



REQUEST FOR PROPOSAL (RFP)

Ref. no. BRH15/2015

31 July 2015

Dear Sir / Madam:

We kindly request you to submit your Proposal for promoting the use of digital technologies in collecting data and advocating for UNPAF (2017-2021).

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

Proposals may be submitted on or before **Wednesday, August 17, 2015**, via email, courier mail or fax to the address below:

United Nations Development Programme
UN Service Building 3rd Floor, Rajdamneon Nok Avenue, Bangkok 10200
Ms. Somlak Supkongyu
rcb.procurement.th@undp.org; Fax. 662-280-2700

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

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

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

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

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
31 July 2015

Description of Requirements

Context of the Requirement	<p>The United Nations Country Team (UNCT) in Thailand consists of 21 UN agencies and partner organizations that have a significant focus on the country. It works closely with the Royal Thai Government under the UN Partnership Framework (UNPAF), which describes the collective response of the UN system to the national development priorities. At the moment, the UNCT is preparing for the next cycle of UNPAF, which will run from 2017 to 2021.</p> <p>The Common Country Assessment (CCA) is one of the key products in the UNPAF preparation. It analyzes the national development situation, and identifies key issues with a focus on the Millennium Development Goals (and soon the Sustainable Development Goals) as well as other internationally agreed development goals and treaty obligations. By mapping the UNCT's work in Thailand and analyzing the UNCT's comparative advantage, the CCA helps identify priority issues that the UNCT can make the biggest difference in the coming years.</p> <p>The new UNPAF will be developed on the basis of the country analysis. The UNCT envisions that the UNPAF will be strategic and innovative, so that the UNCT can provide effective and relevant support to Thailand to overcome the middle-income country trap and the deeply rooted political, social and economic challenges. The project will allow the UNCT to reach out to the general public and promote UNCT's works, especially the implementation of the new UNPAF and the Sustainable Development Goals in Thailand.</p> <p>In order to provide further support to the CCA/UNPAF preparation process, the UNCT has implemented a project called "UNPAF Design Innovation," which capitalizes on the availability and accessibility of information and communications technology in Thailand. Its overarching goal is to promote the use of digital technologies in collecting data and advocating for UNPAF (2017-2021), with two immediate results:</p> <ul style="list-style-type: none"> • Outcome 1: Improved quality of data for Common Country Assessment (CCA) • Outcome 2: Increased awareness of general public in the development and implementation of the UNPAF
Implementing Partner of UNDP	UN Country Team in Thailand
Brief Description of the Required Services	The main objectives are to (i) supplement the CCA with quality analysis of data gathered by digital technologies (Internet, mobile phone, etc.), and (ii) use digital technologies to raise awareness of UN's work in Thailand.

List and Description of Expected Outputs to be Delivered	<ol style="list-style-type: none"> 1. A survey that collects quantitative and qualitative data through digital technologies (Internet, mobile phone, etc.) and feeds into the CCA/UNPAF process <ol style="list-style-type: none"> 1.1 A survey design with questions adapted to Internet or mobile phone users in Thailand 1.2 An online platform to host the survey 2. A media campaign that uses digital technologies to promote the Sustainable Development Goals and the UN's works in Thailand <ol style="list-style-type: none"> 2.1 A set of media contents on localization of SDGs in Thailand. The contents should be available in Thai and English, and in any of the following forms: photos, video clips, flyers, media releases, infographics, interviews, blog posts, games, etc. 2.2 12 monthly sets of media contents that highlight 12 international days or key themes of the UN's works in Thailand. The contents should be available in Thai and English, and in any of the following forms: photos, video clips, flyers, media releases, infographics, interviews, blog posts, games, etc. 3. Three periodic reports that consolidate (i) results of the survey, and (ii) impact of the media campaign 			
Person to Supervise the Work/Performance of the Service Provider	<ul style="list-style-type: none"> • UNPAF Steering Committee chaired by the Deputy Representatives of UNDP Thailand and UNFPA Thailand • UNRCO 			
Frequency of Reporting	Monthly			
Progress Reporting Requirements	The Service Provider is expected to provide monthly update on the progress			
Location of work	Bangkok, Thailand			
Expected duration of work	12 months			
Target start date	1 September 2015			
Latest completion date	1 September 2016			
Travels Expected	N/A			
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"/> THB or <input checked="" type="checkbox"/> USD			
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	Outputs	Percentage	Timing	Condition for Payment Release

	First periodic report	40%	15 November 2015	Within thirty (30) days from the date of meeting the following conditions: a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	Second periodic report	30%	15 February 2016	
	Final periodic report	30%	1 September 2016	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<ul style="list-style-type: none">UNPAF Steering Committee chaired by the Deputy Representatives of UNDP Thailand and UNFPA ThailandUNRCO			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Institution Contract			
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)			
Criteria for the Assessment of Proposal	Technical Proposal (70%) <input checked="" type="checkbox"/> Expertise of the Firm 30% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% <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)	<i>Ms. Somlak Supkongyu</i> <i>Procurement and Administrative Services Manager</i> <i>email: somlak.supkongyu@undp.org</i> 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.			
Other Information [pls. specify]	N/A			

TERMS OF REFERENCE FOR SERVICE PROVIDER

TITLE:	Promoting the Use of Digital Technologies in Collecting Data and Advocating for UNPAF (2017-2021)
AGENCY/UNIT:	Office of UN Resident Coordinator
COUNTRY OF ASSIGNMENT:	Thailand
DURATION OF CONTRACT:	1 September 2015 to 1 September 2016 (12 months)

A. Background

The United Nations Country Team (UNCT) in Thailand consists of 21 UN agencies and partner organizations that have a significant focus on the country. It works closely with the Royal Thai Government under the UN Partnership Framework (UNPAF), which describes the collective response of the UN system to the national development priorities. At the moment, the UNCT is preparing for the next cycle of UNPAF, which will run from 2017 to 2021.

The Common Country Assessment (CCA) is one of the key products in the UNPAF preparation. It analyzes the national development situation, and identifies key issues with a focus on the Millennium Development Goals (and soon the Sustainable Development Goals) as well as other internationally agreed development goals and treaty obligations. By mapping the UNCT's work in Thailand and analyzing the UNCT's comparative advantage, the CCA helps identify priority issues that the UNCT can make the biggest difference in the coming years.

The new UNPAF will be developed on the basis of the country analysis. The UNCT envisions that the UNPAF will be strategic and innovative, so that the UNCT can provide effective and relevant support to Thailand to overcome the middle-income country trap and the deeply rooted political, social and economic challenges. The project will allow the UNCT to reach out to the general public and promote UNCT's works, especially the implementation of the new UNPAF and the Sustainable Development Goals in Thailand.

In order to provide further support to the CCA/UNPAF preparation process, the UNCT has implemented a project called "UNPAF Design Innovation," which capitalizes on the availability and accessibility of information and communications technology in Thailand. Its overarching goal is to promote the use of digital technologies in collecting data and advocating for UNPAF (2017-2021), with two immediate results:

- Outcome 1: Improved quality of data for Common Country Assessment (CCA)
- Outcome 2: Increased awareness of general public in the development and implementation of the UNPAF

B. Objectives

The main objectives are to (i) supplement the CCA with quality analysis of data gathered from different online platforms and social media channels, and (ii) use digital technologies to raise awareness of UN's work in Thailand.

C. Scope of Work

Under the day-to-day guidance of the UNPAF Steering Committee and the overall supervision of the UN Resident Coordinator, and in close consultation with the UNCT in Thailand, the Contractor will conduct the following tasks:

Outcome 1:

- Design a survey that uses digital technologies (Internet, mobile phone, etc.) to collect quantitative and qualitative data, which should also be disaggregated where possible
- Create or revamp UN Thailand's existing online platform to host the survey
- Mobilize Thai citizens from different backgrounds to participate in the survey
- Collect and analyze the data

Outcome 2:

- Develop and implement a 12-month media campaign that uses digital technologies to raise awareness of the Sustainable Development Goals, and the UN's works in Thailand
- Create and disseminate a set of media contents on the localization of Sustainable Development Goals in Thailand. The contents should be available in Thai and English, and in any of the following forms: photos, video clips, flyers, media releases, infographics, interviews, blog posts, games, etc.
- Select 12 international days or key themes of the UN in Thailand to produce 12 monthly sets of media contents, and disseminate them each month. The contents should be available in Thai and English, and in any of the following forms: photos, video clips, flyers, media releases, infographics, interviews, blog posts, games, etc.
- Identify and build partnerships with media outlets and the private sector, with whom the UNCT can build links to enhance advocacy, outreach, and strategic communications
- Monitor the media campaign with a view to measuring its impact

Reporting tasks:

- Produce three periodic reports that include (i) survey results and (ii) impact of the media campaign
- Assist in reporting to UNCT, Regional Office and Headquarters.

D. Expected Outputs and Deliverables

The Contractor is responsible for the following deliverables:

Deliverables/ Outputs	Target Due Dates	Review and Approvals Required
1.1 A survey design with questions adapted to Internet or mobile phone users in Thailand	15 September 2015	UNPAF Steering Committee
1.2 An online platform to host the survey	30 September 2015	
2.1 A set of media contents (e.g. photos, video clips, flyers, media releases, infographics, interviews, blog posts, games, etc.) on the localization of SDGs in Thailand	15 March 2016	UNPAF Steering Committee
2.2 12 monthly sets of media contents (e.g. photos, video clips, flyers, media releases, infographics, interviews, blog posts, games, etc.) that highlight 12 international days or key themes of the UN's works in Thailand	Monthly	
3.1 First periodic report	15 November 2015	UNPAF Steering Committee
3.2 Second periodic report	15 February 2016	
3.3 Final report	1 September 2016	

E. Institutional Arrangement

The Service Provider will report directly to the Co-Chairs of the UNPAF Steering Committee. More broadly, the Service Provider's immediate client will be the UNPAF Steering Committee. The Service Provider is expected to report to the Committee through regular meetings, at least once a month. The RCO will be responsible for the contractual arrangement with the Contractor and become the focal point to connect the Service Provider with relevant UN agencies and UNPAF Consultant.

F. Duration of the Work

The level of effort is estimated to be 12 months, from 1 September 2015 to 1 September 2016.

G. Location of Work: Bangkok, Thailand

The Service Provider is expected to report monthly to the UNPAF Steering Committee and the UNRCO.

H. Qualifications of the Successful Service Provider at Various Levels

The Service Provider must be a firm with

- Expertise in social research, information technology, marketing, communications, public policy or other related field;
- Previous experience with clients in Thailand is advantageous.

The proposed Key Personnel must demonstrate:

- Advanced degrees in social sciences, information technology, marketing, communications, public policy or other related field;
- At least 2 years of relevant professional experience in research, social media, digital marketing or editorial;
- Strong skills in collecting and analyzing quantitative and qualitative data, as well as developing and implementing media campaigns;
- Knowledge of social media monitoring technology and relevant experience in Thailand is an asset;
- Fluency in English.

I. Scope of Price Proposal and Schedule of Payments

The contract will be arranged as a lump-sum amount:

- The lump-sum amount is inclusive, covering all costs (professional fees, travel costs, living allowance, communications, consumables, etc.) that could possibly be incurred by the Consultant(s).
- The contract price is fixed regardless of changes in the cost components.

The payment will be made in the following installments:

Outputs	Percentage	Timing
First periodic report	40%	15 November 2015
Second periodic report	30%	15 February 2016
Final periodic report	30%	1 September 2016

J. Annex

Interested Service Providers are encouraged to consult the following resources:

- UN Global Pulse: www.unglobalpulse.org/
- UNCT Thailand: www.un.or.th/

- MyWorld Survey: www.myworld2015.org
- Sustainable Development Goals: <http://sustainabledevelopment.un.org/>
- Presentation on UNPAF Innovation Initiative in Thailand:



150527 UNPAF
Innovation Project.p

Should there be any questions on the UNPAF Innovation Initiative, please write to rcb.procurement.th@undp.org.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery²)

[insert: Location].

[insert: Date]

To: Ms. Somlak Supkongyu

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 04 June 2014 , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

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

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- d) *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 and explain how they will carry out all required activities and deliverables to meet the Scope of Work (Part C) & Expected Outputs and Deliverables (Part D) in the Terms of Reference.

- a) *Background – briefly describing their knowledge of (i) the UN's works and (ii) the digital media landscape in Thailand*
- b) *Methodology – identifying target audience; proposing digital technologies to engage with different groups of audience; analytical tools for the survey; how they will produce different types of media contents and disseminate them among the target audience; etc.*
- c) *Monitoring & evaluation – providing a monitoring plan for tracking the progress of the implementation; examining the impact of media campaign; drawing out lessons learnt and proposing*

¹ This serves as a guide to the Service Provider in preparing the Proposal.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

innovative ideas that can be replicated or implemented in the future; etc.
d) *Detailed work plan and schedule of tasks*

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 of key personnel 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>	Target Due Dates	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	1.1 A survey design with questions adapted to Internet or mobile phone users in Thailand 1.2 An online platform to host the survey Deliverable 1: Interim report on data collection and analysis	15 September 2015 30 September 2015	40%	
2	2.1 A set of media contents (e.g. photos, video clips, flyers, media releases, infographics, interviews, blog posts, games, etc.) on the localization of SDGs in Thailand 2.2 12 monthly sets of media contents (e.g. photos, video clips, flyers, media releases, infographics, interviews, blog posts, games, etc.) that highlight 12 international days or key themes of the UN's works in Thailand	15 March 2016 Monthly	30%	
3	3.1 First periodic report 3.2 Second periodic report 3.3 Final report	15 November 2015 15 February 2016 1 September 2016	30%	
	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				
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]

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.