



**REQUEST FOR PROPOSAL (RFP)
(For Low-Valued Services)**

To all potential bidders/companies	DATE: December 30 th , 2019
	REFERENCE: RFP/FJI10-024-2019

Dear Sir / Madam:

We kindly request you to submit your Proposal for the **Feasibility study for the design of a credit product to support the Seasonal workers scheme in Solomon Islands**

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

Proposals may be submitted on or before 20th Jan 2020 (New York Time as appears on E-tendering Event) via UNDP eTendering system.

Please acknowledge receipt of this RFP by sending an email to procurement.fj@undp.org, indicating whether you intend to submit a proposal or otherwise. You may also utilize the "Accept Invitation" function in eTendering system, by registering at <https://etendering.partneragencies.org>. The Bidder's Guide has been uploaded on the e-tender site for registration purposes. Once registered, login and find the following event:

BU Code: FJI
Event ID: 000005106

Your Proposal must be expressed in the English language and valid for a minimum period of 90 days.

In the course of preparing your Proposals it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

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

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

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

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

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

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

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Ronald Kumar
Procurement Analyst
30/12/2019

Description of Requirements

Context of the Requirement	<p>Background</p> <p>The Solomon Islands Ministry of Foreign Affairs and External Trade - Labor Mobility Unit (LMU) oversees labor mobility programs operating within the Solomon Islands, these include the Australian and New Zealand Seasonal Worker Programmes. The seasonal workers programmes (SWP) were established to assist businesses in Australia and New Zealand meet their labor needs for industries such as agriculture, tourism, manufacturing, aged care, amongst others.</p> <p>Currently the Australia SWP is actively sending nationals of Solomon Islands to work for short term periods ranging from 8-12 months, and sometimes for longer periods of three (3) years, with each seasonal worker estimated to earn between AUD 8,000 to 15,000 per season. Seasonal workers are paid the legal minimum salary as stipulated under the Australian labor laws and further benefit from the same workers' rights as Australian and other nationals working in Australia. The Australian SWP is planned to scale soon, aiming to benefit 10,000 Solomon Islanders annually.</p> <p>Before traveling to Australia, successfully selected Solomon Islanders receive training about employer and employee (worker) responsibilities, Australian people, laws, culture and financial literacy. On their arrival in Australia, they receive an orientation of where they will live and on the job training for the work they are required to do. The employer arranges accommodation, transport and health insurance for workers while in Australia and assist workers with setting up an Australian bank account, superannuation (like Solomon Islands' National Provident Fund (SINPF), and Australian Tax File Number (like Solomon Islands' Tax Identification Number (TIN).</p> <p>A growing number of Solomon Islanders are working in agriculture farms in Queensland, Victoria, New South Wales and Northern Territory. In July 2019, the Australian SWP completed mobilizing the first workers to a meat processing factory and to long line fishing boats.</p> <p>Lately, there has been a growing request for seasonal workers in Australia. To ensure supply of quality workers for employers, SWP has developed a Work Ready Pool (WRP), a pool of people who meet the criteria for the program and are ready to travel for work. A person in the Work Ready Pool only travels to Australia if they are selected by an approved employer. Currently the WRP is limited to Rural Training Centre (RTC) graduates, who must;</p> <ul style="list-style-type: none"> ✓ Have a valid passport
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	<ul style="list-style-type: none"> ✓ Be between 21 and 45 years old ✓ Be physically fit and healthy – medical clearance must be completed ✓ Have a clear medical report and police check ✓ Comprehend and be able to speak basic English <p>However, whereas the SWP has fully rolled out, not many Solomon Islanders have the initial travel requirements such as a valid passport, visa fees, health check-ups and security clearance. These items are estimated to cost between AUD 600 – AUD 700. A cost not affordable by young employable youths who form the bulk of the SWP desired category for employment in Australia. This situation is even dire with poor Solomon Islanders living in rural areas outside of Honiara and provincial capitals.</p> <p>Therefore, the United Nations Capital Development Fund (UNCDF) through its Pacific Financial Inclusion Programme (PFIP), in collaboration with the Central Bank of Solomon Islands' Financial Inclusion Unit, have agreed to partner with the Pan Oceanic Bank of Solomon Islands (POBL)¹ to develop a credit solution/product specifically for the Australia SWP.</p> <p>This will follow a four phased approach of;</p> <ul style="list-style-type: none"> a) Feasibility study; b) Test and learn (expected to run for six months period); c) Refine, correct and analyse; d) Scale (if pilot is successful). <p>It is anticipated that the success and lessons learnt from this initiative will be extended to other similar SWP operating in the Solomon Islands as well as a replication from this experience in the Pacific region.</p> <p>This TOR therefore seeks for an individual consultant who will work closely with POBL to undertake a feasibility study aimed at developing the credit product/facility to support the uptake of the Australian SWP. The consultant will further develop the pilot test project plan in early Q2 2020.</p>
Implementing Partner of UNDP	The Pan Oceanic Bank, Solomon Islands
Brief Description of the Required Services ²	<p>The following will be the scope of this assignment;</p> <ul style="list-style-type: none"> 1) The feasibility study phase; this will entail visiting the RTCs) to observe the SWP recruitment process to <ul style="list-style-type: none"> ✓ Map out the current recruitment process of the SWP and identifying the point of applying the credit facility

¹ Pan Oceanic Bank is the only locally incorporated Commercial Bank in Solomon Islands. Pan Oceanic Bank | Empowering the Nation

	<ul style="list-style-type: none"> ✓ In discussion with POBL, develop an agreeable credit scoring algorithm, specific for the SWP ✓ Develop at least two alternatives processes for an end to end disbursement and collection of credit, with accompanying credit protocols ✓ Develop credit and operational risk assessment for each of the alternative processes ✓ Develop accompanying business cases for each of the alternative processes ✓ Design draft contracts and Service Level Agreements (SLAs) ✓ With support from UNCDF-PFIP and POBL, design the mechanism and matrix for operationalizing a guarantee fund by UNCDF. <p>Please note that the feasibility study will necessitate direct interaction with the employers based in Australia, the Ministry of Foreign Affairs, the Australian counterparts involved in the SWP and RTCs outside Honiara and provincial capitals.</p> <p>2. Designing the Pilot test plan phase; with agreement from POBL and UNCDF-PFIP, on the most desirable alternative credit process proposed and resulting from the feasibility study, the consultant will develop a pilot test project plan to be implemented over a six (6) months period. This will include;</p> <ul style="list-style-type: none"> ✓ A work plan accompanied with a schedule, activities and targets to be considered for the test pilot ✓ Budget and other resources required to implement the test pilot ✓ Risk assessment and proposals for mitigation ✓ A results measurement matrix to be considered to evaluate success of the test pilot
List and Description of Expected Outputs to be Delivered	<p>The main deliverables from each of the aforesaid activities will be as follows:</p> <p>a) The feasibility study phase; A final feasibility study report with recommendations to POBL and UNCDF - PFIP, detailing with;</p> <ul style="list-style-type: none"> ○ Mapped out study of the current recruitment process of the SWP, accompanied with identified entry point of applying the credit facility ○ A clear and feasible credit scoring algorithm, specific for the SWP ○ At least two alternatives processes for an end to end disbursement and collection of credit, with accompanying credit protocols

	<ul style="list-style-type: none">○ A risk analysis report for each of the alternative processes○ Detailed business cases for each of the alternative processes○ Draft contracts and Service Level Agreements (SLAs)○ A workable mechanism and matrix for operationalizing the UNCDF guarantee fund <p>b) The Pilot test plan phase; A final pilot test plan detailing;</p> <ul style="list-style-type: none">○ The pilot test work plan, accompanied with a schedule, activities and targets to be considered for the test pilot○ Budget and other resource required to implement the test pilot○ Risk matrix and proposals for mitigation○ A result measurement matrix to be considered to evaluate success (or not) of the test pilot												
Person to Supervise the Work/Performance of the Service Provider	The consultant will work in direct contact with the CEO of POBL (or his designate) and will report to the UNCDF-PFIP Country Technical Specialist.												
Frequency of Reporting	Fortnightly												
Progress Reporting Requirements	As and when required												
Location of work	Both in country (Solomon Islands) and home based. Visits to one or two provinces of Solomon Islands included in the assignment.												
Expected duration of work	30 Days												
Target start date	15 th February 2020												
Latest completion date	30 th April 2020												
Travels Expected	<table><tr><th>Destination/s</th><th>Estimated Duration</th><th>Brief Description of Purpose of the Travel</th><th>Target Date/s</th></tr><tr><td>Honiara, Solomon Islands</td><td>20</td><td>The feasibility study phase; A final feasibility study report with recommendations to POBL and UNCDF-PFIP</td><td>March 2020</td></tr><tr><td>Home based and Honiara, Solomon Islands</td><td>10</td><td>The final Pilot test plan phase</td><td>April 2020</td></tr></table>	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s	Honiara, Solomon Islands	20	The feasibility study phase; A final feasibility study report with recommendations to POBL and UNCDF-PFIP	March 2020	Home based and Honiara, Solomon Islands	10	The final Pilot test plan phase	April 2020
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Home based and Honiara, Solomon Islands	10	The final Pilot test plan phase	April 2020										
Special Security Requirements	<input checked="" type="checkbox"/> NA												

Facilities to be Provided by the Central Bank of Solomon Islands & the UNCDF office in Honiara	None																	
Implementation Schedule indicating breakdown and timing of activities/sub-activities	Required																	
Names and curriculum vitae of individuals who will be involved in completing the services	Required																	
Currency of Proposal	United States Dollars																	
Value Added Tax on Price Proposal ³	Must be exclusive of VAT and other applicable indirect taxes																	
Validity Period of Proposals (Counting for the last day of submission of quotes)	90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																	
Partial Quotes	Not permitted																	
Payment Terms ⁴	<table><tr><th>Outputs</th><th>%</th><th>Timing</th><th>Condition for Payment Release</th></tr><tr><td>Inception report with detailed workplan, timelines and deliverables</td><td>20%</td><td>End Feb 2020</td><td rowspan="3">Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.</td></tr><tr><td>Submission of the draft feasibility report</td><td>40%</td><td>End March 2020</td></tr><tr><td>Submission of the final report and pilot test plan</td><td>40%</td><td>End April 2020</td></tr></table>				Outputs	%	Timing	Condition for Payment Release	Inception report with detailed workplan, timelines and deliverables	20%	End Feb 2020	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	Submission of the draft feasibility report	40%	End March 2020	Submission of the final report and pilot test plan	40%	End April 2020
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Submission of the draft feasibility report	40%	End March 2020																
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Person(s) to review/inspect/	Bram Peters, Program Manager, PFIP																	

approve outputs/completed services and authorize the disbursement of payment	
Deadline for Submission	20 th January 2020 (as per eTendering deadline)
Mode of Submission	The proposal shall only be submitted through UNDP eTendering system. BU Code: FJI Event ID: 0000005106
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) Full acceptance of the UNDP Contract General Terms and Conditions (GTC).
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> 1) Expertise of the Firm 30% Experience of similar assignments of developing a credit product/facility for a financial institution 2) Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan - 30% 3) Management Structure and Qualification of Key Personnel – 10% Experience in developing credit scoring algorithms <u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁶

<p>Contact Person for Inquiries (Written inquiries only)?</p>	<p>Mr. Deepak A. Naicker Procurement Associate Ph: 3312500 Email: procurement.fj@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
<p>Other Information</p>	<p>Qualification of the consultant</p> <p>The consultant should at the minimum possess the following</p> <ul style="list-style-type: none"> ✓ At least a post-graduate degree in business, finance, humanities or related discipline ✓ Proven experience in similar assignments of designing, planning and developing credit products, including using digital scoring/channels for financial institutions ✓ Experience in developing credit scoring algorithms ✓ At least seven years of experience in the banking or/and financial sector with specific expertise on credit ✓ Strong analytical and communication skills besides good report writing skills ✓ Must be able to bring the strategic and operational thought leadership while working on partnerships ✓ Must be willing and able to travel to RTCs, located in remote rural areas of Solomon Islands

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

Kadavu House, Suva
January 20, 2019

To: Ronald Kumar, Procurement Analyst
UNDP Pacific Office in Fiji

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
- c) Statement of Good health in terms of financial standing for the company
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references (names and email contact);

B. Proposed Methodology for the Completion of Services

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

C. Qualifications of Key Personnel

The Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

- who is Project lead, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

D. **Cost Breakdown per Deliverable***

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Inception report with detailed workplan, timelines and deliverables	20%	
2	Final feasibility study report	40%	
3	Pilot test plan	40%	
	Total	100%	

*This shall be the basis of the payment tranches

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

Description of Activity	Unit Cost - Fee per day	Total Period of Engagement	No. of days	Total Rate
I. Personnel Services				
Project Team Lead				
Personnel 1 (specify title)				
Personnel 2 (specify title)				
II. Out of Pocket Expenses				
Travel Costs (specify for tickets etc)				
Daily Allowance				
Others (specify)				
III. Other Related Costs (specify)				

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

General Terms and Conditions for Services

1.0 LEGAL STATUS:

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

2.0 SOURCE OF INSTRUCTIONS:

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

3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4.0 ASSIGNMENT:

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

5.0 SUB-CONTRACTING:

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7.0 INDEMNIFICATION:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

- 8.1** The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 8.2** The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- 8.3** The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.
- 8.4** Except for the workmen's compensation insurance, the insurance policies under this Article shall:
 - 8.4.1** Name UNDP as additional insured;
 - 8.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;
 - 8.4.3** Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
- 8.5** The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

9.0 ENCUMBRANCES/LIENS:

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

10.0 TITLE TO EQUIPMENT:

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

be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

- 11.1** Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.
- 11.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.
- 11.3** At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.
- 11.4** Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

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

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

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

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

- 13.1** The recipient ("Recipient") of such information shall:
- 13.1.1** use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,
 - 13.1.2** use the Discloser's Information solely for the purpose for which it was disclosed.
- 13.2** Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:
- 13.2.1** any other party with the Discloser's prior written consent; and,
 - 13.2.2** the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:
 - 13.2.2.1** a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,
 - 13.2.2.2** any entity over which the Party exercises effective managerial control; or,
 - 13.2.2.3** for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.
- 13.3** The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.
- 13.4** The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.
- 13.5** The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.
- 13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

- 14.1** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.
- 14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.
- 14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

15.0 TERMINATION

- 15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.
- 15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The

Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

16.0 SETTLEMENT OF DISPUTES

16.1 Amicable Settlement: The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

16.2 Arbitration: Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

17.0 PRIVILEGES AND IMMUNITIES:

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

18.0 TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19.0 CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20.0 MINES:

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21.0 OBSERVANCE OF THE LAW:

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22.0 SEXUAL EXPLOITATION:

22.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall

take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

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

23.0 AUTHORITY TO MODIFY:

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