



REQUEST FOR PROPOSAL (RFP)

United Nations Development Programme Istanbul Regional Hub for Europe and the CIS Key Plaza, 10th floor, Abide-i Hürriyet Cd. İstiklal Sk. No/11 Şişli, 34381, Istanbul, Turkey	DATE: February 16, 2015
	REFERENCE: 2015/02/RFP Development of the appendix of the Water Charter related to “ <i>the List of Planned Measures to be Submitted For Notification and Modalities of Notification, Instruction and Issuance of the Implementation Authorisation</i> ”

Dear Sir / Madam:

We kindly request you to submit your Proposal for **2015/02/RFP – Development of the appendix of the Water Charter related to “the List of Planned Measures to be Submitted for Notification and Modalities of Notification, Instruction and Issuance of the Implementation Authorisation**

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

Proposals may be submitted on or before **16:00 CET, Monday, March 9, 2015** via courier mail to the address below:

United Nations Development Programme
Istanbul Regional Hub for Europe and the CIS
Key Plaza, 10th floor, Abide-i Hürriyet Cd. İstiklal Sk. No/11
Şişli, 34381, Istanbul, Turkey
Mr. Murat Akin, Procurement Manager

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

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. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

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

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

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

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

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 4.

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.



Andrey Pogrebnyak
Operations Manager
16/02/2015

Description of Requirements

Context of the Requirement	<p>The Lake Chad Basin is the largest endoreic tributary basin in Africa covering a size of close to 2,355,000 km², or 8 % of the size of the continent and covering several countries such as Algeria, Cameroon, the Central African Republic, Chad, Libya, Niger, Nigeria, Sudan. The Fort-Lamy Convention of 22 May 1964 established the Lake Chad Basin Commission (LCBC) and assigned to its founding member countries (Cameroon, Niger, Nigeria and Chad) the protection of transboundary water resources of the Basin. The Central African Republic and Libya joined the Institution respectively in 1994 and 2008. The following documents were adopted in line with the challenges facing Lake Chad: LCBC Master Plan (1992), Strategic Action Plan (1998), Vision 2025 (2000). Strategic Action Programme of the Lake Chad Basin (SAP, 2008). The Vision 2025 adopted an integrated and sustainable management policy of the basin. With the assistance of the African Development Bank (AfDB), LCBC developed its Water Charter in a participatory manner between 2009 and 2011. The Water Charter was adopted and signed by the Summit of LCBC's Heads of State and Government on 30 April 2012. It will be supplemented by fourteen appendices. Five of the appendices have been drafted in the approved Charter. The other 9 appendices are to be drafted by the LCBC and its Technical partners. To make the Charter effective, all the listed appendices need to be prepared to be attached to the adopted charter.</p> <p>The UNDP-Shared Waters Partnership (SWP) initiative promotes cooperative approaches to share water, which can advance peace, security, environmental protection and open new opportunities for riparian states to sustainably develop their water resources. In this framework, support will be provided to the Lake Chad basin commission to develop the Annexe of the Water Charter related to the List of Planned Measures to be Submitted For Notification And Modalities of Notification, Instruction and Issuance of the Implementation Authorisation.</p> <p>The overall objective of the study is to enable the member countries of the Lake Chad Basin Commission consolidate the legal and institutional framework for the integrated management of the water resources of the Lake Chad basin and secure the requirements of a harmonised, participatory and sustainable management of the environment in accordance with the statute of the Commission, the LCBC Water Charter, universal and regional conventions as well as community instruments on the management of transboundary water resources. This requires the identification of planned measures and how they will be processed at the international level.</p>
Implementing Partner of UNDP	UNDP and SIWI
Brief Description of the Required Services	<p>Development of the appendix of the Water Charter related to “the List of Planned Measures to be Submitted For Notification and Modalities of Notification, Instruction and Issuance of the Implementation Authorisation – consultancy services.</p>

List and Description of Expected Outputs to be Delivered	<p>Tasks that the consultant firm is responsible for are related to the development of the appendix of the Water Charter related to <i>“the List of Planned Measures to be Submitted For Notification and Modalities of Notification, Instruction and Issuance of the Implementation Authorisation”</i> and may include, but not limited to</p> <ul style="list-style-type: none"> – Diagnosis of projects, internal and international notification measures and instructions: it will consist in drafting the checklist of measures to be submitted for the notification, modalities of notification, instruction and issuance of the authorisation to execute projects. Various projects and procedures will be diagnosed in the member countries and the Executive Secretariat of LCBC; – Develop an appendix of the Water Charter on the List of Planned Measures to be Submitted For Notification and Modalities of Notification, Instruction and Issuance of the Implementation Authorisation, as one of the implementation instruments of the Water Charter, which is a cooperation tool in terms of management of shared water resources ; – Define the exact legal and institutional rules on the notification of planned measures and responsibilities of each organ in the process; – Facilitating the adoption of <i>the appendix of the List of Planned Measures to be Submitted for Notification and Modalities of Notification, Instruction and Issuance of the Implementation Authorisation</i> for the use, development, conservation, equitable and rational management of international waters of the conventional basin of Lake Chad. The appendix will be submitted to the Council of Ministers for consideration.
Person to Supervise the Work/Performance of the Service Provider	UNDP/GEF Regional Technical Advisor based in Addis Ababa Shared Waters Partnership Project Manager – SIWI
Frequency of Reporting	The Contractor will report directly to supervisors. During the fulfillment of their works, the Contractor will ensure regular communication with prior to the delivery of expected results. The Contractor shall ensure quality and timely delivery of the expected results, and will regularly inform of the progress as well as any obstacles that might occur.
Progress Reporting Requirements	At the beginning of the assignment, the Contractor will prepare a short Inception Report – workplan, outlining the planned activities. At the end of the assignment the Contractor will provide a Summary report on the activities undertaken.
Location of work	Home based with one mission to Ndjamen and if needed to the Lake Chad Basin Countries
Expected duration of work	20 work days in the period March- June 2015
Target start date	15.03.2015
Latest completion date	30.06.2015
Travels Expected	Travel – required: Work is to be conducted from consultant’s home base. Work will be by Skype and email exchange. Missions are planned in Ndjamen for the inception phase/validation of the Appendix and if need in Lake Chad Basin countries to undertake national consultations. Travel costs are to be covered by the Service Provider

Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> UNDP Istanbul Regional Hub will organize inception / validation workshop – for other participants separately from this assignment																	
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Not Required																	
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																	
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of Value Added Tax (VAT) and other applicable indirect taxes Bidders shall take into account the following issues, while preparing their bids: UN and its subsidiary organs are exempt from all taxes. Therefore bidders shall prepare their bids excluding VAT. It is the Bidder’s responsibility to learn from relevant authorities (Ministry of Finance) and/or to review/confirm published procedures and to consult with a certified financial consultant as needed to confirm the scope and procedures of VAT exemption application as per VAT Law, Ministry of Finance’s General Communiqués and all other related legislation.																	
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																	
Partial Quotes	<input checked="" type="checkbox"/> Not permitted																	
Payment Terms	<table><tr><td>Outputs</td><td>Percentage (% of contracted price);</td><td>Timing (preferred)</td><td>Condition for Payment Release: Within thirty (30) days from the date of meeting the following conditions</td></tr><tr><td>Inception Report – Workplan</td><td>20</td><td>Two weeks after the contract signature</td><td rowspan="3">a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.</td></tr><tr><td>Appendix of the Water Charter</td><td>70</td><td>15 June 2015</td></tr><tr><td>Summary report on activities</td><td>10</td><td>30 June 2015</td></tr></table>				Outputs	Percentage (% of contracted price);	Timing (preferred)	Condition for Payment Release: Within thirty (30) days from the date of meeting the following conditions	Inception Report – Workplan	20	Two weeks after the contract signature	a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	Appendix of the Water Charter	70	15 June 2015	Summary report on activities	10	30 June 2015
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Supervisors: UNDP/GEF Regional Technical Advisor based in Addis Ababa and Project Manager of the Shared Waters Partnership Project (SIWI)																																																	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services																																																	
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution). Only proposals that achieve at least 70% on the technical part will be considered as technically compliant. <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). 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><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of Firm / Organization submitting Proposal <input checked="" type="checkbox"/> Proposed Work Plan and Approach <input checked="" type="checkbox"/> Personnel <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>The Offeror shall seal the Proposal in one outer and two inner envelopes. Both inner envelopes shall indicate the name and address of the Offeror. The first inner envelope shall contain the information specified in Annex 2 (Proposal form), with the duly marked "Original". The second inner envelope shall include the price schedule duly identified as such.</p> <p>A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposal of the Proposals will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 70 points in the evaluation of the technical proposals.</p> <p>The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR).</p> <p>In the Second Stage, the price proposal of all contractors, who have attained minimum 30% score in the price evaluation, will be compared. The contractor will be awarded to the Contractor offering the lowest price.</p> <table border="1"> <thead> <tr> <th colspan="2" rowspan="2">Summary of Technical and Financial Proposal Evaluation</th><th rowspan="2">Points Obtainable</th><th colspan="3">Company /Entity /Others</th></tr> <tr> <th>A</th><th>B</th><th>C</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Expertise of Firm / Organization submitting Proposal</td><td>20</td><td></td><td></td><td></td></tr> <tr> <td>2.</td><td>Proposed Work Plan and Approach</td><td>20</td><td></td><td></td><td></td></tr> <tr> <td>3.</td><td>Personnel</td><td>30</td><td></td><td></td><td></td></tr> <tr> <td colspan="2">Total for technical proposal</td><td>70</td><td></td><td></td><td></td></tr> <tr> <td colspan="2">Total for financial proposal</td><td>30</td><td></td><td></td><td></td></tr> <tr> <td colspan="2">TOTAL – max obtainable points</td><td>100</td><td></td><td></td><td></td></tr> </tbody> </table>					Summary of Technical and Financial Proposal Evaluation		Points Obtainable	Company /Entity /Others			A	B	C	1.	Expertise of Firm / Organization submitting Proposal	20				2.	Proposed Work Plan and Approach	20				3.	Personnel	30				Total for technical proposal		70				Total for financial proposal		30				TOTAL – max obtainable points		100			
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Technical Proposal (70%)

The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

Form 1: Expertise of Firm / Organisation Submitting Proposal

Form 2: Proposed Work Plan and Approach

Form 3: Personnel

Technical Proposal Evaluation Form 1		Points obtain able	Company / Other Entity		
			A	B	C
Expertise of firm / organisation submitting proposal					
1.1	Overall profile and reputation of Organisation and Staff (Competence / Reliability) /	5			
1.2	Previous work for major multilateral/ or bilateral programmes/ References in targeted sector – development of studies related to the management of shared water and integrated management of water resources	10			
1.3	At least 3 years of active consultancy and experience in management of shared water resources and integrated management of water resources	5			
Total Part 1		20			

Technical Proposal Evaluation Form 2		Points Obtainable	Company / Other Entity		
			A	B	C
Proposed Work Plan and Approach					
2.1	Is the scope of task well defined and does it correspond to the TOR?	5			
2.2	Is the methodology of elaboration of requested documents well prepared and complex?	5			
2.3	Is the proposal well structured, work plan clear and is the sequence of activities logical, realistic and promise efficient implementation to the project?	5			
2.4	Have the important aspects of the task been addressed in sufficient detail?	5			
	Total Part 2	20			

		Technical Proposal Evaluation Form 3				Points Obtain able		Company / Other Entity						
								A	B	C				
		Personnel												
3.1	Head of Mission: legal practitioner, holder of at least a Master Degree in Law, specialised in the management of shared water resources with a minimum experience of 15 years in drafting international legal instruments on the management of water resources. He/she should be knowledgeable about African transboundary basins, notably the Lake Chad basin. S/He should have taken part in at least two studies on the management of water resources in Africa;	6												
3.2	An environmentalist who is familiar with issues confronting the management of shared water resources, the environmental ranking of water projects with a minimum experience of 10 years in Central and West Africa	6												
3.3	An expert in rural development who is knowledgeable about the economic, social and financial evaluation of projects with an experience of at least 10 years in various aspects such as the environment, irrigation, mines, fishery and livestock	6												
3.4	An expert in dams and /or hydropower with a minimum experience of 10 years in the impact assessment of major hydraulic facilities ;	6												
3.5	An expert in the integrated management of water resources with a minimum of 10 years of experience on projects or programmes in Central and West Africa	6												
		Total Part 3		30										
UNDP will award the contract to:		<input checked="" type="checkbox"/> One and only one Service Provider												

Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 3) – THIS MUST BE SUBMITTED IN A SEPARATE ENVELOPE <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 4) ¹ <input checked="" type="checkbox"/> Detailed TOR (Annex 5) In addition to 2x hard copy (one marked original), please also provide all the information on 2 x CD-R. Price offer must be submitted on a separate CD and included in the envelope with the printed price offer.
Contact Person for Inquiries (Written inquiries only) ²	<p>Murat Akin Procurement Manager Procurement.irh@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

¹ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

² This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

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: United Nations Development Programme Regional Centre for Europe and the CIS

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the **2015/02/RFP Development of the appendix of the Water Charter** related to *“the List of Planned Measures to be Submitted For Notification and Modalities of Notification, Instruction and Issuance of the Implementation Authorisation*, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

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

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- d) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

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

B. Proposed Methodology for the Completion of Services

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

C. Qualifications of Key Personnel

As required by the RFP, the Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

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

[Designation]

[Date]

FINANCIAL PROPOSAL FORM

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁴)

The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

A. Cost Breakdown per Deliverables*

SN	Deliverables <i>[list them as referred to in the TOR]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Inception Report – Workplan	20	
2	Appendix of the Water Charter	70	
3	Summary report on activities	10	
	Total	100%	USD

**Basis for payment tranches*

B. Cost Breakdown by Cost Component:

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

⁴ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Description of Activity	Remuneration per Unit of Time (e.g., day, month, etc.)	Total Period of Engagement	No. of Personnel	Total Rate for the Period
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a . Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				
Total not incl. VAT				
VAT (if applicable)				
Grand Total incl. VAT				

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

[Designation]

[Date]

General Terms and Conditions for Services

1.0 LEGAL STATUS:

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

2.0 SOURCE OF INSTRUCTIONS:

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

3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

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

4.0 ASSIGNMENT:

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

5.0 SUB-CONTRACTING:

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

6.0 OFFICIALS NOT TO BENEFIT:

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

7.0 INDEMNIFICATION:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract.

This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

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

9.0 ENCUMBRANCES/LIENS:

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

10.0 TITLE TO EQUIPMENT:

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

- 11.1** Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents,

copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

11.2 To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

11.3 At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.

11.4 Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

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

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

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

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

13.1 The recipient ("Recipient") of such information shall:

13.1.1 use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,

13.1.2 use the Discloser's Information solely for the purpose for which it was disclosed.

13.2 Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

- 13.2.1** any other party with the Discloser's prior written consent; and,
- 13.2.2** the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls 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

CONSULTANCY FIRM: Development of the appendix of the Water Charter related to *“the List of Planned Measures to be Submitted For Notification and Modalities of Notification, Instruction and Issuance of the Implementation Authorisation”*

Location: Home based with missions to Lake Chad Basin Countries

Expected Duration of Assignment: 20 days in the period of 1st March 2015 – 30 June 2015

Background

Lake Chad

The Lake Chad Basin is the largest endoreic tributary basin in Africa covering a size of close to 2,355,000 km², or 8 % of the size of the continent and covering several countries such as Algeria, Cameroon, the Central African Republic, Chad, Libya, Niger, Nigeria, Sudan. The Fort-Lamy Convention of 22 May 1964 established the Lake Chad Basin Commission (LCBC) and assigned to its founding member countries (Cameroon, Niger, Nigeria and Chad) the protection of transboundary water resources of the Basin. The Central African Republic and Libya joined the Institution respectively in 1994 and 2008. The following documents were adopted in line with the challenges facing Lake Chad: LCBC Master Plan (1992), Strategic Action Plan (1998), Vision 2025 (2000). Strategic Action Programme of the Lake Chad Basin (SAP, 2008). The Vision 2025 adopted an integrated and sustainable management policy of the basin. With the assistance of the African Development Bank (AfDB), LCBC developed its Water Charter in a participatory manner between 2009 and 2011. The Water Charter was adopted and signed by the Summit of LCBC’s Heads of State and Government on 30 April 2012. It will be supplemented by fourteen appendices. Five of the appendices have been drafted in the approved Charter. The other 9 appendices are to be drafted by the LCBC and its Technical partners. To make the Charter effective, all the listed appendices need to be prepared to be attached to the adopted charter.

The UNDP-Shared Waters Partnership (SWP) initiative promotes cooperative approaches to share water, which can advance peace, security, environmental protection and open new opportunities for riparian states to sustainably develop their water resources. In this framework, support will be provided to the Lake Chad basin commission to develop the Annexe of the Water Charter related to the **List of Planned Measures to be Submitted for Notification and Modalities of Notification, Instruction and Issuance of the Implementation Authorisation**. The overall objective of the study is to enable the member countries of the Lake Chad Basin Commission consolidate the legal and institutional framework for the integrated management of the water resources of the Lake Chad basin and secure the requirements of a harmonised, participatory and sustainable management of the environment in accordance with the statute of the Commission, the LCBC Water Charter, universal and regional conventions as well as community instruments on the management of transboundary water resources. This requires the identification of planned measures and how they will be processed at the international level.

Duties and responsibilities

The consultancy firm selected will report to UNDP/GEF Regional Technical Advisor based in Addis Ababa and the Lake Chad Basin Commission. Tasks that the consultant firm is responsible for are related to the development of the appendix of the Water Charter related to ***“the List of Planned Measures to be Submitted For Notification and Modalities of Notification, Instruction and Issuance of the Implementation Authorisation”*** and may include, but not limited to

- Diagnosis of projects, internal and international notification measures and instructions: it will consist in drafting the checklist of measures to be submitted for the notification, modalities of notification, instruction and issuance of the authorisation to execute projects. Various projects and procedures will be diagnosed in the member countries and the Executive Secretariat of LCBC;
- Develop an appendix of the Water Charter on the List of Planned Measures to be Submitted For Notification and Modalities of Notification, Instruction and Issuance of the Implementation Authorisation, as one of the implementation instruments of the Water Charter , which is a cooperation tool in terms of management of shared water resources ;
- Define the exact legal and institutional rules on the notification of planned measures and responsibilities of each organ in the process;
- Facilitating the adoption of *the appendix of the List of Planned Measures to be Submitted for Notification and Modalities of Notification, Instruction and Issuance of the Implementation Authorisation* for the use, development, conservation, equitable and rational management of international waters of the conventional basin of Lake Chad. The appendix will be submitted to the Council of Ministers for consideration.

Qualifications

The study will be conducted by a Firm, which is experienced in studies related to the management of shared water resources and integrated management of water resources. The Firm will be hired on a competitive basis. The following experts will be staff members of the Firm:

- i) Head of Mission: legal practitioner, holder of at least a Master Degree in Law, specialised in the management of shared water resources with a minimum experience of 15 years in drafting international legal instruments on the management of water resources. He/she should be knowledgeable about African transboundary basins, notably the Lake Chad basin. He should have taken part in at least two studies on the management of water resources in Africa;
- ii) An environmentalist who is familiar with issues confronting the management of shared water resources, the environmental ranking of water projects with a minimum experience of 10 years in Central and West Africa;
- iii) An expert in rural development who is knowledgeable about the economic, social and financial evaluation of projects with an experience of at least 10 years in various aspects such as the environment, irrigation, mines, fishery and livestock ;
- iv) An expert in dams and /or hydropower with a minimum experience of 10 years in the impact assessment of major hydraulic facilities ;
- v) An expert in the integrated management of water resources with a minimum of 10 years experience on projects or programmes in Central and West Africa.

However, the list of experts is indicative as the Consultant will underscore the schedule of works of each expert highlighting the time to be spent at the LCBC Headquarters and the one to be spent on the field.

Time-schedule

The consultancy firm will be contacted for the development of the *appendix of the List of Planned Measures to be Submitted For Notification and Modalities of Notification, Instruction and Issuance of the Implementation Authorisation* for duration of app. 20 days in the period of March 2015 – 30 June 2015

Costs:

Shortlisted candidates are requested to provide price offers for this assignment. UNDP is applying fair and transparent selection process that would take into account the competencies/skills of applicants (70%) as well as their financial proposals (30%).

1. Approximately 20 working days.
2. **Travel – required:** Work is to be conducted from consultant's home base. Work will be by Skype and email exchange. Missions are planned in Ndjama for the inception phase/validation of the Appendix and if need in Lake Chad Basin countries to undertake national consultations. Travel costs are to be covered by the consultancy firm.