



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Trainers in Leadership and Management

Date: 03rd July 2014

Country: Libya

Description of the assignment: UNDP Libya is seeking qualified and motivated National Experts (02) in the field of capacity building, leadership and management, to be based in Tripoli, to design and deliver two training programs for the GNC in developing staff competencies in order that they are able to highly performing their roles and tasks. The first training will be dedicated for Senior Management Team while the second training will be for Middle Management Leaders.

Project name: Strengthening Capacities of GNC Parliamentary Administration

Period of assignment/services: 20 working days for each consultant, spread over 02 months

Please submit your Technical and Financial proposals to the following e-mail address no later than **23rd July 2014**. Email: procurement.ly@undp.org

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

1. BACKGROUND

On 7 July 2012, the first legislative elections in Libya resulted in a National General Congress (GNC) with 120 independent candidates and 80 from political parties. The General National Congress has appointed an interim government and passed the electoral law for a constituent authority called “the commission of sixty” responsible for drafting the new constitution.

The GNC has established a secretariat (administration) to support the elected members. It is clear that the General National Congress within the very short timeframe of the next coming years needs to build its institutional capacity and administration. The GNC secretariat has established recently a new office in charge of designing and developing trainings for the staff and the elected members. A strong development of the institutional capacity of the GNC is a pre-requisite to institute the practice of democratic governance and henceforth provide the adequate platform for a proper and sustainable democratic transition in the New Libya.

UNDP has provided support to GNC since its establishment in August 2012. The support ranged from technical advice to training and workshops. In this context, UNDP project is supporting the GNC training’ office in terms of organization, designing and delivering the modules needed for the GNC staff to better perform their duties.

2. SCOPE OF SERVICES / EXPECTED OUTPUTS

The trainers’ assignments are primarily to work closely with the GNC training office staff in order to meet their expectations on the training programs’ contents and design including PowerPoint presentations, handouts as supportive materials, case studies, diverse range of activities and tools. Consequently, they are required to deliver the programs in Arabic and in accordance to the modern and interactive training methodologies, and expected to use videos as well as different learning exercises where applicable and needed. The first consultant is expected to develop and train the GNC senior management team, while the second consultant is needed to enhance the Middle Management Leaders on “Leadership and Management Competencies” as follows:

Training courses for Senior Management Team

1. The organizational environment.
2. Culture and ethics in organizations.
3. The institutional performance.
4. Effective leadership.
5. Change management.

Learning outcomes of reference

At the end of this training program, all the trainees MUST acquire the needed competencies in order to be able to highly performing the following roles:

- Analyze the organization within its broader environment using a PESTLE and SWOT analysis.
- Recognize own responsibility to promote the organization’s vision and help shape the culture.

- Define values within the context of the organization and communicate them to the team.
- Recognize the importance of social responsibility and sustainability.
- Assess the organization's ability to translate vision, mission and strategic goals into operational objectives with measurable targets, and assess the effectiveness of control mechanisms used to monitor outcomes and ensure achievement of those objectives.
- Critically review own ability to fulfil the key responsibilities of the leadership role, including ability to motivate, delegate and empower others.
- Identify the forces that may require own organization to change and use techniques for planning it.

Training courses for Middle Management Leaders

1. The Middle Management Roles.
2. Efficient Work Planning.
3. Teamwork leadership.
4. Performance Management.
5. Managing Individual Development.

Learning outcomes of reference

At the end of this training program, all the trainees MUST acquire the needed competencies in order to be able to highly performing the following roles:

- Identifies his/her scope of work, roles and responsibilities in enabling an organization to achieve its goals.
- Operational planning to achieve SMART goals; identifies key performance indicators, monitors the progress and addresses any deviations.
- Leads the teamwork.
- Communicates and builds relationships that affect managerial performance in the workplace.
- Delegates to achieve workplace objectives.
- Manages the individuals' performance and identifies development areas to fill the gaps.

The consultants are expected to perform the following tasks:

- Attainment of the predetermined learning outcomes for the trainees.
- Application of modern and interactive training modes and models that encourage discussions and trainees participations, use of real case studies and practical exercises and diversify audio and visual tools.
- Provision of training materials soft copy (handouts, PowerPoint presentations and other related documents/activities).
- In the end of the program, an evaluation exam covers most aspects of the curriculum has to be conducted.
- The trainer should spare no effort to satisfy the trainees.
- Provision of periodic reports for attendance records and trainees progress assessment.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualification:

An advanced university degree (masters or equivalent) in Management Sciences, Public Administration, Law or other appropriate discipline.

Experience:

- Minimum 05 years of professional experience in the areas of management, capacity building and conducting and managing trainings programmes.
- Professional experience as Trainer in designing and delivering leadership and management training courses of 2 years minimum.
- Demonstrate in-depth understanding of the different training methodologies
- Experience in planning and program implementation
- Experience in monitoring and reporting
- Strong interpersonal skills and capacity in dealing with different types of learners.
- High ability of facilitating and motivating in-class discussions and participation.
- Well-built capability of using exercises, real case studies and other activities to linking training learning outcomes to the job practices.
- Excellent communication skills including skills of simplifying information and frequency using of feedbacks.
- Very comfortable in using Word, Excel and PowerPoint computer software.

I- Competencies:

Corporate Competencies

- Promotes the vision, mission and strategic goals of UNDP
- Demonstrates integrity by modeling the UN's values and ethical standards
- Displays cultural, gender, religion, race, nationality and age sensitivity adaptability
- Treats all people fairly without favoritism

Functional Competencies

Technical Knowledge

- Demonstrates a strong understanding of UNDP democratic governance overall approach and thematic areas (public administration, rule of law, elections, legislative process, local government, civil society, gender and youth)
- Demonstrates openness and ability to understand governance issues and challenges in Libya
- Displays a good understanding of economic management issues such as finance and budget process, transparency and accountability, and economic reform
- Demonstrates a good knowledge of crisis management, prevention and recovery

Knowledge Management and Learning

- Promotes knowledge sharing and learning culture in the UNDP Libya Country Office

- In-depth conceptual and practical knowledge of inter-disciplinary governance and development issues
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills

Advisory and Communication Skills

- Ability to communicate complicated ideas to multi-constituencies in areas of UNDP's substantive support in Governance and capacity building

Development and Operational Effectiveness

- Ability to lead strategic planning, results-based management and reporting
- Ability to lead the formulation of projects
- Ability to formulate and analyze financial resources
- Ability to lead business processes re-engineering, implementation of new systems (business side), and affect staff behavioral/attitudinal change

Leadership and Management

- Builds strong relationships with clients, focuses on impact and results for the client and responds positively to feedback
- Consistently approaches work with energy and a positive and constructive attitude
- Demonstrates openness to change and ability to manage complexities
- Ability to lead effectively, mentoring as well as conflict resolution skills
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- Demonstrates strong oral and written communication skills
- Remains calm, in control and good humored even under pressure
- Proven networking, team-building, organizational and communication skills

Technical Skills

- Experience in the usage of computers and office software packages (MS Word, power point presentations, etc.) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems
- Project delivery planning, design, management & support
- Strong writing skills including technical reports, general reports, proposals and preparation of budgets
- Extensive background experience working in and knowledge of at least one or two democratic governance areas
- The ability to supervise and mentor staff

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

Technical Proposal

- Candidate CV including list of clients with details of similar trainings and at **least 3 references**.
- Personal History Form (P11).
- Technical Details (Annex A), please choose only one program template to fill in.
- Motivation Letter describing their interest in the assignment and why they are the most suitable for the work.

FINANCIAL PROPOSAL

The financial proposal (Annex 3) shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount on monthly basis during the duration of the contract (excluding travel and per diem that will be given as per UNDP rate).

5. EVALUATION

Individual consultants will be evaluated based on the **Cumulative analysis**. The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, and
- b) Having received the **highest score** out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.
 - a. Technical Criteria weight: **70%**
 - b. Financial Criteria weight: **30%**

Only candidates obtaining a minimum of **49 out of 70 points** would be considered for the Financial Evaluation

<i>Criteria</i>	<i>Weight</i>	<i>Max. Point</i>
<u>Technical Competencies</u>	70	
Relevance to the Educational Requirements and years of experience.	20	
Demonstrable experience of planning and delivering training, its monitoring and evaluation	20	
List of clients, with details of similar trainings have been provided – at least 02 clients information with documentary evidence (reference letters, copy of contracts) must be provided	15	
Proposed contents of courses (to be provided by candidate as per Annex A)	15	
<u>Financial (Lower Offer/Offer*100)</u>	30	
<u>Total Score</u>	Technical score 70 + 30 Financial	

ANNEX

ANNEX1-TERMS OF REFERENCE

ANNEX2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX3- PROPOSAL SUBMISSION FORM

ANNEX A- PROGRAM TECHNICAL DETAILS

Annex-1

Trainers in Leadership and Management

1. Background of the Consultancy

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- The trainer should spare no effort to satisfy the trainees.

- Provision of periodic reports for attendance records and trainees progress assessment.

3. Duration of Assignment

The duration of the first trainer's assignment is **20 working days**: 15 days are divided into two days a week as actual training days; the other 05 days are for preparation and evaluation.

Similarly, the duration of the second trainer's assignment is **20 working days**: 15 days are divided into three days a week as actual training days; the other 05 days are for preparation and evaluation.

4. Education

An advanced university degree (masters or equivalent) in Management Sciences, Public Administration, Law or other appropriate discipline.

5. Experience and skills

- Minimum 05 years of professional experience in the areas of management, capacity building and conducting and managing trainings programmes.
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- Strong writing skills including technical reports, general reports, proposals and preparation of budgets
- Extensive background experience working in and knowledge of at least one or two democratic governance areas
- The ability to supervise and mentor staff

7. Duty Station

All work under this assignment is to be conducted from the city of Tripoli (GNC premises).

8. Deliverables

Deliverable for Senior Management Team courses

Trainer one		
Deliverables	% of payment	Date
1. Design and delivery of module 1, "The organizational environment", with an assessment sheet.	50%	The first month
2. Design and delivery of module 2, "Culture and ethics in organizations", with an assessment sheet.		
3. Design and delivery of module 3, "The institutional performance", with an assessment sheet.		
4. Design and delivery of module 4, "Effective leadership", with an assessment sheet.	50%	The second month
5. Design and delivery of module 5, "Change management", with an assessment sheet.		
6. Final report on the trainees' overall assessment and recommendations for further improvements.		

Deliverable for Middle Management Leaders courses

Trainer two		
Deliverables	% of payment	Date
7. Design and delivery of module 1, “The Middle Management roles”, with an assessment sheet.	50%	The first month
8. Design and delivery of module 2, “Efficient Work Planning”, with an assessment sheet.		
9. Design and delivery of module 3, “Teamwork Leadership”, with an assessment sheet.		
10. Design and delivery of module 4, “Performance Management”, with an assessment sheet.	50%	The second month
11. Design and delivery of module 5, “Managing Individual Development”, with an assessment sheet.		
12. Final report on the trainees’ overall assessment and recommendations for further improvements.		

9. Note

- Applications with No financial offer or Missing P11 form or the required additional documents referred in the **Evaluation Section** will NOT be considered for evaluation;
- Financial proposal should be on provided format (i.e Annex 3- OFFEROR’S LETTER TO UNDP);
- Incomplete proposals will not be considered.



ANNEX 2

GENERAL CONDITIONS OF CONTRACT FOR THE SERVICES OF INDIVIDUAL CONTRACTORS

1. **LEGAL STATUS:** The Individual contractor shall have the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP), and shall not be regarded, for any purposes, as being either a “staff member” of UNDP, under the UN’ Staff Regulations and Rules, or an “official” of UNDP, for purposes of the Convention on the Privileges and Immunities of the United Nations, adopted by the General Assembly of the United Nations on 13 February 1946. Accordingly, nothing within or relating to the Contract shall establish the relationship of employer and employee, or of principal and agent, between UNDP and the Individual contractor. The officials, representatives, employees or subcontractors of UNDP and of the Individual contractor, if any, shall not be considered in any respect as being the employees or agents of the other, and UNDP and the Individual contractor shall be solely responsible for all claims arising out of or relating to 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 Contract. Should any authority external to UNDP seek to impose any instructions on the Contract regarding the Individual contractor’s performance under the Contract, the Individual contractor shall promptly notify UNDP and shall provide all reasonable assistance required by UNDP. The Individual contractor shall not take any action in respect of its performance of the Contract or otherwise related to its obligations under the

Contract that may adversely affect the interests of UNDP, and the Individual contractor shall perform its obligations under the 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 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 Contract. In the performance of the Contract the Individual contractor shall comply with the standards of conduct set in the Secretary General’s Bulletin ST/SGB/2002/9 of 18 June 2002, entitled “Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Expert on Mission”. The individual contractor must comply with all Security Directives issued by UNDP. 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 Contract, the Individual contractor shall comply with the standards of conduct set forth in the Secretary-General’s bulletin ST/SGB/2003/13 of 9 October 2003, concerning “Special measures for protection from sexual exploitation and sexual abuse”. In particular, the Individual contractor shall not engage in any conduct that would constitute sexual exploitation or sexual abuse, as defined in that bulletin.

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

any alleged breach of the foregoing standards of conduct to the relevant national authorities for appropriate legal action.

3. TITLE RIGHTS, COPYRIGHTS, PATENTS AND OTHER PROPRIETARY RIGHTS: Title to any equipment and supplies that may be furnished by UNDP to the Individual contractor for the performance of any obligations under the Contract shall rest with UNDP, and any such equipment shall be returned to UNDP at the conclusion of the 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 Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Individual contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for UNDP. However, to the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Individual contractor: (a) that pre-existed the performance by the Individual contractor of its obligations under the Contract, or (b) that the Individual contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the 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 Contract. Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents and all other data compiled by or received by the Individual contractor under the Contract shall be the property of UNDP, shall be made available for use or inspection by UNDP at reasonable times and in reasonable places, shall be treated as confidential and shall be delivered only to UNDP authorized officials on completion of work under the Contract

4. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION: Information and data that are considered proprietary by either UNDP or the Individual contractor or that are delivered or disclosed by one of them ("Discloser") to the other ("Recipient") during the course of performance of the Contract, and that are designated as confidential ("Information"), shall be held in confidence and shall be handled as follows. The Recipient of such Information shall use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate, and the Recipient may otherwise use the Discloser's Information solely for the purpose for which it was disclosed. The Recipient may disclose confidential Information to any other party with the Discloser's prior written consent, as well as to the Recipient's employees, officials, representatives and agents who have a need to know such confidential Information solely for purposes of performing obligations under the Contract. Subject to and without any waiver of the privileges and immunities of UNDP, the Individual contractor may disclose Information to the extent required by law, *provided that* the Individual contractor will give UNDP sufficient prior notice of a request for the disclosure of Information in order to allow UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made. UNDP may disclose Information to the extent

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 precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder. These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

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 care 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 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 Contract while the Individual contractor is traveling at UNDP expense or is

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

7. SUBCONTRACTORS: In the event that the Individual contractor requires the services of subcontractors to perform any obligations under the Contract, the Individual contractor shall obtain the prior written approval of UNDP for any such subcontractors. UNDP may, in its sole discretion, reject any proposed subcontractor or require such subcontractor's removal without having to give any justification therefore, and such rejection shall not entitle the Individual contractor to claim any delays in the performance, or to assert any excuses for the non-performance, of any of its obligations under the 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 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 Contract, in whole or in part, separately or in combination, constitutes an infringement of any patent, copyright, trademark or other intellectual property right of any third party; or (b) any acts or omissions of the Individual contractor, or of any subcontractor or anyone directly or indirectly employed by them in the performance of the Contract, which give rise to legal liability to anyone not a party to the Contract, including, without limitation, claims and liability in the nature of a claim for workers' compensation.

10. INSURANCE: The Individual contractor shall pay UNDP promptly for all loss, destruction or damage to the property of UNDP caused by the Individual contractor, or of any subcontractor, or anyone directly or indirectly employed by them in the performance of the Contract. The Individual contractor shall be solely responsible for taking out and for maintaining adequate insurance required to meet any of its obligations under the Contract, as well as for arranging, at the Individual contractor's sole expense, such life, health and other forms of insurance as the Individual contractor may consider to be appropriate to cover the period during which the Individual contractor provides services under the

Contract. The Individual contractor acknowledges and agrees that none of the insurance arrangements the Individual contractor may make shall, in any way, be construed to limit the Individual contractor's liability arising under or relating to the Contract.

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

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

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

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

13. TERMINATION: Either party may terminate the Contract, in whole or in part, upon giving written notice to the other party. The period of notice shall be five (5) days in the case of Contracts for a total period of less than two (2) months and fourteen (14) days in the case of contracts for a longer period. The initiation of conciliation or arbitral proceedings, as provided below, shall not be deemed to be a “cause” for or otherwise to be in itself a termination of the

Contract. UNDP may, without prejudice to any other right or remedy available to it, terminate the Contract forthwith in the event that: (a) the Individual contractor is adjudged bankrupt, or is liquidated, or becomes insolvent, applies for moratorium or stay on any payment or repayment obligations, or applies to be declared insolvent; (b) the Individual contractor is granted a moratorium or a stay or is declared insolvent; 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 Contract.

In the event of any termination of the Contract, upon receipt of notice of termination by UNDP, the Individual contractor shall, except as may be directed by UNDP in the notice of termination or otherwise in writing: (a) take immediate steps to bring the performance of any obligations under the Contract to a close in a prompt and orderly manner, and in doing so, reduce expenses to a minimum; (b) refrain from undertaking any further or additional commitments under the Contract as of and following the date of receipt of such notice; (c) deliver all completed or partially completed plans, drawings, information and other property that, if the Contract had been completed, would be required to be furnished to UNDP thereunder; (d) complete performance of the 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 Contract that is in the possession of the Individual contractor and in which UNDP has or may be reasonably expected to acquire an interest.

In the event of any termination of the Contract, UNDP shall only be liable to pay the Individual

contractor compensation on a pro rata basis for no more than the actual amount of work performed to the satisfaction of UNDP in accordance with the requirements of the Contract. Additional costs incurred by UNDP resulting from the termination of the 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 Contract, from any other source at any time.

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

16. AUDITS AND INVESTIGATIONS:

Each invoice paid by UNDP shall be subject to a post-payment audit by auditors, whether internal or external, of UNDP or by other authorized and qualified agents of UNDP at any time during the term of the Contract and for a period of two (2) years following the expiration or prior termination of the 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 Contract.

The Individual contractor acknowledges and agrees that, from time to time, UNDP may conduct investigations relating to any aspect of the Contract or the award thereof, the obligations performed under the Contract, and the operations of the Individual contractor generally relating to performance of the 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 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 Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the Conciliation Rules then obtaining of the United Nations Commission on International Trade Law ("UNCITRAL"), or according to such other procedure as may be agreed between the parties in writing.

ARBITRATION: Any dispute, controversy or claim between the parties arising out of the Contract, or the breach, termination, or invalidity thereof, unless settled amicably, as provided above, shall be referred by either of the parties to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international

commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and

Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy or claim.

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

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**OFFEROR'S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date _____

Selva Ramachandran
Country Director
United Nations Development Programme
Noflien area, Abu Ojeila Ben Taleb,
Street near to Ben Othman School, P.O. BOX 358
Tripoli, Libya

Dear Sir/Madam :

I hereby declare that :

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I therefore would like to propose my services and I confirm my interest in performing the assignment through the submission of my Personal History Form (P11) which I have duly signed and attached hereto as **Annex 1**;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as **Annex 2**;
- e) I hereby propose to complete the services for a total "**all inclusive**" price of _____ [*state amount in words and in numbers, in LYD*], payable in the manner described in the Terms of Reference.

BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

Sr. #	Description/Break-up of Financial Proposal	Unit	Quantity	Unit Cost (LYD)	Total Cost (LYD)
A.	Consultancy Fee:				
A.1	Professional Fess	Per Day	20		
A.4	Total				

- f) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- g) This offer shall remain valid for a total period of **90 days** after the submission deadline; I understand that I may revise this proposal upon written notice to UNDP prior to the submission deadline;
- h) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*
- i) If I am selected for this assignment, I shall *[check the appropriate box]:*

☐

Sign an Individual Contract with UNDP;

☐

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

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

☐

At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;

☐

I am currently engaged with UNDP and/or other entities for the following work :

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

☐

I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal :

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- k) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- l) **IMPORTANT : If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract. I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature:

Date Signed :

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

- ☐ Duly signed P11 Form
- ☐ Brief Description of Approach to Work (required for intellectual work)
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price

Technical Details of
Leadership and Management program for SMT (Trainer 1)

Trainer's name:			
Course no. 1	The organizational environment	Total training hours:	
Main contents	1. 2. 3. 4. 5. 6.		
Course no. 2	Culture and ethics in organizations	Total training hours:	
Main contents	1. 2. 3. 4. 5. 6.		
Course no. 3	Organizational performance	Total training hours:	
Main contents	1. 2. 3. 4. 5. 6.		
Course no. 4	Effective leadership	Total training hours:	
Main contents	1. 2. 3. 4. 5.		

Course no. 5	Change management	Total training hours:	
Main contents	<div>1.</div> <div>2.</div> <div>3.</div> <div>4.</div> <div>5.</div> <div>6.</div>		

Technical Details of

Leadership and Management program for Middle Management Leaders (Trainer 2)

Trainer's name:			
Course no. 1	The Middle Management Roles	Total training hours:	
Main contents	1. 2. 3. 4. 5. 6.		
Course no. 2	Efficient Work Planning	Total training hours:	
Main contents	1. 2. 3. 4. 5. 6.		
Course no. 3	Teamwork Leadership	Total training hours:	
Main contents	1. 2. 3. 4. 5. 6.		
Course no. 4	Performance Management	Total training hours:	
Main contents	1. 2. 3. 4. 5.		

Course no. 5	Managing individual development	Total training hours:	
Main contents	<div>1.</div> <div>2.</div> <div>3.</div> <div>4.</div> <div>5.</div> <div>6.</div>		