposal form Annex 2.

Travel: All travel expenses will be paid separately, in compliance with UNDP regulations and rules. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

2.3 P11 form Including past experience in similar projects (see the TORs) and at least 3 professional references (please make sure to include name,email, phone number of each).

2.4 Beneficiary: Personal information as: **name, address, ID, phone number of a beneficiary** in case of death during the consultancy. Documents to certify this info will be required in case you were selected for the consultancy. Please do not include beneficiaries under legal age or minors.

2.5 Curriculum vitae

2.6 Copy of Passport or Identification document.

Other Instructions:

-Email size should not exceed 4 MB. Please do not use transfer softwares (i.e. WeTransfer or Dropbox)

-If you are a former United Nations staff, kindly indicate so in your introductory email or letter.

-If you are a government official, please note you'll be required to submit a no-objection note and other documents.

_ Individual contractors whose assignments require travel and who are over 62 years of age are required, at their own expense, to undergo a full medical examination, including x-rays, and obtain medical clearance from a UN-approved doctor prior to taking up their assignment.

- Where there is no UN office nor a UN medical doctor present in the location of the individual contractor prior to travel, the individual contractor may choose his/her own preferred physician to obtain the required medical clearance.

4. EVALUATION

ANNEXES

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- OFFEROR'S LETTER TO UNDP

ANNEX 3- MODEL INDIVIDUAL CONSULTANT CONTRACT

ANNEX 4- GENERAL CONDITIONS OF CONTRACTS FOR THE SERVICES OF INDIVIDUAL CONTRACTORS

ANNEX 1

UNITED NATIONS DEVELOPMENT PROGRAMME	
TERMS OF REFERENCE	
CLUSTER: SUSTAINABLE DEVELOPMENT AND RESILIENCE CLUSTER	
A. GENERAL INFORMATION	
Title:	Technical Expert for Project Formulation
Project:	A Risk Reduction Management Centres: local adaptation response to national climate and early warning information in the Caribbean” project in Cuba, Dominican Republic and Jamaica
Type of Contract:	Individual Contract
Direct Supervisor:	Regional Advisor a.i, SDR Cluster
Duty Station:	Homebased, with duty travel
Estimated Start Date:	April 23, 2018
Duration:	35 days (over the period of 4 months)
B. PROJECT DESCRIPTION OR BACKGROUND	
In 2017, the governments of Cuba, Dominican Republic and Jamaica with the support of UNDP formulated and where approved a project preparation grant for the preparation of a regional project to the Adaptation Fund with the objective of developing risk reduction manager centres as an adaptation solution to help the region in managing	

exposure to climate change and extreme climate-related events to which the nations of Jamaica, Dominica and Cuba are considered are classified as extremely vulnerable to.

The Caribbean possesses inherent geographical, economic and social characteristics which intensify vulnerability and limit ability to respond to catastrophic events. These include geographic isolation, small populations located in hazard prone areas, coastal positioning of critical and economic infrastructures. Climate change, will act to increase the frequency of the most intense storms in the Caribbean region and changes in the rainfall regime and sea level rise will become key risk drivers in the Caribbean, resulting in an increase in the occurrence of heavy rainfall events during short periods of time, providing a risk to both drought and flood, coupled with risks resulting from sea level rise.

Long term solutions lie in institutional set ups that enable proactive climate risk reduction planning and implementation at local, regional and national levels. This more specifically involves strengthening municipal capacities for risk management and reduction measures to climate and disaster risks through the enhancement and replication of the model of local Risk Reduction Management Centres (RRMCs), established in Cuba and piloted in Jamaica and Dominican Republic. RRMCs would function as a local clearing house mechanism embedded in municipal governments to receive, analyse and channel climate risk information from different sectors and ensure that decision-makers and planning process benefited from a comprehensive climate risk analysis. These

local mechanisms further strengthen and enhance local and national capacities to generate and disseminate climate information and early warning system to communities in coordinated and harmonized way.

Furthermore, the application of territorial level development plans as the integrated tool to implement risk reduction and adaptation measures in vulnerable areas and sectors (such as water resources management, agriculture, flood protection, coastal management, fisheries and tourism) would enhance and sustain local level resilience. Establishing regional knowledge management products that promote systematic exchange of experiences amongst countries would also allow the leveraging of regional solutions and enhance capacity development.

The project to be developed with the Adaptation Fund looks to address these issues through a 3- year project that will upscale the function of local RRMC in Caribbean municipalities to facilitate the adoption of risk reduction, preparedness and adaptation measures, and deliver climate services

to the most vulnerable, communities. The project will be comprised of 4 components, three of which would be tailored for each country including the development of upscale of RRMCs, enhancing capacities of national agencies to generate and disseminate climate information and early warning alerts, developing capacities in local governments to integrate risk reduction and adaptation into development planning and one additional component that will look to integrate knowledge management and South- South cooperation amongst Cuba, Jamaica and Dominican Republic through a knowledge sharing platform.

UNDP will mobilize a team of national and international consultants (3 baseline national assessment experts, 1 project formulation specialist, 1 ESMF and gender expert) to support UNDP to prepare the full proposal in time for submission. The project formulation technical expert will lead the project development team in collecting and integrating required information to present a full regional proposal to be approved by the Adaptation Fund.

C. PURPOSE

The project formulation technical expert will serve the project development leader responsible for the timely preparation of all reports and documentation, required for the submission of the full Adaptation Fund Proposal including all mandatory and project specific annexes and supporting documentation. S/he will be responsible for managing all the information required by the international and national consultants on the project preparation team, and coordinating the Team's work. The consultant is required to work closely with the other relevant experts to fully meet GCF requirements and investment criteria of the Adaptation Fund. S/he will work with the UNDP GEF Unit and the UNDP Panama Hub with support from the UNDPs Country Office

D. SCOPE OF WORK

The consultant is hired to assist and support the UNDP-GEF and DRR Unit, the UNDP Panama Regional Hub, the national UNDP Country Offices and the project development team to deliver a fully eligible funding proposal to the Adaptation Fund by developing project funding proposal as well as coordinating all the required inputs and annexes from the project development team. As such, the consultant will work under the overall supervision of the Regional Disaster Risk Reduction Advisor, with the technical leadership and coordination provided by the UNDP GEF Technical Advisor. The work of the consultant will also be supported and evaluated by the Senior Technical Advisers from Adaptation for UNDP. The consultant is expected to provide the following deliverables:

Management of the Project Development Team (1.5 days)

- Define and submit a detailed methodology and work plan in consultation with the other consultants with clear delegation of responsibilities for the International Consultants (ICs) and National Consultants (NCs);
- Ensure that project development is participatory, gender-responsive and based on extensive stakeholder engagements; and
- Verify and ensure that all project components are technically sound and cost effective.

Preparatory Technical Studies and Reviews (10 days):

With inputs from the project development team:

- Compile baseline/situational analysis for the full-size project (FSP). This will include a precise definition of baseline projects, activities, budgets, goals and co-financial links to the Adaptation Fund Results Management

Framework outcomes and outputs; and presentation of results of the incremental cost-analysis in matrices as appropriate;

- Oversee the stakeholder analysis and consultations and ensure that they are complete and comprehensive and respond to the project activities;
- Ensure the preparation of the gender analysis with the support of the environmental, social safeguard specialist and ensure its findings are meaningfully integrated into the project's strategy, theory of change and results framework;
- Ensure action points, including risk assessments, from the UNDP Social and Environmental Screening Procedure (SESP) at the are fully implemented during the PPG, and update that screening in an iterative fashion to be included and updated within the full proposal, as appropriate;
- Confirm the identification and precision of the project sites, with documentation of selection criteria with the support of national consultants and national project teams;
- Oversee the consultations with partners regarding financial planning; and
- Ensure completion of any additional studies that are determined to be needed for the preparation of the full project proposal and all other final outputs.

Formulation of the full project proposal, and Mandatory and Project Specific Annexes (15 days):

With inputs from the project development team, and based on international best practice:

- Develop, present and articulate the project's theory of change;
- Develop the Results Framework in line with UNDP-GEF policy and the Adaptation Fund's Results Monitoring Policy;
- Develop a detailed Monitoring and Evaluation Plan and Budget;
- Oversee and ensure the preparation of a Stakeholder Engagement Plan;
- Oversee and ensure the preparation of a Gender Action Plan and Budget;
- Update the SESP based on assessments by the environmental and social safeguard specialist,
- Prepare the required tracking tool(s);
- With the support of the Country Offices and the UNDP Regional Technical Specialists, present agreements on project management arrangements ensuring their validation;
- Synthesize all analyses, studies, etc. that are prepared for the project proposal to produce the all mandatory and project specific Annexes, using the required templates.
- **Lead the Regional Validation Workshop (5 days):**
- Lead the validation workshop to present, discuss and validate the final documents and mandatory and project specific annexes, with a special focus on the SESP and any management plans; and
- Oversee all necessary revisions that arise during the workshop.
- Ensure completion of Validation Workshop Report.
- **Consolidation of Final Deliverables (3.5 days)**
- With the support of the environmental and social safeguard specialist and national consultants, consolidate all technical and consultation inputs including from national stakeholders, UNDP, AF Secretariat and Council, into

a well written and concise Adaptation Fund Proposal with all required sections and Annexes, in line with the AF templates and annotated guidance.

E. EXPECTED OUTPUTS / DELIVERABLES

1. Development of a Workplan
2. Baseline Analysis
3. Formulation of full project proposal, and annexes
4. Validation of proposal, through workshop

F. INSTITUTIONAL ARRANGEMENTS

- 1) Coordinating meetings, missions and other supporting functions.
- 2) Quality assurance of the final annexes of the document
- 3) Logistics for field mission are UNDP's responsibilities in RBLAC and national Country Offices in Cuba, Dominican Republic and Jamaica.

G. DURATION OF THE WORK

This consultancy has an expected duration of 35 days (over the period of 4 months).

H. DUTY STATION

The consultant will be homebased, with duty travel.

Travel: All travel expenses will be paid separately, in compliance with UNDP regulations and rules. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

When travel is necessary, air fare will be provided to travel, by the most direct and economic route and for as many travel hours as needed, to the place and country where the expert is to provide his/her services, and the expert will be paid the respective terminal expenses and 100% of his/her respective daily expenses according to the United Nations rate for the place and country in which the services are to be provided.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed using an F10 Form. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources

I. QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR

The successful candidate will have a background in climate change adaptation and/or extensive functional experience in climate change adaptation in countries in the Caribbean with strong technical skills in project design and management

- **Academic Background:** Postgraduate degree (M.S) in climate change adaptation, international development, economics, environmental management, or related fields;
- **Experience:**
 - At least 5 years of technical experience in project preparation and development in Latin America and the Caribbean. Experience in the Caribbean, specifically Cuba, Jamaica, and Dominican Republic is valued.
 - Experience in the design and implementation of integrated development projects, particularly in adaptation, climate change and/or disaster risk management;
 - Experience in the formulation and management of similar projects with global funds including:
 - Project design, management, and monitoring & evaluation;
 - Design of log frame with SMART indicators, work plan and budget formulation;
 - Working with multi-disciplinary teams, including local and expatriate technical experts;
 - Strong analytical skills; Exceptional ability in communication and networking, negotiations and writing;
 - Flexibility and ability to operate in different cultural settings and with a variety of stakeholders; culturally and gender sensitive.

Desirable criteria include:

- Work experience related to climate change adaptation in the Caribbean.
- Experience in economic and financial analysis for project viability and budget formulations; Familiarity with technical issues related to adaptation, methods of cost-benefit analysis for adaptation options, identification of multiple benefits of adaptation, including, economic, social and gender related.

▪ **Required Languages:** Fluency in English and Spanish, both verbally and written.

1 SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS

The financial proposal must specify the total cost for the consulting services. Payments will be made against delivery and approval of the supervisor of the deliverables specified in the ToRs. (*Maximum 3 payments will be received by the consultant*):

Outputs	Estimated Duration to Complete	Target Estimated Dates	Percentage
1. Work plan that includes Management of the Project Development Team	1.5 days	30 April	10%
2. Baseline Analysis document including national framework, baseline projects, stakeholder characterization, climate drivers, prioritization of project sites, risk assessment	10 days	10 May	20%
3. Formulation of the full project proposal, and Mandatory and Project Specific Annexes	15 days	15 June	20%
4. Validation Workshop Report	5 days	6 July	10%

	5. Inputs to all reviews provided by UNDP and the AF cleared by RTA (including information for gender analysis, budget, ESMF)	3.5 days	1 August	40%		
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The expert will receive payment of fees subject to approval of the deliverables agreed upon in the Terms of Reference and approval of the respective Certificate of Payment by the immediate supervisor.

Signed contracts in the individual agreement mode do not entail any advance fees either at the contract start date or at the start of the specific consulting periods.

Annex 2

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

Date _____

Dear Sirs

United Nations Development Programme
Regional Centre for Latin America and the Caribbean

Dear Sir/Madam:

I hereby declare that:

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of **REF. 12843 RSC 2018 – TECHNICAL EXPERT FOR PROJECT FORMULATION** under Project Risk Reduction Management Centres: local adaptation response to national climate and early warning information in the Caribbean” project in Cuba, Dominican Republic and Jamaica
- b) I have also read, understood and hereby accept UNDP’s General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) I hereby propose to complete the services based on the following payment method :
 - ☐ A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference
- e) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP’s review, acceptance and payment certification procedures;
- f) This offer shall remain valid for a total period of _____ days *[minimum of 90 days]* after the submission deadline;
- g) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*
- h) If I am selected for this assignment, I shall *[pls. check the appropriate box]:*

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

i) I hereby confirm that *[check all that applies]*:

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work :

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

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

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

- j) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- k) ***If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- l) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature:

Date Signed:

**BREAKDOWN OF COSTS
SUPPORTING THE FINANCIAL PROPOSAL**

A. Breakdown of Cost by Components:

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel Expenses to Join duty station			No included
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			No included

Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
TOTAL US\$			

BREAKDOWN OF COSTS

B. Breakdown of Cost by Deliverables*

C.

Deliverables <i>[list them as referred to in the TOR]</i>	Percentage of Total Price (Weight for payment)	Amount
Deliverable 1 and 2	30%	
Deliverable 3 and 4	30%	
Deliverable 5	40%	
Total	100.00%	USD

**Basis for payment tranches*

Annex 3

UNITED NATIONS DEVELOPMENT PROGRAMME



Contract for the services of an Individual Contractor

No _____

This Contract is entered into on [insert date] between the United Nations Development Programme (hereinafter referred to as "UNDP") and _____ (hereinafter referred to as "the Individual Contractor") whose address is _____.

WHEREAS UNDP desires to engage the services of the Individual Contractor on the terms and conditions hereinafter set forth, and:

WHEREAS the Individual Contractor is ready and willing to accept this Contract with UNDP on the said terms and conditions,

NOW, THEREFORE, the Parties hereby agree as follows:

1. Nature of services

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

2. Duration

This Individual Contract shall commence on [insert date], and shall expire upon satisfactory completion of the services described in the Terms of Reference mentioned above, but not later than [insert date], unless sooner terminated in accordance with the terms of this Contract. This Contract is subject to the General Conditions of Contract for Individual contractors which are available on UNDP website at www.undp.org/procurement and are attached hereto as *Annex II*.

3. Consideration

As full consideration for the services performed by the Individual Contractor under the terms of this Contract, including, unless otherwise specified, his/her travel to and from the Duty Station(s), any other travel required in the fulfillment of the Terms of Reference in Annex I, and living expenses in the Duty Station(s), UNDP shall pay the Individual Contractor a total of [currency] ----- in accordance with the table set forth below¹. Payments shall be made following certification by UNDP that the services related to each Deliverable, as described below, have been satisfactorily performed and the Deliverables have been achieved by or before the due dates specified below, if any.

DELIVERABLE	DUE DATE	AMOUNT IN USD

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

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

4. Rights and Obligations of the Individual contractor

¹ For payments which are not output-based lump sum, indicate the maximum number of working days/hours/units, any out of pocket expense (travel, per diem...) and the corresponding fee/cost in the Deliverable (s) table.

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

5. Beneficiary

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

Mailing address, email address and phone number of beneficiary:

Mailing address, email address and phone number of emergency contact (if different from beneficiary):

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

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

☐ The Individual Contractor has submitted a Statement of Good Health and confirmation of immunization.

AUTHORIZING OFFICER:
United Nations Development Programme

INDIVIDUAL CONTRACTOR:

Name; _____

Name; _____

Signature; _____

Signature; _____

Date; _____

Date; _____

Annex 4

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

1. LEGAL STATUS

The Individual contractor shall have the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP), and shall not be regarded, for any purposes, as being either a “staff member” of UNDP, under the UN’ Staff Regulations and Rules, or an “official” of UNDP, for purposes of the Convention on the Privileges and Immunities of the United Nations, adopted by the General Assembly of the United Nations on 13 February 1946.

Accordingly, nothing within or relating to the Individual Contract shall establish the relationship of employer and employee, or of principal and agent, between UNDP and the Individual contractor. The officials, representatives, employees or subcontractors of UNDP and of the Individual contractor, if any, shall not be considered in any respect as being the employees or agents of the other, and UNDP and the Individual contractor shall be solely responsible for all claims arising out of or relating to its engagement of such persons or entities.

2. STANDARDS OF CONDUCT

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

The individual contractor must comply with all Security Directives issued by UNDP. Failure to comply with such security directives is grounds for termination of the Individual contractor for cause.

Prohibition of Sexual Exploitation and Abuse: In the performance of the Individual Contract, the Individual contractor shall comply with the standards of conduct set forth in the Secretary-General’s bulletin ST/SGB/2003/13 of 9 October 2003, concerning “Special measures for protection from sexual exploitation and sexual abuse”. In particular, the Individual contractor shall not engage in any conduct that would constitute sexual exploitation or sexual abuse, as defined in that bulletin.

The Individual contractor acknowledges and agrees that any breach of any of the provisions hereof shall constitute a breach of an essential term of the Individual Contract, and, in addition to any other legal rights or remedies available to any person, shall give rise to grounds for termination of the Individual

Contract. In addition, nothing herein shall limit the right of UNDP to refer any alleged breach of the foregoing standards of conduct to the relevant national authorities for appropriate legal action.

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

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

UNDP shall be entitled to all intellectual property and other proprietary rights, including, but not limited to, patents, copyrights and trademarks, with regard to products, processes, inventions, ideas, know-how or documents and other materials which the Individual contractor has developed for UNDP under the Individual Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Individual Contract, and the Individual contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for UNDP.

However, to the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Individual contractor: (a) that pre-existed the performance by the Individual contractor of its obligations under the Individual Contract, or (b) that the Individual contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Individual Contract, UNDP does not and shall not claim any ownership interest thereto, and the Individual contractor grants to UNDP a perpetual licence to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract. At the request of UNDP, the Individual contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to UNDP in compliance with the requirements of the applicable law and of the Individual Contract. Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents and all other data compiled by or received by the Individual contractor under the Individual Contract shall be the property of UNDP, shall be made available for use or inspection by UNDP at reasonable times and in reasonable places, shall be treated as confidential and shall be delivered only to UNDP authorized officials on completion of work under the Individual Contract.

1. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION

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

The Recipient may disclose confidential Information to any other party with the Discloser's prior written consent, as well as to the Recipient's employees, officials, representatives and agents who have a need to know such confidential Information solely for purposes of performing obligations under the Individual Contract. Subject to and without any waiver of the privileges and immunities of UNDP, the Individual contractor may disclose Information to the extent required by law, provided that the

Individual contractor will give UNDP sufficient prior notice of a request for the disclosure of Information in order to allow UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made. UNDP may disclose Information to the extent as required

pursuant to the Charter of the United Nations, resolutions or regulations of the General Assembly or its other governing bodies, or rules promulgated by the Secretary-General. The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder. These obligations and restrictions of confidentiality shall be effective during the term of the Individual Contract, including any extension thereof, and, unless otherwise provided in the Individual Contract, shall remain effective following any termination of the Individual Contract.

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

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

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

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

6. PROHIBITION ON ASSIGNMENT; MODIFICATIONS

The Individual contractor may not assign, delegate, transfer, pledge or make any other disposition of the Individual Contract, of any part thereof, or of any of the rights, claims or obligations under the Individual Contract except with the prior written authorization of UNDP, and any attempt to do so shall be null and void. The terms or conditions of any supplemental undertakings, licenses or other forms of Individual Contract concerning any goods or services to be provided under the Individual Contract shall not be valid and enforceable against UNDP nor in any way shall constitute an Individual Contract by UNDP thereto, unless any such undertakings, licenses or other forms of Individual Contract are the subject of a valid written undertaking by UNDP.

No modification or change in the Individual Contract shall be valid and enforceable against UNDP unless provided by means of a valid written amendment to the Individual Contract signed by the Individual contractor and an authorized official or appropriate contracting authority of UNDP.

7. SUBCONTRACTORS

In the event that the Individual contractor requires the services of subcontractors to perform any obligations under the Individual Contract, the Individual contractor shall obtain the prior written

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

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

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

9. INDEMNIFICATION

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

10. INSURANCE

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

11. ENCUMBRANCES AND LIENS

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

12. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

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

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

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

13. TERMINATION

Either party may terminate the Individual Contract, in whole or in part, upon giving written notice to the other party. The period of notice shall be five (5) days in the case of Individual Contracts for a total period of less than two (2) months and fourteen (14) days in the case of contracts for a longer period. The initiation of conciliation or arbitral proceedings, as provided below, shall not be deemed to be a "cause" for or otherwise to be in itself a termination of the Individual Contract.

UNDP may, without prejudice to any other right or remedy available to it, terminate the Individual Contract forthwith in the event that: (a) the Individual contractor is adjudged bankrupt, or is Article II, section 7, of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the exemptions of the United Nations from such taxes, restrictions, duties or charges, the Individual contractor shall immediately consult with UNDP to determine a mutually acceptable procedure. UNDP shall have no liability for taxes, duties or other similar charges payable by the Individual contractor in respect of any amounts paid to the Individual contractor under this Individual Contract, and the Individual contractor acknowledges that UNDP will not issue any statements of earnings to the Individual contractor in respect of any such payments.

liquidated, or becomes insolvent, applies for moratorium or stay on any payment or repayment obligations, or applies to be declared insolvent; (b) the Individual contractor is granted a moratorium or

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

In the event of any termination of the Individual Contract, upon receipt of notice of termination by UNDP, the Individual contractor shall, except as may be directed by UNDP in the notice of termination or otherwise in writing: (a) take immediate steps to bring the performance of any obligations under the Individual Contract to a close in a prompt and orderly manner, and in doing so, reduce expenses to a minimum; (b) refrain from undertaking any further or additional commitments under the Individual Contract as of and following the date of receipt of such notice;

(c) deliver all completed or partially completed plans, drawings, information and other property that, if the Individual Contract had been completed, would be required to be furnished to UNDP thereunder; (d) complete performance of the work not terminated; and (e) take any other action that may be necessary, or that UNDP may direct in writing, for the protection and preservation of any property, whether tangible or intangible, related to the Individual Contract that is in the possession of the Individual contractor and in which UNDP has or may be reasonably expected to acquire an interest.

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

14. NON-EXCLUSIVITY

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

15. TAXATION

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

16. AUDIT AND INVESTIGATION

Each invoice paid by UNDP shall be subject to a post-payment audit by auditors, whether internal or external, of UNDP or by other authorized and qualified agents of UNDP at any time during the term of the Individual Contract and for a period of two (2) years following the expiration or prior termination of the Individual Contract. UNDP shall be entitled to a refund from the Individual contractor for any amounts shown by such audits to have been paid by UNDP other than in accordance with the terms and conditions of the Individual Contract.

The Individual contractor acknowledges and agrees that, from time to time, UNDP may conduct investigations relating to any aspect of the Individual Contract or the award thereof, the obligations performed under the Individual Contract, and the operations of the Individual contractor generally relating

to performance of the Individual Contract. The right of UNDP to conduct an investigation and the Individual contractor's obligation to comply with such an investigation shall not lapse upon expiration or

prior termination of the Individual Contract. The Individual contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Individual contractor's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNDP access to the Individual contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Individual contractor's personnel and relevant documentation. The Individual contractor shall require its agents, including, but not limited to, the Individual contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNDP hereunder.

17. SETTLEMENT OF DISPUTES

Amicable Settlement: UNDP and the Individual contractor shall use their best efforts to amicably settle any dispute, controversy or claim arising out of the Individual Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the Conciliation Rules then obtaining of the United Nations Commission on International Trade Law ("UNCITRAL"), or according to such other procedure as may be agreed between the parties in writing.

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

18. LIMITATION ON ACTIONS:

Except with respect to any indemnification obligations in Article 7, above, or as are otherwise set forth in

the Individual Contract, any arbitral proceedings in accordance with Article 17 above, arising out of the Individual Contract must be commenced within three years after the cause of action has accrued.

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

19. PRIVILEGES AND IMMUNITIES

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

EVALUATION MATRIX

The technical and financial aspects of every proposal submitted will be evaluated using the following

Cumulative Analysis for the evaluation of Offers:

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight; 70%

* Financial Criteria weight; 30%

Offerors who reach a minimum of 35 points after evaluation of technical criteria, will be considered RESPONSIVE and will continue for the final stage of financial evaluation of proposals.

Evaluation of the technical proposal	70% Points (Max.)
Postgraduate degree (M.S) in climate change adaptation, international development, economics, environmental management, or related fields	10
Minimum 5 years' technical experience in project preparation and development in Latin America and the Caribbean. Experience in the Caribbean, specifically Cuba, Jamaica, and Dominican Republic is valued.	15
Minimum 5 years' experience in the design and implementation of integrated development projects, particularly in adaptation, climate change and/or disaster risk management	20
Experience leading a team in the formulation and management of similar projects with global funds	15
Evidence of Spanish and English language skills	10
Evaluation of the Economic Proposal	30% Points (Max.)

FINANCIAL EVALUATION OF PROPOSALS

The maximum number of points assigned to the financial proposal is allocated to the lowest price proposal (daily rate offered). All other price proposals receive points in inverse proportion.

$$p = y (\mu/z)$$

Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated