



REQUEST FOR PROPOSAL (RFP)

Ref. no. RFP BRH/05/2015

26 May 2015

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Documentary Film Production for UNDP-GEF supported project "Community-based Adaptation to Climate Change through Coastal Afforestation in Bangladesh"**.

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

Proposals may be submitted on or before Monday, June 08, 2015 via email, courier mail or fax to the address below:

United Nations Development Programme
Procurement and Administrative Services Manager United Nations Development Programme Asia
Pacific Regional Centre 3rd Floor United Nations Service Building Rajdamnern Nok Avenue, Bangkok
10200, Thailand
Ms. Somlak Supkongyu

E-mail: brh.gef.procurement@undp.org

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. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

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

The 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 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/procurement/protest.shtml>.

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Somlak Supkongyu
Procurement and Administrative
Services Manager

Description of Requirements

Context of the Requirement	<p>The documentary filming services are needed to fulfill one of NAPA I project's outcomes, namely Outcome 4 "Learning, Evaluation, and Adaptive Management Enhanced". A documentary-type film is requested by the project team, directed by a professional with climate change expertise in order to capture the broader problematic of climate change in Bangladesh and showcase the UNDP project results as solutions, making linkages to national priorities and sustainable development. Further, it is expected that the documentary is diffused widely in order to continue to raise awareness about climate change and the actions that the Government of Bangladesh has taken to mitigate its risks and adapt to it. Diffusion channels should include internet-based platforms, knowledge platforms (UNDP, UNFCCC and other agencies; NGOs; Government sites, etc.) and social media.</p>		
Brief Description of the Required Services	<p>The service provider will complete the following activities:</p> <ul style="list-style-type: none"> - Coordinate with UNDP Regional Technical Advisor and Country Office Bangladesh to develop a story-line for the film - Develop a script according to approved storyline (including interviews with Govt officials, beneficiaries, UNDP Country Office, NGOs). UNDP Country Office will provide translation services. - Direct and narrate the film in Bangladesh, conduct site visits (outside capital, Dhaka), conduct relevant interviews - Conduct post-production work and editing - Request final revision from UNDP and address comments or concerns - Deliver final product to UNDP Country Office - Support diffusion of the final product in knowledge platforms, web-based platforms and social media. <p>The service provider is expected to conduct face-to – face interviews with executing partners of the project, including: Ministry of Environment and Forests, Bangladesh Water Development Board (BWDB), Union Disaster Management Committee (UDMC), and others as directed by the UNDP CO programme officer.</p>		
List and Description of Expected Outputs to be Delivered	Output	Time frame	
	Output 1: Storyline, indicative script	3 weeks	
	Output 2: Conduct filming <i>in-situ</i> (Dhaka and project sites)	1-2 weeks	
	Output 3: Film rough cut for UNDP and Government review	3 weeks	
	Output 4: Film final product (post UNDP review)	2 weeks	
	Total timeframe	9-10 weeks	

	The 30 – 50 minute film should be shot full HD with high quality sound and narrated in English.
Person to Supervise the Work/Performance of the Service Provider	The work of the service provider will be directly supervised by the programme officer in the UNDP Country Office in Bangladesh, who will keep close communication with the UNDP Regional Technical Advisor for the project, based in Bangkok. The UNDP focal points will ensure that the final product from the service provider reflects UNDP Strategic Programme priorities as well as the UNDP-GEF project's objectives and alignment with national priorities of Bangladesh. UNDP-GEF and UNDP Country Office will ensure that the work of the service provider is guided by the implementing partner in the Government of Bangladesh, Ministry of Environment and Forests and all other relevant government stakeholders.
Frequency of Reporting	No reports will be necessary for this work. However, a rough draft of the final video is expected 3 weeks after the filming has been completed in-situ, for UNDP's and Government review.
Progress Reporting Requirements	N/A
Location of work	Filming of the documentary must take place in Bangladesh
Expected duration of work	30 June 2015- 30 September 2015
Target start date	No later than 30 June 2015
Latest completion date	30 September 2015
Travels Expected	<p>Potential sites: Dhaka (mandatory); Upazilas in in the coastal districts of Barguna and Patuakhali (Western Region), Bhola (Central Region), Noakhali (Central Region), and Chittagong (Eastern Region).</p> <p>Script-writing, editing and post-production can be home based.</p> <p>For filming in-country, the service provider will be under full-time supervision of the UNDP Country Office. All travel-related costs to Dhaka, Bangladesh must be included in the Financial Proposal. Land transportation cost to Upazilas in the coastal districts of Barguna and Patuakhali (Western Region), Bhola (Central Region), Noakhali (Central Region) and Chittagong (Eastern Region) will be covered by UNDP. Other costs related to local travel, e.g. accommodation, meal etc., have to be included in the Financial Proposal. Local travel arrangements and logistics will be done in close cooperation with UNDP.</p>
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be	The UNDP Bangkok Regional Hub and Country Office in Bangladesh will assist on logistics and coordination of filming visit for the service

excluded from Price Proposal)	provider. UNDP CO will provide land transportation services.																	
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> 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 VAT and other applicable indirect taxes																	
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 60 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><th>Outputs</th><th>Percentage</th><th>Timing</th></tr><tr><td>Output 1</td><td>25%</td><td>Upon completion of Output 1</td></tr><tr><td>Output 2</td><td>25%</td><td>After field visit is completed</td></tr><tr><td>Output 3</td><td>25%</td><td>Upon delivery of first rough cut of film</td></tr><tr><td>Output 4</td><td>25%</td><td>Upon delivery of final film</td></tr></table>			Outputs	Percentage	Timing	Output 1	25%	Upon completion of Output 1	Output 2	25%	After field visit is completed	Output 3	25%	Upon delivery of first rough cut of film	Output 4	25%	Upon delivery of final film
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Country Office in Bangladesh																	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Institutional Services																	
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <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	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm 20%																	

	<input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 20% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30% Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
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"/> General Terms and Conditions / Special Conditions (Annex 3) <input checked="" type="checkbox"/> Detailed TOR
Contact Person for Inquiries (Written inquiries only)	Somlak Supkongyu, Procurement and Administrative Services Manager E-mail: brh.gef.procurement@undp.org 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.

Terms of Reference (ToR)

Documentary Film Production for UNDP-GEF supported project “Community-based Adaptation to Climate Change through Coastal Afforestation in Bangladesh”

A. Project Description

The UNDP-GEF supported project “Community-based Adaptation to Climate Change through Coastal Afforestation in Bangladesh” (or NAPA I) is a successful climate change adaptation pilot in the coastal areas of Bangladesh, which is closing operations this year. The final results of this project are worth documenting as its lessons will serve as a base for the implementation of the newly-approved project, also supported by UNDP-GEF and the Least Developed Countries Fund (LDCF), “Integrating Community-based Adaptation into Afforestation and Reforestation Programmes in Bangladesh” (NAPA II) which is starting operations in June 2015.

The required filming services are needed to fulfill one of NAPA I project’s outcomes, namely Outcome 4 “Learning, Evaluation, and Adaptive Management Enhanced”. A documentary-type film is requested by the project team, directed by a professional with climate change expertise in order to capture the broader problematic of climate change in Bangladesh and showcase the UNDP project results as solutions, making linkages to national priorities and sustainable development.

Further, it is expected that the documentary is diffused widely in order to continue to raise awareness about climate change and the actions that the Government of Bangladesh has taken to mitigate its risks and adapt to it. Diffusion channels should include internet-based platforms, knowledge platforms (UNDP, UNFCCC and other agencies; NGOs; Government sites, etc.) and social media.

B. Scope of Services, Expected Outputs and Target Completion

The service provider will complete the following activities:

- Coordinate with UNDP Regional Technical Advisor and Country Office Bangladesh to develop a story-line for the film
- Develop a script according to approved storyline (including interviews with Govt officials, beneficiaries, UNDP Country Office, NGOs). UNDP Country Office will provide translation services.
- Direct and narrate the film in Bangladesh, conduct site visits (outside capital, Dhaka), conduct relevant interviews
- Conduct post-production work and editing
- Request final revision from UNDP and address comments or concerns
- Deliver final product to UNDP Country Office
- Support diffusion of the final product in knowledge platforms, web-based platforms and social media.

The following outputs are expected:

Output	Time frame
Output 1: Storyline, indicative script	3 weeks
Output 2: Conduct filming <i>in-situ</i> (Dhaka and project sites)	1-2 weeks
Output 3: Film rough cut for UNDP and Government review	3 weeks
Output 4: Film final product (post UNDP review)	2 weeks
Total timeframe	9-10 weeks

The 30 – 50 minute film should be shot full HD with high quality sound and narrated in English.

C. Institutional Arrangement

The work of the service provider will be directly supervised by the programme officer in the UNDP Country Office in Bangladesh, who will keep close communication with the UNDP Regional Technical Advisor for the project, based in Bangkok. The UNDP focal points will ensure that the final product from the service provider reflects UNDP Strategic Programme priorities as well as the UNDP-GEF project's objectives and alignment with national priorities of Bangladesh.

UNDP-GEF and UNDP Country Office will ensure that the work of the service provider is guided by the implementing partner in the Government of Bangladesh, Ministry of Environment and Forests and all other relevant government stakeholders.

No reports will be necessary for this work. However, a rough draft of the final video is expected 3 weeks after the filming has been completed in-situ, for UNDP's and Government review.

The service provider is expected to conduct face-to – face interviews with executing partners of the project, including: Ministry of Environment and Forests, Bangladesh Water Development Board (BWDB), Union Disaster Management Committee (UDMC), and others as directed by the UNDP CO programme officer.

The UNDP Bangkok Regional Hub and Country Office in Bangladesh will assist on logistics and coordination of filming visit for the service provider.

F. Duration of the Work

The final deliverable produced by the service provider should be completed within 9-10 weeks.

Expected Start Date: 30 June 2015
Expected Completion Date: 30 September 2015

G. Location of Work

Filming of the documentary must take place in Bangladesh. Potential sites: Dhaka (mandatory); Upazilas in the coastal districts of Barguna and Patuakhali (Western Region), Bhola (Central Region), Noakhali

(Central Region), and Chittagong (Eastern Region). UNDP CO will provide land transportation services.

Script-writing, editing and post-production can be home based.

For filming in-country, the service provider will be under full-time supervision of the UNDP Country Office. All travel-related costs to Dhaka, Bangladesh must be included in the Financial Proposal. Land transportation cost to Upazilas in the coastal districts of Barguna and Patuakhali (Western Region), Bhola (Central Region), Noakhali (Central Region) and Chittagong (Eastern Region) will be covered by UNDP. Local travel arrangements and logistics will be done in close cooperation with UNDP.

H. Qualifications of the Successful Service Provider at Various Levels

Type of company and areas of expertise:

- A videography company with at least three years of active operations with references of previous customers on competence and reliability.
- Excellent technical capacities, high quality filming equipment such as DSLRs, operation of aerial drones, and *go pros*.
- Experience in producing environmental/climate change- related video clips and promotional videos with references provided.
- Technical knowledge of climate change causality and impacts would be an asset; ability to extract relevant information from projects on the ground; conduct and film technical interviews in these issues.
- Capacity to produce HD quality films.
- Excellent documentary story-telling skills.
- Excellent editing capacities, able to use FCP, Adobe *After Effect* and/or other professional digital editing suite.
- Demonstrated ability to use social media and on-line knowledge platforms for diffusion of video clips;
- Experience in environmental or Climate Change awareness campaigns would be an advantage

Expected team composition:

Minimum 3-person team:

- 1 cinematographer, 1 editor, and
- 1 climate change/environmental expert for script writing/ narrator who will conduct and document interviews and extract lessons and challenges from the showcased project is preferred.

Minimum qualifications:

For technical expert on climate change:

- a) At least master's degree on climate change sciences, geography, natural resources management or related scientific field
- b) At least 3 years of sound research in climate change/ environment is preferred.
- c) Experience in awareness raising on climate change/ environmental issues is an advantage

For videography and editing team:

- a) University degree on cinematography, film edition/production and/or relevant degree
- b) At least 3 years of experience in film-making
- c) Technical qualifications and equipment, as described above

I. Scope of Proposal Price and Schedule of Payments

The contract price is a fixed output-based price regardless of extension of the herein specific duration.
Payment Terms:

Outputs	Percentage	Timing
Output 1	25%	Upon completion of Output 1
Output 2	25%	After field visit is completed
Output 3	25%	Upon delivery of first rough cut of film
Output 4	25%	Upon delivery of final film

The companies are requested to submit the following:

1. Technical Proposal

- A) Highlighting previous experience of films and work in climate change awareness raising and/or environmental issues and Brochure/ websites with background information of the institution/company
- B) Proposed Methodology for the Completion of Services
- C) Experience and qualification of the team that will be prepare and deliver the training, including CV's of individual team members

- 2. **Financial Proposal** : The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs to Dhaka, Bangladesh, living allowance (if any work is to be done outside duty station) and any other applicable cost to be incurred by the bidder in completing the assignment. The contract price will fixed output-based price regardless of extension of the herein specified duration

Cumulative analysis

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight; [0.7]

* Financial Criteria weight; [0.3]

Only bidders obtaining a minimum of 49 points in the technical rating would be considered for the financial evaluation

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.

