



REQUEST FOR PROPOSAL (RFP)

	DATE: April 10, 2014.
	REFERENCE: UNDP/Projects/290/2014

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting works “Improvement and testing the database of certificates of protected biotopes. Preparation of certificates and nature conservation orders to preserve protected species and biotopes on the bogs in Belarus (at least 250 certificates).”

Please be guided by the forms attached hereto as Annex 3 in preparing your Proposal.

Proposals may be submitted on or before **May 15, 2014, 17.00 local (Minsk) time and via email, courier mail or fax to the address below:**

United Nations Development Programme
220050, Republic of Belarus, Minsk, Kirov str., 17, 6th floor
Receptionist
+375 17 226 03 40 (fax), tenders.by@undp.org

Your Proposal must be expressed in the English, Russian or Belarusian language and valid for a minimum period of 90 days starting from the latest date of proposal's submission.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. In order to make sure that your Proposal was received, please, contact us on the following phone numbers: +375 17 327 81 49, 327 48 76. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format (do not exceed 7MB), and free from any virus or corrupted files.

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 two stage procedure is used for the proposals assessment. The Proposal that meets all the evaluation criteria and gains the highest score in result of technical and price assessment (the highest total sum of points of technical and price evaluations) 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/procurement/protest.shtml>.

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,

Iryna Dubouskaya
Procurement Analyst

Description of Requirements

Context of the Requirement	UNDP/GEF project "Landscape approach to management of peatlands aiming at multiple ecological benefits"
Implementing Partner of UNDP	Ministry of Natural Resources and Environmental Protection (MNREP)
Brief Description of the Required Services	<p>2014</p> <p>Develop a package of certificates for the protected biotopes and integrate it into the existing database of certificates and nature conservation orders.</p> <p>Conduct the survey of the territory of Hrodna and Minsk Oblasts to identify rare and typical peatland biotopes as well as wildlife species of plants and animals listed in the Red Data Book of the Republic of Belarus.</p> <p>Prepare the certificates and nature conservation orders for rare and typical peatland biotopes, as well as wildlife species of plants and animals listed in the Red Data Book of the Republic of Belarus to be transferred for preservation to land users and/or water users (at least 50 certificates). Coordinate these documents with the respective land users and/or water users.</p> <p>Transfer prepared and endorsed certificates and nature conservation orders to the District Inspectorates of Natural Resources and Environmental Protection.</p> <p>Input the developed certificates and nature conservation orders into the database.</p> <p>2015</p> <p>Conduct the survey of the territory of Brest, Mahilioŭ and Homiel' Oblasts to identify rare and typical peatland biotopes as well as wildlife species listed in the Red Data Book of the Republic of Belarus.</p> <p>Prepare the certificates and nature conservation orders of rare and typical peatland biotopes, as well as wildlife species listed in the Red Data Book of the Republic of Belarus to be transferred for preservation to land users and/or water users (at least 150 certificates). Acquire consent of these documents with the respective users of land plots and/or bodies of water.</p> <p>Transfer prepared and duly coordinated certificates and nature conservation orders to the District Inspectorates of Natural Resources and Environmental Protection.</p> <p>Input the developed certificates and nature conservation orders into the database.</p> <p>2016</p> <p>Conduct the survey of the territory of Viciebsk Oblast to identify rare and typical peatland biotopes as well as wildlife species listed in the Red Data Book of the Republic of Belarus.</p> <p>Prepare the certificates and nature conservation orders of rare and typical</p>

	<p>peatland biotopes, as well as wildlife species listed in the Red Data Book of the Republic of Belarus to be transferred for preservation to land users and/or water users (at least 50 certificates). Coordinate these documents with the respective land users and/or water users.</p> <p>Transfer prepared and duly coordinated certificates and nature conservation orders to the District Inspectorates of Natural Resources and Environmental Protection.</p> <p>Input the developed certificates and nature conservation orders into the database.</p> <p>Please see the detailed works description in the Terms of References (Annex 5)</p>
List and Description of Expected Outputs to be Delivered	<p>The survey of the territory of the country to identify rare and typical peatland biotopes as well as wildlife species listed in the Red Data Book of the Republic of Belarus has been conducted.</p> <p>The certificates and nature conservation orders of rare and typical peatland biotopes, as well as wildlife species listed in the Red Data Book of the Republic of Belarus to be transferred for preservation to land users and/or water users (at least 250 certificates). Certificates and nature conservation orders have been coordinated with the respective land users and/or water users.</p> <p>The prepared and duly coordinated certificates and nature conservation orders have been transferred to the District Inspectorates of Natural Resources and Environmental Protection.</p> <p>The Database of Certificates and Nature Conservation Orders has been improved with due account for the typical and/or rare natural landscapes and biotopes.</p> <p>The developed certificates and nature conservation orders have been input into the Database.</p>
Person to Supervise the Work/Performance of the Service Provider	<p>Aliaksei Artsiusheuski, Manager, and Alexander Kozulin, Scientific Coordinator, of UNDP/GEF project "Landscape approach to management of peatlands aiming at multiple ecological benefits"</p> <p>aliaksei.artsiusheuski@undp.org</p> <p>kozulin@tut.by</p>
Frequency of Reporting	<p>Intermediate reports - one at the end of 2014, one at the end of 2015, final report – after completion of works until August 30, 2016</p>
Progress Reporting Requirements	<p>The Acceptance Certificate after completion of every stage of works</p> <p>Intermediate report 1, containing the survey of the territory of Hrodna and Minsk Oblasts to identify rare and typical peatland biotopes as well as wildlife species of plants and animals listed in the Red Data Book of the Republic of Belarus (at least 50 certificates) prepared and coordinated with the respective land users and/or water users</p> <p>Intermediate report 2, containing the survey of the territory of Brest, Mahilioŭ and Homieĺ Oblasts to identify rare and typical peatland biotopes as well as wildlife species of plants and animals listed in the Red Data Book of the Republic</p>

	<p>of Belarus (at least 150 certificates) prepared and coordinated with the respective land users and/or water users</p> <p>Final report containing the survey of the territory of Vitebsk Oblast to identify rare and typical peatland biotopes as well as wildlife species of plants and animals listed in the Red Data Book of the Republic of Belarus (at least 50 certificates) prepared and coordinated with the respective land users and/or water users; information on transferring the prepared and duly coordinated certificates and nature conservation orders have been transferred to the District Inspectorates of Natural Resources and Environmental Protection as well as on input the developed certificates and nature conservation orders (at least 250) into the database.</p>
Location of work	<input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	27 months
Target start date	June 1, 2014
Latest completion date	August 30, 2014
Travels Expected	Within Belarus (to conduct the survey of the territories to identify rare and typical peatland biotopes as well as wildlife species of plants and animals listed in the Red Data Book of the Republic of Belarus, and to coordinate the documents with the respective land users and/or water users). Travel expenses shall be included into the lamp amount of financial proposal.
Special Security Requirements	<input checked="" type="checkbox"/> Not Required
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Not Required
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required: a schedule of works, a schedule of payments
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (Belarusian ruble) The contract will be signed and the payment will be made in the currency of submitted quotation. During the financial evaluation stage UNDP will convert all the prices expressed in different currencies into USD based at the official UN exchange rate on the last day for the submission of quotations.
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> The price proposals of non-residents of the Republic of Belarus shall not include VAT. VAT, if included, shall be clearly indicated in the price proposals of residents of the Republic of Belarus. In such a case, VAT, if any, will be paid to the Supplier and reimbursed to UNDP by the Ministry of Finances of the Republic of Belarus. The price proposals will be compared without VAT.
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond the term that has been initially indicated in this

	RFP. The extension of the Proposal validity shall be confirmed in writing, without any other amendments in the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not allowed
Payment Terms	<p><u>Payment terms:</u> bank transfer according to the Payment Schedule. The available pre-payment should be limited by 20% of the total contract price.</p> <p>The payment is made from the account of UN/UNDP office in Belarus (non-resident of the Republic of Belarus).</p> <p>The contract price is fixed and is not able to be indexed or amended.</p>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<p>Mr. Aliaksei Artsiusheuski</p> <p>Project manager of UNDP/GEF project "Landscape approach to management of peatlands aiming at multiple ecological benefits"</p>
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services http://undp.by/en/undp/tenders/conditions/
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% financial offer weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). General Terms and Conditions (GTC) are specified in Annex 4 ² . This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p>The two step procedure is used for evaluation of Proposals according to which technical and financial offers are evaluated on the basis of the specified ratio (the highest possible score): technical proposal – 70%, maximum of 700 points, financial proposal – 30%, maximum 300 points.</p> <p>The contract will be awarded to the Proposer whose proposal gets the highest total score on the basis of technical and price evaluation (the highest total sum of points of technical and price evaluation).</p> <input checked="" type="checkbox"/> Number of years in business, reputation and qualification of the company/organization (47% - maximum 330 points) <input checked="" type="checkbox"/> Methodology, full compliance with the TOR and terms according to the RFP (16% - maximum 115 points) <input checked="" type="checkbox"/> Qualification of Key Personnel involved in the project implementation (37% - maximum 255 points). <p>More detailed information on the evaluation criteria is specified in Annex 2.</p> <p>The Proposals scored minimum 70% or more (490 points and more) during technical evaluation will be accepted for financial evaluation.</p> <p><u>Financial evaluation of the Proposal 30% (maximum score is 300 points)</u></p> <p>The technically qualified financial proposal with lowest price will get the maximum of 300 points, the distribution of points for price proposal of other Proposers will be conducted on the basis of the following calculation formula: Points calculation for other Proposers = (the lowest price/Price of the Proposal under consideration)x300.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> Only one Supplier of services

Annexes to this RFP	<input checked="" type="checkbox"/> Bid submission Form (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 4) ¹ <input checked="" type="checkbox"/> Detailed Terms of Reference (Annex 5) <input checked="" type="checkbox"/> Technical Proposal Evaluation criteria (Annex 2)
Contact Person for Inquiries (Written inquiries only) ²	<p>Aliaksei Artsiusheski Project Manager, UNDP/GEF Project "Landscape approach to management of peatlands aiming at multiple ecological benefits" aliaksei.artsiusheuski@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for the proposal submission, unless UNDP determines that this extension is essential and informs the Proposers on a new deadline of submission.</p>
Other Information	<p>The Pre-bid Conference for the potential Proposers will be held on April 23, 2014, at 11.30-13.00 a.m. hours (Minsk time) at the address: UNDP Office in Belarus, 6th Floor, 17, Kirova Str., Minsk, 220050, Republic of Belarus. Attendance of the authorized representatives of the Proposers is encouraged. The Proposers' representatives shall submit notification of their intention to attend the pre-bid conference till April 22, 2014 via fax and/or e-mail mentioned above.</p> <p><u>Subcontracting for the separate works (developing separate sections of works).</u></p> <p>If the Proposer does not have experience in conducting some types of works the Proposer can engage the Subcontractors. The Subcontractors shall have at least 5 years of experience in the respective works.</p> <p>In this case the Subcontractor must confirm their agreement to conduct the works by providing (accompany the the Proposer's proposal) the original of letter containing the following details:</p> <ul style="list-style-type: none"> - Subcontractor's name; - name of the Proposer that is going to engage Subcontractor; - list of works that the Subcontractor will perform under the assignment. <p>The Proposer must engage only the Subcontractors mentioned in the bidding documents and participated in the evaluation procedure.</p> <p>The Proposer shall not subcontract all the of works/ services required to fulfilling the contract obligations.</p>

¹ Non acceptance of the General terms and conditions for the provision of UNDP (SGSN) may lead to disqualification in the Bid.

² This Contact Person for Inquiries and the address are officially specified by UNDP. In case the inquiries are sent to other people or other addresses even if those addresses belong to UNDP staff or the inquiries are sent to other UNDP members, UNDP will not accept such requirements and will not notify about their reception

Proposal Evaluation Criteria

The presented below information on evaluation criteria of Proposals for technical evaluation is provided to the Proposers for reference only.

Section 1: Number of years in business, company's reputation and qualification

Evaluation of technical Proposal		Maximum number of points	Firm				
1 Number of years in business, reputation and qualification of the company			A	B	C	D	E
1.1	Number of years in business (scientific consultant services): A) At least 5 years – 50 points; B) More than 5 years in business: 3 points for each additional year but maximum 60 points in total	110					
1.2	Experience in preparing the certificates and nature conservation orders: A) from 10 to 50 certificates - 50 points (1 point for each document); B) from 50 to 200 certificates: 30 points (0,3 point for each document); C) More than 200 certificates - 20 points (0,2 point for each document, maximum – 20 points);	100					
1.3	Financial capacity of the Proposer: A) conducting works without pre-payment: 40 points B) 10% of the contract price pre-payment: 20 points	40					
1.4	Experience of participation in the international projects in the realm of biodiversity inventory/conservation: A)Lack of experience – 0 points B) 10 points per each international project, maximum – 80 points	80					
Total on Section 1		330					

Section 2: Methodology, compliance with the TOR and terms according to the RFP

Evaluation of technical Proposal Section 2 Methodology, compliance with the TOR and terms according to the RFP		Maximum number of points	Firm				
			A	B	C	D	E
2.1	Compliance with the terms of works specified in the RFP of the: A) Completion of the works within 27 months as	20					

	specified by the RFP– 15 points; B) Preschedule completion of the works – 1 point for each month, maximum - 5 points in total						
2.2	Proposed Methodology, approaches and Work schedule: A) Adequate approaches for reaching the main goals of assignment -- 40 points; B) Availability of a results review mechanism with participation of the independent experts (including external) or other quality assurance mechanisms - 20 points	60					
2.3	Compliance of the proposed Methodology (may be submitted in free format) with the local legal rules and regulation	35					
Total on Section 2		115					

Section 3: Qualifications of Key Personnel

Evaluation of technical Proposal Section 3 - Qualifications of Key Personnel engaged for the assignment		Maximum number of points	Firm				
			A	B	C	D	E
3.1	Project Manager	75					
	Managerial experience in the related field and proven experience in successful project implementation, conducting similar assignment A) At least 1 project successfully completed – 20 points B) More than 1 successfully completed project - 2 points per each extra project, but maximum 10 points	30					
	Experience of international projects implementation	15					
	Bachelor degree in the relevant field	15					
	Master’s degree in the relevant field	15					
3.2	Senior Experts	180					
3.2.1	Senior Expert on developing certificates for the protected species of plants location - botanist	60					
	Professional experience in the relevant field: A) Implementing at least 3 similar projects – 25 points B) Implementing more than 3 projects– 3 points for each extra project, but no more than 15 points	40					

	Bachelor degree in the relevant field (ecology, geography, biology and etc.)	10					
	Master's degree in the relevant field	10					
3.2. 2	Senior Expert on developing certificates for the protected species of animals locations - zoologist	60					
	Professional experience in the relevant field: A) Implementing at least 3 similar projects – 25 points B) Implementing more than 3 projects– 3 points per each extra project, but no more than 15 points	40					
	Bachelor degree in the relevant field (ecology, geography, biology and etc.)	10					
	Master's degree in the relevant field	10					
3.2. 3	Senior Expert in the realm of rare and typical biotopes	60					
	Professional experience in the relevant field: A) Implementing at least 3 similar projects – 25 points B) Implementing more than 3 projects– 3 points per each extra project, but no more than 15 points	40					
	Bachelor degree in the relevant field (ecology, geography, biology and etc.)	10					
	Master's degree in the relevant field	10					
Total on Section 3		<u>255</u>					

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery³)

[insert: Location].

[insert: Date]

To: UNDP Belarus Procurement Unit

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP of April 10, 2014, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions: "Improvement and testing the database of certificates of protected biotopes. Preparation of certificates and nature conservation orders to preserve protected species and biotopes on the bogs in Belarus (at least 250 certificates)."

We confirm that we have read, understood and hereby fully accept the Requirements specified in Annex 1 and Technical Specifications describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of UNDP's Standard Contract for this RFP.

We agree to follow the FRP terms within **90** days from the specified in RFP final date for submission of Proposals, it stays valid and obligatory for fulfillment and can be accepted at any time within validity of this period.

We hereby declare that:

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

We fully understand and recognize that UNDP reserves the right to accept or reject any received Bid, and it is not responsible for such actions, as well as it does not undertake any obligations to inform the Proposer about causes without relevant request from our side.

Yours sincerely,

Authorized Signature *[In full and initials]*: _____

Name and Title of Signatory: _____

Name of Firm: _____

Contact Details : _____

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

3. The official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Instruction for Proposers

A. Qualifications of the Service Provider

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

- 1) *Profile – describing the nature of business, list of the most important work executed in the field relevant to the RFP (table E)*
- 2) *Copy of Registration Certificate*
- 3) *Confirmation of financial sustainability:*
 - *documentary evidence of the Proposer's current economic and financial reliability (Bank's Statement of the Proposer's economic and financial reliability, tax office statement confirming absence of tax liabilities);*
- 4) *Information Form of the Applicant (table D).*
- 6) *Work schedule.*

B. Proposed Methodology for the Completion of Services

The Service Provider shall describe how it will address/deliver the demands of the RFP specified in the Terms of References (Annex 5); 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. The methodology shall be in line with requirements of the the Resolution of the Council of Ministers of the Republic of Belarus dated 12 July 2013 No. 611 "On the Adoption of the Regulations on the Procedure for the Transfer of Typical and/or Rare Natural Landscapes and Biotopes for Preservation to Land Users and Water Users" and the Resolution of the Council of Ministers of the Republic of Belarus dated 12 July 2013 No. 622 "On the Amendment of Some Resolutions of the Council of Ministers of the Republic of Belarus and Deeming Void Some Resolutions of the Council of Ministers of the Republic of Belarus and Their Individual Provisions".

C. Qualifications of Key Personnel

The Proposer must submit:

- 1) Names and qualifications of the key personnel that will perform the Works, with the indication of roles of each specialist: Team Leader and Senior Experts.

Required experience and qualification of Project Manager: *Managerial experience in the relevant field and proven experience in the successful projects implementation in the field relevant to the RFP - at least 3 years and at least 1 successfully implemented project, Bachelor degree in the relevant field. PhD will be an asset.*

Required experience and qualification of Senior Experts: *Senior Experts on developing certificates for the protected species of plants and animals locations – botanist and zoologist, Expert in the realm of rare and typical biotopes – geobotanist. Required qualification and experience of leading specialists in different areas: professional experience in specialization – participation at least in 3 relevant projects in the area of preparation of certificates for locations of the protected species of plants and animals as well as identification and description of rare and typical biotopes, diploma confirming specialized relevant education.*

The CV should be submitted with copies of diplomas and copies of postgraduate certificates in the fields related to the RDP.

D Company Profile of the Proposer (table D).

This form is to be completed by each legal entity or individual entrepreneur during submitting of the Proposal:

1	Proposer's Legal Name <i>[insert Proposer's legal name]</i>	
2	Legal Address/es in Country/ies of Registration/Operation: <i>[insert Proposer's legal address in country of registration]</i>	
3	Telephone number:	
4	E-mail address:	
5	Fax:	
6	Country, place of Registration:	
7	Year of Registration:	
8	Name of Registration Certificate issuing organization:	
9	Taxpayer identification number:	
10	Banking information:	
11	Name of the head/director of the company:	
12	Contact person for RFP:	
13	Specialization of the company:	
14	Information on outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern	

[Authorized Signature]
[Name and Title of Signatory]
[Date]

E. List of Similar Works Conducted for the Last five Years

Description of works	Type of works	Period of activity according to the contract (year, month)	Actual period of conducting works (year, month)	Contract Value	Customer (Name, contact person, telephone)

F. [Authorized Signature]

G.

H. [Name and Title of Signatory]

I. [Date]

Price schedule form***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery)*****Place:****Date:**

The price offered for UNDP must be general fixed price reflecting the total amount of works in BYR, EUR, USD.

The Proposal shall also be divided by results (stages) of work, as shown in Table A and expenditure components, as shown in Table B.

The total cost must be fixed and is not subject to any change or modification.

Any overheads (maximum 20% of the total proposer price) and travel expenses, such as transportation, accommodation and meals, related with implementation of the works must be included in the total amount.

Table A. Breakdown by Results

Currency of the proposal:

1	<i>Results (as it is listed in RFP)</i>	Price
1.1	Result 1 : intermediate report, containing the survey of the territory of Hrodna and Minsk Oblasts to identify rare and typical peatland biotopes as well as wildlife species of plants and animals listed in the Red Data Book of the Republic of Belarus (at least 50 certificates) prepared and coordinated with the respective land users and/or water users	
1.2	Travel costs	
1.3	Overheads and other administrative expenses (should not exceed 20 % of the major works cost)	
1.4	VAT (if applicable)	
1	Subtotal for result 1	
2.1	Result 2: intermediate report containing the survey of the territory of Brest, Mahilioŭ and Homieŭ Oblasts to identify rare and typical peatland biotopes as well as wildlife species of plants and animals listed in the Red Data Book of the Republic of Belarus (at least 150 certificates) prepared and coordinated with the respective land users and/or water users.	
2.2	Travel costs	
2.3	Overheads and other administrative expenses (should not exceed 20 % of the major works cost)	
2.4	VAT (if applicable)	
2	Subtotal for result 2	
3.1	Result 3: final report containing the survey of the territory of Vitebsk Oblast to identify rare and typical peatland biotopes as well as wildlife species of plants and animals listed in the Red Data Book of the Republic of Belarus (at least 50 certificates) prepared and coordinated with the respective land	

	users and/or water users; information on transferring the prepared and duly coordinated certificates and nature conservation orders have been transferred to the District Inspectorates of Natural Resources and Environmental Protection as well as on input the developed certificates and nature conservation orders (at least 250) into the database.	
3.2	Travel costs	
3.3	Overheads and other administrative expenses (should not exceed 20 % of the major works cost)	
3.4	VAT (if applicable)	
3.	Subtotal for result 3	
4	Total	
4.1	Total VAT (if applicable)	

A. Breakdown by Expenditures components

Currency of the proposal:

Description of Activities	Rate for Time unit	Total duration of the services	Total rate
I. Staff remuneration:			
Project Manager			
Senior Expert (indicate position)			
Senior Expert (indicate position)			
Other Experts			
II. Travels			
1. Transportation (if applicable)			
2. Daily allowance (if applicable)			
3. Phone charges (if applicable)			
4. Leasing of equipment (if applicable)			
5. Other expenditure			
III. Other expenditures related to the Works execution (please specify if applicable)			
VAT (if applicable)			
TOTAL:			

Please specify the required percentage of prepayment for every stage of the works (if applicable). Please note that pre-payment should be limited only up to 20% of the total contract price: _____ %

The financial proposal must be authorized and signed:

Authorized Signature *[In full and initials]*: _____

Name and Title of Signatory: _____

Name of Firm: _____

Contact Details : _____

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

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

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.

TERMS OF REFERENCE

Task: Improvement and testing of the database of certificates and nature conservation orders (Database of Certificates and Nature Conservation Orders [Electronic resource] / Ministry of Natural Resources and Environmental Protection of the Republic of Belarus. – Minsk, 2012. – Mode of access: <http://base.biodiversity.by> – Date of access: 27.03.2014; hereinafter referred to as 'Database') to ensure that it accounts for the typical and/or rare natural landscapes and biotopes transferred for conservation to land users and/or water users; conduct of the survey and preparation of certificates and nature conservation orders for rare and typical peatland biotopes, as well as wildlife species listed in the Red Data Book of the Republic of Belarus to be transferred for preservation to land users and/or water users (at least 250 certificates).

I. JUSTIFICATION FOR THE PERFORMANCE OF WORK

The work is performed as a part of and in line with the objectives of the UNDP/GEF international technical assistance project “Landscape Approach to Management of Peatlands Aiming at Multiple Ecological Benefits” No. 82884.

The Resolution of the Council of Ministers of the Republic of Belarus dated 12 July 2013 No. 611 “On the Adoption of the Regulations on the Procedure for the Transfer of Typical and/or Rare Natural Landscapes and Biotopes for Preservation to Land Users and Water Users”. <http://www.pravo.by/main.aspx?guid=3871&p0=C21300611&p1=1>

The Resolution of the Council of Ministers of the Republic of Belarus dated 12 July 2013 No. 622 “On the Amendment of Some Resolutions of the Council of Ministers of the Republic of Belarus and Deeming Void Some Resolutions of the Council of Ministers of the Republic of Belarus and Their Individual Provisions”. <http://pravo.by/main.aspx?guid=3871&p0=C21300622&p1=1>

II GOAL AND BASELINE DATA

- The overall goal of the assignment is the improvement and testing of the database of certificates and nature conservation orders of typical and/or rare natural landscapes and biotopes transferred for conservation to land users and/or water users (development of the respective package to be integrated into the Database of Certificates and Nature Conservation Orders).
- Preparation of certificates and nature conservation orders of rare and typical peatland biotopes, as well as wildlife species listed in the Red Data Book of the Republic of Belarus to be transferred for preservation to land users and/or water users (at least 250 certificates).

Principal objectives:

1. Development of the package (format and content) of the certificates and nature conservation orders for typical and/or rare natural landscapes and biotopes to be included into the existing database of certificates and nature conservation orders, as well as wildlife species listed in the Red Data Book of the Republic of Belarus.
2. Survey of the territory of the Republic of Belarus to identify rare and typical peatland biotopes as well as wildlife species listed in the Red Data Book of the Republic of Belarus.
3. Preparation of certificates and nature conservation orders for rare and typical peatland biotopes, as well as wildlife species listed in the Red Data Book of the Republic of Belarus to be transferred for preservation to land users and/or water users (at least 250 certificates). Coordinating them with the respective land users and/or water users.
4. Transfer of the prepared and coordinated certificates and nature conservation orders to the District Inspectorates of Natural Resources and Environmental Protection for the preparation of documents needed for the transfer of these territories for preservation to land users and/or water users.

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III. PROGRAMME OF WORK UNDER THE CONTRACT

2014

Develop a package of certificates and nature conservation orders for the typical and/or rare natural landscapes and biotopes and integrate it into the existing database of certificates and nature conservation orders, as well as wildlife species listed in the Red Data Book of the Republic of Belarus. Agree the proposals for the Database improvement with the MNREP.

Conduct the survey of the territory of Hrodna and Minsk Oblasts as part of the implementation of the UNDP/GEF project "Landscape Approach to Management of Peatlands Aiming at Multiple Ecological Benefits" to identify rare and typical peatland biotopes as well as wildlife species listed in the Red Data Book of the Republic of Belarus.

Prepare the certificates and nature conservation orders for rare and typical peatland biotopes, as well as wildlife species listed in the Red Data Book of the Republic of Belarus to be transferred for preservation to land users and/or water users (at least 50 certificates). Coordinate these documents with the respective land users and/or water users.

Transfer prepared and duly coordinated certificates and nature conservation orders to the District Inspectorates of Natural Resources and Environmental Protection.

Input the developed certificates and nature conservation orders into the database.

2015

Conduct the survey of the territory of Brest, Mahilioŭ and Homieĺ Oblasts as part of the implementation of the UNDP/GEF project "Landscape Approach to Management of Peatlands Aiming at Multiple Ecological Benefits" to identify rare and typical peatland biotopes as well as wildlife species listed in the Red Data Book of the Republic of Belarus.

Prepare the certificates and nature conservation orders of rare and typical peatland biotopes, as well as wildlife species listed in the Red Data Book of the Republic of Belarus to be transferred for preservation to land users and/or water users (at least 150 certificates). Acquire consent of these documents with the respective users of land plots and/or bodies of water.

Transfer prepared and duly coordinated certificates and nature conservation orders to the District Inspectorates of Natural Resources and Environmental Protection for the preparation of documents needed for the transfer of these territories for preservation to land users and/or water users.

Input the developed certificates and nature conservation orders into the database.

2016

Conduct the survey of the territory of Viciebsk Oblast as part of the implementation of the UNDP/GEF project "Landscape Approach to Management of Peatlands Aiming at Multiple Ecological Benefits" to identify rare and typical peatland biotopes as well as wildlife species listed in the Red Data Book of the Republic of Belarus.

Prepare the certificates and nature conservation orders of rare and typical peatland biotopes, as well as wildlife species listed in the Red Data Book of the Republic of Belarus to be transferred for preservation to land users and/or water users (at least 50 certificates). Coordinate these documents with the respective land users and/or water users.

Transfer prepared and duly coordinated certificates and nature conservation orders to the District Inspectorates of Natural Resources and Environmental Protection for the preparation of documents needed for the transfer of these territories for preservation to land users and/or water users.

Input the developed certificates and nature conservation orders into the database.

IV. STAGES AND DEADLINES

In accordance with annual workplans

V. PLANNED RESULTS

The survey of the territory of the republic as part of the implementation of the UNDP/GEF project “Landscape Approach to Management of Peatlands Aiming at Multiple Ecological Benefits” to identify rare and typical peatland biotopes as well as wildlife species listed in the Red Data Book of the Republic of Belarus has been conducted.

The certificates and nature conservation orders of rare and typical peatland biotopes, as well as wildlife species listed in the Red Data Book of the Republic of Belarus to be transferred for preservation to land users and/or water users (at least 250 certificates). Certificates and nature conservation orders have been coordinated with the respective land users and/or water users.

The prepared and duly coordinated certificates and nature conservation orders have been transferred to the District Inspectorates of Natural Resources and Environmental Protection for the preparation of documents needed for the transfer of these territories for preservation to land users and/or water users.

The Database of Certificates and Nature Conservation Orders has been improved with due account for the typical and/or rare natural landscapes and biotopes.

The developed certificates and nature conservation orders have been input into the Database.

VI. PROCEDURE FOR THE ACCEPTANCE OF COMPLETED WORK AND ITS INDIVIDUAL STAGES

1. The completed work is submitted to the Customer in the form of a final report executed and approved according to the prescribed procedure. Individual work stages are submitted to the Customer as mid-term reports.
2. The copies of the prepared and duly coordinated certificates and nature conservation orders for the transfer of rare and typical peatland biotopes and wildlife species listed in the Red Data Book of the Republic of Belarus for preservation to land users and/or water users per every stage of work.
3. All materials are to be submitted on paper and through electronic media in Russian.

VII. REQUIREMENTS REGARDING QUALIFICATION AND WORKING EXPERIENCE

1. Operational experience of the preparation of certificates for the preservation of species listed in the Red Data Book of the Republic of Belarus.
2. Availability of qualified professionals in biotopes and species listed in the Red Data Book of the Republic of Belarus.
3. Successful experience of implementing nature conservation activities as part of UNDP/GEF and other international projects would be an asset.