



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

13995 RSC 2018

Date: August 8, 2018

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**Country: Panama**

**Description of the assignment:** Amazon Regional Lead Consultant: Deforestation-Free Commodities- Roadmaps for Moving from Commitment to Action

**Project number and name:** PS00089497 - Green Commodities Programme (GCP)

**Period of assignment/services (if applicable):** 65 working days within a 6-month period, from mid-September 2018 to mid-March 2019

Proposal should be submitted your proposal at the following email address to [adquisiciones.rclac@undp.org](mailto:adquisiciones.rclac@undp.org), no later than. August 23, 2018 at 10:00 a.m, (UTC/GMT-5), time of the Republic of Panama.

**Ref: 13995 RSC 2018**

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

The procedures for the acquisition of services will be the ones indicated by the United Nations Development Program.

This process is directed only to one individual consultant. Any proposal received by more than one individuals jointly or legal entity will be rejected. Likewise, all the proposals from consultants involved in the elaborations of the present Term of Reference will be rejected.

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

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

### 2. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

**2.2 FINANCIAL PROPOSAL: (Mandatory)** (this is a mandatory requirement – Please use template in Annex 2 “Letter of Interest”. Please note that proposals that do not include this information may be rejected). Experts must specify a daily rate as a result of expected deliverables.

**2.3 [P11 form](#)** Including past experience in similar projects and at least 3 professional references (please make sure to include email, phone number of each).

**2.4 BENEFICIARY:** Personal information as name, address, ID, phone number of a beneficiary in case of death during the consultancy. Documents to certify this info will be required in case you were selected for the consultancy.

**2.5 CV** (optional).

**2.6 Copy of Passport or Identification document.**

**2.7. REFERENCES, CONTACT INFORMATION** (email and phone number) of the candidate and at least three (3) professional references. In case the references do not respond to the request made by the UNDP to provide written references, the consultant will be asked to provide others in his absence. Make sure that the emails of your contacts are enabled and available to receive the request for references.

**2.8. Skype address (If apply)**

### 3. EVALUATION

Individual consultants will be evaluated based on the following methodology: Cumulative analysis (weighted scoring method)

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

a) responsive/compliant/acceptable, and

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

✓ **Technical Criteria weight is 70 %:**

✓ **Financial Criteria weight; is 30%:**

(\*) Interview: Offerors who reach a minimum of 49 points and achieve the 3 highest scores after evaluation of technical criteria (items A, B and C of Evaluation Matrix), will be considered RESPONSIVE and will continue for interview and for the final stage of financial evaluation of proposals.

Take note:

- Email size should not exceed 4 MB. Please do not use transfer software (i.e. WeTransfer or Dropbox).
- If you are a former United Nations staff, kindly indicate so in your introductory email or letter.

- If you are a government official, please note you'll be required to submit a no-objection note and other documents.
- Individual contractors whose assignments require travel and who are over 62 years of age are required, at their own expense, to undergo a full medical examination, including x-rays, and obtain medical clearance from a UN-approved doctor prior to taking up their assignment.
- Where there is no UN office nor a UN medical doctor present in the location of the individual contractor prior to travel, the individual contractor may choose his/her own preferred physician to obtain the required medical clearance.

## **ANNEX**

### **ANNEX 1- TERMS OF REFERENCES (TOR)**

### **ANNEX 2- OFFEROR'S LETTER TO UNDP**

### **ANNEX 3 – MODEL INDIVIDUAL CONSULTANT CONTRACT AND GENERAL TERMS AND CONDITIONS OF CONTRACTS FOR THE SERVICES OF INDIVIDUAL CONTRACTORS.**

### **ANNEX 4 – EVALUATIONS CRITERIA**

TERMS OF REFERENCE

## UNITED NATIONS DEVELOPMENT PROGRAMME



## TERMS OF REFERENCE

**CLUSTER: Sustainable Development Cluster****A. GENERAL INFORMATION**

**Title: Amazon Regional Lead Consultant: Deforestation-Free Commodities- Roadmaps for Moving from Commitment to Action**

Project: Green Commodities Programme (GCP)

Output. 00089497

Type of Contract: Individual Contract

Direct Supervisor: GCP Global Head and GCP Senior Strategic Advisor

Modality of Execution: Individual Contract

Duty Station: Home-based with some travel

Estimated Start Date: 17 September, 2018

Duration: 65 working days within a 6-month period, from mid-September 2018 to mid-March 2019

**B. PROJECT DESCRIPTION OR BACKGROUND**

As the UN's development agency, UNDP helps countries to achieve sustainable development by eradicating poverty in all its forms and dimensions, accelerating structural transformations for sustainable development, and building resilience to crises and shocks. The project "Deforestation-Free Commodities – Roadmaps for Moving from Commitment to Action" is being managed through UNDP's Regional Hub in Panama, established by UNDP's Regional Bureau for Latin America and the Caribbean in 2008 to bring policy and advisory support to the 26 countries of the region.

The Panama regional hub is focused on strengthening the capacities of the country offices, which in turn assist governments and communities in achieving the 2030 Agenda for Sustainable Development. The Hub works around thematic and cross-cutting areas, and includes dedicated support on Private Sector Solutions to development challenges. This initiative contributes to three of the Hub's priority areas: a) Fostering inclusive economic growth and productivity through value chains, employment and livelihoods; b) Supporting countries to sustainably manage natural resources and govern extractive industries; and c) Bringing countries together, in the region and beyond: South-South cooperation.

## A new global initiative: C2A

“From Commitment to Action” (C2A) is a global flagship UNDP initiative aiming to support countries to accelerate a reduction in deforestation from agricultural commodities in key forest eco-regions of the world. This is achieved through supporting countries to set out their roadmaps for implementing deforestation-free commodity commitments, through multistakeholder dialogue at national level. C2A is being piloted in the Amazon eco-region in 2018, with participation by public sector, private sector and civil society stakeholders, as well as technical and financial partners, in three Amazon countries with high levels of agricultural commodity exports: Peru, Colombia and Ecuador (and potentially Brazil as well, to be confirmed). This pilot phase is funded through the United Nations Partnership for Action on Green Economy (PAGE), as well as UNDP (through the Climate and Forests and Green Commodities Programmes).

The expansion of commodity crop production has been a leading driver of deforestation in many of the world’s remaining major forests, causing a loss of valuable carbon sinks and other services important to society, like clean air and water, and livelihoods for forest-dependent peoples. Large forest-ecoregions under pressure include the Amazon Basin, Congo Basin forest, forests of Borneo (Kalimantan), Guinean forests in West Africa, and Gran Chaco Forest of South America. Many commitments have been made – both by governments and companies – to reduce deforestation resulting from the production of commodity crops, but progress in achieving the goals set out in these commitments has been slow and uneven.

One of the barriers to progress involves a lack of effective dialogue between the public and private sectors, as well as civil society, and technical and financial partners. Many multinational companies buying commodities like soy, beef, palm oil, coffee and cacao, as well as timber and wood products, have made commitments to sourcing only products cultivated without causing deforestation, and some trade agreements between nations include related goals. Private sector commitments include adherence to certification standards, investor policies, environmental regulations, and/or voluntary company commitments. In practice, however, systems are not always in place in-country to facilitate responsible sourcing. Buyer companies are increasingly seeing a need to engage more directly with governments and producers on these issues, as well as ongoing policy reform processes. Examples of issues for dialogue include reconciling and aligning national policy goals and laws affecting commodity production; mapping forests being converted for commodities; strengthened land use planning with stakeholders in high risk areas; cut-off dates after which forest clearance is not allowed; registries of land ownership and forest coverage, or reform of land tenure systems; satellite and on-ground monitoring, with enforcement measures; market access / legal penalties for non-compliance; traceability systems for company sourcing, and local purchasing.

## Focus on Amazon Eco-region

The C2A initiative is starting in the Amazon, where production of commodities including soy, beef, palm, coffee and cocoa continues to contribute to forest loss and degradation. UNDP is providing a package of support services to participating countries, helping them move “From Commitment to Action”, through roadmaps articulating how the country will meet its commitments, facilitated through public-private sector engagement. This engagement will occur within a wider framework of intersectoral institutionalization, as well as dialogue between diverse stakeholders involved in processes related to land use change and forestry – including indigenous and local communities, farmers and agricultural associations, local government authorities, national and private financial institutions, national and multinational buying companies.

Phase 1, through the project on “Deforestation-Free Commodities – Roadmaps for Moving from Commitment to Action” will involve these steps:

1. **Take stock of existing commitments** by government and the private sector (domestic and international) to reduce deforestation from commodity production in the country

2. **Identify policies, actions or lack of action** by public or private sectors, that are enabling continued expansion of commodity “footprints” into primary and secondary rainforest
3. **Identify the initiatives already planned** and budgeted for, to meet the commitments, and highlight gaps where additional policies, actions and spending are required
4. **Produce a “roadmap”** outlining the key set of public and private sector actions through which the country will work towards its commitments, through multi-stakeholder dialogue
5. **Announce the roadmap** publicly through a United Nations forum (e.g. UNFCCC COP-24, Sustainable Amazon by 2030 Initiative) with representation from the government, private sector, civil society and financial/technical partners

Countries wishing to take this process further may consider a Phase 2 – involving all the stakeholders in a longer term process, ideally through an existing coalition or platform:

1. **Support an appropriate multi-stakeholder forum** where stakeholders can develop a detailed implementation plan for the roadmap, as well as timelines and indicators of progress
2. **Identify mechanisms for implementation, monitoring and report back** on an ongoing basis on the indicators for the implementation plan and fulfilment of the commitments.

### Background on commitments

The **regional** backdrop to the C2A initiative is provided by the “Amazon Initiative: Sustainable Amazon by 2030” led by Ecuador and Colombia, aiming to bring together all the nine Amazon countries at the highest level to commit to shared goals of halting deforestation, restoring watersheds and protecting indigenous peoples. At sub-national level, 18 sub-national governments in South America (in Peru, Brazil, Colombia and Ecuador), are participating in the global Governors’ Climate and Forests Task Force, which works to advance jurisdiction-wide approaches to protect tropical forests, reduce emissions from deforestation and forest degradation, and promote realistic pathways to forest-maintaining rural development.

A number of **multinational companies** purchasing commodities produced in these Amazon countries are members of the Consumer Goods Forum, and have committed to zero net deforestation by 2020 for palm oil, soy, beef, and paper and pulp supply chains. Many of these companies have also signed the New York Declaration on Forests, committing to eliminating deforestation from the production of agricultural commodities such as palm oil, soy, paper, and beef products by 2020.

The **Government of Peru** signed the Peru Joint Declaration of Intent (JDI) with the Governments of Norway and Germany in 2014, on “Cooperation on reducing greenhouse gas emissions from deforestation and forest degradation (REDD+) and promoting sustainable development in Peru”. The JDI is now in its second phase, with UNDP supporting Government on implementation. The declaration contains a specific commodity-related milestone, in line with Peru’s goals in the context of the UNFCCC and the Paris Agreement, including those of the National REDD+ Strategy and Nationally Determined Contribution. At sub-national level, 7 Amazon provinces of Peru are committed to the Rio Branco Declaration to reduce deforestation by 80% by 2020 – a commitment made by 38 sub-national governments participating in the Governors’ Climate and Forest Task Force: Piura, Amazonas, Loreto, San Martín, Huánuco, Ucayali and Madre de Dios.

The **Government of Colombia** has signed a Joint Declaration of Intent on “Cooperation on reducing greenhouse gas emissions from deforestation and forest degradation (REDD+) and promote sustainable development in Peru, with the Governments of Norway, UK and Germany. The JDI contains specific government commitments related to commodity production, in line with Colombia’s goals in the context of the UNFCCC and the Paris Agreement, including those of the National REDD+ Strategy and Nationally Determined Contribution. Additional funding has recently been made available for a new phase of work involving a commitment to freezing agricultural expansion into forested areas. At sub-national level, the Department of

Caquetá in the Colombian Amazon is committed to the Rio Branco Declaration to reduce deforestation by 80% by 2020 – a commitment made by 38 sub-national governments participating in the Governors’ Climate and Forest Task Force.

The **Government of Ecuador** has launched its national REDD+ Action Plan was launched in 2016 by the Ministry of Environment, and institutionalized via ministerial decree. The country has completed its REDD+ readiness process, making it the second country worldwide to be eligible to seek REDD+ Result Based Payments. The REDD+ AP is designed to achieve targeted emission reductions from Land Use and Forestry, in line with Ecuador’s National Determined Contribution as part of the country’s commitment under the Paris Agreement. Ecuador has also made a commitment under the New York Declaration on Forests to cut natural forest loss in half by 2020 and strive to end it by 2030. The Free Trade Agreement signed in November 2016 between Ecuador and the European Union pays special attention to a series of activities, including: the mitigation of climate change, REDD+, the determination of the legal origin of forest products, voluntary forestry certification schemes and traceability of different forestry products and best practices for sustainable forest management. At sub-national level, the Province of Pastaza in the Ecuadorian Amazon is participating in the Governors’ Climate and Forest Task Force, and has committed to the Rio Branco Declaration to reduce deforestation by 80% by 2020.

In taking forward this work, UNDP in the region will cooperate with all its partners, including, but not limited to: the Partnership for Action on Green Economy, the UN Forum on Forests, FAO and UN Environment (partners in implementing the UN-REDD Programme), the World Bank and Inter-American Development Bank (partners in the Forest Carbon Partnership Facility), the UN Economic Commission for Latin America and the Caribbean, Meridian Institute and Climate Advisers (partners hosting the NYDF platform), the Tropical Forest Alliance, the Governors’ Climate and Forests Task Force, the secretariats of the Rio Conventions, the Global Environment Facility and partner agencies in the Good Growth Partnership, the Green Climate Fund, the Sustainable Development Solutions Network Amazonia, as well as a range of private sector and civil society partners.

See Annex 1 for examples of global commitments on reducing deforestation from commodities.

### C. SCOPE OF WORK

The Regional Lead Consultant will be supervised by the Senior Advisor: Strategic Initiatives in the Green Commodities Programme of UNDP. Guidance for the consultant’s work will come from a steering committee hosted by the Panama regional hub of UNDP, and with representation from other key teams in UNDP, including the forest coordination group (GCP, REDD+, NYDF platform, GEF/GCF) and the NDC Support Programme. Members of the steering committee will have the opportunity to review draft documents and comment, and final sign-off on deliverables will be provided by the Head of the Green Commodities Programme in the Panama regional hub.

Milestone	Consultant Responsibilities	Deliverables	Estimated Days
<b>Milestone 1: Inception and liaison</b>	a) Receive briefing from UNDP Country Offices, regional hub and forest coordination group	<b>Workplans:</b> Draft and final workplan for project with timelines, review of national consultants’ workplans	5
	b) Meet with national consultants for Peru, Colombia and Ecuador (and potentially Brazil) to brief them and discuss workplan		
	c) Work with national consultants to confirm top forest risk commodities from the 3-4 countries, and provide key facts	<b>Commodity List:</b> Draft and final summary on top 4-6 forest risk	6

	and figures on each commodity sector: production area, export volumes, structure of supply chain, link to deforestation etc.	commodities, with key facts and figures per commodity	
	d) Develop templates for key national consultant products: Analysis of Policy Environment, Summary of Initiatives, and Roadmap Document	<b>Consultant Templates:</b> Draft and final templates for key national consultant products: <ul style="list-style-type: none"> <li>• Analysis of Policy Environment</li> <li>• Summary of Initiatives</li> <li>• Roadmap Document</li> </ul>	3
	e) Ongoing liaison with senior management in UNDP Country Offices, as well as GCP team, on ensuring high-level political support for emerging roadmaps in-country	<b>Monthly reportbacks:</b> Brief reportbacks by email to the members of the steering committee, including on high-level political support in countries and progress on international announcements	3
<b>Milestone 2: Outreach to companies</b>	a) Liaise with in-country consultants on identifying national and international private sector actors involved in major commodity supply chains	None (covered by national consultants' deliverables)	3
	b) Work with UNDP's Senior Partnerships Advisor: Private Sector to identify a set of multinational companies involved in buying the top forest risk commodities from the 3-4 countries, particularly those based in the EU, and plan targeted outreach	<b>Company Database:</b> List of multinational companies involved in buying the top forest risk commodities, with names and contact details (e.g. Sustainability and Procurement Departments)	6
	c) Interview multinational company representatives telephonically to understand their needs and make suggestions for agenda of national Dialogue Workshops, and to ensure their participation in developing roadmaps and implementing them	<b>Private Sector Report:</b> Report of 4-6 pages on views and needs of multinational companies, with conclusions for national workshops	7
	d) Facilitate attendance by multinational companies and attend national Dialogue Workshops 1 in the 3-4 countries	<b>Invitees List:</b> Contact details for countries of proposed invitees to national Dialogue Workshops 1	3
	e) Develop key messages for the private sector in the international arena on actions needed to meet commitment to deforestation-free sourcing of commodities	<b>Key Messages:</b> Draft and final 2-3 page document with key messages for multinational companies	3
<b>Milestone 3: Review of Consultants' Products - Part I</b>	a) Review all national consultants' draft products and provide comments, helping to systematize the approach to developing roadmaps	<b>Comments</b> on all draft and final deliverables for 3-4 national consultants: (approx. 50% of work volume) <ul style="list-style-type: none"> <li>• Commitment List</li> </ul>	9



		<ul style="list-style-type: none"> <li>• Analysis of Policy Environment</li> <li>• Summary of Initiatives</li> <li>• Lists of Interviewees and Invitees</li> <li>• Agenda and Documentation</li> <li>• PowerPoint on Commitments, Policy Environment and Key Initiatives</li> <li>• Agenda and Documentation for Dialogue Workshops 1 and 2</li> <li>• PowerPoint on Roadmap</li> <li>• Roadmap Document</li> <li>• Presentation on Lessons Learnt</li> <li>• Speech for Roadmap Announcement</li> <li>• Recommendations for Phase 2</li> </ul>	
<b><i>Milestone 4:</i></b> <b>Review of Consultants' Products - Part II</b>	a) Review all national consultants' draft products and provide comments, helping to systematize the approach to developing roadmaps	<b>Comments</b> on all draft and final deliverables for 3-4 national consultants: (approx. 50% of work volume)	9
<b><i>Milestone 5:</i></b> <b>Learning and conclusions phase</b>	a) Work with Panama regional hub to organize and facilitate one-day workshop for South-South exchange and learning of lessons on deforestation-free commodities  b) Make recommendations on way forward for C2A Amazon eco-region	<b>Learning Workshop Documents:</b> Draft Agenda, Documents and Presentation and final documentation and material for learning workshop  <b>Workshop Report:</b> Draft and final report of approx. 5 pages capturing main lessons learnt  <b>Recommendations for Phase 2:</b> Draft and final approx. 2 page document recommending way forward	8

#### **D. INSTITUTIONAL ARRANGEMENTS**

The Regional Lead Consultant will be supervised by the Senior Strategic Initiatives Advisor in the UNDP Green Commodities Programme.

Guidance to the consultant's work will be provided by a virtual steering committee for the project "Deforestation-Free Commodities – Roadmaps for Moving from Commitment to Action", involving UNDP staff from the Panama regional hub and from relevant teams, including GCP with the forest coordination group (REDD+, NYDF platform, GEF/GCF) and the NDC Support Programme.

The consultant will provide brief monthly reportbacks by email to the members of the steering committee. The members will have the opportunity to review important draft documents and comment.

Final sign-off on deliverables and payments to the consultant will be provided by the Head of the Green Commodities Programme in the Panama Regional Hub.

Logistical support will be provided through the Green Commodities Programme office in the Panama Regional Hub, where necessary.

#### **E. DURATION OF THE WORK**

The Individual Contract is expected to require a commitment of approximately 65 days. The expected date of commencement is 17 September 2018 and expected completion date is 15 March 2019.

#### **F. DUTY STATION**

The Consultant will be home-based with mission travel. The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment. The Consultant will be responsible for providing her/his own work station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to a reliable internet connection.

##### **Travel:**

- International travel will be required - total number of days and timing to be determined.
- Any necessary missions must be approved in advance and in writing by the supervisor;
- The Advanced and Basic Security in the Field II courses must be successfully completed prior to commencement of travel;
- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director;
- Consultants are required to comply with the United Nations (UN) security directives set forth under <https://dss.un.org/dssweb/>;
- Consultants are responsible for obtaining any visas and security clearances needed in connection with travel with the necessary support from UNDP;

All related travel expenses will be paid separately through the project travel fund and will be reimbursed as per UNDP rules and regulations upon submission of an F-10 claim form and supporting documents. Costs for airfares, terminal expenses, and living allowances should not be included in financial proposal.

In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

#### **G. QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR**

##### **Academic Background:**

- Bachelor's degree in environment, agriculture, international development, management, business, social sciences, or other closely related field

##### **Experience:**

- At least 7 years of experience in sustainable development, including experience working with multi-stakeholder, complex projects or programmes
- Experience working with the private sector on addressing sustainability challenges in commodity supply chains
- Experience working on sustainable and/or deforestation-free commodity supply chains
- Experience developing and maintaining strategic partnerships;
- Working experience in an international organization is an advantage, as is knowledge of UNDP policies, procedures and practices.

##### **Required Languages:**

Excellent oral and written English and Spanish are required.

#### **H. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS**

Please include only cost of professional services in your bid.

UNDP will pay the expert the fees specified in the contract. Daily expenses, transportation fares, and terminal expenses corresponding to travel required for the consulting job should not be specified in the proposal as these will be paid separately.

The expert will receive payment of fees subject to approval of the deliverables agreed upon in the Terms of Reference and approval of the respective Certificate of Payment by the immediate supervisor.

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

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

Deliverables for Milestones	Percentage Payment	Review and approval
<p><b>Milestone 1:</b></p> <ul style="list-style-type: none"> <li>• <b>Workplans:</b> Draft and final workplan for project with timelines, review of national consultants' workplans</li> <li>• <b>Commodity List:</b> Draft and final summary on top 4-6 forest risk commodities, with key facts and figures per commodity</li> <li>• <b>Consultant Templates:</b> Draft and final templates for key national consultant products: <ul style="list-style-type: none"> <li>a. Analysis of Policy Environment</li> <li>b. Summary of Initiatives</li> <li>c. Roadmap Document</li> </ul> </li> </ul> <p><b>Monthly reportbacks</b> by email to the members of the steering committee – first reportback, system in place for future reportbacks</p>	20%	GCP Strategic Initiatives Advisor and GCP Global Head
<p><b>Milestone 2:</b></p> <ul style="list-style-type: none"> <li>• <b>Company Database:</b> List of multinational companies involved in buying the top forest risk commodities, with names and contact details (e.g. Sustainability and Procurement Departments)</li> <li>• <b>Private Sector Report:</b> Report of 4-6 pages on views and needs of multinational companies, with conclusions for national workshops</li> <li>• <b>Invitees List:</b> Contact details for countries of proposed invitees to national Dialogue Workshops 1</li> <li>• <b>Brief report on trends:</b> draft and final 3-4 page report on trends and common issues page</li> <li>• <b>Key Messages:</b> Draft and final 2-3 page document with key messages for multinational companies</li> </ul>	40%	GCP Strategic Initiatives Advisor and GCP Global Head
<p><b>Milestone 3:</b></p> <p><b>Comments</b> on all draft and final deliverables for 3-4 national consultants: (approx. 50% of work volume)</p> <ul style="list-style-type: none"> <li>• Commitment List</li> <li>• Analysis of Policy Environment</li> <li>• Summary of Initiatives</li> <li>• Lists of Interviewees and Invitees</li> <li>• Agenda and Documentation</li> <li>• PowerPoint on Commitments, Policy Environment and Key Initiatives</li> <li>• Agenda and Documentation for Dialogue Workshops 1 and 2</li> <li>• PowerPoint on Roadmap</li> <li>• Roadmap Document</li> <li>• Presentation on Lessons Learnt</li> <li>• Speech for Roadmap Announcement</li> <li>• Recommendations for Phase 2</li> </ul>	15%	GCP Strategic Initiatives Advisor and GCP Global Head

<b>Milestone 4:</b> <b>Comments</b> on all draft and final deliverables for 3-4 national consultants: (remaining approx. 50% of work volume)	15%	GCP Strategic Initiatives Advisor and GCP Global Head
<b>Milestone 5:</b> <ul style="list-style-type: none"> <li>• <b>Learning Workshop Documents:</b> Draft Agenda, Documents and Presentation and final documentation and material for learning workshop</li> <li>• <b>Workshop Report:</b> Draft and final report of approx.. 5 pages capturing main lessons learnt</li> <li>• <b>Recommendations for Phase 2:</b> Draft and final approx. 2 page document recommending way forward</li> </ul>	10%	GCP Strategic Initiatives Advisor and GCP Global Head
<b>Total</b>	<b>100</b>	

## K. RECOMMENDED PRESENTATION OF PROPOSAL AND OTHER RELEVANT INFORMATION

The selected consultant will have the obligation to:

1. Before any travel, obtain the security permits for traveling to the countries where the services will be required. These permits may be obtained at [www.undss.org](http://www.undss.org).
2. Have the contract signed by the UNDP and the expert before starting the work and before starting any travel. If the expert travels and starts the work without having signed the contract, the work and travel will be at the expert's own risk and responsibility.
3. All background compiled and deliverables produced by the expert are the property of the UNDP. The expert must obtain written permission from the UNDP to use all or part of the documents for any other consulting or work.

## L. OTHER INFORMATION

### Examples of commitments on reducing deforestation from commodities

**National government commitments** driven primarily by countries' goals in the context of the UNFCCC and the Paris Agreement, e.g. on REDD+, or forest-related commitments in Nationally Determined Contributions. Other forest-related multilateral agreements include the UNCCD, CBD and the 2030 Agenda for Sustainable Development.

The **UN Sustainable Development Goal 15** is "By 2020, promote the implementation of sustainable management of all types of forests, halt deforestation, restore degraded forests and substantially increase afforestation and reforestation globally".

The **New York Declaration on Forests** (NYDF) signed by 190 governments, companies, indigenous peoples and NGOs, includes Goal 2: “Support and help meet the private-sector goal of eliminating deforestation from the production of agricultural commodities such as palm oil, soy, paper, and beef products by no later than 2020”.

The **Consumer Goods Forum**, with its 400 member companies, has committed to zero net deforestation by 2020 for palm oil, soy, beef, and paper and pulp supply chains.

The **Rio Branco Declaration** was made by 38 sub-national governments participating in the Governors’ Climate and Forest Task Force to reduce deforestation by 80% by 2020.

**Joint Declarations of Intent** between countries, such as the multi-country Central African Forest Initiative joint Declaration, the Peru Joint Declaration of Intent on Cooperation on REDD+ and sustainable development with Norway and Germany, and the Colombia Joint Declaration of Intent on Cooperation on REDD+ and sustainable development with Norway, UK and Germany

**LETTER TO UNDP**

**CONFIRMING INTEREST AND AVAILABILITY**

**FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date \_\_\_\_\_

Dear Sirs

United Nations Development Programme

Regional Centre for Latin America and the Caribbean,

Dear Sir/Madam:

I hereby declare that:

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of **13995 RSC 2018** - Amazon Regional Lead Consultant: Deforestation-Free Commodities-Roadmaps for Moving from Commitment to Action;
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in joining the Preapproved Roster, through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) I hereby propose the following payment rate : *[pls. check the box corresponding to the preferred option]*:
  - ☐ A daily fee of *[state amount in words and in numbers indicating currency]* **PLEASE NOTE THAT THE DAILY FEE STATED IN THIS SECTION SHOULD BE IDENTICAL TO THAT DECLARED ON THE TABLE BELOW OF BREAKDOWN OF COSTS**
- e) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- f) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe of specified in the TORs, that will be sent to me if I am included in the Roster, which shall be subject to UNDP's review, acceptance and payment certification procedures;

- g) This offer shall remain valid for a total period of 90 days after the submission deadline;
- h) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists]*;
- i) If I am selected for the Roster and called off for an assignment in the future, I shall *[pls. check the appropriate box]*:

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

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- j) I hereby confirm that *[check all that apply]*:

- ☐ At the time of this application, I do not have any current Individual Contract, or any other form of commitment to any UNDP Business Unit;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assianment	Type of	UNDP Business Unit / Institution's	Contract Duration	Contract Amount

- ☐ Likewise, I am waiting for the results of the call for the following work(s) for UNDP and/or other entities for which I have submitted a proposal:

Assianment	Type of	UNDP Business Unit / Institution's	Contract Duration	Contract Amount

- k) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

- l) ***If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:***  
I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.



m) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature:

Date Signed:

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**Annexes** *[pls. check all that applies]:*

- ☐ CV or Duly signed P11 Form
- ☐ Breakdown of Costs (Daily & Monthly Fee)

## BREAKDOWN OF COSTS

### SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A. **Breakdown of Cost by Components:**

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
<b>I. Personnel Costs</b>			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
<b>II. Travel Expenses to Join duty station</b>			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
<b>III. Duty Travel</b>			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

## BREAKDOWN OF COSTS

**B. Breakdown of Cost by Deliverables\***

<b>Product</b>	<b>Percentage of Total Price (Weight for payment)</b>	<b>USD</b>
1	20.0%	USD
2	40.0%	USD
3	15.0%	USD
4	15.0%	USD
	10.0%	USD
<b>TOTAL...</b> <i>*Basis for payment tranches</i>	<b>100%</b>	<b>USD</b>



## UNITED NATIONS DEVELOPMENT PROGRAMME

### Contract for the services of an Individual Contractor

No \_\_\_\_\_

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

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

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

NOW, THEREFORE, the Parties hereby agree as follows:

#### 1. Nature of services

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

#### 2. Duration

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

#### 3. Consideration

As full consideration for the services performed by the Individual Contractor under the terms of this Contract, including, unless otherwise specified, his/her travel to and from the Duty Station(s), any other travel required in the fulfillment of the Terms of Reference in Annex I, and living expenses in the Duty Station(s), UNDP shall pay the Individual Contractor a total of [currency] ----- in accordance with the table set forth below<sup>1</sup>. Payments shall be made following certification by UNDP that the services related to each Deliverable, as described below, have been satisfactorily performed and the Deliverables have been achieved by or before the due dates specified below, if any.

DELIVERABLE	DUE DATE	AMOUNT IN [CURRENCY]

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

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

#### 4. Rights and Obligations of the Individual contractor

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

#### 5. Beneficiary

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

Mailing address, email address and phone number of beneficiary:

\_\_\_\_\_

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

\_\_\_\_\_

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

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

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

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

**AUTHORIZING OFFICER:**  
United Nations Development Programme

**INDIVIDUAL CONTRACTOR:**

Name; \_\_\_\_\_

Name; \_\_\_\_\_

Signature; \_\_\_\_\_

Signature; \_\_\_\_\_

Date; \_\_\_\_\_

Date; \_\_\_\_\_

# GENERAL CONDITIONS OF CONTRACT

## FOR THE SERVICES OF INDIVIDUAL CONTRACTORS



**1. LEGAL STATUS:** The Individual contractor shall have the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP), and shall not be regarded, for any purposes, as being either a “staff member” of UNDP, under the UN Staff Regulations and Rules, or an “official” of UNDP, for purposes of the Convention on the Privileges and Immunities of the United Nations, adopted by the General Assembly of the United Nations on 13 February 1946. Accordingly, nothing within or relating to the Contract shall establish the relationship of employer and employee, or of principal and agent, between UNDP and the Individual contractor. The officials, representatives, employees or subcontractors of UNDP and of the Individual contractor, if any, shall not be considered in any respect as being the employees or agents of the other, and UNDP and the Individual contractor shall be solely responsible for all claims arising out of or relating to their engagement of such persons or entities.

**2. STANDARDS OF CONDUCT: In General:** The Individual contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of his or her obligations under the Contract. Should any authority external to UNDP seek to impose any instructions regarding the Individual contractor’s performance under the Contract, the Individual contractor shall promptly notify UNDP and shall provide all reasonable assistance required by UNDP. The Individual contractor shall not take any action in respect of his or her performance of the Contract or otherwise related to his or her obligations under the Contract that may adversely affect the interests of UNDP. The Individual contractor shall perform his or her obligations under the Contract with the fullest regard to the interests of UNDP. The Individual contractor warrants that s h e o r h e 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 Individual contractor shall comply with all laws, ordinances, rules and regulations bearing upon the performance of his or her obligations under the Contract. In the performance of the Contract the Individual contractor shall comply with the standards of conduct set in the Secretary General’s Bulletin ST/SGB/2002/9 of 18 June 2002, entitled “Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Expert on Mission”. The Individual contractor must comply with all security directives issued by UNDP.

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

The Individual contractor acknowledges and agrees that any breach of any of the provisions hereof shall constitute a breach of an essential term of the Contract, and, in addition to any other legal rights or remedies available to any person, shall give rise to grounds for suspension or termination of the Contract. In addition, nothing herein shall limit the right of UNDP to refer any alleged breach of the foregoing standards of conduct or any other terms of the Contract to the relevant national authorities for appropriate legal action.

**3. TITLE RIGHTS, COPYRIGHTS, PATENTS AND OTHER PROPRIETARY RIGHTS:** Title to any equipment and supplies that may be furnished by UNDP to the Individual contractor for the performance of any obligations under the Contract shall rest with UNDP, and any such equipment and supplies shall be returned to UNDP at the conclusion of the C o n t r a c t or when no longer needed by the Individual contractor. Such equipment and supplies, when returned to UNDP, shall be in the same condition as when delivered to the Individual contractor, subject to normal wear and tear, and the Individual contractor shall be liable to compensate UNDP for any damage or degradation of the equipment and supplies that is beyond normal wear and tear.

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

contractor of his or her obligations under the Contract, or (b) that the Individual contractor may develop or acquire, or may have developed or acquired, independently of the performance of his or her obligations under the Contract, UNDP does not and shall not claim any ownership interest thereto, and the Individual 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. At the request of UNDP, the Individual contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to UNDP in compliance with the requirements of the applicable law and of the Contract. Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents and all other data compiled by or received by the Individual contractor under the 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 services under the Contract.

**4. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:** Information and data that are considered proprietary by either UNDP or the Individual contractor or that are delivered or disclosed by one of them (“Discloser”) to the other (“Recipient”) during the course of performance of the Contract, and that are designated as confidential (“Information”), shall be held in confidence and shall be handled as follows. The Recipient of such Information shall use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser’s Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate, and the Recipient may otherwise use the Discloser’s Information solely for the purpose for which it was disclosed. The Recipient may disclose confidential Information to any other party with the Discloser’s prior written consent, as well as to the Recipient’s officials, representatives, employees, subcontractors and agents who have a need to know such confidential Information solely for purposes of performing obligations under the Contract. Subject to and without any waiver of the privileges and immunities of UNDP, the Individual contractor may disclose Information to the extent required by law, *provided that* the Individual contractor will give UNDP sufficient prior notice of a request for the disclosure of Information in order to allow UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made. UNDP may disclose Information to the extent required pursuant to the Charter of the United Nations, resolutions or regulations of the General Assembly or its other governing bodies, or rules promulgated by the Secretary-General. The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder. These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract. Notwithstanding the foregoing, the Individual contractor acknowledges that UNDP may, in its sole discretion, disclose the purpose, type, scope, duration and value of the Contract, the name of the Individual contractor, and any relevant information related to the award of the Contract.

**5. TRAVEL, MEDICAL CLEARANCE AND SERVICE INCURRED DEATH, INJURY OR ILLNESS:** If the Individual contractor is required by UNDP to travel beyond commuting distance from the Individual contractor’s usual place of residence, a n d upon prior written agreement, such travel shall be at the expense of UNDP. Such travel shall be at e c o n o m y f a r e w h e n b y a i r. UNDP may require the Individual contractor to submit a “statement of good health” from a recognized physician prior to commencement of services in any offices or premises of UNDP, or before engaging in any travel required by UNDP, or connected with the performance of the Contract. The Individual contractor shall provide such a statement as soon as practicable following such request, and prior to engaging in any such travel, and the Individual contractor warrants the accuracy of any such statement, including, but not limited to, confirmation that the Individual contractor has been fully informed regarding the requirements for inoculations for the country or countries to which travel may be authorized.

In the event of death, injury or illness of the Individual contractor which is attributable to the performance of services on behalf of UNDP under the terms of the Contract while the Individual contractor is traveling at UNDP expense or is

performing any services under the Contract in any offices or premises of UNDP, the Individual contractor or the Individual contractor's dependents, as appropriate, shall be entitled to compensation equivalent to that provided under the UNDP insurance policy, available upon request.

**6. PROHIBITION ON ASSIGNMENT; MODIFICATIONS:** The Individual contractor may not assign, delegate, transfer, pledge or make any other disposition of the Contract, of any part thereof, or of any of the rights, claims or obligations under the Contract except with the prior written authorization of UNDP, and any attempt to do so shall be null and void. The terms or conditions of any supplemental undertakings, licenses or other forms of Contract concerning any goods or services to be provided under the Contract shall not be valid and enforceable against UNDP nor in any way shall constitute a contract by UNDP thereto, unless any such undertakings, licenses or other forms of contract are the subject of a valid written undertaking by UNDP. No modification or change in the Contract shall be valid and enforceable against UNDP unless provided by means of a valid written amendment to the Contract signed by the Individual contractor and an authorized official or appropriate contracting authority of UNDP.

**7. SUBCONTRACTORS:** In the event that the Individual contractor requires the services of subcontractors to perform any obligations under the Contract, the Individual contractor shall obtain the prior written approval of UNDP for any such subcontractors. UNDP may, in its sole discretion, reject any proposed subcontractor or require such subcontractor's removal without having to give any justification therefore, and such rejection shall not entitle the Individual contractor to claim any delays in the performance, or to assert any excuses for the non-performance, of any of his or her obligations under the Contract. The Individual contractor shall be solely responsible for all services and obligations performed by his or her 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.

**8. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF THE UNITED NATIONS:** The Individual contractor shall not advertise or otherwise make public for purposes of commercial advantage or goodwill that it has a contractual relationship with UNDP, nor shall the Individual contractor, in any manner whatsoever, use the name, emblem or official seal of UNDP, or any abbreviation of the name of UNDP, in connection with his or her business or otherwise without the written permission of UNDP.

**9. INDEMNIFICATION:** The Individual contractor shall indemnify, defend, and hold and save harmless UNDP, and its officials, agents and employees, from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature, including, but not limited to, all litigation costs and expenses, attorney's fees, settlement payments and damages, based on, arising from, or relating to: (a) allegations or claims that the use by UNDP of any patented device, any copyrighted material or any other goods or services provided to UNDP for its use under the terms of the Contract, in whole or in part, separately or in combination, constitutes an infringement of any patent, copyright, trademark or other intellectual property right of any third party; or (b) any acts or omissions of the Individual contractor, or of any subcontractor or anyone directly or indirectly employed by them in the performance of the 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.

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

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

**12. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS:** In the event of and as soon as possible after the occurrence of any cause constituting *force majeure*, the Individual contractor shall give notice and full particulars in writing to UNDP of such occurrence or cause if the Individual contractor is thereby rendered unable, wholly or in part, to perform his or her obligations and meet his or her responsibilities under the Contract. The Individual contractor shall also notify UNDP of any other changes in conditions or the occurrence of any

event, which interferes or threatens to interfere with the performance of the Contract. Not more than fifteen (15) days following the provision of such notice of *force majeure* or other changes in conditions or occurrence, the Individual contractor shall also submit a statement to UNDP of estimated expenditures that will likely be incurred for the duration of the change in conditions or the event. On receipt of the notice or notices required hereunder, UNDP shall take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances, including the granting to the Individual contractor of a reasonable extension of time in which to perform any obligations under the Contract or suspension thereof.

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

**13. TERMINATION:** Either party may terminate the Contract, in whole or in part, upon giving written notice to the other party. The period of notice shall be five (5) days in the case of contracts for a total period of less than two (2) months and fourteen (14) days in the case of contracts for a longer period. The initiation of conciliation or arbitral proceedings, as provided below, shall not be deemed to be a "cause" for or otherwise to be in itself a termination of the Contract. UNDP may, without prejudice to any other right or remedy available to it, terminate the Contract forthwith in the event that: (a) the Individual contractor is adjudged bankrupt, or is liquidated, or becomes insolvent, applies for moratorium or stay on any payment or repayment obligations, or applies to be declared insolvent; (b) the Individual contractor is granted a moratorium or a stay or is declared insolvent; (c) the Individual contractor makes an assignment for the benefit of one or more of his or her creditors; (d) a Receiver is appointed on account of the insolvency of the Individual contractor; (e) the Individual contractor offers a settlement in lieu of bankruptcy or receivership; or (f) UNDP reasonably determines that the Individual contractor has become subject to a materially adverse change in financial condition that threatens to endanger or otherwise substantially affect the ability of the Individual contractor to perform any of the obligations under the Contract.

In the event of any termination of the Contract, upon receipt of notice of termination by UNDP, the Individual contractor shall, except as may be directed by UNDP in the notice of termination or otherwise in writing: (a) take immediate steps to bring the performance of any obligations under the Contract to a close in a prompt and orderly manner, and in doing so, reduce expenses to a minimum; (b) refrain from undertaking any further or additional commitments under the Contract as of and following the date of receipt of such notice; (c) deliver all completed or partially completed plans, drawings, information and other property that, if the Contract had been completed, would be required to be furnished to UNDP thereunder; (d) complete performance of the services not terminated; and (e) take any other action that may be necessary, or that UNDP may direct in writing, for the protection and preservation of any property, whether tangible or intangible, related to the Contract that is in the possession of the Individual contractor and in which UNDP has or may be reasonably expected to acquire an interest.

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

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

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

**16. AUDITS AND INVESTIGATIONS:** 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. The Individual contractor acknowledges and agrees that UNDP may conduct investigations relating to any aspect of the Contract or the award thereof, and the obligations performed thereunder.

The Individual contractor shall provide full and timely cooperation with any post-payment audits or investigations hereunder. Such cooperation shall include, but shall not be limited to, the Individual contractor's obligation to make available any relevant documentation and information for the purposes of a post-payment audit or an investigation at reasonable times and on reasonable conditions. The Individual contractor shall require his or her employees, subcontractors and agents, if any, including, but not limited to, the Individual contractor's attorneys, accountants or other advisers, to reasonably cooperate with any post-payment audits or investigations carried out by UNDP hereunder.

If the findings or circumstances of a post-payment audit or investigation so warrant, UNDP may, in its sole discretion, take any measures that may be appropriate or necessary, including, but not limited to, suspension of the Contract, with no liability whatsoever to UNDP.

The Individual contractor shall refund to UNDP any amounts shown by a post-payment audit or investigation to have been paid by UNDP other than in accordance with the terms and conditions of the Contract. Such amount may be deducted by UNDP from any payment due to the Individual contractor under the Contract.

The right of UNDP to conduct a post-payment audit or an investigation and the Individual contractor's obligation to comply with such shall not lapse upon expiration or prior termination of the Contract.

**17. SETTLEMENT OF DISPUTES:**

**AMICABLE SETTLEMENT:** UNDP and the Individual contractor shall use their best efforts to amicably settle any dispute, controversy or claim arising out of the Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the Conciliation Rules then obtaining of the United Nations Commission on International Trade Law ("UNCITRAL"), or according to such other procedure as may be agreed between the parties in writing. **ARBITRATION:** Any dispute, controversy or claim between the parties arising out of the Contract, or the breach, termination, or invalidity thereof, unless settled amicably, as provided above, shall be referred by either of the parties to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of

Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy or claim.

**18. LIMITATION ON ACTIONS:** Except with respect to any indemnification obligations in Article 9, above, or as are otherwise set forth in the Contract, any arbitral proceedings in accordance with Article 17, above, arising out of the Contract must be commenced within three (3) years after the cause of action has accrued.

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

**19. 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.



## EVALUATION CRITERIA

	QUALIFICATION REQUIREMENTS AS PER TOR	Points
<b>A</b>	Bachelor's degree in environment, agriculture, international development, management, business, social sciences, or other closely related field Bachelor Degree Max 7 points Master Degree Max 10 points	10
<b>B</b>	At least 7 years of experience in sustainable development, including experience working with multi-stakeholder, complex projects or programmes 7 years of experience Max 14 points Between 7 and 10 years of experience Max 17 points More than 10 years of experience Max 20 points	20
<b>C</b>	Experience working with the private sector on addressing sustainability challenges in commodity supply chains 3 years of experience Max 14 Points Between 3 and 5 years of experience Max 17 Points More than 5 years of experience Max 20 points	20
<b>D</b>	Experience working on sustainable and/or deforestation-free commodity supply chains 3 years of experience Max 11 Points Between 3 and 5 years of experience Max 13 Points More than 5 years of experience Max 15 points	15
<b>E</b>	Experience developing and maintaining strategic partnerships 3 years of experience Max 11 Points Between 3 and 5 years of experience Max 13 Points More than 5 years of experience Max 15 points	15
<b>F</b>	Working experience in an international organization is an advantage, as is knowledge of UNDP policies, procedures and practices. Experience working with UNDP Max 5 points Experience with other international organizations Max 5 points	10
<b>G</b>	Excellent oral and written English and Spanish are required Fluent in English Max 5 points Fluent in Spanish Max 5 points	10
<b>H</b>	Interview	30
	<b>Total</b>	<b>130</b>

**Interview: Offerors who reach a minimum of 49 points and achieve the 3 highest scores after evaluation of technical criteria (items A, B, C, D, E, F and G of Evaluation Matrix), will be considered RESPONSIVE and will continue for interview and the final stage of financial evaluation of proposals.**