



## REQUEST FOR PROPOSAL (RFP)

<b>UNDP Istanbul Regional Hub for Europe and the CIS</b> <b>Key Plaza, Abide-i Hürriyet Cd. İstiklal Sk. No/11, Şişli,</b> <b>34381, Istanbul, Turkey</b>	DATE: 06.04.2015
	<b>REFERENCE: 2015/08/RFP – Sustainable Energy Advocacy and Communication/ Consultancy Company</b>

Dear Sir / Madam:

We kindly request you to submit your Proposal for **2015/08/RFP – Sustainable Energy Advocacy and Communication/ Consultancy Company**

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

Proposals may be submitted on or before **16:00 CET, May 4, 2015** via courier mail to the address below:

**UNDP Istanbul Regional Hub for Europe and the CIS**  
**Key Plaza, Abide-i Hürriyet Cd. İstiklal Sk. No/11, Şişli, 34381, Istanbul, Turkey**  
**Mr. Murat Akin, Procurement Manager**

Your Proposal must be expressed in the English, and valid for a minimum period of 120 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.

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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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.



**Andrey Pogrebnyak**  
Operations Manager  
02/04/2015

## Description of Requirements

<p>Context of the Requirement</p>	<p>UNDP Istanbul Regional Hub (UNDP-IRH) is seeking the services of a professional advocacy &amp; communications company to work closely with the global energy policy unit at UNDP-IRH to produce a series of advocacy and communications materials to showcase good practices and help promote the work of UNDP in building new partnerships.</p> <p>UNDP has been actively engaged with numerous partners in developing countries for more than 20 years in promoting sustainable energy and over this period has accumulated institutional knowledge and a wealth of on-the-ground experiences which inform and guide its commitment and continued support to its partners, particularly, at the national and local levels. As part of its broader efforts to reduce poverty, achieve the Millennium Development Goals (MDGs), and mitigate climate change, UNDP has supported over 120 developing countries in mobilizing resources and implementing comprehensive energy programmes focusing on energy access, renewable energy, and energy efficiency.</p> <p>In line with the UNDP Strategic Plan 2014 – 2017, the proposed SDG7 and its commitment to and active involvement with SE4ALL, UNDP is committed to build on its collective experiences from around the world to seek inclusive and sustainable solutions to advocate and promote sustainable energy for all, and contribute to UNDP’s overarching objective of helping countries to achieve simultaneously the eradication of poverty and the significant reduction of inequalities and exclusion. In this regard, the UNDP – Istanbul Regional Hub (UNDP-IRH) serves as a hub for development knowledge and expertise, providing policy and technical advisory as well as knowledge management and capacity development services to UNDP Country Offices, host Governments and Civil Society Organisations in the European and Central Asia region and globally.</p>
<p>Brief Description of the Required Services</p>	<p>The contractor will assist the Global Sustainable Energy Team to raise awareness, understanding and visibility of key global and regional energy issues and the work of UNDP and its partners in seeking solutions, with the aim of contributing to the effectiveness of UNDP’s partnership building, resource mobilization and programming in the area of sustainable energy.</p> <p>The consultancy company will also be responsible for developing a set of advocacy and communications materials that is able to articulate:</p> <ul style="list-style-type: none"> <li>• UNDP’s Sustainable Energy Policy Framework, priorities and engagement modalities within the context of UNDP’s Strategic Plan 2014 – 2017, the Post-2015 Sustainable Development Goals and the UNSG’s Sustainable Energy for All Initiative’s goals;</li> <li>• The key issues that UNDP advocates and stands for;</li> <li>• UNDP’s achievements in the last 20 years in promoting sustainable energy for all globally and their contribution to sustainable human</li> </ul>

	<p>development, showcasing good practices, with a focus on the SP IRRF indicators;</p> <ul style="list-style-type: none"> <li>• UNDP's plans and programmes.</li> </ul> <p>The communication tools and materials shall be very strategic in nature and tell a compelling story about UNDP's efforts at all levels. In order to be able to do this, the process will require, in close consultation with the Global Energy Team, a thorough review of global databases, UNDP's databases, UNDP's energy and other relevant documents/materials, consultations with UNDP colleagues and partners.</p> <p>It is important that the tools and materials will help focus the Energy Team's communications on development impacts on the ground such as improved well-being and livelihoods and not just on outputs and the resources mobilized, as well as better articulate the Energy Team's policy work delivered through projects and the outcomes of that work.</p> <p>Working through a focal point at UNDP-IRH, the consultant shall communicate and collaborate closely with UNDP's communications experts in the Bureau of External Relations and Advocacy, the Bureau for Policy and Programme Support, the Regional Bureaux and hubs, UNDP policy centers, relevant country offices as well as communication specialists from selected country offices and project focal points of specific energy projects.</p>
List and Description of Expected Outputs to be Delivered	<p>The consultancy company is expected to deliver the following key outputs:</p> <ol style="list-style-type: none"> <li>1. An assessment of limits of past &amp; current communications, advocacy and visibility of UNDP's global energy work.</li> <li>2. Produce, in close consultations with UNDP's technical and communications teams, a three-year communications strategy that will help raise the visibility and profile of key energy issues and UNDP's work in supporting developing countries to seek sustainable solutions, highlighting the linkages to sustainable human development. The communications strategy should include, inter alia, following items: <ol style="list-style-type: none"> <li>a. Key objectives and messages that support UNDP and its partners to describe UNDP's work on sustainable energy;</li> <li>b. Identification and development of specific branding activities that can enhance advocacy of key issues and the work of UNDP, such as a UNDP ambassador to specifically advocate for UNDP's energy work by public announcements and during events;</li> <li>c. Development of concrete branding taglines that will emphasize UNDP's specific niche and comparative advantages in the field of energy;</li> <li>d. A dissemination strategy including specific communication products.</li> </ol> </li> <li>3. Support the Global Energy Team in the development of a strong database of all UNDP managed energy projects, particularly in demonstrating how the data and information can be analysed in building good communications and advocacy materials.</li> </ol>

	<ol style="list-style-type: none"> <li>4. Produce and assist in the dissemination of infographics of key global and regional (regions – Africa, Arab, Asia, Pacific, Europe &amp; CIS, Latin America, Caribbean and SIDS) energy issues, the work of UNDP in these areas and its plans.</li> <li>5. Produce and assist in the dissemination of 2-4 pager factsheets on 15 thematic areas within energy access, renewable energy and energy efficiency, prepared as global and regional materials - addressed to specific donors/partners outlining what UNDP has achieved with their support to sustainable development over the last decade including where UNDP sees this support going forward.</li> <li>6. Provide guidance and develop the “Terms of Reference” for the production of three 5-minute video documentaries and five 90-sec Public Service Announcements on selected themes.</li> <li>7. Produce and assist in the dissemination of at least 24 good practice case studies on selected themes such as mini-grids, sustainable charcoal, energy efficient buildings, sustainable cities, energyplus, etc.</li> <li>8. Organise and assist in the dissemination 15 blogposts, social media advertising and messages, working closely with the Energy Core Team members, on selected themes, linking them with ongoing global events/dialogues.</li> <li>9. In consultations with the Energy Core Team and UNDP’s communications experts, produce four high profile op-eds and facilitate placement in high profile journals/newspapers.</li> <li>10. Provide support to three key global events to raise awareness of the work of UNDP and its partners (Second UN SE4ALL Forum, May 2015; UN General Assembly, September 2015; UNFCCC COP 21, November 2015).</li> <li>11. Produce a detailed framework and annotated outline of a UNDP flagship publication in 2016 that will showcase the innovative work of UNDP and its partners to promote sustainable energy for all, highlighting the development benefits that sustainable energy can bring to people, communities, nations and the global environment.</li> <li>12. Support the implementation of specific applications and other innovative communication tools that are likely to emerge during the assignment, particularly after developing the communication strategy.</li> <li>13. Develop standardized presentations with clear messages, in powerful and attractive imagery and style, which can be used to pitch UNDP’s work in these areas.</li> <li>14. Develop layout templates with a common identity for UNDP publications and reports on sustainable energy presentations, publications and reports.</li> <li>15. Assist the Energy Core Team in continuously monitoring the effectiveness of UNDP’s new communication strategy including outreach of the developed communication instruments.</li> </ol>
Person to Supervise the Work/Performance of the Service Provider	Head of Global Energy Policy Team
Frequency of	The Contractor will report directly to the Supervisor. The Supervisor can delegate

Reporting	specific tasks and outputs to members of the team that the contractor will be required to work with closely. During the fulfilment of the work, the Contractor will ensure regular communication with the Supervisor and the nominated members of the Team prior to the delivery of expected results. The Contractor shall ensure quality and timely delivery of the expected results, and will regularly inform the Supervisor of the progress as well as any obstacles that might occur.
Location of work	Home based, with online meetings, regular email and phone correspondence and at least 4 face-to-face meetings in the UNDP-IRH to report on and showcase progress in communication products;
Expected duration of work	May 2015 – May 2016 (12 months)
Target start date	May 2015
Latest completion date	30 May 2016
Travels Expected	UNDP Istanbul Regional Hub, Istanbul, Turkey
Implementation Schedule indicating breakdown and timing of activities/sub-activities	Required, the schedule should include steps to be taken in advance of the engagement.
Names and curriculum vitae of individuals who will be involved in completing the services	Required
Currency of Proposal	United States Dollars
Value Added Tax on Price Proposal	<p>The price proposal must be exclusive of VAT and other applicable indirect taxes</p> <p>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.</p> <p>It's bidders 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.</p>
Validity Period of Proposals ( <i>Counting for the last day of submission of quotes</i> )	<p>120 days</p> <p>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.</p>
Partial Quotes	Not permitted

Payment Terms	Please provide in the Financial proposal		
	<b>Deliverables</b>	<b>Target Delivery date</b>	<b>Amount, Instalments or %</b> (upon UNDP's approval of satisfactory services), payable within 30 days
	An assessment report on UNDP's communications, advocacy and visibility of its global energy work	15 days from the date of the contract signature	<i>Please propose<sup>1</sup></i>
	A three-year communications strategy	30 days from the date of the contract signature	<i>Please propose</i>
	Infographics of key global and regional (regions – Africa, Arab, Asia, Pacific, Europe & CIS, Latin America, Caribbean and SIDS) energy issues and the work of UNDP	<i>Please propose</i>	<i>Please propose</i>
	2-4 pager factsheets on 15 thematic areas	<i>Please propose</i>	<i>Please propose</i>
	Guidance note and the "Terms of Reference" for the production of three 5-minute video documentaries and five 90-sec Public Service Announcements	<i>Please propose</i>	<i>Please propose</i>
	Thematics reports of good practices and lessons learned based on UNDP's projects (at least, 24)	<i>Please propose</i>	<i>Please propose</i>
	15 blogposts, social media advertising and messages organised and assisted in the dissemination	<i>Please propose</i>	<i>Please propose</i>
	Four high profile op-eds produced and placed in high profile journals/newspapers	<i>Please propose</i>	<i>Please propose</i>
	Three key global events supported to raise awareness of the work of UNDP and its partners (Second UN SE4ALL Forum, May 2015; UN General Assembly, September 2015; UNFCCC COP 21, November 2015)	<i>Please propose</i>	<i>Please propose</i>
	A detailed framework and annotated outline of a UNDP flagship publication in 2016 to	<i>Please propose</i>	<i>Please propose</i>

<sup>1</sup> If this payment that the Bidder will submit will exceed 20% of the Price Offer, or will exceed the amount of USD 30,000, the Bidder must submit an Advanced Payment Security in the same amount as the advanced payment, using the UNDP template that will be provided at the contract award stage.

	showcase the work of UNDP and its partners		
	A framework and guidance note in monitoring the effectiveness of UNDP's new communication strategy produced and tested	<i>Please propose</i>	<i>Please propose</i>
	Standardized presentations (4) which can be used to pitch UNDP's work in these areas.	<i>To be agreed when the Communications Strategy is accepted</i>	—
	Templates for sustainable energy presentations, publications and reports.	<i>To be agreed when the Communications Strategy is accepted</i>	—
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Supervisor and the appointed team members.		
Type of Contract to be Signed	Contract for Professional Services		
Criteria for Contract Award	<ul style="list-style-type: none"> <li>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.</li> <li>Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion 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.</li> </ul>		
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <ul style="list-style-type: none"> <li>A preliminary assessment communications, advocacy and visibility of UNDP's global energy work: max points: 20</li> <li>Proposed approach/methodology and work flow is clearly described, and responds to the needs outlined in the description of the work and expected outputs (we are actively inviting suggestions how to meet these needs) – max points: 30</li> <li>Previous experience in advocacy and communications work – max</li> </ul>		



	<p>points: 20</p> <p><b><u>Financial Proposal (30%)</u></b> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	One and only one Service Provider
Annexes to this RFP	<ul style="list-style-type: none"> <li>• Form for Submission of Proposal (Annex II)</li> <li>• General Terms and Conditions / Special Conditions (Annex III)<sup>2</sup></li> <li>• Form for Submission of Financial Proposal (Annex IV) – <b>THIS MUST BE SUBMITTED IN A SEPARATE ENVELOPE</b></li> </ul> <p><b>In addition to 2x hard copies, please also provide all the information on CD-R</b></p>
Contact Person for Inquiries (Written inquiries only) <sup>3</sup>	<p>Murat Akin Procurement Manager <a href="mailto:Procurement.irh@undp.org">Procurement.irh@undp.org</a></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>

<sup>2</sup> 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.

<sup>3</sup> 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/Stationery<sup>4</sup>)***

Offeror's location

Date

To: Murat Akin, Procurement Manager  
**UNDP Istanbul Regional Hub for Europe and the CIS, Key Plaza,  
Abide-i Hürriyet Cd. İstiklal Sk. No/11, Şişli, 34381, Istanbul, Turkey**

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP, 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.*

### **B. Initial Assessment and Proposed Methodology for the Completion of Services**

*The Service Provider must provide its initial assessment of UNDP's communications, advocacy and visibility of its global energy work, 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.*

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

C. **Qualifications of Key Personnel**

*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]*

### ***General Terms and Conditions for Services***

#### **1.0 LEGAL STATUS:**

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

#### **2.0 SOURCE OF INSTRUCTIONS:**

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

#### **3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:**

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

#### **4.0 ASSIGNMENT:**

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

#### **5.0 SUB-CONTRACTING:**

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

#### **6.0 OFFICIALS NOT TO BENEFIT:**

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

#### **7.0 INDEMNIFICATION:**

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

#### **8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:**

**8.1**The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

**8.2**The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

**8.3**The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

**8.4**Except for the workmen's compensation insurance, the insurance policies under this Article shall:

**8.4.1** Name UNDP as additional insured;

**8.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;

**8.4.3** Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

**8.5** The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

#### **9.0 ENCUMBRANCES/LIENS:**

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

#### **10.0 TITLE TO EQUIPMENT:**

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

#### **11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:**

**11.1** Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the

Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

- 11.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.
- 11.3** At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.
- 11.4** Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

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

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

## **13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:**

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

- 13.1** The recipient ("Recipient") of such information shall:
  - 13.1.1** use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,
  - 13.1.2** use the Discloser's Information solely for the purpose for which it was disclosed.
- 13.2** Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:
  - 13.2.1** any other party with the Discloser's prior written consent; and,
  - 13.2.2** the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls it, or

with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

**13.2.2.1** a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

**13.2.2.2** any entity over which the Party exercises effective managerial control; or,

**13.2.2.3** for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

- 13.3** The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.
- 13.4** The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.
- 13.5** The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.
- 13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

#### **14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS**

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

## **15.0        TERMINATION**

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

## **16.0        SETTLEMENT OF DISPUTES**

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

## **17.0        PRIVILEGES AND IMMUNITIES:**



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

#### **18.0 TAX EXEMPTION**

- 18.1** Section 7 of the Convention on the Privileges and Immunities of the United Nations provides inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.
- 18.2** Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

#### **19.0 CHILD LABOUR**

- 19.1** The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.
- 19.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

#### **20.0 MINES:**

- 20.1** The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.
- 20.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

#### **21.0 OBSERVANCE OF THE LAW:**

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

#### **22.0 SEXUAL EXPLOITATION:**

- 22.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the

Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

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

**23.0 AUTHORITY TO MODIFY:**

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

## FINANCIAL PROPOSAL

Deliverables	Target Delivery date	Amount, Instalments or % (upon UNDP's approval of satisfactory services), payable within 30 days
An assessment report on UNDP's communications, advocacy and visibility of its global energy work	15 days from the date of the contract signature <sup>5</sup>	
A three-year communications strategy	30 days from the date of the contract signature	
Infographics of key global and regional (regions – Africa, Arab, Asia, Pacific, Europe & CIS, Latin America, Caribbean and SIDS) energy issues and the work of UNDP		
2-4 pager factsheets on 15 thematic areas		
Guidance note and the "Terms of Reference" for the production of three 5-minute video documentaries and five 90-sec Public Service Announcements		
Thematics reports of good practices and lessons learned based on UNDP's projects (at least, 24)		
15 blogposts, social media advertising and messages organised and assisted in the dissemination		
Four high profile op-eds produced and placed in high profile journals/newspapers		
Three key global events supported to raise awareness of the work of UNDP and its partners (Second UN SE4ALL Forum, May 2015; UN General Assembly, September 2015; UNFCCC COP 21, November 2015)		
A detailed framework and annotated outline of a UNDP flagship publication in 2016 to showcase the work of UNDP and its partners		
A framework and guidance note in monitoring the effectiveness of UNDP's new communication strategy produced and tested		
Standardized presentations (4) which can be used to pitch UNDP's work in these areas.	<i>To be agreed when the Communications Strategy is accepted</i>	
Templates for sustainable energy presentations, publications and reports.	<i>To be agreed when the Communications Strategy is accepted</i>	

<sup>5</sup> If this payment that the Bidder will submit will exceed 20% of the Price Offer, or will exceed the amount of USD 30,000, the Bidder must submit an Advanced Payment Security in the same amount as the advanced payment, using the UNDP template that will be provided at the contract award stage.

