



REQUEST FOR PROPOSAL (RFP)
DRM Financing in Timor-Leste
Strengthening Disaster Risk Management in Timor-Leste, Phase-II

NAME & ADDRESS OF FIRM	DATE: June 18, 2015
	REFERENCE: RFP 004/TLS/2015

Dear Sir / Madam:

We kindly request you to submit your Proposal for *provision of consultants to assist in analysing budgets and expenditures of line ministries related to disaster management, response and relief and in developing recommendations to improve DRM related financing practices and design a public finance mechanism to this effect.*

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

Proposals may be submitted on or before **Thursday, July 02, 2015** and via email, courier mail or fax to the address below:

United Nations Development Programme
UN House Caicoli Street, P.O Box 008 Dili, Timor-Leste
Attn: Knut Ostby, UNDP Resident Representative
Email: bids.tp@undp.org

Your Proposal must be expressed in the English language, and valid for a minimum period of 90 days from the date of submission.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. 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 5.

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/content/undp/en/home/operations/procurement/protestandsanctions/>

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,



Knut Ostby

UNDP Resident Representative

6/18/2015

Description of Requirements

Context of the Requirement	<i>DRM Financing in Timor-Leste Strengthening Disaster Risk Management in Timor-Leste, Phase-II</i>
Implementing Partner of UNDP	Ministry of Social Solidarity (MSS)
Brief Description of the Required Services ¹	The UNDP-TL and the Ministry of Social Solidarity (MSS) are seeking to recruit consultants who will assist in analysing budgets and expenditures of line ministries related to disaster management, response and relief and in developing recommendations to improve DRM related financing practices and design a public finance mechanism to this effect.
List and Description of Expected Outputs to be Delivered	<p>The following are the expected outputs of the consultancy:</p> <ol style="list-style-type: none"> 1. Draft report on analysis of ministerial budgets and expenditures. 2. Workshop to discuss draft report with line ministries and following this, a final report on ministerial budgets and expenditures related to disaster management, response and relief. 3. Recommendations for more efficient and effective management of public finances with regards to DRM/DRR and design of a more appropriate public finance mechanism for DRM/DRR. 4. Workshop to present recommendations and public finance mechanism to stakeholders from government and civil society. 5. A strategy and a set of materials for MSS to lobby government for establishment of the new public finance mechanism. <p><i>Please see detailed ToR – Annex 3</i></p>
Person to Supervise the Work/Performance of the Service Provider	CTA / Project Manager and the National Project Director of the DRM-II Project
Frequency of Reporting	<i>Please refer to Deliverable Section in the detailed TOR</i>
Progress Reporting Requirements	<i>Please refer to Deliverable Section in the detailed TOR</i>
Location of work	MSS compound in Bemori, Dili.
Expected duration of work	22 Weeks upon contract signature.

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Target start date	Mid July 2015			
Latest completion date	31 December 2015			
Travels Expected	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s
	N/A	N/A	N/A	N/A
Special Security Requirements	N/A			
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Office space and facilities <input checked="" type="checkbox"/> Land Transportation			
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 ²	<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"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.			
Partial Quotes	<input checked="" type="checkbox"/> Not permitted			
Payment Terms ³	Outputs	Percentage	Timing	Condition for Payment Release

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	Collection of all relevant materials needed for budget and expenditures analysis and submission of draft report to UNDP and MSS for review and comments by UNDP and MSS	20%	End of July 2015	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance and review and approval of the quality of the outputs by CTA/Project Manager; and b) Receipt of invoice from the Service Provider.
	First Workshop and Final report on ministerial budget and expenditure analysis including input from workshop	20%	Week 2 September 2015	
	Recommendations for management of public finances with regards to DRM/DRR and design of a more appropriate public finance mechanism for DRM/DRR for comments and delivery of 2 nd Workshop.	20%	End of October 2015	
	Delivery of final draft report including lobbying strategy and materials for MSS for comment and delivery of final report after comments including final lobbying materials.	40%	Week 2 of December 2015	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	CTA/Project Manager			
Type of Contract to be Signed	✓ Contract for Professional Services ✓ Other Type of Contract: <i>PO</i>			
Criteria for Contract Award	✓ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)			

	<ul style="list-style-type: none"> ✓ Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p>Technical Proposal (70%)</p> <ul style="list-style-type: none"> ✓ Expertise of the Firm 15% ✓ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 35% ✓ Management Structure and Qualification of Key Personnel 20% <p>Financial Proposal (30%) 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:	<ul style="list-style-type: none"> ✓ One and only one Service Provider
Annexes to this RFP ⁴	<ul style="list-style-type: none"> ✓ Form for Submission of Proposal (Annex 2) ✓ Detailed TOR [Annex 3] ✓ Detailed Evaluation Criteria TOR [Annex 4] ✓ General Terms and Conditions / Special Conditions (Annex 5)⁵ ✓ Others⁶ N/A
Contact Person for Inquiries (Written inquiries only) ⁷	<p><i>Matias Gomes, Procurement Analyst</i> <i>procurement.staff.tp@undp.org</i></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>
Other Information [pls. specify]	N/A

⁴ Where the information is available in the web, a URL for the information may simply be provided.

⁵ 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.

⁶ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁷ 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 PROPOSAL⁸

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

[insert: Location]

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], 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) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *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. Proposed Methodology for the Completion of Services

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

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

⁹ 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; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

D. **Cost Breakdown per Deliverable***

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

**This shall be the basis of the payment tranches*

E. **Cost Breakdown by Cost Component [This is only an Example]:**

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

Terms of Reference
DRM Financing in Timor-Leste
Strengthening Disaster Risk Management in Timor-Leste, Phase-II

The UNDP-TL and the Ministry of Social Solidarity (MSS) are seeking to recruit consultants who will assist in analysing budgets and expenditures of line ministries related to disaster management, response and relief and in developing recommendations to improve DRM related financing practices and design a public finance mechanism to this effect.

A. Project title: DRM Financing in Timor-Leste

B. Project description

This activity is part of the “Strengthening Disaster Risk Management in Timor-Leste – Phase II” (DRM-II) project (2014-2018). The project is geared towards helping the Government of Timor-Leste to strengthen its Disaster Risk Management (DRM) capacity, enhance preparedness and reduce disaster risks.

The DRM-II project supports the establishment of institutional, policy and legal systems for DRM in Timor-Leste. It supports interventions at the national, district and sub-district levels to reduce community vulnerabilities and increase household resilience. Increasing community capacities for disaster preparedness and effective response is also an important component of the project.

The DRM-II project is being implemented in partnership with a range of stakeholders with the Ministry of Social Solidarity (MSS) - National Disaster Management Directorate (NDMD) playing an effective coordination role and pursuing the objectives of social inclusion and equality, women empowerment and dissemination of knowledge and skills. The national counterpart, NDMD, is the lead agency for DRM in Timor-Leste.

A key institutional weakness of the DRM system in Timor-Leste is the lack of an appropriate public finance mechanism for DRM and disaster risk reduction (DRR). It needs to be addressed through an analysis of current budgetary allocations for DRM and introducing an appropriate public finance mechanism for DRM/DRR, which addresses emergency needs as well as risk reduction and capacity-building needs. It is necessary that budget and administrative procedures for supporting the funding of emergency response and recovery be simplified as much as possible to allow for the speedy allocation of funds to meet relief and recovery needs. UNDP works with the government of Timor-Leste to put in place an appropriate public finance mechanism for DRM/DRR including the advocacy for establishing an emergency reserve fund, available on short notice for acute crisis.

With this in mind, the objective of this assignment is two-fold:

1. to get a better understanding of the government's real cost for managing and responding to natural disasters each year through an analysis of line ministries' annual budgets and quantifying disaster-related expenditures from past years; and

2. to provide options and design a mechanism to improve the government's capacity to respond to natural disasters without challenging other responsibilities and line ministries' budgets.

C. Scope of Work

1. Consultants will collect all available budget and expenditure reports from relevant line ministries from the past five years. These line ministries include as a minimum the following:
 - a. Ministry of Public Works, Transport and Communication
 - b. Ministry of State Administration
 - c. Ministry of Finance
 - d. Ministry of Agriculture and Fisheries
 - e. Ministry of Trade, Industry and Environment
 - f. Ministry of Education
 - g. Ministry of Internal Affairs
 - h. Ministry of Defence
 - i. Ministry of Health
2. Budget and expenditure reports will be analysed to identify all expenditures related to the management of natural disasters as well as response and relief activities related to natural disasters.
3. Consultants will prepare a draft report about their findings. The draft report will be shared with relevant ministries. Consultants will prepare for a workshop to discuss their findings and collect further input from ministries and civil society to refine their findings.
4. Based on the above report and findings, consultants will develop a set of recommendations for more efficient and effective management of public finances with regards to DRM/DRR and design a public finance mechanism for DRM/DRR, most likely a fund. This new mechanism will aim to stop the use of regular line ministry budgets for disaster response and relief and provide for more effective ways for disaster response and relief as well as for disaster risk reduction.
5. Consultants will again present their recommendations in a workshop with all relevant ministries and civil society.
6. Finally, consultants will assist MSS-NDMD in the development of a strategy and a set of materials to lobby government for the establishment of the new public finance mechanism.

D. Expected Outputs and Deliverables

The following are the expected outputs of the consultancy:

1. Draft report on analysis of ministerial budgets and expenditures.

2. Workshop to discuss draft report with line ministries and following this, a final report on ministerial budgets and expenditures related to disaster management, response and relief.
3. Recommendations for more efficient and effective management of public finances with regards to DRM/DRR and design of a more appropriate public finance mechanism for DRM/DRR.
4. Workshop to present recommendations and public finance mechanism to stakeholders from government and civil society.
5. A strategy and a set of materials for MSS to lobby government for establishment of the new public finance mechanism.

E. Institutional Arrangements

The consultants will work under the overall supervision of the CTA / Project Manager and the National Project Director of the DRM-II Project. They will provide fortnightly progress reports and additional updates as requested and required.

The consultants will work closely with other staff members of the Ministry of Social Solidarity and the UNDP Country Office as required. They will liaise frequently and intensively with the institutions mentioned under point C. 1.

The DARDC project will provide office space for up to 2 consultants and work related transport.

F. Time Frame, deliverables and quality requirements

Timeframe: It is expected that the assignment will be completed within 22 weeks after signing of the contract. During this period, the consultants are expected to produce the following deliverables:

Deliverables	Time
Collection of all relevant materials needed for budget and expenditures analysis and submission of draft report to UNDP and MSS	4 weeks after signing of contract
Review and comment from UNDP and MSS	within 2 weeks
First workshop	8 weeks after signing contract
Final report on ministerial budget and expenditure analysis including input from workshop	1 week after first workshop

Review and comment from UNDP and MSS	within 2 weeks
Recommendations for management of public finances with regards to DRM/DRR and design of a more appropriate public finance mechanism for DRM/DRR	4 weeks after first workshop
UNDP and MSS will provide comment	within 2 weeks
Second workshop: presentation of recommendations and design of public finance mechanism	2 weeks after comments received from UNDP and MSS
Delivery of final draft report including lobbying strategy and materials for MSS	2 weeks after 2 nd workshop
UNDP and MSS will provide comment	within 2 weeks
Delivery of final report and final lobbying materials	2 weeks after receipt of comments

All deliverables will only be accepted if they meet highest quality standards. Workshops and meetings have to be well prepared and executed professionally. Documents, including drafts, have to be well structured and written. Data collection, analysis and presentation are expected to meet highest standards. All final documents have to be proofread and professionally edited before submission.

G. Duty station

Duty station for this project is Dili, Timor-Leste, more specifically the offices of the DARDC project which are located at MSS compound in Bemori, Dili.

H. Qualifications of the Successful Contractor – see Annex 4

Maximum Obtainable Technical Points and Weight: 700 Points or 70%

1. Expertise of Firm / Organisation submitting Proposal: 150 (15%)
2. Proposed Work Plan and Approach: 350 (35%)
3. Management Structure/Key Personnel: 200 (20%)

Financial Proposal – 300 Points (30%)

This assignment requires the services of at least 2 consultants/researchers, who may be members of a firm and/or form a consortium. Successful tenderers will have demonstrated expertise in delivering complex high-quality consulting projects in cooperation with numerous stakeholders, ideally in the area of disaster risk management and reduction.

The Task Manager will have a solid background in economics, finance and/or auditing and demonstrated experience and expertise in economic analysis, in particular budget and expenditure analysis. He/she will also have proven knowledge in contemporary approaches for financing of disaster risk management and disaster risk reduction and demonstrated expertise in the preparation of high-quality reports, policy and scientific papers. Ideally, this consultant will also have experience in the development of financial mechanisms, especially funds.

The Task Manager will be supported by a Senior Expert Stakeholder Management and Consultation with a background in public administration and/or management. He/she will have demonstrated experience in working with the public service in Timor-Leste and access to several of the relevant ministries. He/she will be familiar with government processes and procedures, especially related to finance and budget management. Very good conduct of Tetum is essential for this role, knowledge of Portuguese and/or Bahasa Indonesia is an added advantage.

Both consultants require fluency in English.

Note: CVs of proposed experts must be included as annexes to the proposal.

I. Scope of Bid Price and Schedule of Payments – See Annex 2 Section D and E.

The contract price for this consultancy will be a fixed output-based price. Proposals need to include all cost, including but not limited to, professional fees, travel cost, living allowances, taxes and insurances, etc.

The DARDC project will provide transport for travel to municipalities if this should become necessary. The Contractor will be expected to fully plan and manage the workshops scheduled under these ToRs. However, the actual cost for participant's DSA, participants travel to workshops, and cost for hiring venues do not need to be included in the financial proposal. Instead, the Contractor will prepare a budget once participants and venues for the workshop are known and UNDP will then provide funding under separate arrangement.

Payment schedule

Outputs/Milestone	Percentage	Timing
Collection of all relevant materials needed for budget and expenditures analysis and submission of draft report to UNDP and MSS for review and comments by UNDP and MSS	20%	End of July 2015
First Workshop and Final report on ministerial budget and expenditure analysis including input from workshop	20%	Week 2 September 2015
Recommendations for management of public finances with regards to DRM/DRR and design of a more appropriate public finance mechanism for DRM/DRR for comments and delivery of 2 nd Workshop.	20%	End of October 2015

Delivery of final draft report including lobbying strategy and materials for MSS for comment and delivery of final report after comments including final lobbying materials.	40%	Week 2 of December 2015
--	-----	-------------------------

J. Recommended Presentation of Proposal

Please see Annex II.

K. Approval

This TOR is approved by: Mr Ralf Ernst, CTA / Programme Manager DRM-2 Project Sustainable Development and Resilience Programme Unit, UNDP Timor-Leste

Signature

Date of Signing

Detailed Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Company / Other Entity				
				A	B	C	D	E
1.	Expertise of Firm / Organisation submitting Proposal	15%	150					
2.	Proposed Work Plan and Approach	35%	350					
3.	Personnel	20%	200					
Total			700					

Technical Proposal Evaluation Form 1		Points obtainable	Company / Other Entity				
			A	B	C	D	E
Expertise of firm / organisation submitting proposal							
1.1	Reputation of Organisation and Staff (Competence / Reliability)	20					
1.2	Litigation and Arbitration history	10					
1.3	General Organisational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organisation, strength of project management support e.g. project financing capacity and project management controls)	20					
1.4	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills.	15					
1.5	Quality assurance procedures, warranty	15					
1.6	Relevance of: - Specialised Knowledge - Experience on Similar Programme / Projects - Experience on Projects in the Region Work for UNDP/ major multilateral/ or bilateral programmes	70					
		150					

Technical Proposal Evaluation Form 2		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
Proposed Work Plan and Approach							
2.1	To what degree does the Offeror understand the task?	75					

2.2	Have the important aspects of the task been addressed in sufficient detail?	50					
2.3	Are the different components of the project adequately weighted relative to one another?	25					
2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	50					
2.5	Is the conceptual framework adopted appropriate for the task?	50					
2.6	Is the scope of task well defined and does it correspond to the TOR?	50					
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	50					
		350					

Technical Proposal Evaluation Form 3			Points Obtainable	Company / Other Entity				
				A	B	C	D	E
3.1	Task Manager							
		Sub-Score						
	General Qualification	100						
	Suitability for the Project							
	- International Experience	20						
	- Training Experience	20						
	- Professional Experience in the area of specialisation	30						
	- Knowledge of the region	10						
	- Language Qualifications	20						
		100						
3.2	Senior Expert Stakeholder Management and Consultation							
		Sub-Score						
	General Qualification	100						
	Suitability for the Project							
	- International Experience	20						
	- Training Experience	10						
	- Professional Experience in the area of specialisation	30						
	- Knowledge of the region	20						
	- Language Qualifications	20						
		100						
	Total Part 3		200					

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 UNY.

- 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.