

AVISO DE ADQUISICION PARA CONTRATACION INDIVIDUAL

Fecha: 31 de Enero de 2014

País: Panamá

Descripción del Servicio: Ref. 432 Consultor en Gestión de Conocimiento y VIH

Nombre del proyecto: Programa Regional sobre VIH/SIDA.

Período de las tareas/servicios: 11 meses

La propuesta deberá remitirse en idioma español, haciendo referencia al proceso **No. 432 Programa Regional sobre VIH/SIDA** y debe hacerse llegar **al correo electrónico abajo descrito** a más tardar el **14 de febrero de 2014 hasta las 23:59 (GMT -5)**, hora de la república de Panamá. No se recibirán las propuestas que se presenten posteriormente a la fecha y hora indicada. Considerar que el email tiene un límite 4MB por envío.

No. Ref. 432 Consultor en Gestión de Conocimiento y VIH

Dirección de correo electrónico: adquisiciones.rclac@undp.org

Cualquier solicitud de aclaración deberá enviarse a más tardar hasta el día el 6 de febrero de 2014. La solicitud de aclaración podrá enviarse por escrito a la dirección de correo electrónico arriba indicada y se responderá por vía electrónica, incluyendo una explicación de la consulta sin identificar la fuente, a todos los consultores.

Los procedimientos para adquisición de los servicios objeto de este llamado serán los del Programa de la Naciones Unidas para el Desarrollo.

Este proceso está dirigido a personas naturales en carácter individual. Cualquier oferta recibida de una persona jurídica ó de dos (2) o más personas naturales conjuntamente, será rechazada. De igual forma serán rechazadas todas aquellas ofertas de consultores que hayan participado en la elaboración de los Términos de Referencia.

Descripción del proyecto, Alcance del Trabajo, Resultados esperados y entregables, Acuerdos Institucionales, Calificaciones de un Contratista Individual

Referirse al Anexo 1 – Términos de Referencia

Los consultores individuales deberán presentar los siguientes documentos debidamente para demostrar su calificaciones. Favor presentarlos debidamente completados, firmados e identificados en archivos **PDF separados**.

1. **Propuesta en ESPAÑOL** de por qué el individuo considera que él / ella es el/la más adecuada para el trabajo.
2. Carta debidamente presentada de la **Confirmación de interés y disponibilidad** utilizando el modelo proporcionado por el PNUD en el enlace;
3. **Formato P11 debidamente completado y firmado (Favor utilizar el formato del enlace)**, indicando toda la experiencia pasada de proyectos similares, así como los datos de contacto (correo electrónico y número de teléfono) del candidato y por lo menos tres (3) referencias profesionales;

2. PROPUESTA FINANCIERA

Debe incluir los honorarios especificados en una suma global (lump sum), la cual será establecida en función de las condiciones de pago alrededor de los productos esperados. Favor utilizar el formulario proporcionado por el PNUD.

3. EVALUACION

Se utilizará el método de puntuación combinada - en donde las calificaciones se ponderarán con un máximo de 70%, combinándose con la oferta financiera, la que se ponderará con un máximo de 30%;

En el evento que el nombre del consultor se encuentre incluido en la listas de proveedores suspendidos ó removidos del PNUD, la propuesta será rechazada.

** Valor del los Criterios Técnicos; 70%*

** Valor de la Oferta Financiera; 30%*

Criterios	Peso	Puntaje Máximo
<u>Técnicos</u>	70%	
<i>Estudios de licenciatura en ciencias sociales, políticas, administrativas, derecho, comunicación social, relaciones internacionales, o áreas afines</i>		20
<i>Al menos 3 años de experiencia progresiva a nivel regional prestando servicios de asistencia técnica a Oficinas de País, Gobiernos o Sociedad civil en temas de VIH-SIDA, Genero o Desarrollo del Liderazgo.</i>		40
<i>Conocimiento del Marco estratégico de VIH de ONUSIDA-PNUD.</i>		10
<i>Conocimiento de las acciones realizadas con los Diálogos Nacionales en la región.</i>		15
<i>Vasto conocimiento de las políticas, procedimientos y prácticas del SNU será una ventaja.</i>		5
<i>Excelente dominio hablado y escrito del idioma español</i>		10
<i>Estudios de licenciatura en ciencias sociales, políticas, administrativas, derecho, comunicación social, relaciones internacionales, o áreas afines</i>		20
<u>Financiero</u>	30%	

Asimismo, la Unidad de Adquisiciones del PNUD se reserva el derecho de aceptar o rechazar cualquier propuesta y de anular el proceso así como de rechazar todas las propuestas en cualquier momento con anterioridad a la adjudicación del contrato, sin incurrir por ello en ninguna responsabilidad con relación al Oferente que se viera así afectado y sin tener la obligación de informar al Oferente u Oferentes afectados de los motivos de dicha acción.



Términos de Referencia (TDR) para un Contrato Individual

A. **Título del Proyecto:** Programa Regional sobre VIH/SIDA

B. Descripción del proyecto

El PNUD está comprometido dentro de su propio plan estratégico y como socio de ONUSIDA en apoyar a los países del mundo a combatir el VIH/SIDA, como así también a reducir el impacto de la pandemia tanto en los grupos en mayor riesgo como en la población en general. Teniendo en cuenta el enfoque global del PNUD en derechos humanos y gobernabilidad, nuestro trabajo en VIH dedica especial atención a los derechos humanos, la desigualdad de género y los asuntos relacionados con la diversidad sexual.

Para promover y abogar por un abordaje basado en DDHH, el PNUD apoya iniciativas para el acceso a la justicia, la revisión y reforma legislativa y la aplicación de leyes protectoras e iniciativas contra el estigma y discriminación.

Como copatrocinador del ONUSIDA, el Área de prácticas sobre el VIH / SIDA, aborda dimensiones del VIH relacionados con la planificación del desarrollo, la gobernanza, los derechos humanos, el género y la diversidad sexual en la región de LAC. En el último bienio el PNUD ha contribuido a la aplicación de las iniciativas que crean ambientes propicios legales para la ampliación y el mantenimiento de una respuesta eficaz a la epidemia del VIH. Esto ha incluido auditorías de los marcos jurídicos nacionales para garantizar la sensibilidad y capacidad de respuesta al VIH y la igualdad de género; promulgación de leyes de protección para las personas que viven con el VIH y las mujeres, la mejora de acceso a la justicia para las mujeres y hombres afectados por el VIH, así como la implementación de VIH en programas para los HSH y las poblaciones trans. Fortalecimiento de la capacidad y el compromiso de las instituciones y de los parlamentarios nacionales de derechos humanos también ha sido una prioridad para abordar el estigma y discriminación relacionados con el VIH.

El Área de Práctica de VIH del PNUD ha apoyado la capacidad y el desarrollo de liderazgo en la sociedad civil y las organizaciones de base comunitaria en diferentes países para planificar y ejecutar programas de inclusión del VIH y prestar eficazmente los servicios a nivel local.

Como resultado de ello, las alianzas entre el gobierno y la sociedad civil se han fortalecido, y la sociedad civil ha ampliado su papel, lo que permite un alcance más amplio de apoyo de iniciativas sobre el VIH en las comunidades más afectadas. Las iniciativas también han ayudado a capacitar a las redes de la diversidad sexual, las mujeres y las niñas y las personas que viven con el VIH.

Además, el PNUD apoya a los países para poner en práctica programas de salud financiados por el Fondo Mundial de Lucha contra el SIDA, la Tuberculosis y la Malaria (Fondo Mundial) y el VIH .

C. Alcance del Trabajo

El objetivo de esta consultoría es apoyar y dar continuidad a las acciones respecto a los temas que se relacionan con el VIH y Gestión de Conocimiento a través de empoderamiento de poblaciones claves, en colaboración con el Área de Gestión de Conocimiento, Innovación y Capacidades del CR-ALC, para contribuir a promover el aprendizaje organizacional, la gestión del conocimiento, con énfasis en la transferencia e instalación de capacidades en las contrapartes nacionales, como una forma de garantizar la sostenibilidad de los resultados del desarrollo.

D. Resultados esperados y entregables

Entregable /Productos	Fechas de Vencimiento- entrega final	Revisión y Aprobación Requerida
Preparación y Seguimiento de la Comunidad de Prácticas del área de práctica de VIH: Entrega de un informe final.	31.03.2014	Maria Tallarico/HIV-AIDS Practice Lider
Colaboración e investigaciones interagenciales, como IDLO, UNICEF, ONUSIDA: 1 borrador en abril e informe final en junio.	30.04.2014 y 30.06.2014	Maria Tallarico/HIV-AIDS Practice Lider
Diseño, apoyo y/o facilitación de talleres de sistematización, elaboración de memorias y reportes con recomendaciones post talleres, y elaboración de productos de conocimiento que permitan la transferencia y adaptación de la práctica documentada a diferentes contextos y/o países: informes de avance en Junio, Julio y Agosto.	30.06.2014 31.07.2014 29.08.2014	Maria Tallarico/HIV-AIDS Practice Lider

Fungir como punto focal para la coordinación e implementación de actividades previstas en el plan de trabajo del GCIC (Gestión de Capacidades, Innovación y Conocimiento) LAC: Informe de actividades.	30.09.2014	Maria Tallarico/HIV-AIDS Practice Lider
Contribuir a la gestión de programa incluyendo apoyo general, planificación, monitoreo e informes de los resultados al área de prácticas de VIH: informe de productos elaborados	31.10.2014	Maria Tallarico/HIV-AIDS Practice Lider
Prestar apoyo para el desarrollo de otras actividades previstas en el plan de trabajo del Área de Practicas VIH LAC, según se requiera: entrega de informe de actividades.	28.11.2014	Maria Tallarico/HIV-AIDS Practice Lider
Revisión y edición de publicaciones realizadas por el área de prácticas y consultorías externas: lista consolidada de los productos con versión digital	30.12.2014	Maria Tallarico/HIV-AIDS Practice Lider
Proporcionar servicios de asesoría de calidad a las oficinas de país, y facilitar gestión de conocimiento, capacidad y desarrollo de programas de liderazgo: Informe de Producto de conocimiento	30.01.2015	Maria Tallarico/HIV-AIDS Practice Lider

E. Acuerdos Institucionales

- a) La líder del Programa Regional sobre VH/SIDA, Maria Tallarico será la encargada de supervisar al contratista. Igualmente será ella la encargada de aprobar los productos finalizados.
- b) El/la contratista, además de cumplir con la entrega de los productos indicados en la tabla anterior, deberá presentar un informe de progreso mensual a la Líder de la Práctica sobre VIH/SIDA.
- c) Se espera que el/la contratista mantenga reuniones regulares con puntos focales en el tema de VIH/sida de otras agencias del Sistema de Naciones Unidas, así como ONGs y Redes Regionales para la realización de su trabajo.
- d) El PNUD proporcionará una oficina, computador y teléfono, además de facilitar la logística para que el contratista lleve a cabo su trabajo.

F. Duración del Trabajo

- a) Se espera que el trabajo del/la contratista tenga una duración de 11 meses, comenzando en el mes de marzo 2014 y finalizando en enero del 2015.

b) Una vez entregados los productos, el PNUD tendrá 2 días laborables para la aprobación de los mismos.

c) Es importante que el/la contratista cumpla con la entrega de los productos en las fechas estipuladas ya que un retraso, podría comprometer los objetivos planteados en el área de género de la unidad sobre VIH/SIDA.

G. Lugar de destino

a) El/la contratista podrá laborar en las oficinas del PNUD Centro Regional desde el inicio del contrato y por un periodo de 11 meses donde se pondrá a su disposición una computadora, teléfono y escritorio. Igualmente existe la posibilidad de que el contratista realice algunas misiones oficiales a otros países de la región. Estas misiones serán organizadas y cubiertas por el PNUD.

H. Calificaciones de un Contratista Individual Exitoso

Competencias corporativas:

- Demostrar integridad mediante la puesta en práctica de los valores y estándares éticos de las Naciones Unidas
- Promover la visión, misión y metas estrategias del PNUD.
- Demostrada sensibilidad y adaptabilidad en temas culturales, religiosos, de género, raza y nacionalidad.

Competencias funcionales:

- Habilidades analíticas y metodológicas sólidas para organizar ideas, estructurar textos y presentaciones y redactar documentos e informes (tanto en inglés como en español)

Efectividad y Desarrollo Operacional

- Habilidad para investigar e identificar información relevante
- Capacidad de planificación, organización y administración de múltiples tareas.
- Habilidad para establecer buenas relaciones con diferentes grupos de personas de diferentes ámbitos culturales y sociales.
- Alta capacidad para redactar documentos.
- Creatividad e iniciativa
- Capacidad de facilitación de reuniones
- Capacidad de trabajo en equipo y bajo presión

Formación académica:

- Licenciatura en ciencias sociales, políticas, administrativas, derecho, comunicación social, relaciones internacionales, o áreas afines

Experiencia:

- Al menos 3 años de experiencia progresiva a nivel regional prestando servicios de asistencia técnica a Oficinas de País, Gobiernos o Sociedad civil en temas de VIH-SIDA, Genero o Desarrollo del Liderazgo.
- Conocimiento del Marco estratégico de VIH de ONUSIDA-PNUD
- Conocimiento de las acciones realizadas con los Diálogos Nacionales en la región.
- Vasto conocimiento de las políticas, procedimientos y prácticas del SNU será una ventaja.
- Manejo del paquete Office, y de otra herramienta de comunicación.

Idiomas requeridos:

- Excelente dominio hablado y escrito del idioma español.

I. Alcance de la Propuesta Financiera y Cronograma de Pagos

La propuesta financiera estará basada en un monto Global por los 11 productos solicitados, indicando el porcentaje a pagar por cada producto entregado según los plazos establecidos en la tabla anterior.

El precio del contrato es fijo, independientemente de los cambios en los componentes de los costos

J. Criterios de Evaluación

Una vez recibidas las propuestas de los consultores individuales, serán examinados por una comisión evaluadora integrada por profesionales representantes de PNUD.

El proceso de evaluación consta de dos etapas:

- Una primera centrada en la revisión de antecedentes curriculares (contenidos en CV, Formulario P11 adjunto) que recibe un puntaje máximo de 100 puntos correspondiente al 70% de la evaluación total.

Los criterios de evaluación curricular que se utilizarán son los siguientes:

	<i>Criterios de Evaluación</i>		A	B	C	...
1	<i>Estudios de licenciatura en ciencias sociales, políticas, administrativas, derecho, comunicación social, relaciones internacionales, o áreas afines</i>	20				
3	<i>Al menos 3 años de experiencia progresiva a nivel regional prestando servicios de asistencia técnica a Oficinas de País, Gobiernos o Sociedad civil en temas de VIH-SIDA, Genero o Desarrollo del Liderazgo.</i>	40				

4	Conocimiento del Marco estratégico de VIH de ONUSIDA-PNUD.	10				
5	Conocimiento de las acciones realizadas con los Diálogos Nacionales en la región.	15				
6	Vasto conocimiento de las políticas, procedimientos y prácticas del SNU será una ventaja.	5				
7	Excelente dominio hablado y escrito del idioma español	10				
	Puntaje Total	100 (70%)				

- Una segunda etapa a la que accederán aquellos /as oferentes de la lista corta que como mínimo alcanzaron 70 puntos del puntaje máximo fijado en 100. Se valorarán las propuestas económicas (30% de la evaluación total) de los /las oferentes registradas en el documento anexo “Esquema de precios” (Ver anexo 1).

K. Recomendaciones para la Presentación de la Oferta

- a) Carta debidamente presentada de la **Confirmación de interés y disponibilidad y Propuesta Financiera** que indique el monto global de los 11 meses de consultoría y el porcentaje que le corresponde a cada producto utilizando el modelo proporcionado por el PNUD (Anexo 1);
- b) CV Personal y P11, indicando toda la experiencia pasada de proyectos similares, así como los datos de contacto (correo electrónico y número de teléfono) del/la candidato/a y por lo menos tres (3) referencias profesionales;
- c) **Breve descripción** de por qué el individuo considera que él / ella es el/la más adecuada para el trabajo, y una metodología, si aplica, sobre cómo van a abordar y completar la tarea.

Anexo 2
CARTA DEL OFERENTE AL PNUD
CONFIRMANDO INTERÉS Y DISPONIBILIDAD
PARA LA ASIGNACIÓN DE CONTRATISTA INDIVIDUAL (CI)

Fecha _____

Señores
Programa de las Naciones Unidas para el Desarrollo
Centro Regional para América Latina y el Caribe

Estimados Señores:

Por la presente declaro que:

- a) He leído, entendido y acepto los términos de referencia que describen las funciones y responsabilidades de **Consultor en Gestión de Conocimiento y VIH** en el marco de Programa Regional sobre VIH/SIDA;
- b) También he leído, entendido y acepto las Condiciones Generales del PNUD para la contratación de servicios de contratistas individuales;
- c) Por la presente propongo mis servicios y confirmo mi interés en realizar la asignación a través de la presentación de mi CV o Formulario de Antecedentes Personales (P11), que he firmado debidamente y que adjunto como Anexo 1
- d) Propongo realizar los servicios basado en la siguiente tarifa: *[por favor marque la casilla que corresponda a la opción aplicable]:*

☐

Una suma global fija de *[indique el monto en palabras y números, indicando la moneda]*, pagadera en la forma descrita en los Términos de Referencia.

- e) Para efectos de la evaluación, se adjunta como Anexo 2 el desglose del monto de la suma global fija mencionada anteriormente;
- f) Reconozco que el pago de las cantidades antes mencionadas se realizará con base a la entrega de mis productos dentro del plazo especificado en los Términos de Referencia, los cuales estarán sujetos a la revisión del PNUD, la aceptación de los mismos, así como de conformidad con los procedimientos para la certificación de los pagos;
- g) Esta oferta será válida por un período total de 90 días después de la fecha límite de presentación;
- h) Confirmando que no tengo parentesco en primer grado (madre, padre, hijo, hija, cónyuge/ pareja, hermano o hermana) con nadie actualmente contratado o empleado por alguna oficina o agencia de la ONU *[revele el nombre del familiar, la Oficina de Naciones Unidas que contrata o emplea al pariente, así como el parentesco, si tal relación existiese];*
- i) Si fuese seleccionado para la asignación, procederé a; *[por favor marque la casilla apropiada]:*

- ☐ Firmar un Contrato Individual con PNUD;
- ☐ Solicitar a mi empleador *[indicar nombre de la compañía/organización/institución]* que firme con el PNUD, por mí y en nombre mío, un Acuerdo de Préstamo Reembolsable (RLA por sus siglas en inglés). La persona de contacto y los detalles de mi empleador para este propósito son los siguientes:

j) Confirmo que *[marcar todas las que apliquen]*:

- ☐ Al momento de esta aplicación, no tengo ningún Contrato Individual vigente, o cualquier otra forma de compromiso con cualquier Unidad de Negocio del PNUD;
- ☐ Actualmente estoy comprometido con el PNUD y/u otras entidades por el siguiente trabajo:

Asignación	Tipo de Contrato	Unidad de Negocio del PNUD / Nombre de Institución / Compañía	Duración del Contrato	Monto del Contrato

- ☐ De igual manera, estoy esperando resultado de la convocatoria del/los siguiente(s) trabajo(s) para PNUD y/u otras entidades para las cuales he presentado una propuesta:

Asignación	Tipo de Contrato	Nombre de Institución / Compañía	Duración del Contrato	Monto del Contrato

- k) Comprendo perfectamente y reconozco que el PNUD no está obligado a aceptar esta propuesta; también comprendo y acepto que deberé asumir todos los costos asociados con su preparación y presentación, y que el PNUD en ningún caso será responsable por dichos costos, independientemente del efecto del proceso de selección.
- l) **Si usted es un ex-funcionario de las Naciones Unidas que se ha separado recientemente de la Organización, por favor agregue esta sección a su carta:** Confirmo que he cumplido con la interrupción mínima de servicio requerida antes que pueda ser elegible para un Contrato Individual de tres (3) meses.
- m) Asimismo, comprendo perfectamente que, de ser incorporado como Contratista Individual, no tengo ninguna expectativa ni derechos en lo absoluto a ser reinstalado o recontratado como un funcionario de las Naciones Unidas.

Nombre completo y Firma:

Fecha:

Anexos *[favour marcar todos los que apliquen]:*

- ☐ CV y Formulario P11 firmado
- ☐ Desglose de los costos que respaldan el Monto Total Todo por producto de acuerdo al formulario correspondiente.

DESGLOSE DE LOS COSTOS QUE RESPALDAN LA PROPUESTA FINANCIERA POR PRODUCTO

A. **Desglose de costos por Entregables *:**

Entregables <i>[enumérellos de conformidad con los Términos de Referencia]</i>	Porcentaje del Monto Total (Peso para el pago)	Monto
Entregable 1		
Entregable 2		
Entregable 3		
Entregable 4		
Entregable 5		
Entregable 6		
Entregable 7		
Entregable 8		
Entregable 9		
Entregable 10		
Entregable 11		
Total	100%	USD

**Bases para los tramos de pago*

Annex 3

UNITED NATIONS DEVELOPMENT PROGRAMME



Contract for the services of an Individual Contractor

No _____

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

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

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

NOW, THEREFORE, the Parties hereby agree as follows:

1. Nature of services

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

2. Duration

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

3. Consideration

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

DELIVERABLE	DUE DATE	AMOUNT IN [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).

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

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.

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

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

AUTHORIZING OFFICER:
United Nations Development Programme

INDIVIDUAL CONTRACTOR:

Name; _____ Name; _____

Signature; _____ Signature; _____

Date; _____ Date; _____

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



1. LEGAL STATUS

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

2. STANDARDS OF CONDUCT

In General: The Individual contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its obligations under the Individual Contract. Should any authority external to UNDP seek to impose any instructions on the Individual Contract regarding the Individual contractor’s performance under the Individual Contract, the Individual contractor shall promptly notify UNDP and shall provide all reasonable assistance required by UNDP. The Individual contractor shall not take any action in respect of its performance of the Individual Contract or otherwise related to its obligations under the Individual Contract that may adversely affect the interests of UNDP, and the Individual contractor shall perform its obligations under the Individual Contract with the fullest regard to the interests of UNDP. The Individual contractor warrants that it has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Individual Contract or the award thereof to any representative, official, employee or other agent of UNDP. The Individual contractor shall comply with all laws, ordinances, rules and regulations bearing upon the performance of its obligations under the Individual Contract. In the performance of the Individual Contract the Individual contractor shall comply with the standards of conduct set in the Secretary General’s Bulletin ST/SGB/2002/9 of 18 June 2002, entitled “Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Expert on Mission”. The individual contractor must comply with all Security Directives issued by UNDP. Failure to comply with such security directives is grounds for termination of the Individual contractor for cause. Prohibition of Sexual Exploitation and Abuse: In the performance of the Individual Contract, the Individual contractor shall comply with the standards of conduct set forth in the Secretary-General’s bulletin ST/SGB/2003/13 of 9 October 2003, concerning “Special measures for protection from sexual exploitation and sexual abuse”. In particular, the Individual contractor shall not engage in any conduct that would constitute sexual exploitation or sexual abuse, as defined in that bulletin. The Individual contractor acknowledges and agrees that any breach of any of the provisions hereof shall constitute a breach of an essential term of the Individual Contract, and, in addition to any other legal rights or remedies available to any person, shall give rise to grounds for termination of the Individual Contract. In addition, nothing herein shall limit the right of UNDP to refer any alleged breach of the foregoing standards of conduct to the relevant national authorities for appropriate legal action.

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

Title to any equipment and supplies that may be furnished by UNDP to the Individual contractor for the performance of any obligations under the Individual Contract shall rest with UNDP, and any such equipment shall be returned to UNDP at the conclusion of the Individual Contract or when no longer needed by the Individual contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Individual contractor, subject to normal wear and tear, and the Individual contractor shall be liable to compensate UNDP for any damage or degradation of the equipment that is beyond normal wear and tear. UNDP shall be entitled to all intellectual property and other proprietary rights, including, but not limited to, patents, copyrights and trademarks, with regard to products, processes, inventions, ideas, know-how or documents and other materials which the Individual contractor has developed for UNDP under the Individual Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Individual Contract, and the Individual contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for UNDP. However, to the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Individual contractor: (a) that pre-existed the performance by the Individual contractor of its obligations under the Individual Contract, or (b) that the Individual contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Individual Contract, UNDP does not and shall not claim any ownership interest thereto, and the Individual contractor grants to UNDP a perpetual licence to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract. At the request of UNDP, the Individual contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to UNDP in compliance with the requirements of the applicable law and of the Individual Contract. Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents and all other data compiled by or received by the Individual contractor under the Individual Contract shall be the property of UNDP, shall be made available for use or inspection by UNDP at reasonable times and in reasonable places, shall be treated as confidential and shall be delivered only to UNDP authorized officials on completion of work under the Individual Contract.

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 Individual Contract, and that are designated as confidential ("Information"), shall be held in confidence and shall be handled as follows. The Recipient of such Information shall use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate, and the Recipient may otherwise use the Discloser's Information solely for the purpose for which it was disclosed. The Recipient may disclose confidential Information to any other party with the Discloser's prior written consent, as well as to the Recipient's employees, officials, representatives and agents who have a need to know such confidential Information solely for purposes of performing obligations under the Individual Contract. Subject to and without any waiver of the privileges and immunities of UNDP, the Individual contractor may disclose Information to the extent required by law, *provided that* the Individual contractor will give UNDP sufficient prior notice of a request for the disclosure of Information in order to allow UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made. UNDP may disclose Information to the extent as required pursuant to the Charter of the United Nations, resolutions or regulations of the General Assembly or its other governing bodies, or rules promulgated by the Secretary-General. The Recipient shall not be recluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder. These

obligations and restrictions of confidentiality shall be effective during the term of the Individual Contract, including any extension thereof, and, unless otherwise provided in the Individual Contract, shall remain effective following any termination of the Individual Contract.

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

If the Individual contractor is required by UNDP to travel beyond commuting distance from the Individual contractor's usual place of residence, and upon prior written agreement, such travel shall be at the expense of UNDP. Such travel shall be at economy class when by air. UNDP may require the Individual contractor to submit a Statement of Good Health from a recognized physician prior to commencement of work in any offices or premises of UNDP or before engaging in any travel required by UNDP or connected with the performance of the Individual Contract. The Individual contractor shall provide such a Statement of Good Health as soon as practicable following such request, and prior to engaging in any such travel, and the Individual contractor warrants the accuracy of any such Statement, including, but not limited to, confirmation that the Individual contractor has been fully informed regarding the requirements for inoculations for the country or countries to which travel may be authorized. In the event of the death, injury or illness of the Individual contractor which is attributable to the performance of services on behalf of UNDP under the terms of the Individual Contract while the Individual contractor is traveling at UNDP expense or is performing any services under the Individual Contract in any offices or premises of UNDP, the Individual contractor or the Individual contractor's dependants, as appropriate, shall be entitled to compensation equivalent to that provided under the UNDP insurance policy, available upon request.

6. PROHIBITION ON ASSIGNMENT; MODIFICATIONS

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

7. SUBCONTRACTORS

In the event that the Individual contractor requires the services of subcontractors to perform any obligations under the Individual Contract, the Individual contractor shall obtain the prior written approval of UNDP for any such subcontractors. UNDP may, in its sole discretion, reject any proposed 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 its obligations under the Individual Contract. The Individual contractor shall be solely responsible for all services and obligations performed by its subcontractors. The terms of any subcontract shall be subject to, and shall be construed in a manner that is fully in accordance with, all of the terms and conditions of the Individual Contract.

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

The Individual contractor shall not advertise or otherwise make public for purposes of commercial advantage or goodwill that it has a contractual relationship with UNDP, nor shall the Individual contractor, in any manner whatsoever, use the name, emblem or official seal

of UNDP, or any abbreviation of the name of UNDP, in connection with its business or otherwise without the written permission of UNDP.

9. INDEMNIFICATION

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

10. INSURANCE

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

11. ENCUMBRANCES AND LIENS

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

12. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

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

same terms and conditions as are provided for below, under "Termination", except that the period of notice shall be five (5) days instead of any other period of notice. In any case, UNDP shall be entitled to consider the Individual contractor permanently unable to perform its obligations under the Individual Contract in the case of the Individual contractor's suffering any period of suspension in excess of thirty (30) days. *Force majeure* as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, or any other acts of a similar nature or force, *provided that* such acts arise from causes beyond the control and without the fault or negligence of the Individual contractor. The Individual contractor acknowledges and agrees that, with respect to any obligations under the Individual Contract that the Individual contractor must perform in or for any areas in which UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delay or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute *force majeure* under the Individual Contract.

13. TERMINATION

Either party may terminate the Individual Contract, in whole or in part, upon giving written notice to the other party. The period of notice shall be five (5) days in the case of Individual Contracts for a total period of less than two (2) months and fourteen (14) days in the case of contracts for a longer period. The initiation of conciliation or arbitral proceedings, as provided below, shall not be deemed to be a "cause" for or otherwise to be in itself a termination of the Individual Contract. UNDP may, without prejudice to any other right or remedy available to it, terminate the Individual Contract forthwith in the event that: (a) the Individual contractor is adjudged bankrupt, or is Article II, section 7, of the Convention on the Privileges and Immunities of the United Nations provides, *inter alia*, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the exemptions of the United Nations from such taxes, restrictions, duties or charges, the Individual contractor shall immediately consult with UNDP to determine a mutually acceptable procedure. UNDP shall have no liability for taxes, duties or other similar charges payable by the Individual contractor in respect of any amounts paid to the Individual contractor under this Individual Contract, and the Individual contractor acknowledges that UNDP will not issue any statements of earnings to the Individual contractor in respect of any such payments. liquidated, or becomes insolvent, applies for moratorium or stay on any payment or repayment obligations, or applies to be declared insolvent; (b) the Individual contractor is granted a moratorium or a stay or is declared insolvent; the Individual contractor makes an assignment for the benefit of one or more of its creditors; (c) a Receiver is appointed on account of the insolvency of the Individual contractor; (d) the Individual contractor offers a settlement in lieu of bankruptcy or receivership; or (e) UNDP reasonably determines that the Individual contractor has become subject to a materially adverse change in its financial condition that threatens to endanger or otherwise substantially affect the ability of the Individual contractor to perform any of its obligations under the Individual Contract. In the event of any termination of the Individual Contract, upon receipt of notice of termination by UNDP, the Individual contractor shall, except as may be directed by UNDP in the notice of termination or otherwise in writing: (a) take immediate steps to bring the performance of any obligations under the Individual Contract to a close in a prompt and orderly manner, and in doing so, reduce expenses to a minimum; (b) refrain from undertaking any further or additional commitments under the Individual Contract as of and following the date of receipt of such notice; (c) deliver all completed or partially completed plans, drawings, information and other property that, if the Individual Contract had been completed, would be required to be furnished to UNDP thereunder; (d) complete performance of the work not terminated; and (e) take any other action that may be necessary, or that UNDP may direct in writing, for the protection and preservation of any property, whether tangible or intangible, related to the Individual Contract that is in the possession of the Individual contractor and in

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

14. NON-EXCLUSIVITY

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

15. TAXATION

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

16. AUDIT AND INVESTIGATION

Each invoice paid by UNDP shall be subject to a post-payment audit by auditors, whether internal or external, of UNDP or by other authorized and qualified agents of UNDP at any time during the term of the Individual Contract and for a period of two (2) years following the expiration or prior termination of the Individual Contract. UNDP shall be entitled to a refund from the Individual contractor for any amounts shown by such audits to have been paid by UNDP other than in accordance with the terms and conditions of the Individual Contract. The Individual contractor acknowledges and agrees that, from time to time, UNDP may conduct investigations relating to any aspect of the Individual Contract or the award thereof, the obligations performed under the Individual Contract, and the operations of the Individual contractor generally relating to performance of the Individual Contract. The right of UNDP to conduct an investigation and the Individual contractor's obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Individual Contract. The Individual contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Individual contractor's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNDP access to the Individual contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Individual contractor's personnel and relevant documentation. The Individual contractor shall require its agents, including, but not limited to, the Individual contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNDP hereunder.

17. SETTLEMENT OF DISPUTES

Amicable Settlement: UNDP and the Individual contractor shall use their best efforts to amicably settle any dispute, controversy or claim arising out of the Individual Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the Conciliation Rules

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

18. LIMITATION ON ACTIONS:

Except with respect to any indemnification obligations in Article 7, above, or as are otherwise set forth in the Individual Contract, any arbitral proceedings in accordance with Article 17 above, arising out of the Individual Contract must be commenced within three years after the cause of action has accrued. The Parties further acknowledge and agree that, for these purposes, a cause of action shall accrue when the breach actually occurs, or, in the case of latent defects, when the injured Party knew or should have known all of the essential elements of the cause of action, or in the case of a breach of warranty, when tender of delivery is made, except that, if a warranty extends to future performance of the goods or any process or system and the discovery of the breach consequently must await the time when such goods or other process or system is ready to perform in accordance with the requirements of the Individual Contract, the cause of action accrues when such time of future performance actually begins.

19. PRIVILEGES AND IMMUNITIES

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