



# **REQUEST FOR PROPOSALS**

**Solar Energy Enterprise Development in Mogadishu, Kismayo and Baidoa  
UNDP/SOM/RFP/2018/002/JPYES/READVERTISEMENT**

**Joint Programme on Youth Employment Somalia (YES)  
Somalia**

**United Nations Development Programme**  
April, 2018

## **Section 1. Letter of Invitation**

Nairobi, Kenya  
April 25, 2018

**UNDP/SOM/RFP/2018/002/YES**  
**Solar Energy Enterprise Development in Mogadishu, Baidoa and Kismayo**

Dear Mr./Ms.:

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents:

- Section 1 – This Letter of Invitation
- Section 2 – Instructions to Proposers (including Data Sheet)
- Section 3 – Terms of Reference
- Section 4 – Proposal Submission Form
- Section 5 – Documents Establishing the Eligibility and Qualifications of the Proposer
- Section 6 – Technical Proposal Form
- Section 7 – Financial Proposal Form
- Section 8 – Contract for Professional Services, including General Terms and Conditions

Your offer, comprising of a Technical and Financial Proposal, in separate sealed envelopes, should be submitted in accordance with Section 2. You are kindly requested to submit an acknowledgment letter to UNDP to the following address:

United Nations Development Programme  
asha.shidane@undp.org; cc: iryna.malykh@undp.org  
Attention: Asha Shidane

The letter should be received by UNDP no later than 27.04.2018 by 17:00 hrs. The same letter should advise whether your company intends to submit a Proposal. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

If you have received this RFP through a direct invitation by UNDP, transferring this invitation to another firm requires your written notification to UNDP of such transfer and the name of the company to whom the invitation was forwarded. Should you require further clarifications, kindly communicate with the contact person identified in the attached Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thanks you in advance for your interest in UNDP procurement opportunities.

Yours sincerely,

Iryna Malykh, Procurement Specialist

## Section 2: Instruction to Proposers

### Definitions

- a) *“Contract”* refers to the agreement that will be signed by and between the UNDP and the successful proposer, all the attached documents thereto, including the General Terms and Conditions (GTC) and the Appendices.
- b) *“Country”* refers to the country indicated in the Data Sheet.
- c) *“Data Sheet”* refers to such part of the Instructions to Proposers used to reflect conditions of the tendering process that are specific for the requirements of the RFP.
- d) *“Day”* refers to calendar day.
- e) *“Government”* refers to the Government of the country that will be receiving the services provided/rendered specified under the Contract.
- f) *“Instructions to Proposers”* (Section 2 of the RFP) refers to the complete set of documents that provides Proposers with all information needed and procedures to be followed in the course of preparing their Proposals
- g) *“LOI”* (Section 1 of the RFP) refers to the Letter of Invitation sent by UNDP to Proposers.
- h) *“Material Deviation”* refers to any contents or characteristics of the proposal that is significantly different from an essential aspect or requirement of the RFP, and : (i) substantially alters the scope and quality of the requirements; (ii) limits the rights of UNDP and/or the obligations of the offeror; and (iii) adversely impacts the fairness and principles of the procurement process, such as those that compromise the competitive position of other offerors.
- i) *“Proposal”* refers to the Proposer’s response to the Request for Proposal, including the Proposal Submission Form, Technical and Financial Proposal and all other documentation attached thereto as required by the RFP.
- j) *“Proposer”* refers to any legal entity that may submit, or has submitted, a Proposal for the provision of services requested by UNDP through this RFP.
- k) *“RFP”* refers to the Request for Proposals consisting of instructions and references prepared by UNDP for purposes of selecting the best service provider to perform the services described in the Terms of Reference.
- l) *“Services”* refers to the entire scope of tasks and deliverables requested by UNDP under the RFP.
- m) *“Supplemental Information to the RFP”* refers to a written communication issued by UNDP to prospective Proposers containing clarifications, responses to queries received from prospective Proposers, or changes to be made in the RFP, at any time after the release of the RFP but before

the deadline for the submission of Proposals.

- n) “*Terms of Reference*” (TOR) refers to the document included in this RFP as Section 3 which describes the objectives, scope of services, activities, tasks to be performed, respective responsibilities of the proposer, expected results and deliverables and other data pertinent to the performance of the range of duties and services expected of the successful proposer.

## A. GENERAL

1. UNDP hereby solicits Proposals in response to this Request for Proposal (RFP). Proposers must strictly adhere to all the requirements of this RFP. No changes, substitutions or other alterations to the rules and provisions stipulated in this RFP may be made or assumed unless it is instructed or approved in writing by UNDP in the form of Supplemental Information to the RFP.
2. Submission of a Proposal shall be deemed as an acknowledgement by the Proposer that all obligations stipulated by this RFP will be met and, unless specified otherwise, the Proposer has read, understood and agreed to all the instructions in this RFP.
3. Any Proposal submitted will be regarded as an offer by the Proposer and does not constitute or imply the acceptance of any Proposal by UNDP. UNDP is under no obligation to award a contract to any Proposer as a result of this RFP.
4. UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See [http://www.undp.org/about/transparencycdocs/UNDP\\_Anti\\_Fraud\\_Policy\\_English\\_FINAL\\_june\\_2011.pdf](http://www.undp.org/about/transparencycdocs/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf) and [http://www.undp.org/content/undp/en/home/operations/procurement/procurement\\_protest/](http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/) for full description of the policies)
5. In responding to this RFP, UNDP requires all Proposers to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP’s interest’s paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:
  - 5.1 Are or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;
  - 5.2 Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or

- 5.3 Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, proposers must disclose the condition to UNDP and seek UNDP's confirmation on whether or not such conflict exists.

6. Similarly, the Proposers must disclose in their proposal their knowledge of the following:
- 6.1 That they are owners, part-owners, officers, directors, controlling shareholders, or they have key personnel who are family of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and
  - 6.2 All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.

Failure of such disclosure may result in the rejection of the proposal or proposals affected by the non-disclosure.

7. The eligibility of Proposers that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered as an independent entity, the extent of Government ownership/share, receipt of subsidies, mandate, access to information in relation to this RFP, and others that may lead to undue advantage against other Proposers, and the eventual rejection of the Proposal.
8. All Proposers must adhere to the UNDP Supplier Code of Conduct, which may be found at this link: <http://web.ng.undp.org/procurement/undp-supplier-code-of-conduct.pdf>

## **B. CONTENTS OF PROPOSAL**

### **9. Sections of Proposal**

Proposers are required to complete, sign and submit the following documents:

- 9.1 Proposal Submission Cover Letter Form (see RFP Section 4);
- 9.2 Documents Establishing the Eligibility and Qualifications of the Proposer (see RFP Section 5);
- 9.3 Technical Proposal (see prescribed form in RFP Section 6);
- 9.4 Financial Proposal (see prescribed form in RFP Section 7);
- 9.5 Proposal Security, if applicable (if required and as stated in the **Data Sheet** (DS nos. 9-11), see prescribed Form in RFP Section 8);
- 9.6 Any attachments and/or appendices to the Proposal.

### **10. Clarification of Proposal**

- 10.1 Proposers may request clarifications of any of the RFP documents no later than the date indicated in the **Data Sheet** (DS no. 16) prior to the proposal submission date. Any request

for clarification must be sent in writing via courier or through electronic means to the UNDP address indicated in the **Data Sheet** (DS no. 17). UNDP will respond in writing, transmitted by electronic means and will transmit copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Proposers who have provided confirmation of their intention to submit a Proposal.

- 10.2 UNDP shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.

## **11. Amendment of Proposals**

- 11.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Proposer, modify the RFP in the form of a Supplemental Information to the RFP. All prospective Proposers will be notified in writing of all changes/amendments and additional instructions through Supplemental Information to the RFP and through the method specified in the **Data Sheet** (DS No. 18).
- 11.2 In order to afford prospective Proposers reasonable time to consider the amendments in preparing their Proposals, UNDP may, at its discretion, extend the deadline for submission of Proposals, if the nature of the amendment to the RFP justifies such an extension.

## **C. PREPARATION OF PROPOSALS**

### **12. Cost**

The Proposer shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

### **13. Language**

The Proposal, as well as any and all related correspondence exchanged by the Proposer and UNDP, shall be written in the language (s) specified in the **Data Sheet** (DS No 4). Any printed literature furnished by the Proposer written in a language other than the language indicated in the **Data Sheet**, must be accompanied by a translation in the preferred language indicated in the **Data Sheet**. For purposes of interpretation of the Proposal, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language shall govern. Upon conclusion of a contract, the language of the contract shall govern the relationship between the contractor and UNDP.

### **14. Proposal Submission Form**

The Proposer shall submit the Proposal Submission Form using the form provided in Section 4 of

this RFP.

## 15. Technical Proposal Format and Content

Unless otherwise stated in the **Data Sheet** (DS no. 28), the Proposer shall structure the Technical Proposal as follows:

- 15.1 Expertise of Firm/Organization – this section should provide details regarding management structure of the organization, organizational capability/resources, and experience of organization/firm, the list of projects/contracts (both completed and on-going, both domestic and international) which are related or similar in nature to the requirements of the RFP, and proof of financial stability and adequacy of resources to complete the services required by the RFP (see RFP clause 18 and DS No. 26 for further details). The same shall apply to any other entity participating in the RFP as a Joint Venture or Consortium.
- 15.2 Proposed Methodology, Approach and Implementation Plan – this section should demonstrate the Proposer’s response to the Terms of Reference by identifying the specific components proposed, how the requirements shall be addressed, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted; and demonstrating how the proposed methodology meets or exceeds the specifications, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable that is within the duration of the contract as specified in the **Data Sheet** (DS nos. 29 and 30).

Proposers must be fully aware that the products or services that UNDP requires may be transferred, immediately or eventually, by UNDP to the Government partners, or to an entity nominated by the latter, in accordance with UNDP’s policies and procedures. All proposers are therefore required to submit the following in their proposals:

- a) A statement of whether any import or export licences are required in respect of the goods to be purchased or services to be rendered, including any restrictions in the country of origin, use or dual use nature of the goods or services, including any disposition to end users; and
  - b) Confirmation that the Proposer has obtained license of this nature in the past, and have an expectation of obtaining all the necessary licenses, should their Proposal be rendered the most responsive.
- 15.3 Management Structure and Key Personnel – This section should include the comprehensive curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.

In complying with this section, the Proposer assures and confirms to UNDP that the personnel being nominated are available for the Contract on the dates proposed. If any of the key personnel later becomes unavailable, except for unavoidable reasons such as death

or medical incapacity, among other possibilities, UNDP reserves the right to consider the proposal non-responsive. Any deliberate substitution arising from unavoidable reasons, including delay in the implementation of the project of programme through no fault of the Proposer shall be made only with UNDP's acceptance of the justification for substitution, and UNDP's approval of the qualification of the replacement who shall be either of equal or superior credentials as the one being replaced.

15.4 Where the **Data Sheet** requires the submission of the Proposal Security, the Proposal Security shall be included along with the Technical Proposal. The Proposal Security may be forfeited by UNDP, and reject the Proposal, in the event of any or any combination of the following conditions:

- a) If the Proposer withdraws its offer during the period of the Proposal Validity specified in the **Data Sheet** (DS no. 11), or;
- b) If the Proposal Security amount is found to be less than what is required by UNDP as indicated in the **Data Sheet** (DS no. 9), or;
- c) In the case the successful Proposer fails:
  - i. to sign the Contract after UNDP has awarded it;
  - ii. to comply with UNDP's variation of requirement, as per RFP clause 35; or
  - iii. to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the effectivity of the contract that may be awarded to the Proposer.

## 16. Financial Proposals

The Financial Proposal shall be prepared using the attached standard form (Section 7). It shall list all major cost components associated with the services, and the detailed breakdown of such costs. All outputs and activities described in the Technical Proposal must be priced separately on a one-to-one correspondence. Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.

## 17. Currencies

All prices shall be quoted in the currency indicated in the **Data Sheet** (DS no. 15). However, where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:

- a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and
- b) In the event that the proposal found to be the most responsive to the RFP requirement is quoted in another currency different from the preferred currency as per **Data Sheet** (DS no. 15), then UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.

Proposals submitted by two (2) or more Proposers shall all be rejected if they are found to have any of the following:



- a) they have at least one controlling partner, director or shareholder in common; or
- b) any one of them receive or have received any direct or indirect subsidy from the other/s; or
- c) they have the same legal representative for purposes of this RFP; or
- d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Proposer regarding this RFP process;
- e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Proposer; or
- f) an expert proposed to be in the team of one Proposer participates in more than one Proposal received for this RFP process. This condition does not apply to subcontractors being included in more than one Proposal.

#### **18. Documents Establishing the Eligibility and Qualifications of the Proposer**

The Proposer shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided under Section 5, Proposer Information Forms. In order to award a contract to a Proposer, its qualifications must be documented to UNDP's satisfaction. These include, but are not limited to, the following:

- a) That, in the case of a Proposer offering to supply goods under the Contract which the Proposer did not manufacture or otherwise produce, the Proposer has been duly authorized by the goods' manufacturer or producer to supply the goods in the country of final destination;
- b) That the Proposer has the financial, technical, and production capability necessary to perform the Contract; and
- c) That, to the best of the Proposer's knowledge, it is not included in the UN 1267/1989 List or the UN Ineligibility List, nor in any and all of UNDP's list of suspended and removed vendors.

#### **19. Joint Venture, Consortium or Association**

If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.

After the Proposal has been submitted to UNDP, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of UNDP. Furthermore, neither the lead entity nor the member entities of the joint venture can:

- a) Submit another proposal, either in its own capacity; nor
- b) As a lead entity or a member entity for another joint venture submitting another Proposal.

The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements

of the RFP, both in the Proposal and the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by UNDP.

Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the RFP, it should present such information in the following manner:

- a) Those that were undertaken together by the joint venture; and
- b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the RFP.

Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

If a joint venture's Proposal is determined by UNDP as the most responsive Proposal that offers the best value for money, UNDP shall award the contract to the joint venture, in the name of its designated lead entity. The lead entity shall sign the contract for and on behalf of all other member entities.

## **20. Alternative Proposals**

Unless otherwise specified in the **Data Sheet** (DS nos. 5 and 6), alternative proposals shall not be considered. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.

## **21. Validity Period**

Proposals shall remain valid for the period specified in the **Data Sheet** (DS no. 8), commencing on the submission deadline date also indicated in the **Data Sheet** (DS no. 21). A Proposal valid for a shorter period shall be immediately rejected by UNDP and rendered non-responsive.

In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Proposers to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.

## **22. Proposer's Conference**

When appropriate, a proposer's conference will be conducted at the date, time and location specified in the **Data Sheet** (DS no. 7). All Proposers are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Proposer. Minutes of the proposer's conference will be either posted on the UNDP website, or disseminated to the individual firms who have registered or expressed interest with the contract, whether or not they attended the conference. No verbal statement made during the conference shall modify the terms and conditions of the RFP unless such statement is specifically written in the Minutes of the Conference, or issued/posted as an amendment in the form of a Supplemental Information to the RFP.

## D. SUBMISSION AND OPENING OF PROPOSALS

### 23. Submission

- 23.1 The Financial Proposal and the Technical Proposal Envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each envelope MUST clearly indicate the name of the Proposer. The outer envelopes shall bear the address of UNDP as specified in the **Data Sheet** (DS no.20) and shall include the Proposer’s name and address, as well as a warning that state “*not to be opened before the time and date for proposal opening*” as specified in the **Data Sheet** (DS no. 24). The Proposer shall assume the responsibility for the misplacement or premature opening of Proposals due to improper sealing and labeling by the Proposer.
- 23.2 Proposers must submit their Proposals in the manner specified in the **Data Sheet** (DS nos. 22 and 23). When the Proposals are expected to be in transit for more than 24 hours, the Proposer must ensure that sufficient lead time has been provided in order to comply with UNDP’s deadline for submission. UNDP shall indicate for its record that the official date and time of receiving the Proposal is the actual date and time when the said Proposal has physically arrived at the UNDP premises indicated in the **Data Sheet** (DS no. 20).
- 23.3 Proposers submitting Proposals by mail or by hand shall enclose the original and each copy of the Proposal, in separate sealed envelopes, duly marking each of the envelopes as “Original Proposal” and “Copy of Proposal” as appropriate. The 2 envelopes shall then be sealed in an outer envelope. The number of copies required shall be as specified in the **Data Sheet** (DS No. 19). In the event of any discrepancy between the contents of the “Original Proposal” and the “Copy of Proposal”, the contents of the original shall govern. The original version of the Proposal shall be signed or initialed by the Proposer or person(s) duly authorized to commit the Proposer on every page. The authorization shall be communicated through a document evidencing such authorization issued by the highest official of the firm, or a Power of Attorney, accompanying the Proposal.
- 23.4 Proposers must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Proposer accepts the General Contract Terms and Conditions of UNDP as attached hereto as Section 11.

### 24. Deadline for Submission of Proposals and Late Proposals

Proposals must be received by UNDP at the address and no later than the date and time specified in the **Data Sheet** (DS nos. 20 and 21).

UNDP shall not consider any Proposal that arrives after the deadline for submission of Proposals. Any Proposal received by UNDP after the deadline for submission of Proposals shall be declared late, rejected, and returned unopened to the Proposer.

## **25. Withdrawal, Substitution, and Modification of Proposals**

- 25.1 Proposers are expected to have sole responsibility for taking steps to carefully examine in detail the full consistency of its Proposals to the requirements of the RFP, keeping in mind that material deficiencies in providing information requested by UNDP, or lack clarity in the description of services to be provided, may result in the rejection of the Proposal. The Proposer shall assume the responsibility regarding erroneous interpretations or conclusions made by the Proposer in the course of understanding the RFP out of the set of information furnished by UNDP.
- 25.2 A Proposer may withdraw, substitute or modify its Proposal after it has been submitted by sending a written notice in accordance with Clause 23.1, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal must accompany the respective written notice. All notices must be received by UNDP prior to the deadline for submission and submitted in accordance with RFP Clause 23.1 (except that withdrawal notices do not require copies). The respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION".
- 25.3 Proposals requested to be withdrawn shall be returned unopened to the Proposers.
- 25.4 No Proposal may be withdrawn, substituted, or modified in the interval between the deadline for submission of Proposals and the expiration of the period of proposal validity specified by the Proposer on the Proposal Submission Form or any extension thereof.

## **26. Proposal Opening**

UNDP will open the Proposals in the presence of an ad-hoc committee formed by UNDP of at least two (2) members. If electronic submission is permitted, any specific electronic proposal opening procedures shall be as specified in the **Data Sheet** (DS no. 23).

The Proposers' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Proposal shall be rejected at the opening stage, except for late submission, for which the Proposal shall be returned unopened to the Proposer.

## **27. Confidentiality**

Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Proposers or any other persons not officially concerned with such process, even after publication of the contract award.

Any effort by a Proposer to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal.

In the event that a Proposer is unsuccessful, the Proposer may seek a meeting with UNDP for a debriefing. The purpose of the debriefing is discussing the strengths and weaknesses of the

Proposer's submission, in order to assist the Proposer in improving the proposals presented to UNDP. The content of other proposals and how they compare to the Proposer's submission shall not be discussed.

## E. EVALUATION OF PROPOSALS

### 28. Preliminary Examination of Proposals

UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, whether or not the Proposer is in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's list of suspended and removed vendors, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP may reject any Proposal at this stage.

### 29. Evaluation of Proposals

29.1 UNDP shall examine the Proposal to confirm that all terms and conditions under the UNDP General Terms and Conditions and Special Conditions have been accepted by the Proposer without any deviation or reservation.

29.2 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other documentation provided, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet** (DS no. 32). Each responsive Proposal will be given a technical score. A Proposal shall be rendered non-responsive at this stage if it does not substantially respond to the RFP particularly the demands of the Terms of Reference, which also means that it fails to achieve the minimum technical score indicated in the **Data Sheet** (DS no. 25). Absolutely no changes may be made by UNDP in the criteria, sub-criteria and point system indicated in the **Data Sheet** (DS no. 32) after all Proposals have been received.

29.3 In the second stage, only the Financial Proposals of those Proposers who achieve the minimum technical score will be opened for evaluation for comparison and review. The Financial Proposal Envelopes corresponding to Proposals that did not meet the minimum passing technical score shall be returned to the Proposer unopened. The overall evaluation score will be based either on a combination of the technical score and the financial offer, or the lowest evaluated financial proposal of the technically qualified Proposers. The evaluation method that applies for this RFP shall be as indicated in the **Data Sheet** (DS No. 25).

When the Data Sheet specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:

Rating the Technical Proposal (TP):

**TP Rating** = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100

Rating the Financial Proposal (FP):

**FP Rating** = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100

Total Combined Score:

(TP Rating) x (Weight of TP, e.g. 70%)

+ (FP Rating) x (Weight of FP, e.g., 30%)

**Total Combined and Final Rating of the Proposal**

29.4 UNDP reserves the right to undertake a post-qualification exercise aimed at determining, to its satisfaction the validity of the information provided by the Proposer. Such post-qualification shall be fully documented and, among those that may be listed in the **Data Sheet** (DS No.33), may include, but need not be limited to, all or any combination of the following :

- a) Verification of accuracy, correctness and authenticity of information provided by the Proposer on the legal, technical and financial documents submitted;
- b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;
- c) Inquiry and reference checking with Government entities with jurisdiction on the Proposer, or any other entity that may have done business with the Proposer;
- d) Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;
- e) Physical inspection of the Proposer's offices, branches or other places where business transpires, with or without notice to the Proposer;
- f) Quality assessment of ongoing and completed outputs, works and activities similar to the requirements of UNDP, where available; and
- g) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.

### **30. Clarification of Proposals**

To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Proposer for a clarification of its Proposal.

UNDP's request for clarification and the response shall be in writing. Notwithstanding the written communication, no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP Clause 32.

Any unsolicited clarification submitted by a Proposer in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.

### **31. Responsiveness of Proposal**

UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself.

A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.

If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Proposer by correction of the material deviation, reservation, or omission.

### **32. Nonconformities, Reparable Errors and Omissions**

Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.

Provided that a Proposal is substantially responsive, UNDP may request the Proposer to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Proposer to comply with the request may result in the rejection of its Proposal.

Provided that the Proposal is substantially responsive, UNDP shall correct arithmetical errors as follows:

- a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
- b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to the above.

If the Proposer does not accept the correction of errors made by UNDP, its Proposal shall be rejected.

## **F. AWARD OF CONTRACT**

### **33. Right to Accept, Reject, or Render Non-Responsive Any or All Proposals**

UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Proposer(s) of the grounds for UNDP's

action. Furthermore, UNDP shall not be obliged to award the contract to the lowest price offer.

UNDP shall also verify, and immediately reject their respective Proposal, if the Proposers are found to appear in the UN's Consolidated List of Individuals and Entities with Association to Terrorist Organizations, in the List of Vendors Suspended or Removed from the UN Secretariat Procurement Division Vendor Roster, the UN Ineligibility List, and other such lists that as may be established or recognized by UNDP policy on Vendor Sanctions. (See [http://www.undp.org/content/undp/en/home/operations/procurement/procurement\\_protest/](http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/) for details)

#### **34. Award Criteria**

Prior to expiration of the period of proposal validity, UNDP shall award the contract to the qualified Proposer with the highest total score based on the evaluation method indicated in the **Data Sheet** (DS nos. 25 and 32).

#### **35. Right to Vary Requirements at the Time of Award**

At the time of award of Contract, UNDP reserves the right to vary 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.

#### **36. Contract Signature**

Within fifteen (15) days from the date of receipt of the Contract, the successful Proposer shall sign and date the Contract and return it to UNDP.

Failure of the successful Proposer to comply with the requirement of RFP Clause 35 and this provision shall constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security if any, and on which event, UNDP may award the Contract to the Proposer with the second highest rated Proposal, or call for new Proposals.

#### **37. Performance Security**

A performance security, if required, shall be provided in the amount and form provided in Section 9 and by the deadline indicated in the **Data Sheet** (DS no. 14), as applicable. Where a Performance Security will be required, the submission of the said document, and the confirmation of its acceptance by UNDP, shall be a condition for the effectivity of the Contract that will be signed by and between the successful Proposer and UNDP.

#### **38. Bank Guarantee for Advanced Payment**

Except when the interests of UNDP so require, it is the UNDP's preference to make no advanced payment(s) on contracts (i.e., payments without having received any outputs). In the event that the Proposer requires an advanced payment upon contract signature, and if such request is duly accepted by UNDP, and the said advanced payment exceeds 20% of the total proposal price, or exceed the amount of USD 30,000, UNDP shall require the Proposer to submit a Bank Guarantee in the same amount as the advanced payment. A bank guarantee for advanced payment shall be



furnished in the form provided in Section 10.

### **39. Vendor Protest**

UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a purchase order or contract through a competitive procurement process. In the event that a Proposer believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures:

<http://www.undp.org/procurement/protest.shtml>

## Instructions to Proposers

### DATA SHEET

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Instruction to Proposers. In the case of a conflict between the Instructions to Proposers, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall govern.

DS No. <sup>1</sup>	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
1		Project Title:	Solar Energy Enterprise Development in Mogadishu, Baidoa and Kismayo
2		Title of Services/Work:	Solar Energy Enterprise Development in Mogadishu, Baidoa and Kismayo
3		Country / Region of Work Location:	Somalia/ Mogadishu, Baidoa and Kismayo
4	C.13	Language of the Proposal:	<input checked="" type="checkbox"/> English
5	C.20	Conditions for Submitting Proposals for Parts or sub-parts of the TOR	<input checked="" type="checkbox"/> Allowed per LOT LOT 1 – Mogadishu LOT 2 – Baidoa LOT 3 – Kismayo
6	C.20	Conditions for Submitting Alternative Proposals	<input checked="" type="checkbox"/> Shall not be considered
7	C.22	A pre-proposal conference will be held on:	N/A
8	C.21	Period of Proposal Validity commencing on the submission date	<input checked="" type="checkbox"/> 120 days

<sup>1</sup> All DS number entries in the Data Sheet are cited as reference in the Instructions to Proposers. All DS nos. corresponding to a Data must not be modified. Only information on the 3<sup>rd</sup> column may be modified by the user. If the information does not apply, the 3<sup>rd</sup> column must state “N/A” but must not be deleted.

9	B.9.5 C.15.4 b)	Proposal Security	<input checked="" type="checkbox"/> Not Required
10	B.9.5	Acceptable forms of Proposal Security	N/A
11	B.9.5 C.15.4 a)	Validity of Proposal Security	N/A
12		Advanced Payment upon signing of contract	<input checked="" type="checkbox"/> Not allowed
13		Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed 0.33% per day for a maximum of 30 days after which the contract may be cancelled.
14	F.37	Performance Security	<input checked="" type="checkbox"/> Not Required
15	C.17, C.17 b)	Preferred Currency of Proposal and Method for Currency conversion	<input checked="" type="checkbox"/> United States Dollars (US\$)  <i>Reference date for determining UN Operational Exchange Rate: May 2018</i>
16	B.10.1	Deadline for submitting requests for clarifications/ questions	Five days before the submission date.
17	B.10.1	Contact Details for submitting clarifications/questions <sup>2</sup>	Focal Person in UNDP: Asha Shidane Address: UNDP E-mail address dedicated for this purpose: procurement.so@undp.org
18	B.11.1	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<input checked="" type="checkbox"/> Direct communication to prospective Proposers by email or fax, and Posting on the website <a href="http://procurement-notices.undp.org/">http://procurement-notices.undp.org/</a> OR <a href="https://www.ungm.org/Public/Notice">https://www.ungm.org/Public/Notice</a>
19	D.23.3	No. of copies of Proposal that must be submitted [if transmitted by courier]	N/A

<sup>2</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received.

20	D.23.1 D.23.2 D.24	Proposal Submission Address	<u>UNDP SOMALIA</u> <u>NAIROBI SUPPORT OFFICE</u> <u>UNITED NATIONS OFFICE IN NAIROBI</u> <u>GIGIRI, NAIROBI, KENYA</u>
21	C.21 D.24	Deadline of Submission	Date and Time: 2 <sup>nd</sup> MAY 2018 at 12 Noon GMT+3
22	D.23.2	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Electronic submission of Bid <sup>3</sup>
23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	<p><input checked="" type="checkbox"/> <b>Mandatory email Address for electronic submission:</b> <a href="mailto:bids.so@undp.org">bids.so@undp.org</a></p> <p><input checked="" type="checkbox"/> Emails should be from virus and corrupted files- Virus scanning software to be used prior to submission.</p> <p>Proposers are solely responsible for ensuring that any and all files sent to UNDP are readable, i.e. uncorrupted, in the indicated electronic format and free from viruses and malware. Failure to provide readable files will result in the proposal being rejected.</p> <p><input checked="" type="checkbox"/> Format: PDF only, password protected for the Financial Proposal. Proposers are encouraged to check attachment formats prior to submission as UNDP will not be responsible if attachments are in other formats that cannot be opened without additional software.</p> <p>After preparing the proposal in paper format as specified in Section 4,5 and 6, the entire Technical Proposal should be converted to PDF and attached to one or more emails. The same should be done for Section 7 – Financial Proposal.</p> <p><input checked="" type="checkbox"/> The Financial Proposal must be password protected. The password <u>must</u> not be provided to UNDP until requested by UNDP if the proposal is deemed technically qualified. Proposers will have 48 hours to respond to the request for password from UNDP.</p> <p>The proposers are advised to note their passwords in a secure place. Should UNDP be unable to open the file due to forgotten password(s), the proposal will be rejected.</p>

<sup>3</sup> If this will be allowed, security features (e.g., encryption, authentication, digital signatures, etc.) are strictly required and must be enforced to ensure confidentiality and integrity of contents.

			<p><i>(This is ONLY for the financial proposal)</i></p> <p><input checked="" type="checkbox"/> Max. File Size per transmission: [5MB] Size of each email should not exceed 5MB</p> <p><input checked="" type="checkbox"/> Max. No. of transmissions: [20] Emails should be numbered such that the first and subsequent emails state the total number of messages comprising the proposal e.g. Email 1 of 20, 2 of 20, etc.</p> <p><input checked="" type="checkbox"/> Mandatory subject of email: The subject line of the email(s) for the technical proposal should state:</p> <p><b>UNDP/SOM/RFP/2018/002/YES/READVERTISEMENT Solar Energy Enterprise Development in Mogadishu, Baidoa and Kismayo - TECHNICAL PROPOSAL - DO NOT OPEN BEFORE 2nd MAY 2018 AT 12:00 NOON GMT+3</b></p> <p><b><u>Separate email for Financial Proposal: The subject line of the email(s) for the technical proposal should state:</u></b></p> <p><b>UNDP/SOM/RFP/2018/002/YES/READVERTISEMENT Solar Energy Enterprise Development in Mogadishu, Baidoa and Kismayo – FINANCIAL PROPOSAL – DO NOT OPEN BEFORE 2nd MAY 2018 AT 12:00 NOON GMT+3</b>In case the Proposer is submitting the bids for several lots, separate submission of technical and financial proposals PER LOT is required.</p> <p><input checked="" type="checkbox"/> Virus Scanning Software to be Used prior to transmission: <i>Kaspersky or equivalent</i></p> <p><input checked="" type="checkbox"/> Time Zone to be Recognized: <i>GMT+3:00</i></p> <p><b><u>NB: PROPOSALS SENT TO OR COPIED TO PERSONAL EMAILS OF UNDP STAFF WILL BE DISQUALIFIED</u></b></p>
24	D.23.1	Date, time and venue for opening of Proposals	N/A for public bid opening
25	E.29.2 E.29.3 F.34	Evaluation method to be used in selecting the most responsive Proposal	<p><input checked="" type="checkbox"/> Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively</p> <p><u>Only proposals that have scored 70% and above of the technical scores will be deemed technically responsive.</u></p>
26	C.15.1	Required Documents that must be Submitted to Establish Qualification of Proposers (In "Certified True Copy" form only)	<input checked="" type="checkbox"/> Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured

			<ul style="list-style-type: none"> <li>☒ Members of the Governing Board and their Designations duly certified by the Corporate Secretary, or its equivalent document if Bidder is not a corporation</li> <li>☒ List of Shareholders and Other Entities Financially Interested in the Firm owning 5% or more of the stocks and other interests, or its equivalent if Bidder is not a corporation</li> <li>☒ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder</li> <li>☒ Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation</li> <li>☒ Trade name registration papers, if applicable</li> <li>☒ Local Government permit to locate and operate in the current location of office or factory</li> <li>☒ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country</li> <li>☒ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any</li> <li>☒ Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures</li> <li>☒ Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder</li> <li>☒ Latest Audited (<i>If available, where not available certified financial statements by the Board of Directors will be accepted</i>) Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 2 years.</li> <li>☒ Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value the past 3 years.</li> <li>☒ List of Bank References (Name of Bank, Location, Contact Person and Contact Details)</li> <li>☒ All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.</li> </ul>
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27		Other documents that may be Submitted to Establish Eligibility	N/A
28	C.15	Structure of the Technical Proposal	<i>See Section 6 – Technical proposal format</i>
29	C.15.2	Latest Expected date for commencement of Contract	<i>June 18, 2018</i>
30	C.15.2	Expected duration of contract (Target Commencement Date and Completion Date)	6 months
31		UNDP will award the contract to:	<input checked="" type="checkbox"/> One Proposer only
32	E.29.2 F.34	Criteria for the Award of Contract and Evaluation of Proposals	(See Tables below) Criteria for Award: Highest combined scores. Evaluation of Proposals: Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively
33	E.29.4	Post-Qualification Actions	<input checked="" type="checkbox"/> Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted; <input checked="" type="checkbox"/> Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; <input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;
34		Conditions for Determining Contract Effectivity	<input checked="" type="checkbox"/> Others <i>Signature of contract by both parties</i>
35		Other Information Related to the RFP	N/A

# **TECHNICAL EVALUATION SCORING SHEET (TO BE EVALUATED PER LOT)**

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Firm / Organization	30%	300
2.	Proposed Methodology, Approach and Implementation Plan	40%	400
3.	Management Structure and Key Personnel	30%	300
<b>Total</b>		<b>100%</b>	<b>1000</b>

Technical Proposal Evaluation Form 1		Points obtainable
<b>Expertise of the Firm/Organization</b>		
1.1	Officially registered organization (non-governmental, public, charitable, non-profit, for-profit) (minimum 5 years - 15 points, 6 years – 20 points, 7 years or more – 30 points)	30
1.2	<p>Organization's project financial management capacity to set up and manage grant funds, including revolving funds as well as disburse grant funds on the basis of further reimbursement by UNDP:</p> <p>- Experience in management of grant projects, including setting up revolving funds, and make them functional and sustainable (number of successfully implemented projects: 0 project: 0; 1 project: 10 points; 2 projects: 20 points; 3 projects: 30 points; 4 projects: 40 points; 5 projects: 50 points, and more projects: 60 points.</p> <p>- Low financial capacity requiring advance disbursements from US \$30,000 to US \$160,000: 0 points; capacity to partially cover disbursements with UNDP advance disbursements not exceeding US \$30,000: 25 points; capacity to work on fully reimbursable basis: 50 points.</p>	110
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.)	10
1.4	Quality assurance procedures – effective results-based M&E, provision of technical guidance to enterprises/ beneficiaries/youth and women, reporting and taking corrective measures on the recommendations, as well as warranty	20
1.5	<p>Relevance of:</p> <ul style="list-style-type: none"> <li>- Specialized knowledge, skills and competencies in solar energy technology and business/private sector development: 60 points</li> </ul>	130



	<ul style="list-style-type: none"> <li>- Experience on similar Programme / Projects' results-based planning and management (RBM) in the areas of: business/enterprise/MSME development: 50 points;</li> <li>- Experience on Projects in the Country/Region: 10 points</li> <li>- Work for UNDP/ major multilateral/ or bilateral programmes: 5 points</li> <li>- Organization demonstrates significant commitment to sustainability through some other means- for example internal company policy documents on <i>women empowerment</i>, renewable energies or membership of trade institutions promoting such issues: 5 points</li> </ul>	
		<b>300</b>

<b>Technical Proposal Evaluation Form 2</b>		<b>Points Obtainable</b>
<b>Proposed Methodology, Approach and Implementation Plan</b>		
2.1	<p>Are the different components of the project adequately weighted relative to one another?</p> <ul style="list-style-type: none"> <li>- Focus more on business service development: up to 10</li> <li>- Focus more on grant management: up to 20</li> <li>- An integrated approach to enterprise development, with an emphasis on sustainable revolving grant management and business services: 30 points</li> </ul>	30
2.2	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	20
2.3	<p>How well-elaborated and robust is the information and awareness raising campaign strategy to promote the small grants project implementation?</p> <ul style="list-style-type: none"> <li>-The proposed national and regional communication channels include print media, online resources and social networks and embrace the audience in 3 regions – up to 10 points;</li> <li>- The information strategy envisages video production and preparation of press conferences and describes in detail their format and content – up to 10 points</li> <li>- Proposed system for response to inquiries from potential applicants oriented to provide prompt feedback and processing of all inquiries: up to 10 points.</li> </ul>	30

2.4	<p>How well developed is a system of feedback and communication with applicants and grantees?</p> <ul style="list-style-type: none"> <li>- The approach provides for a telephone hotline and details its method, the schedule and features of its operation: up to 20 points;</li> <li>- The system for registration of applications provides online format and prompt registration, identification of repeated applications, granting the status of each application, the possibility of automatic responses to participants and creation of a database and mailing list: 10 points</li> </ul>	30
2.5	<p>How well-developed is a proposed approach to the process of evaluation of business plans?</p> <ul style="list-style-type: none"> <li>- The suggested evaluation system provides relevant steps and a detailed description of the methodology at each stage: 10 points</li> <li>- The methodology for business plan evaluation is reasonable and realistic, complies with the competition objectives and allows to access the application potential, long-term prospects for profit and sustainability of business: 20 points;</li> <li>- The process of evaluating business plans is transparent and impartial, it envisages the involvement of the independent evaluation committee at a final stage (specified composition and ways of attracting committee members, spelled assessment methodology and operational procedure of the evaluation committee): 20 points;</li> <li>- The proposed timeframe and logistics for arranging Grant Selection Committees in each of 3 project sites is realistic and addressing TOR requirements: up to 10 points</li> </ul>	60

2.6	<p>How well-developed and robust is the methodology for monitoring and evaluation of implementation of project having received funds?</p> <ul style="list-style-type: none"> <li>- The proposed monitoring implementation plan has realistic timeframe and logistics arrangements: up to 10 points</li> <li>- The monitoring and evaluation methodology suggested is realistic, unified for all grantees and is able to analyze progress of business plan implementation based on clear evaluation method: up to 15 points;</li> <li>- The proposed monitoring and reporting mechanism shows sufficient capacity of the Contractor to provide counselling on reporting issues to grantees: up to 15 points.</li> </ul>	40
2.7	<p>How well-developed and realistic is the mechanism of funds provision to grantors?</p> <ul style="list-style-type: none"> <li>- The mechanism involves the development and signing of agreements with grantors: up to 20 points</li> <li>- The mechanism includes a detailed list and description of the conditions under which funds are allocated to grantors (legal registration, existence of a bank account, etc.): up to 20 points</li> </ul>	40
2.8	<p>How well-developed and realistic is the proposed grant/revolving funds returning procedure in case where a grantee violates or does not implement in full scope the terms of the agreement?</p> <ul style="list-style-type: none"> <li>- The proposed procedure ensures monitoring and timely identification of risks of grantees undue performance: up to 10 points</li> <li>- The proposed procedure includes mechanism of reallocation of withdrawn funds/assets to other applicants: up to 10 points</li> </ul>	20
2.9	<p>How well-elaborated is the proposed plan of work and suggested timeline?</p> <ul style="list-style-type: none"> <li>- Weekly detailed elaboration of a work plan: 5 points</li> <li>- Daily detailed elaboration of a work plan: 5 points</li> <li>- The schedule is realistic and meets the assignment timeframe: 20 points</li> </ul>	30
2.10	<p>How well-elaborated is the strategy of counselling and mentoring to the enterprises and Business Development Service institutions in place?</p> <ul style="list-style-type: none"> <li>- On a monthly basis counselling and mentoring mechanism: 5 points</li> <li>- On a weekly basis counselling and mentoring mechanism: 10 points</li> <li>- On a daily basis counselling and mentoring, with institutionalization/</li> </ul>	20

	sustainability in place: 20 points	
2.11	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	30
2.12	Does the proposal provide a strategic partnership/collaborative approach with a wide range of stakeholders, with a mechanism of local resource mobilization? <ul style="list-style-type: none"> <li>- In one stage, there is a collaboration with the key stakeholders: Points 5;</li> <li>- In several stages, there is a collaboration with the stakeholders: Points 10;</li> <li>- Effective use of the existing or new multi-stakeholder coordination mechanism for oversight and decision making in each project site – by strengthening their capacities: Points: 30</li> </ul>	30
2.13	Does the proposal provide a clear exist strategy, with a well-designed institutionalization of good practices for sustainability?	20
		<b>400</b>

Assessment of technical proposal Form 3		Maximum score
<b>Personnel</b>		
	<b>Head of project team</b>	
3.1	Experience in overall project management, especially in <b>solar technology business development</b> projects (3-4 years: 10 points; 5-6 years: 20 points; 7 years and more: 25 points) <b>Note:</b> If no project management in solar technology business development area, then 5 points will be removed from the total scored points.	25
3.2	Experience in the implementation of projects/ programmes/ provision of grants or revolving funds to finance business plans and enterprise development, especially in <b>solar technology business development</b> (3-4 years: 10 points; 5-6 years: 20 points; 7 years or more: 25 points.) <b>Note:</b> If no solar technology business development experience, then 5 points will be removed from the total scored points)	25
3.3	Higher education in economics, management, entrepreneurship, business administration or related field (Bachelor degree: 2 points; Master's degree (or equivalent): 3 points; PhD or higher: 5 points)	5
3.4	Language proficiency (Fluent in English, with Somali intermediate level: 3 points; English and Somali fluent: Point 5 points)	5
	Interim score according to criteria 3.1 – 3.4	60
	<b>Other Expert – Entrepreneurship Expert 1</b>	
3.5	Experience in enterprise development or local economic development for supporting entrepreneurship in <b>solar energy technology</b> (3-4 years: 15 points;	25

	5-7 years: 20 points; and 8 years or more: 25 points) <b>Note:</b> If no solar energy technology sector: Points: 0	
3.6	Experience in the assessment of business plans, as part of the projects on grant management, enterprise development and related services in <b>solar energy technology</b> (1 project: 15 points; 2 projects: 20 points; 3 projects or more: 25 points) <b>Note:</b> If no solar energy technology experience: Points: 0	25
3..7	Higher education in economics, management, entrepreneurship, business administration or related field – certificate in solar energy technology sector is an asset (Bachelor’s degree or equivalent: 3 points; Master’s degree: 7 points; PhD or higher: 10 points)	10
	Interim score according to criteria 3.5-3.7	60
	<b>Other Expert – Entrepreneurship Expert 2</b>	
3.8	Experience in enterprise development or local economic development for supporting entrepreneurship in <b>solar energy technology</b> (3-4 years: 15 points; 5-7 years: 20 points; and 8 years or more: 25 points) <b>Note:</b> If no solar energy technology experience: Points 0	25
3.9	Experience in the assessment of business plans, as part of the projects on grant management, enterprise development and related services in <b>solar energy technology</b> (1 project: 15 points; 2 projects: 20 points; 3 projects or more: 25 points) <b>Note:</b> If no solar energy technology experience: Points: 0	25
3..10	Higher education in economics, management, entrepreneurship, business administration or related field; Certificate in solar energy technology sector is an asset (Bachelor’s degree or equivalent: 3 points; Master’s degree: 7 points; PhD or higher: 10 points)	10
	Interim score according to criteria 3.8-3.10	60
	<b>Other Expert – Entrepreneurship Expert 3</b>	
3.11	Experience in enterprise development or local economic development for supporting entrepreneurship in <b>solar energy technology</b> (3-4 years: 15 points; 5-7 years: 20 points; and 8 years or more: 25 points) <b>Note:</b> If no solar energy technology sector: Points: 0	25
3.12	Experience in the assessment of business plans, as part of the projects on grant management, enterprise development and related services in <b>solar energy technology</b> (1 project: 15 points; 2 projects: 20 points; 3 projects or more: 25 points) <b>Note:</b> If no solar energy technology experience: Points: 0	25
3..13	Higher education in economics, management, entrepreneurship, business administration or related field, with certificate in solar energy technology is an asset (Bachelor’s degree or equivalent: 3 points; Master’s: 7 points; PhD or higher: 10 points)	10
	Interim score according to criteria 3.11-3.13	60
	<b>Other Expert – Finance Associate</b>	
3.14	Experience in financial management in the implementation of projects/programmes/ provision of grants or revolving funds to finance business plans (3-4 years: 7 points; 5-6 years: 10 points; 7 years and more: 15 points)	15

3.15	Experience in the provision of financial/ accounting reporting to international technical assistance organizations or to other donors/ customers (2-3 years: 7 points; 4-5 years:10 points; PhD or higher: 10 points)	15
3.16	Higher education in financial management, accounting or related field (Bachelor's degree or equivalent: 5 points; Master's: 7 points, and PhD or higher: 10 points.	10
	Interim score according to criteria 3.14-3.16	40
	<b>Project Assistant responsible for office admin and communication, with applicants and grantors</b>	
3.17	Experience in administrative and organizational work (2 years: 5 points; 3 years or more: 10 points)	10
3.18	Experience of work clients (1 year of experience: 5 points; 2 or more years of experience: 10 points)	10
	Interim score according to criteria 3.17 – 3.18	20
	<b>Overall score on Form 3</b>	<b>300</b>

## Section 3: Terms of Reference (TOR)

### A. Title: Solar Energy Enterprise Development in Mogadishu, Kismayo and Baidoa

#### B. Project Description

Following the collapse of the central government, residents were forced to depend on diesel generators for individual households in the early 1990s. Many were left with absolutely no electricity. Currently, Somalia's electricity is amongst the most expensive in the world. Across the Somali region the African Development Bank's energy sector needs assessment estimates the electricity price at USD 0.60–1.2/kWh for single-phase supply. Only 16% of the Somali population has access to electricity, according to AfDB's estimate, while the World Bank estimates that 32.7% of the population has no access to electricity. For the majority, however, electricity remains a luxury.

The high energy cost is not only problematic for Somali communities, particularly in rural areas, but also contributes to environmental degradation and acts as a constraint to the economy. Electricity is essential to maintain a basic standard of living -it is used for lighting, cooking, heating, cooling, information and communications, and earning a living - all depend on affordable and reliable electrical supply.

Somalia is moving towards growth and stability and this is evidenced by long term business investments now taking place in agriculture, fisheries, petroleum, transport, infrastructure, and property and service sectors. The country is also rich in renewable energy resources, such as solar and wind energy; and there is a great opportunity in promoting investments in renewable energy, which is explicitly stated as a priority in the Federal Government of Somalia's National Development Plan (2017-2019).

The main problems facing the construction and energy sector in Somalia can be summarized below:

- Lack of skilled employees: The biggest challenge facing the private sector is the shortage of qualified personnel and technical skills. This problem is exacerbated by the absence of certification and assessment mechanisms for occupations that result in low quality training and skill gaps in the labour market.
- Limited access to and supply of electric power for energy sector: 84% of Somalis do not have regular access to electrical power. The country does not currently have a national grid; and the outdated diesel generators are costly and highly inefficient. Power shortages, blackouts and lack of knowledge on maintenance of infrastructure are all factors responsible to for losses as high as 40%. These problems in turn affect the quality of life for Somalis, particularly those living in rural areas.
- Environmental degradation: About 90% of energy consumption in Somalia is firewood and charcoal. The dependence on the primary sources for energy causes deforestation and desertification in the country which negatively affects the potential of the agriculture sector.
- Lack of innovation and technology: Inefficient and outdated technologies are used in the construction and energy sectors. For example, introduction of modern technology introduction could help with higher and better supply of electricity; however, this is not economically feasible for the poorest communities.

Improved technology in the construction sector can lead to more sustainable green jobs.

The electrification level of Somalia both in urban and rural areas is very low. The availability and affordability of the renewable energy technology, in particular solar energy, will definitely contribute greatly to the recovery and development efforts in Somalia.

In view of the above, UNDP, in collaboration with ILO, will be providing intensive training to the interested and disadvantaged 400 youth, including women, in solar energy technology and business development. These youth, once they are trained, will find out jobs opportunities in solar energy sector in their respective areas. To this effort, the initiative, such as job placement and enterprise development, will be implemented, by supporting the youth to set up their own businesses, business services and access to micro-grants. As a result, the unemployed youth will be self-employed in their businesses as well as will provide their communities access to solar energy.

The above initiative will be part of the ongoing Joint Programme on Youth Employment Somalia (YES), in which the UN agencies, such as UNDP, ILO, FAO, UN-Habitat and UNIDO, have been working together with the Federal Government of Somalia to create job opportunities for youth and women. Majority interventions of the programme focuses on the value chain development, which aims at improving the long-term potential for growth, productivity and creating employment opportunities in high potential economic growth sectors, such as agriculture, fisheries, livestock, construction, hospitality and renewable energy, involving youth as the agents of positive change.

#### Overall Objective:

Creating sustainable job opportunities for fifty (50) disadvantaged and unemployed youth, including women, in renewable energy sector as well as improving energy needs of the communities and promoting green technologies in Somalia.

#### C. Scope of Services, Expected Outputs and Target Completion

#	Outputs and Main Activities	Deliverables	Timeframe (represented in Months (M))					
			M1	M2	M3	M4	M5	M6
<p><b>Output #1:</b> Twenty youth groups (cooperatives), comprising of at least fifty (50) <i>youth who completed training in solar energy technology and business skills, received micro-grants/ revolving funds to set up their businesses in Mogadishu, Kismayo and Baidoa</i></p> <p><b>Indicators:</b> Quality of grant/revolving funds mechanism and its acceptance; Number of youth groups/cooperatives or youth (disaggregated by sex, location and vulnerability) received micro-grants/ revolving funds; amounts of grant received by each group/youth; and utilization of micro-grants/ revolving funds; registration of the youth cooperatives; and e-profiling of the youth and their cooperatives.</p> <p><b>Target:</b> An agreed upon grant/revolving funds mechanism in place and implemented effectively; Twenty (20) youth groups/cooperatives, comprising of 50 youth (25 women), received micro-grants/ revolving funds to set up 20 micro-enterprises in solar energy sector in Mogadishu (10), Kismayo (5) and Baidoa (5).</p>								
1	Develop grant/ revolving funds management mechanism, eligibility criteria for the selection of youth to be eligible for micro-grants as well as agree on the proposal/business plan template.	Grant/revolving funds management mechanism in place; Eligibility criteria for the section of youth groups and business plan template developed and	X					



	in a consultative process	agreed						
2	Invite call for business plans/ proposals from the youth groups who are eligible for the micro-grants and business development, through all the available media – online, TV, newspapers, radio and other means.	Business plans from the eligible youth received	X					
3	Provide technical support to the youth groups in developing business plans, through consultative meetings, workshops	Technical support provided to youth groups for developing more than 20 business plans	X					
4	Review the business plans through independent multi-stakeholder technical committee and select 20 plans from 20 groups who are under the criteria and follow the standard business plan – UNDP has vetting right of the selection process.	20 Business plans from 20 youth groups selected to support	X					
5	Develop e-profiling template as well as register and manage the selected youth/ groups in e-profiling system for tracking their progress in business development	E-profiling of selected groups/youth developed and managed		X				
6	Register the selected youth who will receive grants, with the concerned authorities, for setting up enterprises, by fulfilling the requirements and opening bank accounts in the name of enterprises to be set up	Selected youth groups registered within the government system		X				
7	Sign MoUs with 20 registered youth groups and disburse a total micro-grant/revolving funds of <b>US \$160,000</b> (\$8,000/group/enterprise x 20 groups) in <b>instalment basis</b> to them, while the groups will be setting up their businesses, in different phases, following UNDP <b>reimbursable basis</b> .  <b>NB:</b> Based on the outcome of evaluation and upon discretion of UNDP, disbursement of micro-grants will either be done via recommended bidder's financial mechanisms on reimbursable basis, or using UNDP cash-teller services directly to the youth groups. This will be reconfirmed	MoUs signed and micro-grants disbursed in instalment basis to the selected groups, based on the progress in setting up their respective enterprises		X	X	X	X	

	with the recommended bidder prior to contracting.  <b>Note:</b> Payments will be based on the specific deliverables to deliver, with timelines. The Service Provider must include a set of deliverables, with timelines to be delivered by selected youth groups, in the MoU to be signed by Youth Group, Service Provider and assigned BDS institution - countersigned by UNDP. It will be closely monitored by Service Provider and BDS institutions.							
8	Provide business mentoring and counselling services to the selected youth groups	High quality mentoring and counselling services in business development provided to youth groups		X	X	X	X	X
<b>Output #2:</b> The capacities of three (3) existing non-profit organizations/institutions in business development services developed in Mogadishu, Baidoa and Kismayo <b>Indicators:</b> Number of organizations selected, their registration, mandates, achievements, reputation and locations; capacity of the selected organizations in business development services at the pre-selected and post-selected periods; quality and quantity of resources received and their usage <b>Target:</b> Capacity of three existing non-profit organizations/institutions in business development services developed in Mogadishu, Baidoa and Kismayo.								
1	Select the criteria and invite the call for proposals, select 3 registered organizations in 3 project locations for providing Business Development Services (BDS) to the solar enterprises that will be set up	Selection criteria developed and agreed; and 3 registered BDS organizations selected in 3 locations	X					
2	Signed MOU with the selected registered organizations for providing services to the enterprises	MoU signed with the selected BDS organizations		X				
3	Assess the capacity of the selected organizations and develop/fill the capacity of 3 BDS by providing training, equipment and monitoring and other supports, based on the capacity gaps assessment (\$8,000/organization x 3 = \$24,000)	Assessment report of the capacity of 3 BDS developed, and the critical capacity gaps filled by developing a proposal for providing skills training, human resources/ assets		X	X	X		
4	Develop working relationship with 3 selected BDS and introduce with the selected youth enterprises that received or to be received grants	Working relationship with 3 BDS developed and the selected 20 youth groups/enterprises developed working relationship.			X	X	X	X
<b>Output #3:</b> Twenty (20) enterprises, involving 50 youth who received training and micro-grants/ revolving funds								

<i>in solar energy sector, set up and functional in Mogadishu, Baidoa and Kismayo</i> <b>Indicators:</b> Number of youth (disaggregated by sex, geographical location, age, vulnerability) self-employed; number of enterprises set up and functional (location wise); amount earned by the employed women and men; quality of micro-enterprise management; sustainability of the businesses; and number of households installed with solar panels and their rate of satisfaction <b>Target:</b> 20 enterprises set up and functional; 50 youth, including 25 women, self-employed; Adequate earnings of the youth; At least 10 households installed with solar panels. The solar panels will be purchased using the grant and should not be considered as a separate requirement.								
1	Assist youth groups in securing the premises, procuring the necessary tools and equipment for their enterprises, through BDS institutions	Appropriate and adequate tools, equipment and business spaces secured			X	X		
2	Set up 20 enterprises – 10 in Mogadishu, 5 in Baidoa and 5 in Kismayo (through BDS)	20 enterprises set up and functional		X	X			
3	Provide business management skills, mentoring and counselling to the selected youth groups, through 3 BDS institutions	Youth improved their knowledge and skills in business management skills	X	X	X	X	X	X
4	Assist the enterprises in marketing their products and services, through 3 BDS institutions	The products and services of the enterprises marketed		X	X	X	X	X
5	Monitor the enterprises and their management system, track the progress and provide necessary advices to resolve the challenges, bottlenecks, and risks, through the selected BDS institutions.	Enterprises monitored, challenges and bottlenecks resolved, risks managed.		X	X	X	X	X

### Scope of work and methodology:

The scope of work shall, including but not necessarily, be limited to the following, with approval and in close coordination with UNDP/ ERD/YES Programme:

**Output #1:** Twenty youth groups, comprising of at least fifty (50) youth, who trained in solar energy technology and business development, received micro-grants/ revolving funds to set up their businesses in Mogadishu, Kismayo and Baidoa

- 20 Youth groups/50 youth for receiving micro-grants/ revolving funds and setting up their businesses, will be selected out of the youth who have successfully completed the UNDP/ILO-supported training programme in the selected localities.
- The multi-stakeholder coordination/advisory committee and Technical Committee are to be set up and functional in each project site for a consultative process in effective planning, implementation and management of the project
- A transparent grants mechanism is to be developed, agreed and implemented in a consultative process
- Call for business plans to be invited from the youth who have already been trained in solar energy and business development skills. For this, technical support is to be provided to the youth groups

- The proposals/ business plans are to be reviewed by the multi-stakeholder Technical Committee in each location and approved 20 business plans of 20 youth groups (at least 50 youth).
- E-profiling format will be developed and agreed and the selected youth and their groups will be enrolled in the e-profiling
- For the enterprise development, the selected youth are to be registered at the concerned local authority, under the law
- A MoU is to be developed and agreed; and it will be used for signing the agreement between the youth group, service provider and the selected BDS institutions of the relevant areas, endorsed by UNDP.
- Based on the signing of MoUs, the micro-grant/revolving funds, amount to US \$8,000 will be disbursed to each registered/ selected youth group to their bank accounts in several instalments, based on their performance/progress in setting up the businesses in their respective locations. For 20 youth groups, a total amount of US \$160,000 (\$8,000/youth group x 20 groups) will be disbursed, once the groups registered in the government authority and opened bank accounts in the names of their businesses. UNDP will transfer the funds to the registered, selected youth groups/ enterprises, through the Direct Payment Modality.
- Payments will be made directly to the registered youth groups by UNDP in instalment basis, based on the specific deliverables to deliver, with timelines. The Service Provider must include a set of deliverables to be delivered by selected youth groups with timelines in the MoU to be signed by Youth Group, Service Provider and selected BDS institution - countersigned by UNDP. It will be closely monitored by Service Provider and BDS institutions.
- To minimize fiduciary risks, a strategy is to be developed by the IP, and one of the means will be using UNDP Direct Payment.
- Mentoring and counselling to the youth group on business development and grants/ revolving funds management are to be provided on daily basis by the service provider.

**Output #2:** Three existing non-profit organizations/institutions, selected and their capacities in business development services developed in Mogadishu, Baidoa and Kismayo

- In consultation with the multi-stakeholder committees (both technical and advisory), formed in each project location, develop and finalize the criteria for selection of BDS institutions.
- Invite the call for proposals from the qualified service providers from each location. The proposals will be reviewed recommended by the technical committee and will be approved by the advisory committee for the selection of the BDS institutions.
- Develop MoU and agreed at the committees and use it in signing agreement with the selected BDS institutions to provide technical, mentoring, counselling support to the youth enterprises to be developed.
- After the signing of the MOU, make available of US \$8,000 to each BDS institution (\$8,000 x 3 institutions) in Mogadishu, Kismayo and Baidoa, in training/business capacity development, equipment, monitoring and other expenses. The service provider is required to provide all the support to the selected 3 BDS institutions, which will enable the BDS institutions to support the enterprises in business development for a longer period (at least 1 year).

**Output #3:** Twenty (20) enterprises, involving 50 youth who received training and micro-grants/ revolving funds in solar energy sector, set up and functional in Mogadishu, Baidoa and Kismayo

- The service provider, in collaboration with 3 BDS institutions in 3 localities, will support the 20 youth groups for setting up their businesses in line with the approved business plans (10 in Mogadishu, 5 in Baidoa and 5 in Kismayo)
- Provide the business management, including financial management and procurement of equipment, for the enterprises
- Service Provider and BDS institutions will assist the registered youth in procuring solar panel and other tools/assets from local markets – this will also stimulate the local economy, as the grants/revolving funds be transferred directly to the selected youth groups/ enterprises. The solar panels will be purchased using the grant and should not be considered as a separate requirement.
- The service provider, in collaboration with 3 institutions, will provide support to market the products and services of the 20 enterprises
- The service provider will provide regular mentoring, counselling and other technical support to resolve the prevailing issues, bottlenecks and mitigate risks. In this case, the BDS institutions will provide longer term support (1 year and over) to the youth enterprises.

#### **Beneficiary/Youth Selection Criteria:**

The service provider will develop and use a transparent process for the selection of beneficiaries. The interested youth beneficiaries are to be selected, based on the selection criteria, having taken into consideration of the following: (a) the youth need to complete training course successfully in solar technology and business development skills by the ILO-trained master-trainers<sup>4</sup> in Somalia, (b) the poorest of the poor households who are unemployed or underemployed, (c) under the age group between 15 - 29 years, (d) artisans/semi-artisans in solar technology, (e) households with little income sources with difficulties in maintaining livelihoods, (f) female-headed and large households, (g) the persons with disabilities and Internally Displaced Persons (IDP), are to be given priority. The 'Do No Harm' principles will be applied during the selection process.

#### **Geographic Locations and Target beneficiaries:**

#	Location	Target beneficiaries
1	Mogadishu	30 youth (50% women)
2	Baidoa	10 youth (50% women)
3	Kismayo	10 youth (50% women)
	<b>Total</b>	<b>50 youth</b>

#### **E. Institutional Arrangement**

##### **Reporting arrangement:**

Under the direct supervision of the UNDP Project Manager, Joint Programme on Youth Employment Somalia (YES) and day-to-day working relationship with the UNDP/JP YES Area Manager and other staff, the service provider is required to undertake the tasks and responsibilities to achieving the outputs in

<sup>4</sup> Under the JP YES Programme, there is another project is being implemented by ILO to train Trainers (TOTs) to become master-trainers in solar technology and business development skills. These TOTs will be held in Mogadishu, selecting the trainees from Mogadishu, Baidoa and Kismayo in January 2018. The master-trainers will then train 400 youth from the above locations by another UNDP project to be implemented soon. In this training programme, ILO trained master trainers and a curriculum of 3 month-training will be used.

effective and a timely manner in 3 selected locations. In this respect, the service provider will be working with the UNDP YES Programme staff on daily basis.

#### **Coordination committee at project site:**

The service provider will form a new or strengthen the existing **multi-stakeholder advisory committee**, comprising the representatives of MOLSA (Chair), MOY&S, other relevant ministries, Office of the Mayor, private sector, i.e. MSME and Chamber of Commerce, youth/women associations, UNDP, ILO and others, in each location. The service provider will use this committee in each location for developing criteria and selection of youth as well as overall planning and implementation of activities. For the review and selection of youth groups and their business plans, the service provider, at the advice of the above advisory committee, will form a **multi-stakeholder Technical Committee**, comprising the representatives of relevant organizations and institutions. Enhance community participation, local resource mobilization and collaboration with all stakeholders to ensure sustainability and cost effectiveness of the project will be given consideration. The service provider/contractor will share the progress of the project implementation and all other relevant information with the advisory committees and seek their support.

#### **Implementation and Monitoring**

- UNDP will provide adequate project execution backstopping to the service provider in the region. The service provider, in coordination with the UNDP Project Staff, will monitor and report on all project activities;
- Regular monitoring of the approved sub-project, which will include progress of reports.
- Periodical monitoring and mentorship visits to the sub-project sites will be undertaken by UNDP, other UN Agencies and/or their partners during and after project implementation, and the feedback will be shared with the implementing institution. The monitoring of activities should be properly documented in monitoring reports and forms, which will form an integral part of the project documentation;
- Oversee and administer all payments requested and effected within the project;
- Inform and advise UNDP on all issues relating to and/ or potentially affecting project implementation;
- Keep logs of issues pertaining to project implementation as well as the general security of the given area.

#### **Reporting and Visibility:**

As part of the technical proposal, the service provider/organization is required to propose comprehensive reporting and visibility plan of action with methodology, channels, approach, capacities (like communication person) in order to provide sufficient reporting and visibility for UNDP and its donors. UNDP requires the following minimum report and visibility:

- Bi-weekly brief activities progress reports
- Monthly progress narrative reports with financial status
- Ad-hoc reports: Upon the request of UNDP
- Pictures, videos, press releases, etc.
- Success stories and case studies
- Bi- monthly newsletter including progress of project activities, success stories and case studies
- Project signboards, banners, t-shirts, posters and wall stickers
- Final financial report and final narrative/substantive report, reflecting results against the targets

set, challenges/issues, risks, lessons learned, best practices, roles of various stakeholders - reporting template will be provided by UNDP project team. Photos and videos showing the development in the project progress (before, during and after).

### **Accounting, Filing and Data Entry**

- Set-up and maintain a separate project filing system, both physical and electronic, and keep all relevant papers, documents, such as payment requests and receipts, voucher, invoices attendance sheets, monitoring reports, pictures, video clips, and progress and final reports;
- Set-up and maintain a project accounting system and track project payments within that system. Maintain the inventory lists of the items purchased for the projects and handover documentation.
- The service provider's financial books/documents related to the subproject are subjected for auditing upon the request of UNDP within a maximum period of 5 years after completion of the project. So, it is the responsibility of the service provider to keep and maintain these books during this period.
- UNDP contribution will be paid as per agreed risk mitigation and engagement plan annexed to the agreement.

### **Service provider's administration and management**

- Ensure the safety and security of staff working for the service provider;
- Ensure that the equipment and assets procured under the project by the service provider are maintained properly and are kept and administered in line with UNDP Rules and Regulations;
- Monitor staff movements, their attendance and leave records, work plans, and ensure timely and correct salary payments.

### **Knowledge and Skills Sharing for Capacity Building**

- Participate actively in local coordination meetings, and share knowledge and skills amongst the stakeholders, including local authorities and communities;
- Participate in the workshops, seminars, training and meetings, for upgrading Knowledge and skills, exchange of best practices and lessons learned.

### **Language**

All reports, surveys and other written project documentation produced by the Service Provider will be drafted in English. All written and oral communications between UNDP and the service provider's staff will take place in English.

### ***F. Duration of the Work***

Project implementation is for a period of **six months**. In the 1<sup>st</sup> month, the service provider will prepare for launching of the grant scheme. From the 2<sup>nd</sup> month, the selected youth groups (50 youth), having received grants, will start to set up their enterprises. In 3<sup>rd</sup> month of the project implementation, the enterprises are expected to start operational. The business mentoring and counselling of youth as well as monitoring of activities will continue side by side with the enterprise development and these will end at

the end of the project implementation.

#### ***G. Location of Work***

The project will be implemented by the Service Provider in three locations, such as **Mogadishu, Kismayo** and **Baidoa**, simultaneously.

#### ***H. Qualifications of the Successful Service Provider at Various Levels***

The consultancy firm must be international or national organization - - private company or firm, NGO, or association - with official registration in the concerned authority of the country. The service provider team members must have the experience, qualifications and competencies, as follows:

- Must have at least five years of experience in effective MSME/business development, grants/ revolving funds management and business development services, especially for youth and women;
- Prior experience in setting up MSME/businesses in the area of solar energy sector will be a distinct advantage;
- The organization must be registered with the government authority of the country of incorporation;
- The Service Provider must deploy Project Head/Project Manager (1), Technical and/ entrepreneurship development experts, with grant management specialization (3), business development service experts/trainers (3), financial experts (1), project/administrative assistant (1)
- They must have minimum qualifications, as follows:  
Project Head/Manager, Entrepreneurship and Grant Management Experts, Business Development Experts: Master's degree, Bachelor's degree in Economics, Business Administration, Enterprise Development or Private Sector Development or related field, with at least 3 to 4 years' experience in project planning, management, business development, grant/ revolving funds management, skills training, mentoring/counselling, business development services, labour-based market study, especially in the areas of solar energy/ technology and business management.
- Financial Expert: should have at least Bachelor's degree in finance, accounting or related qualification, with at least 5 years of experience in managing finance in a large non-profit, international NGO or bilateral or multilateral agencies
- Project administrative assistant: should have at least Bachelor's degree, with at least 5 years of experience in supporting project administrative related activities in non-profit, international NGO, or private firm.
- Experience in monitoring and evaluation (M&E) of activities, documentation, reporting and excellent problem-solving skills.
- Experience working with the stakeholders, such as governments, private sector and civil society at all levels
- Hands-on experience in developing consensus in a consultative process.
- Have familiarity with the project locations and their stakeholders
- The team members should be proficient in Somali and English
- Hands-on experience in developing database or e-profiling system



- Knowledge of MS Office – Word, Excel and PPP and internet and their application in teaching practices.

#### ***I. Scope of Proposal Price and Schedule of Payments***

<b>Tranche #</b>	<b>Deliverables</b>	<b>Payment to be made (USD)</b>	<b>%age</b>	<b>Timeframe</b>
1	<p><b>BDS Capacity Development:</b> Selection criteria developed and agreed; and 3 registered BDS organizations selected in 3 locations; MoU signed with the selected BDS organizations; Assessment report of the capacity of 3 BDS developed; The critical capacity gaps of the 3 BDS filled, by providing financial technical/training and assets support – each BDS institution received a grant of \$8,000, that is: 3 BDS will receive a total <b>\$24,000</b> (\$8,000 x 3); Working relationship between service provider/contractor with 3 BDS institutions developed.</p> <p><b>MSME Development:</b> Grant/ revolving funds management mechanism in place; Eligibility criteria for the section of youth groups and business plan template developed and agreed; Business plans from the eligible youth received; Technical support provided to youth groups for developing more than 20 business plans; 20 Business plans from 20 youth groups selected to support; E-profiling of selected groups/youth developed and managed; the selected 20 youth groups/enterprises developed working relationship with the 3 BDS institutions in their respective areas; and submission of the progress reports, indicating progress towards targets, with pictures.</p>		30	At the end of 2nd month from signing of contract
2	<p><b>MSME Development:</b> MoUs signed and micro-grants of total <b>US \$160,000</b> (\$8,000/group/enterprise x 20 cooperatives), disbursed in instalment basis, to the selected groups, based on the progress in setting up their respective enterprises in <b>instalment basis</b>; High quality mentoring and counselling services in business development provided to youth groups; Capacity development initiatives for 3 BDS undertaken; Working relationship between the MSME and 3 BDS institutions in the rising trend; and submission of the progress reports, indicating progress towards targets, with pictures</p>		60	Third month from signing of contract
3	<p>20 enterprises set up and functional; Youth improved their knowledge and skills in business management skills; The products and services of the enterprises marketed; Enterprises monitored, challenges and bottlenecks resolved, risks managed; and submission of the final project report, indicating achieving the set targets/results, with pictures</p>		10	At the end of the project implementation (at the end of 6 <sup>th</sup> month)
	<b>TOTAL:</b>		<b>100%</b>	

***J. Recommended Presentation of Proposal***

The Request for Proposals are invited from the suitable party, with the explanation of the following contents:

- Background
- Methodology
- Work Plan, indicating the activities against each output, with indicators of performance, targets and the timeframe.
- Institutional capacity of the service provider to implement the project activities (human resources, assets, facilities, knowledge, skills and competencies, etc.)
- Detail breakdown of budget requirements

***K. Criteria for Selecting the Best Offer***

The proposals will be evaluated based on: Combined Scoring method – where the qualifications and methodology will be weighted a maximum of 70%, and combined with the price offer which will be weighted a maximum of 30%.

## Section 4: Proposal Submission Form<sup>5</sup>

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[insert: Location]

[insert: Date]

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

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services for [insert: title of services] in accordance with your Request for Proposal dated [insert: Date] and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal sealed under a separate envelope.

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of UNDP's Contract for Professional Services.

We agree to abide by this Proposal for [insert: period of validity as indicated in Data Sheet].

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this proposal, that we 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 evaluation.

We remain,

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<sup>5</sup> No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

Yours sincerely,

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Contact Details: \_\_\_\_\_

*[please mark this letter with your corporate seal, if available]*

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## Section 5: Documents Establishing the Eligibility and Qualifications of the Proposer

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### Proposer Information Form<sup>6</sup>

Date: *[insert date (as day, month and year) of Proposal Submission]*

RFP No.: *[insert number]*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Proposer's Legal Name <i>[insert Proposer's legal name]</i>		
2. In case of Joint Venture (JV), legal name of each party: <i>[insert legal name of each party in JV]</i>		
3. Actual or intended Country/ies of Registration/Operation: <i>[insert actual or intended Country of Registration]</i>		
4. Year of Registration: <i>[insert Proposer's year of registration]</i>		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Proposer's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (if any)		
11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
12. Proposer's Authorized Representative Information  Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's name]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's name]</i> Email Address: <i>[insert Authorized Representative's name]</i>		
13. Are you in the UNPD List 1267.1989 or UN Ineligibility List ? <input type="checkbox"/> YES or <input type="checkbox"/> NO		

---

<sup>6</sup> The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.

14. Attached are copies of original documents of:

- ☐ All eligibility document requirements listed in the Data Sheet
- ☐ If Joint Venture/Consortium – copy of the Memorandum of Understanding/Agreement or Letter of Intent to form a JV/Consortium, or Registration of JV/Consortium, if registered
- ☐ If case of Government corporation or Government-owned/controlled entity, documents establishing legal and financial autonomy and compliance with commercial law.

## Joint Venture Partner Information Form (if Registered)<sup>7</sup>

Date: *[insert date (as day, month and year) of Proposal Submission]*

RFP No.: *[insert number]*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Proposer's Legal Name: <i>[insert Proposer's legal name]</i>		
2. JV's Party legal name: <i>[insert JV's Party legal name]</i>		
3. JV's Party Country of Registration: <i>[insert JV's Party country of registration]</i>		
4. Year of Registration: <i>[insert Party's year of registration]</i>		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Party's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (if any)		
1. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
13. JV's Party Authorized Representative Information Name: <i>[insert name of JV's Party authorized representative]</i> Address: <i>[insert address of JV's Party authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Party authorized representative]</i> Email Address: <i>[insert email address of JV's Party authorized representative]</i>		

<sup>7</sup> The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, No alterations to its format shall be permitted and no substitutions shall be accepted.

14. Attached are copies of original documents of: *[check the box(es) of the attached original documents]*

- ☐ All eligibility document requirements listed in the Data Sheet
- ☐ Articles of Incorporation or Registration of firm named in 2.
- ☐ In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law.

## Section 6: Technical Proposal Form

<p><b>TECHNICAL PROPOSAL FORMAT</b></p> <p><b>INSERT TITLE OF THE SERVICES</b></p> <p><b><u>EACH LOT SHOULD HAVE A SEPARATE TECHNICAL PROPOSAL</u></b></p>
--

**Note: Technical Proposals not submitted in this format may be rejected. The financial proposal should be included in separate envelope.**

<b>Name of Proposing Organization / Firm:</b>	
<b>Country of Registration:</b>	
<b>Name of Contact Person for this Proposal:</b>	
<b>Address:</b>	
<b>Phone / Fax:</b>	
<b>Email:</b>	

SECTION 1: EXPERTISE OF FIRM/ ORGANISATION						
<p><i>This section should fully explain the Proposer's resources in terms of personnel and facilities necessary for the performance of this requirement. All contents of this section may be modified or expanded depending on the evaluation criteria stated in the RFP.</i></p> <p><b>1.1 Brief Description of Proposer as an Entity:</b> Provide a brief description of the organization / firm submitting the proposal, its legal mandates/authorized business activities, the year and country of incorporation, types of activities undertaken, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration.</p> <p><b>1.2. Financial Capacity:</b> Provide the latest Audited Financial Statement (Income Statement and Balance Sheet) duly certified by a Public Accountant, and with authentication of receiving by the Government's Internal Revenue Authority. Include any indication of credit rating, industry rating, etc.</p> <p><b>1.3. Track Record and Experiences:</b> Provide the following information regarding corporate experience within the last five (5) years which are related or relevant to those required for this Contract.</p>						
<b>Name of project</b>	<b>Client</b>	<b>Contract Value</b>	<b>Period of activity</b>	<b>Types of activities undertaken</b>	<b>Status or Date Completed</b>	<b>References Contact Details (Name, Phone, Email)</b>



## SECTION 2 - APPROACH AND IMPLEMENTATION PLAN

*This section should demonstrate the Proposer's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed methodology meets or exceeds the requirements.*

2.1. Approach to the Service/Work Required: Please provide a detailed description of the methodology for how the organisation/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.

2.2. Technical Quality Assurance Review Mechanisms: The methodology shall also include details of the Proposer's internal technical and quality assurance review mechanisms.

2.3 Implementation Timelines: The Proposer shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

2.4. Subcontracting: Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.

2.5. Risks / Mitigation Measures: Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.

2.6. Reporting and Monitoring: Please provide a brief description of the mechanisms proposed for this project for reporting to the UNDP and partners, including a reporting schedule.

2.7. Anti-Corruption Strategy: Define the anti-corruption strategy that will be applied in this project to prevent the misuse of funds. Describe the financial controls that will be put in place.

2.8. Partnerships: Explain any partnerships with local, international or other organizations that are planned for the implementation of the project. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. Letters of commitment from partners and an indication of whether some or all have successfully worked together on other previous projects is encouraged.

2.9 Statement of Full Disclosure: This is intended to disclose any potential conflict in accordance with the definition of "conflict" under Section 4 of this document, if any.

2.10 Other: Any other comments or information regarding the project approach and methodology that will be adopted.

### SECTION 3: PERSONNEL

**3.1 Management Structure:** Describe the overall management approach toward planning and implementing this activity. Include an organization chart for the management of the project describing the relationship of key positions and designations.

**3.2 Staff Time Allocation:** Provide a spreadsheet will be included to show the activities of each staff member and the time allocated for his/her involvement. (Note :*This spreadsheet is crucial and no substitution of personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the written approval of the UNDP. If substitution is unavoidable it will be with a person who, in the opinion of the UNDP project manager, is at least as experienced as the person being replaced, and subject to the approval of UNDP. No increase in costs will be considered as a result of any substitution.*)

**3.3 Qualifications of Key Personnel.** Provide the CVs for key personnel (Team Leader, Managerial and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the Scope of Services. Please use the format below:

<b>Name:</b>		
<b>Position for this Contract:</b>		
<b>Nationality:</b>		
<b>Contact information:</b>		
<b>Countries of Work Experience:</b>		
<b>Language Skills:</b>		
<b>Educational and other Qualifications:</b>		
<b>Summary of Experience:</b> <i>Highlight experience in the region and on similar projects.</i>		
<b>Relevant Experience (From most recent):</b>		
<b>Period: From – To</b>	<b>Name of activity/ Project/ funding organisation, if applicable:</b>	<b>Job Title and Activities undertaken/Description of actual role performed:</b>
<i>e.g. June 2004-January 2005</i>		
<i>Etc.</i>		
<i>Etc.</i>		
<b>References no.1 (minimum of 3):</b>	<i>Name Designation Organization Contact Information – Address; Phone; Email; etc.</i>	
<b>Reference no.2</b>	<i>Name Designation Organization Contact Information – Address; Phone; Email; etc.</i>	
<b>Reference no.3</b>	<i>Name Designation Organization Contact Information – Address; Phone; Email; etc.</i>	
<b>Declaration:</b>		
<p>I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.</p> <p>_____</p> <p>_____</p>		

Signature of the Nominated Team Leader/Member	Date Signed

## Section 7: Financial Proposal Form<sup>8</sup>

The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

### A. Cost Breakdown per Deliverables\* - LOT 1 Mogadishu

No.	Deliverables	Percentage	(USD)
1	<p><b>BDS Capacity Development:</b> Selection criteria developed and agreed; and 1 registered BDS organizations selected in Mogadishu; MoU signed with the selected BDS organization; Assessment report of the capacity of 1 BDS developed; The critical capacity gaps of the 1 BDS filled, by providing financial technical/training and assets support. 1 BDS will receive a total \$8,000; Working relationship between service provider/contractor with 1 BDS institutions developed.</p> <p><b>MSME Development:</b> Eligibility criteria for the section of youth groups and business plan template developed and agreed; Business plans from the eligible youth received; Technical support provided to youth groups for developing more than 12 business plans; 12 Business plans from 12 youth groups selected to support; E-profiling of selected groups/youth developed and managed; the selected 12 youth groups/enterprises developed working relationship with the BDS institution in Mogadishu; and submission of the progress reports, indicating progress towards targets, with pictures.</p>	30	
2	<p><b>MSME Development:</b> MoUs signed and micro-grants of total <b>US \$96,000 (\$8,000/group/enterprise x 12 cooperatives)</b>, disbursed in instalment basis, to the selected groups, based on the progress in setting up their respective enterprises in <b>instalment basis</b>; High quality mentoring and counselling services in business development provided to youth groups; Capacity development</p>	60	

<sup>8</sup> No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

	initiatives for 1 BDS undertaken; Working relationship between the MSME and 1 BDS institution in the rising trend; and submission of the progress reports, indicating progress towards targets, with pictures		
3	12 enterprises set up and functional; Youth improved their knowledge and skills in business management skills; The products and services of the enterprises marketed; Enterprises monitored, challenges and bottlenecks resolved, risks managed; and submission of the final project report, indicating achieving the set targets/results, with pictures	10	
	<b>TOTAL:</b>	<b>100%</b>	

*\*Basis for payment tranches*

**B. Cost Breakdown per Deliverables\* - LOT 2 Baidoa**

No.	Deliverables	Percentage	(USD)
1	<b>BDS Capacity Development:</b> Selection criteria developed and agreed; and 1 registered BDS organizations selected in Baidoa; MoU signed with the selected BDS organization; Assessment report of the capacity of 1 BDS developed; The critical capacity gaps of the 1 BDS filled, by providing financial technical/training and assets support. 1 BDS will receive a total \$8,000; Working relationship between service provider/contractor with 1 BDS institutions developed. <b>MSME Development:</b> Eligibility criteria for the section of youth groups and business plan template developed and agreed; Business plans from the eligible youth received; Technical support provided to youth groups for developing more than 4 business plans; 4 Business plans from 4 youth groups selected to support; E-profiling of selected groups/youth developed and managed; the selected 4 youth groups/enterprises developed working relationship with the BDS institution in Mogadishu; and submission of the progress reports, indicating progress towards targets, with pictures.	30	
2	<b>MSME Development:</b> MoUs signed and micro-grants of total <b>US \$32,000</b> (\$8,000/group/enterprise x 4 cooperatives), disbursed in instalment basis, to the selected groups, based on the progress in setting up their respective enterprises in <b>instalment basis</b> ; High quality mentoring and counselling services in business development provided to youth groups; Capacity development initiatives for 1 BDS undertaken; Working relationship between the MSME and 1 BDS institution in the rising trend; and submission of the progress reports, indicating progress towards targets, with pictures	60	
3	4 enterprises set up and functional; Youth improved their knowledge and skills in business management skills; The products and services of the enterprises marketed; Enterprises monitored, challenges and bottlenecks resolved, risks managed; and submission of the final project report, indicating achieving the set targets/results, with pictures	10	
	<b>TOTAL:</b>	<b>100%</b>	

*\*Basis for payment tranches*

C. **Cost Breakdown per Deliverables\* - LOT 3 Kismayo**

No.	Deliverables	Percentage	(USD)
1	<b>BDS Capacity Development:</b> Selection criteria developed and agreed; and 1 registered BDS organizations selected in Kismayo; MoU signed with the selected BDS organization; Assessment report of the capacity of 1 BDS developed; The critical capacity gaps of the 1 BDS filled, by providing financial technical/training and assets support. 1 BDS will receive a total \$8,000; Working relationship between service provider/contractor with 1 BDS institutions developed. <b>MSME Development:</b> Eligibility criteria for the section of youth groups and business plan template developed and agreed; Business plans from the eligible youth received; Technical support provided to youth groups for developing more than 4 business plans; 4 Business plans from 4 youth groups selected to support; E-profiling of selected groups/youth developed and managed; the selected 4 youth groups/enterprises developed working relationship with the BDS institution in Mogadishu; and submission of the progress reports, indicating progress towards targets, with pictures.	30	
2	<b>MSME Development:</b> MoUs signed and micro-grants of total <b>US \$32,000</b> (\$8,000/group/enterprise x 4 cooperatives), disbursed in instalment basis, to the selected groups, based on the progress in setting up their respective enterprises in <b>instalment basis</b> ; High quality mentoring and counselling services in business development provided to youth groups; Capacity development initiatives for 1 BDS undertaken; Working relationship between the MSME and 1 BDS institution in the rising trend; and submission of the progress reports, indicating progress towards targets, with pictures	60	
3	4 enterprises set up and functional; Youth improved their knowledge and skills in business management skills; The products and services of the enterprises marketed; Enterprises monitored, challenges and bottlenecks resolved, risks managed; and submission of the final project report, indicating achieving the set targets/results, with pictures	10	
	<b>TOTAL:</b>	<b>100%</b>	

*\*Basis for payment tranches*

D. **Cost Breakdown by Cost Component: - LOT 1 Mogadishu**

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

No.	Activity/ Expense	UoM	Quantity	Cost per unit	Total
1	Micro Grant/Revolving Fund Pool 1 – Youth Groups (20)				\$96,000

<b>2</b>	<b>Micro Grant/Revolving Grant fund Pool 2 - Business Development Services (BDS)</b>				<b>\$8,000</b>
<b>3</b>	<b>Personnel</b>				
	Project manager	month	6		
	Entrepreneurship expert 1	month	6		
	Entrepreneurship expert 2	month	6		
	Finance associate	month	6		
	Project assistant	month	6		
<b>4</b>	<b>Grants Administration (monitoring of projects)</b>	grant	13		
	Other costs please indicate				
<b>5</b>	<b>Dissemination of information about the competition and public awareness</b>				
	Advertising campaign – radio, TV, print etc.		1		
	Design and printing of information materials (if necessary)		1		
	Video clip		1		
	Other (if applicable)				
<b>6</b>	<b>Office cost</b>				
	Rent (if applicable)	month	6		
	Communication charges (telephone)	month	6		
	Internet	month	6		
	Consumables for office	month	6		
	Printing (if applicable)	month	6		
<b>7</b>	<b>Business travel</b>				
	Travel	One travel			
	Accommodation	day			

	Daily allowance	day			
<b>8</b>	Overhead costs (if any – outline activities/expense)				

**E. Cost Breakdown by Cost Component: - LOT 2 Baidoa**

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

No.	Activity/ Expense	UoM	Quantity	Cost per unit	Total
<b>1</b>	<b>Micro Grant/Revolving Fund Pool 1 – Youth Groups (20)</b>				<b>\$32,000</b>
<b>2</b>	<b>Micro Grant/Revolving Grant fund Pool 2 - Business Development Services (BDS)</b>				<b>\$8,000</b>
<b>3</b>	<b>Personnel</b>				
	Project manager	month	6		
	Entrepreneurship expert 1	month	6		
	Entrepreneurship expert 2	month	6		
	Finance associate	month	6		
	Project assistant	month	6		
<b>4</b>	<b>Grants Administration (monitoring of projects)</b>	grant	5		
	Other costs please indicate				
<b>5</b>	<b>Dissemination of information about the competition and public awareness</b>				



	Advertising campaign – radio, TV, print etc.		1		
	Design and printing of information materials (if necessary)		1		
	Video clip		1		
	Other (if applicable)				
<b>6</b>	<b>Office cost</b>				
	Rent (if applicable)	month	6		
	Communication charges (telephone)	month	6		
	Internet	month	6		
	Consumables for office	month	6		
	Printing (if applicable)	month	6		
<b>7</b>	<b>Business travel</b>				
	Travel	One travel			
	Accommodation	day			
	Daily allowance	day			
<b>8</b>	<b>Overhead costs (if any – outline activities/expense)</b>				

**F. Cost Breakdown by Cost Component: - LOT 3 Kismayo**

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

No.	Activity/ Expense	UoM	Quantity	Cost per unit	Total
<b>1</b>	<b>Micro Grant/Revolving Fund Pool 1 – Youth Groups (20)</b>				<b>\$32,000</b>

<b>2</b>	<b>Micro Grant/Revolving Grant fund Pool 2 - Business Development Services (BDS)</b>				<b>\$8,000</b>
<b>3</b>	<b>Personnel</b>				
	Project manager	month	6		
	Entrepreneurship expert 1	month	6		
	Entrepreneurship expert 2	month	6		
	Finance associate	month	6		
	Project assistant	month	6		
<b>4</b>	<b>Grants Administration (monitoring of projects)</b>	grant	5		
	Other costs please indicate				
<b>5</b>	<b>Dissemination of information about the competition and public awareness</b>				
	Advertising campaign – radio, TV, print etc.		1		
	Design and printing of information materials (if necessary)		1		
	Video clip		1		
	Other (if applicable)				
<b>6</b>	<b>Office cost</b>				
	Rent (if applicable)	month	6		
	Communication charges (telephone)	month	6		
	Internet	month	6		
	Consumables for office	month	6		
	Printing (if applicable)	month	6		
<b>7</b>	<b>Business travel</b>				
	Travel	One travel			
	Accommodation	day			

	Daily allowance	day			
<b>8</b>	Overhead costs (if any – outline activities/expense)				

## Section 8: Contract for Professional Services

**THIS IS UNDP'S TEMPLATE FOR CONTRACT FOR THE PROPOSER'S REFERENCE. ADHERENCE TO ALL TERMS AND CONDITIONS IS MANDATORY.**

Date \_\_\_\_\_

Dear Sir/Madam,

Ref.: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ [INSERT PROJECT NUMBER AND TITLE OR OTHER REFERENCE]

The United Nations Development Programme (hereinafter referred to as "UNDP"), wishes to engage your [company/organization/institution], duly incorporated under the Laws of \_\_\_\_\_ [INSERT NAME OF THE COUNTRY] (hereinafter referred to as the "Contractor") in order to perform services in respect of \_\_\_\_\_ [INSERT SUMMARY DESCRIPTION OF THE SERVICES] (hereinafter referred to as the "Services"), in accordance with the following Contract:

### 1. Contract Documents

- 1.1 This Contract is subject to the UNDP General Conditions for Professional Services attached hereto as Annex I. The provisions of such Annex shall control the interpretation of this Contract and in no way shall be deemed to have been derogated by the contents of this letter and any other Annexes, unless otherwise expressly stated under section 4 of this letter, entitled "Special Conditions".
- 1.2 The Contractor and UNDP also agree to be bound by the provisions contained in the following documents, which shall take precedence over one another in case of conflict in the following order:
  - a) this Letter;
  - b) the Terms of Reference [ref. ....dated.....], attached hereto as Annex II;
  - c) the Contractor's Proposal [ref....., dated .....]
  - d) The UNDP Request for Proposal [ref....., dated.....]
- 1.3 All the above shall form the Contract between the Contractor and UNDP, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.

### 2. Obligations of the Contractor

- 2.1 The Contractor shall perform and complete the Services described in Annex II with due diligence and efficiency and in accordance with the Contract.
- 2.2 The Contractor shall provide the services of the following key personnel:

<u>Name</u>	<u>Specialization</u>	<u>Nationality</u>	<u>Period of service</u>
-------------	-----------------------	--------------------	--------------------------

....	.....	.....	.....
....	.....	.....	.....

2.3 Any changes in the above key personnel shall require prior written approval of \_\_\_\_\_ **[NAME and TITLE]**, UNDP.

2.4 The Contractor shall also provide all technical and administrative support needed in order to ensure the timely and satisfactory performance of the Services.

2.5 The Contractor shall submit to UNDP the deliverables specified hereunder according to the following schedule:

**[LIST DELIVERABLES]**

**[INDICATE DELIVERY DATES]**

e.g.

Progress report	../../....
.....	../../....
Final report	../../....

2.6 All reports shall be written in the English language, and shall describe in detail the services rendered under the Contract during the period of time covered in such report. All reports shall be transmitted by the Contractor by \_\_\_\_\_ **[MAIL, COURIER AND/OR FAX]** to the address specified in 9.1 below.

2.7 The Contractor represents and warrants the accuracy of any information or data provided to UNDP for the purpose of entering into this Contract, as well as the quality of the deliverables and reports foreseen under this Contract in accordance with the highest industry and professional standards.

**OPTION 1 (FIXED PRICE)**

3. Price and Payment

3.1 In full consideration for the complete and satisfactory performance of the Services under this Contract, UNDP shall pay the Contractor a fixed contract price of \_\_\_\_\_ **[INSERT CURRENCY & AMOUNT IN FIGURES AND WORDS]**.

3.2 The price of this Contract is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the Contractor in the performance of the Contract.

3.3 Payments effected by UNDP to the Contractor shall be deemed neither to relieve the Contractor of its obligations under this Contract nor as acceptance by UNDP of the Contractor's performance of the Services.

3.4 UNDP shall effect payments to the Contractor after acceptance by UNDP of the invoices submitted by the Contractor to the address specified in 9.1 below, upon achievement of the corresponding milestones and for the following amounts:

<u>MILESTONE</u>	<u>AMOUNT</u>	<u>TARGET DATE</u>
Upon.....	.....	../../....
.....	.....	../../....

Invoices shall indicate the milestones achieved and corresponding amount payable.

## OPTION 2 (COST REIMBURSEMENT)

### 3. Price and payment

- 3.1 In full consideration for the complete and satisfactory performance of the Services under this Contract, UNDP shall pay the Contractor a price not to exceed \_\_\_\_\_ **[INSERT CURRENCY & AMOUNT IN FIGURES AND WORDS]**.
- 3.2 The amount contained in 3.1 above is the maximum total amount of reimbursable costs under this Contract. The Breakdown of Costs in Annex \_\_\_\_\_ **[INSERT ANNEX NUMBER]** contains the maximum amounts per cost category that are reimbursable under this Contract. The Contractor shall reflect in his invoices the amount of the actual reimbursable costs incurred in the performance of the Services.
- 3.3 The Contractor shall not do any work, provide any equipment, materials and supplies, or perform any other services which may result in any costs in excess of the amount under 3.1 or of any of the amounts specified in the Breakdown of Costs for each cost category without the prior written agreement of \_\_\_\_\_ **[NAME and TITLE]**, UNDP.
- 3.4 Payments effected by UNDP to the Contractor shall be deemed neither to relieve the Contractor of its obligations under this Contract nor as acceptance by UNDP of the Contractor's performance of the Services.
- 3.5 The Contractor shall submit invoices for the work done every \_\_\_\_\_ **[INSERT PERIOD OF TIME OR MILESTONES]**.

OR

- 3.5. The Contractor shall submit an invoice for \_\_\_\_\_ **[INSERT AMOUNT AND CURRENCY OF THE ADVANCE PAYMENT IN FIGURES & WORDS]** upon signature of this Contract by both parties and invoices for the work done every \_\_\_\_\_ **[INSERT PERIOD OF TIME OR MILESTONES]**.
- 3.6 Progress and final payments shall be effected by UNDP to the Contractor after acceptance of the invoices submitted by the Contractor to the address specified in 9.1 below, together with whatever supporting documentation of the actual costs incurred is required in the Breakdown of Costs or may be required by UNDP. Such payments shall be subject to any specific conditions for reimbursement contained in the Breakdown of Costs.
- ### 4. Special conditions
- 4.1 The responsibility for the safety and security of the Contractor and its personnel and property, and of UNDP's property in the Contractor's custody, rests with the Contractor.
- 4.2 The advance payment to be made upon signature of the contract by both parties is contingent upon receipt and acceptance by UNDP of a bank guarantee for the full amount of the advance payment issued by a Bank and in a form acceptable to UNDP.
- 4.3 The amounts of the payments referred to under section 3.6 above shall be subject to a deduction of \_\_\_\_\_ **[INSERT PERCENTAGE THAT THE ADVANCE REPRESENTS OVER THE TOTAL PRICE OF THE CONTRACT]** % (... percent) of the amount accepted for payment until the cumulative amount of the deductions so effected shall equal the amount of the advance payment.
- 4.4 Owing to [.....], Article(s) [.....] of the General Conditions in Annex I shall be amended to read/be deleted.

5. Submission of invoices

5.1 An original invoice shall be submitted by mail by the Contractor for each payment under the Contract to the following address:

.....

5.2 Invoices submitted by fax shall not be accepted by UNDP.

6. Time and manner of payment

6.1 Invoices shall be paid within thirty (30) days of the date of their acceptance by UNDP. UNDP shall make every effort to accept an invoice or so advise the Contractor of its non-acceptance within a reasonable time from receipt.

6.2 All payments shall be made by UNDP to the following Bank account of the Contractor:

\_\_\_\_\_ [NAME OF THE BANK]

\_\_\_\_\_ [ACCOUNT NUMBER]

\_\_\_\_\_ [ADDRESS OF THE BANK]

7. Entry into force. Time limits.

7.1 The Contract shall enter into force upon its signature by both parties.

7.2 The Contractor shall commence the performance of the Services not later than \_\_\_\_\_ [INSERT DATE] and shall complete the Services within \_\_\_\_\_ [INSERT NUMBER OF DAYS OR MONTHS] of such commencement.

7.3 All time limits contained in this Contract shall be deemed to be of the essence in respect of the performance of the Services.

8. Modifications

8.1 Any modification to this Contract shall require an amendment in writing between both parties duly signed by the authorized representative of the Contractor and \_\_\_\_\_ [NAME AND TITLE] UNDP.

9. Notifications

For the purpose of notifications under the Contract, the addresses of UNDP and the Contractor are as follows:

**For the UNDP:**

Name

Designation

Address

Tel. No.

Fax. No.

Email address:

**For the Contractor:**

Name  
Designation  
Address  
Tel. No.  
Fax. No.  
Email address:

If the above terms and conditions meet with your agreement as they are typed in this letter and in the Contract Documents, please initial every page of this letter and its attachments and return to this office one original of this Contract, duly signed and dated.

Yours sincerely,

**[INSERT NAME AND DESIGNATION]**

For **[INSERT NAME OF THE COMPANY/ORGANIZATION]**

**Agreed and Accepted:**

Signature \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_





## GENERAL TERMS AND CONDITIONS FOR CONTRACTS

This Contract is between the United Nations Development Programme, a subsidiary organ of the United Nations established by the General Assembly of the United Nations (hereinafter “UNDP”), on the one hand, and a company or organization indicated in the Face Sheet of this Contract (hereinafter the “Contractor”), on the other hand.

**1. LEGAL STATUS OF THE PARTIES:** UNDP and the Contractor shall be referred to as a “Party” or, collectively, “Parties” hereunder, and:

**1.1** Pursuant, *inter alia*, to the Charter of the United Nations and the Convention on the Privileges and Immunities of the United Nations, the United Nations, including its subsidiary organs, has full juridical personality and enjoys such privileges and immunities as are necessary for the independent fulfillment of its purposes.

**1.2** The Contractor shall have the legal status of an independent contractor *vis-à-vis* UNDP, and nothing contained in or relating to the Contract shall be construed as establishing or creating between the Parties the relationship of employer and employee or of principal and agent. The officials, representatives, employees, or subcontractors of each of the Parties shall not be considered in any respect as being the employees or agents of the other Party, and each Party shall be solely responsible for all claims arising out of or relating to its engagement of such persons or entities.

## **2. OBLIGATIONS OF THE CONTRACTOR:**

**2.1** The Contractor shall deliver the goods described in the Technical Specifications for Goods (hereinafter the “Goods”) and/or perform and complete the services described in the Terms of Reference and Schedule of Payments (hereinafter the “Services”), with due diligence and efficiency, and in accordance with this Contract. The Contractor shall also provide all technical and administrative support needed in order to ensure the timely and satisfactory delivery of the Goods and/or performance of the Services.

**2.2** To the extent that the Contract involves any purchase of the Goods, the Contractor shall provide UNDP with written evidence of the delivery of the Goods. Such evidence of delivery shall, at the minimum, consist of an invoice, a certification of conformity, and other supporting shipment documentation as may otherwise be specified in the Technical Specifications for Goods.

**2.3** The Contractor represents and warrants the accuracy of any information or data provided to UNDP for the purpose of entering into this Contract, as well as the quality of the deliverables and reports foreseen under this Contract, in accordance with the highest industry and professional standards.

**2.4** All time limits contained in this Contract shall be deemed to be of the essence in respect of the performance of the delivery of the Goods and/or the provision of the Services.

**3. LONG TERM AGREEMENT:** If the Contractor is engaged by UNDP on the basis of a long-term agreement (“LTA”) as indicated in the Face Sheet of this Contract, the following conditions shall apply:

**3.1** UNDP does not warrant that any quantity of Goods and/or Services shall be ordered during the term of the LTA.

**3.2** Any UNDP business unit, including, but not limited to, a Headquarters unit, a Country Office or a Regional Centre, as well as any United Nations entity, may benefit from the retainer and order Goods and/or Services from the Contractor hereunder.

**3.3** The Contractor shall provide the Services and/or deliver the Goods, as and when requested by UNDP and reflected in a Purchase Order, which shall be subject to the terms and conditions stipulated in this Contract. For the avoidance of doubt, UNDP shall acquire no legal obligations towards the Contractor unless and until a Purchase Order is issued.

**3.4** The Goods and/or Services shall be at the Discount Prices annexed hereto. The prices shall remain in effect for a period of three years from the Starting Date stated in the Face Sheet of this Contract.

**3.5** In the event of any advantageous technical changes and/or downward pricing of the Goods and/or Services during the term of the retainer, the Contractor shall notify UNDP immediately. UNDP shall consider the impact of any such event and may request an amendment to the retainer.

**3.6** The Contractor shall report semi-annually to UNDP on the Goods delivered and/or Services provided, unless otherwise specified in the Contract. Each report should be submitted to the UNDP Contact Person indicated in as indicated in the Face Sheet hereto, as well as to a UNDP business unit that has placed a Purchase Order for the Goods and/or Services during the reporting period.

**3.7** The LTA shall remain in force for the maximum period of two years and may be extended by UNDP for one additional year by mutual agreement of the Parties.

#### **4. PRICE AND PAYMENT:**

**4.1 FIXED PRICE:** If Fixed Price is chosen as a payment method pursuant to the Face Sheet of this Contract, in full consideration for the complete and satisfactory delivery of the Goods and/or provision of the Services, UNDP shall pay the Contractor a fixed amount indicated in the Face Sheet of this Contract.

**4.1.1** The amount stated in the Face Sheet of this Contract is not subject to any adjustment or revision because of price or currency fluctuations, or the actual costs incurred by the Contractor in the performance of the Contract.

**4.1.2** UNDP shall effect payments to the Contractor in the amounts and pursuant to the schedule of payments set forth in the Terms of Reference and Schedule of Payments, upon completion by the Contractor of the corresponding deliverable(s) and upon acceptance by UNDP of the original invoices submitted by the Contractor to the UNDP Contact Person indicated in the Face Sheet of this Contract, together with whatever supporting documentation that may be required by UNDP:

**4.1.3** Invoices shall indicate a deliverable completed and the corresponding amount payable.

4.1.4 Payments effected by UNDP to the Contractor shall be deemed neither to relieve the Contractor of its obligations under this Contract nor as acceptance by UNDP of the Contractor's delivery of the Goods and/or provision of the Services.

**4.2 COST REIMBURSEMENT:** If Cost Reimbursement is chosen as a payment method pursuant to the Face Sheet of this Contract, in full consideration for the complete and satisfactory delivery of the Goods and/or provision of the Services under this Contract, UNDP shall pay the Contractor an amount not exceeding the total amount stated in the Face Sheet of this Contract.

4.2.1 The said amount is the maximum total amount of reimbursable costs under this Contract. The breakdown of costs contained in the Financial Proposal, referred to in the Face Sheet to this Contract shall specify the maximum amount per each cost category that is reimbursable under this Contract. The Contractor shall specify in its invoices or financial reports (as required by UNDP) the amount of the actual reimbursable costs incurred in the delivery of the Goods and/or the provision of the Services.

4.2.2 The Contractor shall not provide the Services and/or deliver the Goods or equipment, materials and supplies that may result in any costs in excess of the amount stated in the Face Sheet of this Contract, or of the maximum amount per each cost category specified in the breakdown of costs contained in the Financial Proposal, without the prior written agreement of the UNDP Contact Person.

4.2.3 The Contractor shall submit original invoices or financial reports (as required by UNDP) for the Goods delivered in accordance with the Technical Specifications for Goods and/or the Services provided in accordance with the schedule set forth in the Terms of Reference and Schedule of Payments. Such invoices or financial reports shall indicate a deliverable or deliverables completed and the corresponding amount payable. They shall be submitted to the UNDP Contact Person, together with whatever supporting documentation of the actual costs incurred that is required in the Financial Proposal, or may be required by UNDP.

4.2.4 UNDP shall effect payments to the Contractor upon completion by the Contractor of the deliverable(s) indicated in the original invoices or financial reports (as required by UNDP) and upon acceptance of these invoices or financial reports by UNDP. Such payments shall be subject to any specific conditions for reimbursement specified in the breakdown of costs contained in the Financial Proposal.

4.2.5 Payments effected by UNDP to the Contractor shall be deemed neither to relieve the Contractor of its obligations under this Contract nor as acceptance by UNDP of the Contractor's delivery of the Goods and/or performance of the Services.

## **5. ADVANCE PAYMENT:**

**5.1** If an advance payment is due to the Contractor pursuant to the Face Sheet of this Contract, the Contractor shall submit an original invoice for the amount of that advance payment upon signature of this Contract by the Parties.

**5.2** If an advance payment representing 20% or more of the total contract value, or amounting to US\$30,000 or more, is to be made by UNDP upon signature of the Contract by the Parties, such payment shall be contingent upon receipt and acceptance by UNDP of a bank guarantee or a certified cheque for the full amount of the advance payment, valid for the duration of the Contract, and in a form acceptable to UNDP.

## **6. SUBMISSION OF INVOICES AND REPORTS:**

**6.1** All original invoices, financial reports and any other reports and supporting documentation required under this Contract shall be submitted by mail by the Contractor to UNDP Contact Person. Upon request of the Contractor, and subject to approval by UNDP, invoices and financial reports may be submitted to UNDP by fax or email.

**6.2** All reports and invoices shall be submitted by the Contractor to the UNDP Contact Person specified in the Face Sheet of this Contract.

## **7. TIME AND MANNER OF PAYMENT:**

**7.1** Invoices shall be paid within thirty (30) days of the date of their acceptance by UNDP. UNDP shall make every effort to accept an original invoice or advise the Contractor of its non-acceptance within a reasonable time from receipt.

**7.2** Where the Services are to be provided, in addition to an invoice, the Contractor shall submit to UNDP a report, describing in detail the Services provided under the Contract during the period of time covered in each report.

**8. RESPONSIBILITY FOR EMPLOYEES:** To the extent that the Contract involves the provision of the Services to UNDP by the Contractor's officials, employees, agents, servants, subcontractors and other representatives (collectively, the Contractor's "personnel"), the following provisions shall apply:

**8.1** The Contractor is responsible for and shall assume all risk and liabilities relating to its personnel and property.

**8.2** The Contractor shall be responsible for the professional and technical competence of the personnel it assigns to perform work under the Contract and will select reliable and competent individuals who will be able to effectively perform the obligations under the Contract and who, while doing so, will respect the local laws and customs and conform to a high standard of moral and ethical conduct.

**8.3** Such Contractor personnel shall be professionally qualified and, if required to work with officials or staff of UNDP, shall be able to do so effectively. The qualifications of any personnel whom the Contractor may assign or may propose to assign to perform any obligations under the Contract shall be substantially the same, or better, as the qualifications of any personnel originally proposed by the Contractor.

**8.4** At the option of and in the sole discretion of UNDP:

8.4.1 the qualifications of personnel proposed by the Contractor (*e.g.*, a curriculum vitae) may be reviewed by UNDP prior to such personnel's performing any obligations under the Contract;

8.4.2 any personnel proposed by the Contractor to perform obligations under the Contract may be interviewed by qualified staff or officials of UNDP prior to such personnel's performing any obligations under the Contract; and,

8.4.3 in cases in which, pursuant to Article 8.4.1 or 8.4.2, above, UNDP has reviewed the qualifications of such Contractor's personnel, UNDP may reasonably refuse to accept any such personnel.

**8.5** Requirements specified in the Contract regarding the number or qualifications of the Contractor's personnel may change during the course of performance of the Contract. Any such change shall be made only following written notice of such proposed change and upon written agreement between the Parties regarding such change, subject to the following:

8.5.1 UNDP may, at any time, request, in writing, the withdrawal or replacement of any of the Contractor's personnel, and such request shall not be unreasonably refused by the Contractor.

8.5.2 Any of the Contractor's personnel assigned to perform obligations under the Contract shall not be withdrawn or replaced without the prior written consent of UNDP, which shall not be unreasonably withheld.

8.5.3 The withdrawal or replacement of the Contractor's personnel shall be carried out as quickly as possible and in a manner that will not adversely affect the performance of obligations under the Contract.

8.5.4 All expenses related to the withdrawal or replacement of the Contractor's personnel shall, in all cases, be borne exclusively by the Contractor.

8.5.5 Any request by UNDP for the withdrawal or replacement of the Contractor's personnel shall not be considered to be a termination, in whole or in part, of the Contract, and UNDP shall not bear any liability in respect of such withdrawn or replaced personnel.

8.5.6 If a request for the withdrawal or replacement of the Contractor's personnel is *not* based upon a default by or failure on the part of the Contractor to perform its obligations in accordance with the Contract, the misconduct of the personnel, or the inability of such personnel to reasonably work together with UNDP officials and staff, then the Contractor shall not be liable by reason of any such request for the withdrawal or replacement of the Contractor's personnel for any delay in the performance by the Contractor of its obligations under the Contract that is substantially the result of such personnel's being withdrawn or replaced.

**8.6** Nothing in Articles 8.3, 8.4 and 8.5, above, shall be construed to create any obligations on the part of UNDP with respect to the Contractor's personnel assigned to perform work under the Contract, and such personnel shall remain the sole responsibility of the Contractor.

**8.7** The Contractor shall be responsible for requiring that all personnel assigned by it to perform any obligations under the Contract and who may have access to any premises or other property of UNDP shall:

8.7.1 undergo or comply with security screening requirements made known to the Contractor by UNDP, including but not limited to, a review of any criminal history;

8.7.2 when within UNDP premises or on UNDP property, display such identification as may be approved and furnished by UNDP security officials, and that upon the withdrawal or replacement of any such personnel or upon termination or completion of the Contract, such personnel shall immediately return any such identification to UNDP for cancellation.

**8.8** Within one working day after learning that any of Contractor's personnel who have access to any UNDP premises have been charged by law enforcement authorities with an offense other than a minor traffic offense, the Contractor shall provide written notice to inform UNDP about the particulars of the charges then known and shall continue to inform UNDP concerning all substantial developments regarding the disposition of such charges.

**8.9** All operations of the Contractor, including without limitation, storage of equipment, materials, supplies and parts, within UNDP premises or on UNDP property shall be confined to areas authorized or approved by UNDP. The Contractor's personnel shall not enter or pass through and shall not store or dispose of any of its equipment or materials in any areas within UNDP premises or on UNDP property without appropriate authorization from UNDP.

**8.10** The Contractor shall (i) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the Services are being provided; and

(ii) assume all risks and liabilities related to the Contractor's security, and the full implementation of the security plan.

**8.11** UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract. Notwithstanding the foregoing, the Contractor shall remain solely responsible for the security of its personnel and for UNDP's property in its custody as set forth in paragraph 8.10 above.

## **9. ASSIGNMENT:**

**9.1** Except as provided in Article 9.2, below, the Contractor may not assign, transfer, pledge or make any other disposition of the Contract, of any part of the Contract, or of any of the rights, claims or obligations under the Contract except with the prior written authorization of UNDP. Any such unauthorized assignment, transfer, pledge or other disposition, or any attempt to do so, shall not be binding on UNDP. Except as permitted with respect to any approved subcontractors, the Contractor shall not delegate any of its obligations under this Contract, except with the prior written consent of UNDP. Any such unauthorized delegation, or attempt to do so, shall not be binding on UNDP.

**9.2** The Contractor may assign or otherwise transfer the Contract to the surviving entity resulting from a reorganization of the Contractor's operations, *provided that*:

9.2.1 such reorganization is not the result of any bankruptcy, receivership or other similar proceedings; *and*,

9.2.2 such reorganization arises from a sale, merger, or acquisition of all or substantially all of the Contractor's assets or ownership interests; *and*,

9.2.3 the Contractor promptly notifies UNDP about such assignment or transfer at the earliest opportunity; *and*,

9.2.4 the assignee or transferee agrees in writing to be bound by all of the terms and conditions of the Contract, and such writing is promptly provided to UNDP following the assignment or transfer.

**10. SUBCONTRACTING:** In the event that the Contractor requires the services of subcontractors to perform any obligations under the Contract, the Contractor shall obtain the prior written approval of UNDP. UNDP shall be entitled, in its sole discretion, to review the qualifications of any subcontractors and to reject any proposed subcontractor that UNDP reasonably considers is not qualified to perform obligations under the Contract. UNDP shall have the right to require any subcontractor's removal from UNDP premises without having to give any justification therefor. Any such rejection or request for removal shall not, in and of itself, entitle the Contractor to claim any delays in the performance, or to assert any excuses for the non-performance, of any of its obligations under the Contract, and the 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 Contract.

**11. PURCHASE OF GOODS:** To the extent that the Contract involves any purchase of the Goods, whether in whole or in part, and unless specifically stated otherwise in the Contract, the following conditions shall apply to such purchases under the Contract:

**11.1 DELIVERY OF GOODS:** The Contractor shall hand over or make available the Goods, and UNDP shall receive the Goods, at the place for the delivery of the Goods and within the time for delivery of the Goods specified in the Contract. The Contractor shall provide to UNDP such

shipment documentation (including, without limitation, bills of lading, airway bills, and commercial invoices) as are specified in the Contract or, otherwise, as are customarily utilized in the trade. All manuals, instructions, displays and any other information relevant to the Goods shall be in the English language unless otherwise specified in the Contract. Unless otherwise stated in the Contract (including, but not limited to, in any “INCOTERM” or similar trade term), the entire risk of loss, damage to, or destruction of the Goods shall be borne exclusively by the Contractor until physical delivery of the Goods to UNDP in accordance with the terms of the Contract. Delivery of the Goods shall not be deemed in itself as constituting acceptance of the Goods by UNDP.

**11.2 INSPECTION OF THE GOODS:** If the Contract provides that the Goods may be inspected prior to delivery, the Contractor shall notify UNDP when the Goods are ready for pre-delivery inspection. Notwithstanding any pre-delivery inspection, UNDP or its designated inspection agents may also inspect the Goods upon delivery in order to confirm that the Goods conform to applicable specifications or other requirements of the Contract. All reasonable facilities and assistance, including, but not limited to, access to drawings and production data, shall be furnished to UNDP or its designated inspection agents at no charge therefor. Neither the carrying out of any inspections of the Goods nor any failure to undertake any such inspections shall relieve the Contractor of any of its warranties or the performance of any obligations under the Contract.

**11.3 PACKAGING OF THE GOODS:** The Contractor shall package the Goods for delivery in accordance with the highest standards of export packaging for the type and quantities and modes of transport of the Goods. The Goods shall be packed and marked in a proper manner in accordance with the instructions stipulated in the Contract or, otherwise, as customarily done in the trade, and in accordance with any requirements imposed by applicable law or by the transporters and manufacturers of the Goods. The packing, in particular, shall mark the Contract or Purchase Order number and any other identification information provided by UNDP as well as such other information as is necessary for the correct handling and safe delivery of the Goods. Unless otherwise specified in the Contract, the Contractor shall have no right to any return of the packing materials.

**11.4 TRANSPORTATION & FREIGHT:** Unless otherwise specified in the Contract (including, but not limited to, in any “INCOTERM” or similar trade term), the Contractor shall be solely liable for making all transport arrangements and for payment of freight and insurance costs for the shipment and delivery of the Goods in accordance with the requirements of the Contract. The Contractor shall ensure that UNDP receives all necessary transport documents in a timely manner so as to enable UNDP to take delivery of the Goods in accordance with the requirements of the Contract.

**11.5 WARRANTIES:** Unless otherwise specified in the Contract, in addition to and without limiting any other warranties, remedies or rights of UNDP stated in or arising under the Contract, the Contractor warrants and represents that:

11.5.1 The Goods, including all packaging and packing thereof, conform to the technical specifications, are fit for the purposes for which such Goods are ordinarily used and for any purposes expressly made known in writing in the Contract, and shall be of even quality, free from faults and defects in design, material, manufacturer and workmanship;

11.5.2 If the Contractor is not the original manufacturer of the Goods, the Contractor shall provide UNDP with the benefit of all manufacturers’ warranties in addition to any other warranties required to be provided under the Contract;

11.5.3 The Goods are of the quality, quantity and description required by the Contract, including when subjected to conditions prevailing in the place of final destination;

11.5.4 The Goods are free from any right of claim by any third-party, including claims of infringement of any intellectual property rights, including, but not limited to, patents, copyright and trade secrets;

11.5.5 The Goods are new and unused;

11.5.6 All warranties will remain fully valid following any delivery of the Goods and for a period of not less than one (1) year following acceptance of the Goods by UNDP in accordance with the Contract;

11.5.7 During any period in which the Contractor's warranties are effective, upon notice by UNDP that the Goods do not conform to the requirements of the Contract, the Contractor shall promptly and at its own expense correct such non-conformities or, in case of its inability to do so, replace the defective Goods with Goods of the same or better quality or, at its own cost, remove the defective Goods and fully reimburse UNDP for the purchase price paid for the defective Goods; and,

11.5.8 The Contractor shall remain responsive to the needs of UNDP for any services that may be required in connection with any of the Contractor's warranties under the Contract.

**11.6 ACCEPTANCE OF GOODS:** Under no circumstances shall UNDP be required to accept any Goods that do not conform to the specifications or requirements of the Contract. UNDP may condition its acceptance of the Goods upon the successful completion of acceptance tests as may be specified in the Contract or otherwise agreed in writing by the Parties. In no case shall UNDP be obligated to accept any Goods unless and until UNDP has had a reasonable opportunity to inspect the Goods following delivery. If the Contract specifies that UNDP shall provide a written acceptance of the Goods, the Goods shall not be deemed accepted unless and until UNDP in fact provides such written acceptance. In no case shall payment by UNDP in and of itself constitute acceptance of the Goods.

**11.7 REJECTION OF GOODS:** Notwithstanding any other rights of, or remedies available to UNDP under the Contract, in case any of the Goods are defective or otherwise do not conform to the specifications or other requirements of the Contract, UNDP, at its sole option, may reject or refuse to accept the Goods, and within thirty (30) days following receipt of notice from UNDP of such rejection or refusal to accept the Goods, the Contractor shall, in sole option of UNDP:

11.7.1 provide a full refund upon return of the Goods, or a partial refund upon a return of a portion of the Goods, by UNDP; *or*,

11.7.2 repair the Goods in a manner that would enable the Goods to conform to the specifications or other requirements of the Contract; *or*,

11.7.3 replace the Goods with Goods of equal or better quality; *and*,

11.7.4 pay all costs relating to the repair or return of the defective Goods as well as the costs relating to the storage of any such defective Goods and for the delivery of any replacement Goods to UNDP.

**11.8** In the event that UNDP elects to return any of the Goods for the reasons specified in Article 11.7, above, UNDP may procure the Goods from another source. In addition to any other rights or remedies available to UNDP under the Contract, including, but not limited to, the right to terminate the Contract, the Contractor shall be liable for any additional cost beyond the balance of the Contract price resulting from any such procurement, including, *inter alia*, the costs of engaging in such procurement, and UNDP shall be entitled to compensation from the Contractor for any reasonable expenses incurred for preserving and storing the Goods for the Contractor's account.

**11.9 TITLE:** The Contractor warrants and represents that the Goods delivered under the Contract are unencumbered by any third party's title or other property rights, including, but not limited to, any



liens or security interests. Unless otherwise expressly provided in the Contract, title in and to the Goods shall pass from the Contractor to UNDP upon delivery of the Goods and their acceptance by UNDP in accordance with the requirements of the Contract.

**11.10 EXPORT LICENSING:** The Contractor shall be responsible for obtaining any export license required with respect to the Goods, products, or technologies, including software, sold, delivered, licensed or otherwise provided to UNDP under the Contract. The Contractor shall procure any such export license in an expeditious manner. Subject to and without any waiver of the privileges and immunities of UNDP, UNDP shall lend the Contractor all reasonable assistance required for obtaining any such export license. Should any Governmental entity refuse, delay or hinder the Contractor's ability to obtain any such export license, the Contractor shall promptly consult with UNDP to enable UNDP to take appropriate measures to resolve the matter.

## **12. INDEMNIFICATION:**

**12.1** The 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 brought by any third party against UNDP, including, but not limited to, all litigation costs and expenses, attorney's fees, settlement payments and damages, based on, arising from, or relating to:

12.1.1 allegations or claims that the possession of or use by UNDP of any patented device, any copyrighted material, or any other goods, property or services provided or licensed to UNDP under the terms of the Contract, in whole or in part, separately or in a combination contemplated by the Contractor's published specifications therefor, or otherwise specifically approved by the Contractor, constitutes an infringement of any patent, copyright, trademark, or other intellectual property right of any third party; *or*,

12.1.2 any acts or omissions of the Contractor, or of any subcontractor or anyone directly or indirectly employed by them in the performance of the Contract, which give rise to legal liability to anyone not a party to the Contract, including, without limitation, claims and liability in the nature of a claim for workers' compensation.

**12.2** The indemnity set forth in Article 12.1.1, above, shall not apply to:

12.2.1 A claim of infringement resulting from the Contractor's compliance with specific written instructions by UNDP directing a change in the specifications for the goods, property, materials, equipment or supplies to be or used, or directing a manner of performance of the Contract or requiring the use of specifications not normally used by the Contractor; *or*

12.2.2 A claim of infringement resulting from additions to or changes in any goods, property, materials equipment, supplies or any components thereof furnished under the Contract if UNDP or another party acting under the direction of UNDP made such changes.

**12.3** In addition to the indemnity obligations set forth in this Article 12, the Contractor shall be obligated, at its sole expense, to defend UNDP and its officials, agents and employees, pursuant to this Article 12, regardless of whether the suits, proceedings, claims and demands in question actually give rise to or otherwise result in any loss or liability.

**12.4** UNDP shall advise the Contractor about any such suits, proceedings, claims, demands, losses or liability within a reasonable period of time after having received actual notice thereof. The Contractor shall have sole control of the defense of any such suit, proceeding, claim or demand and of all negotiations in connection with the settlement or compromise thereof, except with respect to the assertion or defense of the privileges and immunities of UNDP or any matter relating thereto, for which only UNDP itself is authorized to assert and maintain. UNDP shall have the right, at its own

expense, to be represented in any such suit, proceeding, claim or demand by independent counsel of its own choosing.

**12.5** In the event the use by UNDP of any Goods, property or Services provided or licensed to UNDP by the Contractor, in whole or in part, in any suit or proceeding, is for any reason enjoined, temporarily or permanently, or is found to infringe any patent, copyright, trademark or other intellectual property right, or in the event of a settlement, is enjoined, limited or otherwise interfered with, then the Contractor, at its sole cost and expense, shall, promptly, either:

12.5.1 procure for UNDP the unrestricted right to continue using such Goods or Services provided to UNDP;

12.5.2 replace or modify the Goods and/or or Services provided to UNDP, or part thereof, with the equivalent or better Goods and/or Services, or part thereof, that is non-infringing; *or*,

12.5.3 refund to UNDP the full price paid by UNDP for the right to have or use such Goods, property or Services, or part thereof.

### **13. INSURANCE AND LIABILITY:**

**13.1** The Contractor shall pay UNDP promptly for all loss, destruction, or damage to the property of UNDP caused by the Contractor's personnel or by any of its subcontractors or anyone else directly or indirectly employed by the Contractor or any of its subcontractors in the performance of the Contract.

**13.2** Unless otherwise provided in the Contract, prior to commencement of performance of any other obligations under the Contract, and subject to any limits set forth in the Contract, the Contractor shall take out and shall maintain for the entire term of the Contract, for any extension thereof, and for a period following any termination of the Contract reasonably adequate to deal with losses:

13.2.1 insurance against all risks in respect of its property and any equipment used for the performance of the Contract;

13.2.2 workers' compensation insurance, or its equivalent, or employer's liability insurance, or its equivalent, with respect to the Contractor's personnel sufficient to cover all claims for injury, death and disability, or any other benefits required to be paid by law, in connection with the performance of the Contract;

13.2.3 liability insurance in an adequate amount to cover all claims, including, but not limited to, claims for death and bodily injury, products and completed operations liability, loss of or damage to property, and personal and advertising injury, arising from or in connection with the Contractor's performance under the Contract, including, but not limited to, liability arising out of or in connection with the acts or omissions of the Contractor, its personnel, agents, or invitees, or the use, during the performance of the Contract, of any vehicles, boats, airplanes or other transportation vehicles and equipment, whether or not owned by the Contractor; *and*,

13.2.4 such other insurance as may be agreed upon in writing between UNDP and the Contractor.

**13.3** The Contractor's liability policies shall also cover subcontractors and all defense costs and shall contain a standard "cross liability" clause.

**13.4** The Contractor acknowledges and agrees that UNDP accepts no responsibility for providing life, health, accident, travel or any other insurance coverage which may be necessary or desirable in respect of any personnel performing services for the Contractor in connection with the Contract.

**13.5** Except for the workers' compensation insurance or any self-insurance program maintained by the Contractor and approved by UNDP, in its sole discretion, for purposes of fulfilling the Contractor's requirements for providing insurance under the Contract, the insurance policies required under the Contract shall:

13.5.1 name UNDP as an additional insured under the liability policies, including, if required, as a separate endorsement under the policy;

13.5.2 include a waiver of subrogation of the Contractor's insurance carrier's rights against UNDP;

13.5.3 provide that UNDP shall receive written notice from the Contractor's insurance carrier not less than thirty (30) days prior to any cancellation or material change of coverage; *and*,

13.5.4 include a provision for response on a primary and non-contributing basis with respect to any other insurance that may be available to UNDP.

**13.6** The Contractor shall be responsible to fund all amounts within any policy deductible or retention.

**13.7** Except for any self-insurance program maintained by the Contractor and approved by UNDP for purposes of fulfilling the Contractor's requirements for maintaining insurance under the Contract, the Contractor shall maintain the insurance taken out under the Contract with reputable insurers that are in good financial standing and that are acceptable to UNDP. Prior to the commencement of any obligations under the Contract, the Contractor shall provide UNDP with evidence, in the form of certificate of insurance or such other form as UNDP may reasonably require, that demonstrates that the Contractor has taken out insurance in accordance with the requirements of the Contract. UNDP reserves the right, upon written notice to the Contractor, to obtain copies of any insurance policies or insurance program descriptions required to be maintained by the Contractor under the Contract. Notwithstanding the provisions of Article 13.5.3, above, the Contractor shall promptly notify UNDP concerning any cancellation or material change of insurance coverage required under the Contract.

**13.8** The Contractor acknowledges and agrees that neither the requirement for taking out and maintaining insurance as set forth in the Contract nor the amount of any such insurance, including, but not limited to, any deductible or retention relating thereto, shall in any way be construed as limiting the Contractor's liability arising under or relating to the Contract.

**14. ENCUMBRANCES AND 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 UNDP against any monies due to the Contractor or that may become due for any work done or against any goods supplied or materials furnished under the Contract, or by reason of any other claim or demand against the Contractor or UNDP.

**15. EQUIPMENT FURNISHED BY UNDP TO THE CONTRACTOR:** Title to any equipment and supplies that may be furnished by UNDP to the Contractor for the performance of any obligations under the Contract shall rest with UNDP, and any such equipment shall be returned to UNDP at the conclusion of the 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, and the Contractor shall be liable to compensate UNDP for the actual costs of any loss of, damage to, or degradation of the equipment that is beyond normal wear and tear.

## **16. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:**

**16.1** Except as is otherwise expressly provided in writing in the Contract, 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 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. The Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for UNDP.

**16.2** 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, UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

**16.3** At the request of 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 UNDP in compliance with the requirements of the applicable law and of the Contract.

**16.4** 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 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 Contract.

**17. PUBLICITY, AND USE OF THE NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:** The 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 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 the United Nations in connection with its business or otherwise without the written permission of UNDP.

**18. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:** Information and data that is considered proprietary by either Party or 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:

**18.1** The Recipient shall:

18.1.1 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*,

18.1.2 use the Discloser’s Information solely for the purpose for which it was disclosed.

**18.2** 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 18, the Recipient may disclose Information to:

18.2.1 any other party with the Discloser’s prior written consent; *and*,

18.2.2 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:

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

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

18.2.2.3 for the United Nations, a principal or subsidiary organ of the United Nations established in accordance with the Charter of the United Nations.

**18.3** 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 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.

**18.4** UNDP may disclose Information to the extent as required pursuant to the Charter of the United Nations, or pursuant to resolutions or regulations of the General Assembly or rules promulgated thereunder.

**18.5** 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.

**18.6** 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.

## **19. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS:**

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

**19.2** If the Contractor is rendered unable, wholly or in part, by reason of *force majeure* to perform its obligations and meet its responsibilities under the Contract, UNDP shall have the right to suspend or terminate the Contract on the same terms and conditions as are provided for in Article 20, "Termination," except that the period of notice shall be seven (7) days instead of thirty (30) days. In any case, UNDP shall be entitled to consider the Contractor permanently unable to perform its obligations under the Contract in case the Contractor is unable to perform its obligations, wholly or in part, by reason of *force majeure* for any period in excess of ninety (90) days.

**19.3** *Force majeure* as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, terrorism, 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 Contractor. The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in areas in which 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.

## **20. TERMINATION:**

**20.1** Either Party may terminate the Contract for cause, in whole or in part, upon thirty (30) day's notice, in writing, to the other Party. The initiation of conciliation or arbitral proceedings in accordance with Article 23 "Settlement of Disputes," below, shall not be deemed to be a "cause" for or otherwise to be in itself a termination of the Contract.

**20.2** UNDP may terminate the Contract at any time by providing written notice to the Contractor in any case in which the mandate of UNDP applicable to the performance of the Contract or the funding of UNDP applicable to the Contract is curtailed or terminated, whether in whole or in part. In addition, unless otherwise provided by the Contract, upon sixty (60) day's advance written notice to the Contractor, UNDP may terminate the Contract without having to provide any justification therefor.

**20.3** In the event of any termination of the Contract, upon receipt of notice of termination that has been issued by UNDP, the Contractor shall, except as may be directed by UNDP in the notice of termination or otherwise in writing:

20.3.1 take immediate steps to bring the performance of any obligations under the Contract to a close in a prompt and orderly manner, and in doing so, reduce expenses to a minimum;

20.3.2 refrain from undertaking any further or additional commitments under the Contract as of and following the date of receipt of such notice;

20.3.3 place no further subcontracts or orders for materials, services, or facilities, except as UNDP and the Contractor agree in writing are necessary to complete any portion of the Contract that is not terminated;

20.3.4 terminate all subcontracts or orders to the extent they relate to the portion of the Contract terminated;

20.3.5 transfer title and deliver to UNDP the fabricated or unfabricated parts, work in process, completed work, supplies, and other material produced or acquired for the portion of the Contract terminated;

20.3.6 deliver all completed or partially completed plans, drawings, information, and other property that, if the Contract had been completed, would be required to be furnished to UNDP thereunder;

20.3.7 complete performance of the work not terminated; *and*,

20.3.8 take any other action that may be necessary, or that UNDP may direct in writing, for the minimization of losses and for the protection and preservation of any property, whether tangible or intangible, related to the Contract that is in the possession of the Contractor and in which UNDP has or may be reasonably expected to acquire an interest.

**20.4** In the event of any termination of the Contract, UNDP shall be entitled to obtain reasonable written accountings from the Contractor concerning all obligations performed or pending in accordance with the Contract. In addition, UNDP shall not be liable to pay the Contractor except for those Goods satisfactorily delivered and/or Services satisfactorily provided to UNDP in accordance with the requirements of the Contract, but only if such Goods or Services were ordered, requested or otherwise provided prior to the Contractor's receipt of notice of termination from UNDP or prior to the Contractor's tendering of notice of termination to UNDP.

**20.5** UNDP may, without prejudice to any other right or remedy available to it, terminate the Contract forthwith in the event that:

20.5.1 the Contractor is adjudged bankrupt, or is liquidated, or becomes insolvent, or applies for a moratorium or stay on any payment or repayment obligations, or applies to be declared insolvent;

20.5.2 the Contractor is granted a moratorium or a stay, or is declared insolvent;

20.5.3 the Contractor makes an assignment for the benefit of one or more of its creditors;

20.5.4 a Receiver is appointed on account of the insolvency of the Contractor;

20.5.5 the Contractor offers a settlement in lieu of bankruptcy or receivership; *or*,

20.5.6 UNDP reasonably determines that the Contractor has become subject to a materially adverse change in its financial condition that threatens to substantially affect the ability of the Contractor to perform any of its obligations under the Contract.

**20.6** Except as prohibited by law, the Contractor shall be bound to compensate UNDP for all damages and costs, including, but not limited to, all costs incurred by UNDP in any legal or non-legal proceedings, as a result of any of the events specified in Article 20.5, above, and resulting from or relating to a termination of the Contract, even if the Contractor is adjudged bankrupt, or is granted a moratorium or stay or is declared insolvent. The Contractor shall immediately inform UNDP of the occurrence of any of the events specified in Article 20.5, above, and shall provide UNDP with any information pertinent thereto.

**20.7** The provisions of this Article 20 are without prejudice to any other rights or remedies of UNDP under the Contract or otherwise.

**21. NON-WAIVER OF RIGHTS:** The failure by either Party to exercise any rights available to it, whether under the Contract or otherwise, shall not be deemed for any purposes to constitute a waiver by the other Party of any such right or any remedy associated therewith, and shall not relieve the Parties of any of their obligations under the Contract.

**22. NON-EXCLUSIVITY:** Unless otherwise specified in the Contract, UNDP shall have no obligation to purchase any minimum quantities of goods or services from the Contractor, and UNDP shall have no limitation on its right to obtain goods or services of the same kind, quality and quantity described in the Contract, from any other source at any time.

**23. SETTLEMENT OF DISPUTES:**

**23.1 AMICABLE SETTLEMENT:** The Parties shall use their best efforts to amicably settle any dispute, controversy, or claim arising out of the 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.

**23.2 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 23.1, 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. 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”) and Article 34 (“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.

**24. PRIVILEGES AND IMMUNITIES:** Nothing in or relating to the Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

**25. TAX EXEMPTION:**

**25.1** 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 UNDP from such taxes, restrictions, duties, or charges, the Contractor shall immediately consult with UNDP to determine a mutually acceptable procedure.

**25.2** The Contractor authorizes UNDP to deduct from the Contractor’s invoices any amount representing such taxes, duties or charges, unless the Contractor has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties, or charges under written protest. In that event, the Contractor shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized, and UNDP shall reimburse the Contractor for any such taxes, duties, or charges so authorized by UNDP and paid by the Contractor under written protest.

**26. MODIFICATIONS:**

**26.1** No modification or change in this Contract shall be valid and enforceable against UNDP unless executed in writing by the duly authorized representatives of the Parties.

**26.2** If the Contract shall be extended for additional periods in accordance with the terms and conditions of the Contract, the terms and conditions applicable to any such extended term of the



Contract shall be the same terms and conditions as set forth in the Contract, unless the Parties shall have agreed otherwise pursuant to a valid amendment concluded in accordance with Article 26.1, above.

**26.3** The terms or conditions of any supplemental undertakings, licenses, or other forms of agreement concerning any Goods or Services provided under the Contract shall not be valid and enforceable against UNDP nor in any way shall constitute an agreement by UNDP thereto unless any such undertakings, licenses or other forms are the subject of a valid amendment concluded in accordance with Article 26.1, above.

## **27. AUDITS AND INVESTIGATIONS:**

**27.1** 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 Contract and for a period of three (3) years following the expiration or prior termination of the Contract.

**27.2** UNDP may conduct investigations relating to any aspect of the Contract or the award thereof, the obligations performed under the Contract, and the operations of the Contractor generally relating to performance of the Contract at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract.

**27.3** The 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 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 Contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Contractor's personnel and relevant documentation. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNDP hereunder.

**27.4** UNDP shall be entitled to a refund from the Contractor for any amounts shown by such audits or investigations to have been paid by UNDP other than in accordance with the terms and conditions of the Contract. The Contractor also agrees that, where applicable, donors to UNDP whose funding is the source of, in whole or in part, the funding for the procurement of Goods and/or Services which are the subject of this Contract, shall have direct recourse to the Contractor for the recovery of any funds determined by UNDP to have been used in violation of or inconsistent with this Contract.

## **28. LIMITATION ON ACTIONS:**

**28.1** Except with respect to any indemnification obligations in Article 12, above, or as are otherwise set forth in the Contract, any arbitral proceedings in accordance with Article 23.2, above, arising out of the Contract must be commenced within three years after the cause of action has accrued.

**28.2** 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 Contract, the cause of action accrues when such time of future performance actually begins.

**29. ESSENTIAL TERMS:** The Contractor acknowledges and agrees that each of the provisions in Articles 30 to 36 hereof constitutes an essential term of the Contract and that any breach of any of these provisions shall entitle UNDP to terminate the Contract or any other contract with UNDP immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind. In addition, nothing herein shall limit the right of UNDP to refer any alleged breach of the said essential terms to the relevant national authorities for appropriate legal action.

**30. SOURCE OF INSTRUCTIONS:** The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its obligations under the Contract. Should any authority external to UNDP seek to impose any instructions concerning or restrictions on the Contractor's performance under the Contract, the Contractor shall promptly notify UNDP and provide all reasonable assistance required by UNDP. The Contractor shall not take any action in respect of the performance of its obligations under the Contract that may adversely affect the interests of UNDP or the United Nations, and the Contractor shall perform its obligations under the Contract with the fullest regard to the interests of UNDP.

**31. STANDARDS OF CONDUCT:** The Contractor warrants that it has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Contract, or the award thereof, to any representative, official, employee or other agent of UNDP. The Contractor shall comply with all laws, ordinances, rules and regulations bearing upon the performance of its obligations under the Contract. In addition, in the performance of the Contract, the Contractor shall comply with the Standards of Conduct set forth 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" and ST/SGB/2006/15 of 26 December 2006 on "Post-employment restrictions", and shall also comply with and be subject to the requirements of the following documents then in force at the time of signature of the Contract:

**31.1** The UN Supplier Code of Conduct;

**31.2** UNDP Policy on Fraud and other Corrupt Practices ("UNDP Anti-fraud Policy");

**31.3** UNDP Office of Audit and Investigations (OAI) Investigation Guidelines;

**31.4** UNDP Social and Environmental Standards (SES), including the related Accountability Mechanism;

**31.5** UNDP Vendor Sanctions Policy; and

**31.6** All security directives issued by UNDP.

The Contractor acknowledges and agrees that it has read and is familiar with the requirements of the foregoing documents which are available online at [www.undp.org](http://www.undp.org) or at <http://www.undp.org/content/undp/en/home/operations/procurement/business/>. In making such acknowledgement, the Contractor represents and warrants that it is in compliance with the requirements of the foregoing, and will remain in compliance throughout the term of this Contract.

**32. OBSERVANCE OF THE LAW:** The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the Contract. In addition, the Contractor shall maintain compliance with all obligations relating to its registration as a qualified

vendor of goods or services to UNDP, as such obligations are set forth in UNDP vendor registration procedures.

**33. CHILD LABOR:** The Contractor represents and warrants that neither it, its parent entities (if any), nor any of the Contractor's subsidiary or affiliated entities (if any) 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.

**34. MINES:** The Contractor represents and warrants that neither it, its parent entities (if any), nor any of the Contractor's subsidiaries or affiliated entities (if any) is engaged in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

**35. SEXUAL EXPLOITATION:**

**35.1** In the performance of the Contract, the 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 Contractor shall not engage in any conduct that would constitute sexual exploitation or sexual abuse, as defined in that bulletin.

**35.2** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by its employees or any other persons engaged and controlled 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 reasonable and appropriate measures to prohibit its employees or other persons engaged and controlled by it from exchanging any money, goods, services, or other things of value, for sexual favors or activities, or from engaging any sexual activities that are exploitive or degrading to any person.

**35.3** 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.

**36. ANTI-TERRORISM:** The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received under the Contract is used to provide support to individuals or entities associated with terrorism and that recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to Resolution 1267 (1999). The list can be accessed via [https://www.un.org/sc/suborg/en/sanctions/1267/aq\\_sanctions\\_list](https://www.un.org/sc/suborg/en/sanctions/1267/aq_sanctions_list). This provision must be included in all sub-contracts or sub-agreements entered into under the Contract.