



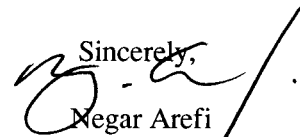
**Procurement Notice and Request for Proposal
For Providing International Consultancy Services for
Partnership and Resource Mobilization (PRM)**

Date: 24 October 2016

Dear Madam/Sir,

We kindly request you to submit your Proposal for provision of consultancy services for Partnership and Resource Mobilization (PRM).

Please be guided by the information provided below, in preparing your Proposal. Your Proposal must be expressed in English, and valid for a minimum period of 90 days.

Sincerely,


Negar Arefi
Assistant Resident Representative
Operations Manager

Country: Islamic Republic of Iran

Description of the assignment: Providing International Consultancy Services for Partnership and Resource Mobilization (PRM)

Period of assignment/services: The expected duration of the work is 24 working days over the period of two months starting from mid-November 2016 and continue till end-December 2016.

Proposal should be submitted to the below email address no later than Monday, 7 November 2016 - 12:00 noon.

registry.ir@undp.org

Any request for clarification must be sent in writing, or by standard electronic communication to the UNDP mailing address or to gagik.gevorkian@undp.org. The procuring UNDP entity will respond in writing or by standard electronic mail.



1. BACKGROUND

UNDP core resources are continuously shrinking all over the world. As a consequence, UNDP is shifting from a funding organization to a service provider and in Iran even more so due to the country's specific circumstances e.g. Iran's status as an Upper Middle Income Country and the geopolitics surrounding the country. All this is severely affecting the availability of resources to the UNDP Iran Country Office (CO) which in 2016 is going through a restructuring to slim the office structure. Against this background, there is an urgent need for development of a Partnership and Resource Mobilization Strategy and Action Plan in order to secure and sustain UNDP's ability to contribute to Iran's achievement of the SDGs and ensure the continuation of CO's services to national partners and the other UN agencies.

The Partnership and Resource Mobilization (PRM) Consultants support the UNDP CO to identify suitable options and modalities for mobilizing appropriate and sustainable funds and to develop its partnerships building and resource mobilization strategy, tools and procedures in order to strengthen UNDP in developing strategic partnerships with the Government of the Islamic Republic of Iran, bilateral donors, the private sector and Cost Sharing Organizations (CSOs).

The Partnership and Resource Mobilization consultancy is considered a teamwork of two experts comprising of one national and one international consultant. The team will be led by the international consultant but the two will have complementary roles and tasks. PRM consultants report to UNDP-Deputy Resident Representative (DRR) who will be assisted by the Heads of the Programme and Operations units as well as the Management Support Unit of the CO.

For detailed information please see the Terms of Reference attached hereto as Annex I.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The consultant is expected to the consultant is expected to achieve the main following objectives:

- The consultant shall provide technical consultancy services during the contract period aiming at formulation of forward-looking strategies and policies for the CO related to RM and partnerships building;
- Identification of opportunities for building partnerships and resource mobilization in line with UNDP's shifting role from funding organization to service provider;
- This consultancy contributes in a strategic manner to the establishment of a viable funding base for the UNDP CO in Iran.
- The international consultant will take the lead in this consultancy work and will ensure incorporation of international experience and best practices into the final outputs.

For more information on detailed responsibilities please see the Terms of Reference attached hereto as Annex I.



3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's Degree or equivalent in Economics, Business Administration, International Relations, Political Sciences or related field;

II. Experience and Competencies:

- Minimum 10 years of relevant experience at the international level;
- Extensive experience in research and policy-level analysis;
- Some experience in design, monitoring and evaluation of development projects;
- Experience in the usage of computers and office software package;
- Fluency in English both oral and written.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

The individual offerors must submit the following documents/information to demonstrate their qualifications:

1. Proposal:

(i) Explaining why the applicant is the most suitable for the work.

(ii) Provide a brief methodology on how the applicant will approach and conduct the work.

The proposal should be prepared in accordance with the templates provided in Annex III, Individual's Information Sheets.

2. Financial proposal

The financial proposal should be submitted in accordance with the Financial Proposal Template attached hereto as Annex IV.

3. Personal CV including past experience in similar projects and at least two references.

5. FINANCIAL PROPOSAL

Lump sum contracts

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including the anticipated working days).

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of



an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

6. EVALUATION

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

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

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

- Technical Criteria weight; 70%
- Financial Criteria weight; 30%

Only if the candidate obtains a minimum of 70% of technical score (490 out of 700 point) in technical evaluation would be considered for the Financial Evaluation.

Technical Evaluation Criteria	Weight	Max. Point
<ul style="list-style-type: none"> • Expertise of the individual offeror: <ul style="list-style-type: none"> - Master's Degree or equivalent in Economics, Business Administration, International Relations, Political Sciences or related field; - Minimum 10 years of relevant experience at the international level; - Extensive experience in research and policy-level analysis; - Some experience in design, monitoring and evaluation of development projects; - Experience in the usage of computers and office software package; - Fluency in English both oral and written. 	50%	350
<ul style="list-style-type: none"> • Proposal and Methodology <ul style="list-style-type: none"> - Methodology and approach for carrying out the activities and obtaining the expected outputs; - Action plan & Timeline. 	50%	350
Total		700



Annex I Terms of Reference (TOR)

"Providing International Consultancy Services for Partnership and Resource Mobilization (PRM)"

Background

UNDP core resources are continuously shrinking all over the world. As a consequence, UNDP is shifting from a funding organization to a service provider and in Iran even more so due to the country's specific circumstances e.g. Iran's status as an Upper Middle Income Country and the geopolitics surrounding the country. All this is severely affecting the availability of resources to the UNDP Iran Country Office (CO) which in 2016 is going through a restructuring to slim the office structure. Against this background, there is an urgent need for development of a Partnership and Resource Mobilization Strategy and Action Plan in order to secure and sustain UNDP's ability to contribute to Iran's achievement of the SDGs and ensure the continuation of CO's services to national partners and the other UN agencies.

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The Partnership and Resource Mobilization consultancy is considered a teamwork of two experts comprising of one national and one international consultant. The team will be led by the international consultant but the two will have complementary roles and tasks. PRM consultants report to UNDP-DRR who will be assisted by the Heads of the Programme and Operations units as well as the Management Support Unit of the CO.

Scope of Work:

The consultant shall provide technical consultancy services during the contract period aiming at formulation of forward-looking strategies and policies for the CO related to RM and partnerships building, identification of opportunities for building partnerships and resource mobilization in line with UNDP's shifting role from funding organization to service provider. This consultancy contributes in a strategic manner to the establishment of a viable funding base for the UNDP CO in Iran.

The international consultant will take the lead in this consultancy work and will ensure incorporation of international experience and best practices into the final outputs.

Detailed Responsibilities:

The consultant shall conduct the following activities:

1. Identification of viable resource mobilization models and opportunities for UNDP in Iran focusing on achievement of the following results:

- ☐ External and internal analysis for assessing CO opportunities for resource mobilization;

No. 8, Shahrzad Blvd, Darrou, 1948773911 Tehran, I.R. Iran (P.O. Box 15875-4557)
Tel: (98 21) 2286 0691-4, 286 0925-8, Fax: (98 21) 22869547, Email: registry@undp.org, website:
www.ir.undp.org



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- ❑ Mapping of the opportunities and risks in the country, based on partner-specific intelligence, the competitive landscape and experience from abroad;
- ❑ Identification where the CO competency strengths overlap with partner/client needs;
- ❑ Identification of emerging sources of funding, assessment of their current usage and potential for the future;
- ❑ Partner intelligence perception of UNDP by its current and potential future partners, and projection of UNDP added value and potential role;

2. Formulation of CO strategies related to RM and partnerships building, focusing on achievement of the following results:

- ❑ Development of specific resource mobilization vision, strategies, roadmap and approaches that can help the CO to ensure its financial sustainability while also delivering results in the context of Iran's achievement of the SDGs;
- ❑ Development and conduct of a Competitive Landscape Analysis of partners, their priorities and characterization of their relationships/partnerships;
- ❑ Development of a Client Relationship Management mechanism to support country office promotion of a partnership culture in the office at all levels;
- ❑ Outlining mutually beneficial agreements, compliance with partner requirements, including donor reporting requirements;
- ❑ Development of a detailed Partnership and Resource Mobilization (PRM) Strategy with planning tools to implement the strategy.
- ❑ Development of a monitoring tool to oversee smooth implementation of the PRM Strategy;

3. Facilitates knowledge building and knowledge sharing as required by the organization, focusing on the following results:

- ❑ Communicate on government cost-sharing with the key national partners as well as staff and manager to build a clear understanding of the advantages of GCS.
- ❑ Identification and formulation of lessons learned and recommendations to be integrated into broader CO knowledge management efforts focusing on RM and Partnership building.
- ❑ Develop recommendations for contribution of CO and CO staff to knowledge networks and communities of practice.
- ❑ Lead and conduct of trainings on RM and partnerships building in the Country Office based on mapping of skill gaps.

Expected Outputs/reports

The contractor is expected to provide UNDP with the following outputs:

Description of Output/Deliverables	Expected delivery date
Map of potential resource mobilization models, opportunities and risks (10%)	Within 14 days after signing the contract
PRM Strategy (30%)	Within 14 days after completion of mapping of RM opportunities



Monitoring tool to oversee sound implementation of PRM Strategy (10%)	Within two days after delivering the PRM Strategy
Revision of fund-raising agreements including cost-sharing agreement (20%)	Within 14 days after delivering the PRM Strategy
Document on lessons learned on RM and partnership building (20%)	Within 10 days after revision of fund raising agreements
Training on RM and partnership building in CO (10%)	During the last week of the assignment

Duration and Timeline

The contractor is expected to complete up to 24 working days over the period of two months starting from mid-November 2016 and continue till end-December 2016.

Verification

Compliance of the contract implementation processes and its results with these Terms of Reference will be verified by UNDP.

Duty Station

The Contractor provide 4 working days of support home-based and 20 working days in the country. The Consultant shall be traveling to the country as per the plan which will be agreed upon after signing the contract.

Qualifications of the Successful Contractor

The consultant shall be required to have the following eligibility criteria:

- Master's Degree or equivalent in Economics, Business Administration, International Relations, Political Sciences or related field;
- Minimum 10 years of relevant experience at the international level;
- Extensive experience in research and policy-level analysis;
- Some experience in design, monitoring and evaluation of development projects;
- Experience in the usage of computers and office software package;
- Fluency in English both oral and written

Terms of Payment/Remuneration

- In full consideration for the complete and satisfactory performance of the Services under this Contract, UNDP shall pay the Contractor the offered and approved amount of contract through below instalments on periodic basis after verification by UNDP that the services have been satisfactorily performed.



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Description of Output/Deliverables	Tentative delivery date (dates to be finalized at contracting stage)	Installments (% of total amount)
Map of potential resource mobilization models, opportunities and risks	By end-November 2016	10%
PRM Strategy		30%
Monitoring tool to oversee sound implementation of PRM Strategy		10%
Revision of fund-raising agreements including cost-sharing agreement	By mid-December 2016	20%
Document on lessons learned on RM and partnership building	By end-December 2016	20%
Training course on RM and partnership building in CO		10%

- The contract's total payment is expected to cover travel costs, communication costs, costs of typing and preparing the soft and hard copies of documents and any other relevant costs regarding this activity.
- 80% of the total travel cost to join the duty station will be paid upon confirmation on the travel dates and provision of a copy of the air ticket (this amount includes two-way economy air ticket, visa costs, and living allowances in Tehran for 20 working days).
- The remaining 20% of travel cost will be paid at the end of the mission upon submission of the UNDP Travel Claim Form which will be provided by UNDP after signing the contract.

Notes:

- All envisaged travel costs (including ticket, accommodation, etc.) must be included in the offeror's financial proposal. The individual offeror should consider the prevailing price for an economy class tickets serving the most direct routes in his /her financial proposal.
- Individual contractor wishing to upgrade his/her travel to business or first class shall do so at his/her own expense.
- As for living allowances, the cost will be included in and covered by this contract. Therefore, the offeror is required to include the foreseen cost (living allowances). The offeror is therefore encouraged to check the ceiling of living allowances for different cities in Iran in the following link: <http://icsc.un.org>, and to include the amount in the financial proposal.
- Each payment will be made in Euro within four weeks from receipt of the payment request from the contractor and upon verification and approval of UNDP.
- Each payment will be transferred by UNDP through Electronic Fund Transfer to the Euro account number of the contractor introduced through an official letter indicating full banking information.
- Payments will be made according to UNDP regulations as explained in the contract documents.



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Travel Requirements:

If travel is required under the contract, the individual consultant shall:

1. Obtain the security clearance from UNDP office (the details of travel including date of departure and arrival, accommodation and purpose of travel shall be submitted to UNDP office 2 working days before date of travel)
2. Undertake the training courses on Basic Security in the Field and Advanced Security in the Field (only applicable for certain destination; to be checked with UNDP) and provide UNDP with both certificates; the related CD ROMs are available at UNDP office.
3. Undertake a full medical examination including x-rays and obtain medical clearance from an UN-approved physician. This is only applicable for the contractors on the age of 62 years or more.



Annex II

GENERAL CONDITIONS OF CONTRACTS FOR THE SERVICE OF INDIVIDUAL CONTRACTORS

1. LEGAL STATUS: The Individual contractor shall have the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP), and shall not be regarded, for any purposes, as being either a “staff member” of UNDP, under the UN Staff Regulations and Rules, or an “official” of UNDP, for purposes of the Convention on the Privileges and Immunities of the United Nations, adopted by the General Assembly of the United Nations on 13 February 1946. Accordingly, nothing within or relating to the Contract shall establish the relationship of employer and employee, or of principal and agent, between UNDP and the Individual contractor. The officials, representatives, employees or subcontractors of UNDP and of the Individual contractor, if any, shall not be considered in any respect as being the employees or agents of the other, and UNDP and the Individual contractor shall be solely responsible for all claims arising out of or relating to their engagement of such persons or entities.

2. STANDARDS OF CONDUCT: In General: The Individual contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of his or her obligations under the Contract. Should any authority external to UNDP seek to impose any instructions regarding the Individual contractor’s performance under the Contract, the Individual contractor shall promptly notify UNDP and shall provide all reasonable assistance required by UNDP. The Individual contractor shall not take any action in respect of his or her performance of the Contract or otherwise related to his or her obligations under the Contract that may adversely affect the interests of UNDP. The Individual contractor shall perform his or her obligations under the Contract with the fullest regard to the interests of UNDP. The Individual contractor warrants that she or he has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Contract or the award thereof to any representative, official, employee or other agent of UNDP. The Individual contractor shall comply with all laws, ordinances, rules and regulations bearing upon the performance of his or her obligations under the Contract. In the performance of the Contract the Individual contractor shall comply with the standards of conduct set in the Secretary General’s Bulletin ST/SGB/2002/9 of 18 June 2002, entitled “Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Expert on Mission”. The Individual contractor must comply with all security directives issued by UNDP.

Prohibition of Sexual Exploitation and Abuse: In the performance of the Contract, the Individual contractor shall comply with the standards of conduct set forth in the Secretary-General’s bulletin ST/SGB/2003/13 of 9 October 2003, concerning “Special measures for protection from sexual exploitation and sexual abuse”. In particular, the Individual contractor shall not engage in any conduct that would constitute sexual exploitation or sexual abuse, as defined in that bulletin.

The Individual contractor acknowledges and agrees that any breach of any of the provisions hereof shall constitute a breach of an essential term of the Contract, and, in addition to any other legal rights or remedies available to any person, shall give rise to grounds for suspension or termination of the Contract. In addition, nothing herein shall limit the right of UNDP to refer any alleged breach of the foregoing standards of conduct or any other terms of the Contract to the relevant national authorities for appropriate legal action.



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3. TITLE RIGHTS, COPYRIGHTS, PATENTS AND OTHER PROPRIETARY RIGHTS: Title to any equipment and supplies that may be furnished by UNDP to the Individual contractor for the performance of any obligations under the Contract shall rest with UNDP, and any such equipment and supplies shall be returned to UNDP at the conclusion of the Contract or when no longer needed by the Individual contractor. Such equipment and supplies, when returned to UNDP, shall be in the same condition as when delivered to the Individual contractor, subject to normal wear and tear, and the Individual contractor shall be liable to compensate UNDP for any damage or degradation of the equipment and supplies that is beyond normal wear and tear.

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 Individual contractor has developed for 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 Individual contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for UNDP. However, to the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Individual contractor: (a) that pre-existed the performance by the Individual contractor of his or her obligations under the Contract, or (b) that the Individual contractor may develop or acquire, or may have developed or acquired, independently of the performance of his or her obligations under the Contract, UNDP does not and shall not claim any ownership interest thereto, and the Individual contractor grants to 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. At the request of UNDP, the Individual contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to UNDP in compliance with the requirements of the applicable law and of the Contract. 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 Individual contractor under the Contract shall be the property of UNDP, shall be made available for use or inspection by 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 services under the Contract.

4. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION: Information and data that are considered proprietary by either UNDP or the Individual contractor or that are delivered or disclosed by one of them ("Discloser") to the other ("Recipient") during the course of performance of the Contract, and that are designated as confidential ("Information"), shall be held in confidence and shall be handled as follows. The Recipient of such Information shall 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 the Recipient may otherwise use the Discloser's Information solely for the purpose for which it was disclosed. The Recipient may disclose confidential Information to any other party with the Discloser's prior written consent, as well as to the Recipient's officials, representatives, employees, subcontractors and agents who have a need to know such confidential Information solely for purposes of performing obligations under the Contract. Subject to and without any waiver of the privileges and immunities of UNDP, the Individual contractor may disclose Information to the extent required by law, *provided that* the Individual contractor will give UNDP sufficient prior notice of a request for the disclosure of Information in order to allow UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made. UNDP may disclose Information to the extent required pursuant to the Charter of the United Nations, resolutions or



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regulations of the General Assembly or its other governing bodies, or rules promulgated by the Secretary-General. 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. 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. Notwithstanding the foregoing, the Individual contractor acknowledges that UNDP may, in its sole discretion, disclose the purpose, type, scope, duration and value of the Contract, the name of the Individual contractor, and any relevant information related to the award of the Contract.

5. TRAVEL, MEDICAL CLEARANCE AND SERVICE INCURRED DEATH, INJURY OR ILLNESS: If the Individual contractor is required by UNDP to travel beyond commuting distance from the Individual contractor's usual place of residence, and upon prior written agreement, such travel shall be at the expense of UNDP. Such travel shall be at economy fare when by air.

UNDP may require the Individual contractor to submit a "statement of good health" from a recognized physician prior to commencement of services in any offices or premises of UNDP, or before engaging in any travel required by UNDP, or connected with the performance of the Contract. The Individual contractor shall provide such a statement as soon as practicable following such request, and prior to engaging in any such travel, and the Individual contractor warrants the accuracy of any such statement, including, but not limited to, confirmation that the Individual contractor has been fully informed regarding the requirements for inoculations for the country or countries to which travel may be authorized.

In the event of death, injury or illness of the Individual contractor which is attributable to the performance of services on behalf of UNDP under the terms of the Contract while the Individual contractor is traveling at UNDP expense or is performing any services under the Contract in any offices or premises of UNDP, the Individual contractor or the Individual contractor's dependents, as appropriate, shall be entitled to compensation equivalent to that provided under the UNDP insurance policy, available upon request.

6. PROHIBITION ON ASSIGNMENT; MODIFICATIONS: The Individual contractor may not assign, delegate, transfer, pledge or make any other disposition of the Contract, of any part thereof, or of any of the rights, claims or obligations under the Contract except with the prior written authorization of UNDP, and any attempt to do so shall be null and void. The terms or conditions of any supplemental undertakings, licenses or other forms of Contract concerning any goods or services to be provided under the Contract shall not be valid and enforceable against UNDP nor in any way shall constitute a contract by UNDP thereto, unless any such undertakings, licenses or other forms of contract are the subject of a valid written undertaking by UNDP. No modification or change in the Contract shall be valid and enforceable against UNDP unless provided by means of a valid written amendment to the Contract signed by the Individual contractor and an authorized official or appropriate contracting authority of UNDP.

7. SUBCONTRACTORS: In the event that the Individual contractor requires the services of subcontractors to perform any obligations under the Contract, the Individual contractor shall obtain the prior written approval of UNDP for any such subcontractors. UNDP may, in its sole discretion, reject any proposed subcontractor or require such subcontractor's removal without having to give any justification therefore, and such rejection shall not entitle the Individual contractor to claim any delays



in the performance, or to assert any excuses for the non-performance, of any of his or her obligations under the Contract. The Individual contractor shall be solely responsible for all services and obligations performed by his or her subcontractors. The terms of any subcontract shall be subject to, and shall be construed in a manner that is fully in accordance with, all of the terms and conditions of the Contract.

8. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF THE UNITED NATIONS: The Individual contractor shall not advertise or otherwise make public for purposes of commercial advantage or goodwill that it has a contractual relationship with UNDP, nor shall the Individual contractor, in any manner whatsoever, use the name, emblem or official seal of UNDP, or any abbreviation of the name of UNDP, in connection with his or her business or otherwise without the written permission of UNDP.

9. INDEMNIFICATION: The Individual contractor shall indemnify, defend, and hold and save harmless UNDP, and its officials, agents and employees, from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature, including, but not limited to, all litigation costs and expenses, attorney's fees, settlement payments and damages, based on, arising from, or relating to: (a) allegations or claims that the use by UNDP of any patented device, any copyrighted material or any other goods or services provided to UNDP for its use under the terms of the Contract, in whole or in part, separately or in combination, constitutes an infringement of any patent, copyright, trademark or other intellectual property right of any third party; or (b) any acts or omissions of the Individual contractor, or of any subcontractor or anyone directly or indirectly employed by them in the performance of the Contract, which give rise to legal liability to anyone not a party to the Contract, including, without limitation, claims and liability in the nature of a claim for workers' compensation.

10. INSURANCE: The Individual contractor shall pay UNDP promptly for all loss, destruction or damage to the property of UNDP caused by the Individual contractor, or of any subcontractor, or anyone directly or indirectly employed by them in the performance of the Contract. The Individual contractor shall be solely responsible for taking out and for maintaining adequate insurance required to meet any of his or her obligations under the Contract, as well as for arranging, at the Individual contractor's sole expense, such life, health and other forms of insurance as the Individual contractor may consider to be appropriate to cover the period during which the Individual contractor provides services under the Contract. The Individual contractor acknowledges and agrees that none of the insurance arrangements the Individual contractor shall, in any way, be construed to limit the Individual contractor's liability arising under or relating to the Contract.

11. ENCUMBRANCES AND LIENS: The Individual 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 UNDP against any monies due to the Individual contractor or to become due for any work donor or against any goods supplied or materials furnished under the Contract, or by reason of any other claim or demand against the Individual contractor.

12. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS: In the event of and as soon as possible after the occurrence of any cause constituting *force majeure*, the Individual contractor shall give notice and full particulars in writing to UNDP of such occurrence or cause if the Individual contractor is thereby rendered unable, wholly or in part, to perform his or her obligations and meet his or her responsibilities under the Contract. The Individual contractor shall also notify UNDP of any other changes in conditions or the occurrence of any event, which interferes or threatens to interfere with the performance of the Contract. Not more than fifteen (15) days following the provision of such notice of



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force majeure or other changes in conditions or occurrence, the Individual contractor shall also submit a statement to UNDP of estimated expenditures that will likely be incurred for the duration of the change in conditions or the event. On receipt of the notice or notices required hereunder, UNDP shall take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances, including the granting to the Individual contractor of a reasonable extension of time in which to perform any obligations under the Contract or suspension thereof.

Force majeure as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, or any other acts of a similar nature or force, *provided that* such acts arise from causes beyond the control and without the fault or negligence of the Individual contractor. The Individual contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Individual contractor must perform in or for any areas in which UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delay 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.

13. TERMINATION: Either party may terminate the Contract, in whole or in part, upon giving written notice to the other party. The period of notice shall be five (5) days in the case of contracts for a total period of less than two (2) months and fourteen (14) days in the case of contracts for a longer period. The initiation of conciliation or arbitral proceedings, as provided below, shall not be deemed to be a “cause” for or otherwise to be in itself a termination of the Contract. UNDP may, without prejudice to any other right or remedy available to it, terminate the Contract forthwith in the event that: (a) the Individual contractor is adjudged bankrupt, or is liquidated, or becomes insolvent, applies for moratorium or stay on any payment or repayment obligations, or applies to be declared insolvent; (b) the Individual contractor is granted a moratorium or a stay or is declared insolvent; (c) the Individual contractor makes an assignment for the benefit of one or more of his or her creditors; (d) a Receiver is appointed on account of the insolvency of the Individual contractor; (e) the Individual contractor offers a settlement in lieu of bankruptcy or receivership; or (f) UNDP reasonably determines that the Individual contractor has become subject to a materially adverse change in financial condition that threatens to endanger or otherwise substantially affect the ability of the Individual contractor to perform any of the obligations under the Contract.

In the event of any termination of the Contract, upon receipt of notice of termination by UNDP, the Individual contractor shall, except as may be directed by UNDP in the notice of termination or otherwise in writing: (a) take immediate steps to bring the performance of any obligations under the Contract to a close in a prompt and orderly manner, and in doing so, reduce expenses to a minimum; (b) refrain from undertaking any further or additional commitments under the Contract as of and following the date of receipt of such notice; (c) deliver all completed or partially completed plans, drawings, information and other property that, if the Contract had been completed, would be required to be furnished to UNDP thereunder; (d) complete performance of the services not terminated; and (e) take any other action that may be necessary, or that UNDP may direct in writing, for the protection and preservation of any property, whether tangible or intangible, related to the Contract that is in the possession of the Individual contractor and in which UNDP has or may be reasonably expected to acquire an interest.

In the event of any termination of the Contract, UNDP shall only be liable to pay the Individual contractor compensation on a pro rata basis for no more than the actual amount of work performed to the satisfaction of UNDP in accordance with the requirements of the Contract. Additional costs incurred



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by UNDP as a result of termination of the Contract by the Individual contractor may be withheld from any amount otherwise due to the Individual contractor by UNDP.

14. NON-EXCLUSIVITY: UNDP shall have no obligation respecting, and no limitations on, its right to obtain goods of the same kind, quality and quantity, or to obtain any services of the kind described in the Contract, from any other source at any time.

15. TAXATION: Article II, 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 restrictions, 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 exemptions of the United Nations from such taxes, restrictions, duties or charges, the Individual contractor shall immediately consult with UNDP to determine a mutually acceptable procedure. UNDP shall have no liability for taxes, duties or other similar charges payable by the Individual contractor in respect of any amounts paid to the Individual contractor under this Contract, and the Individual contractor acknowledges that UNDP will not issue any statements of earnings to the Individual contractor in respect of any such payments.

16. AUDITS AND INVESTIGATIONS: Each invoice paid by UNDP shall be subject to a post-payment audit by auditors, whether internal or external, of UNDP or by other authorized and qualified agents of UNDP. The Individual contractor acknowledges and agrees that UNDP may conduct investigations relating to any aspect of the Contract or the award thereof, and the obligations performed thereunder.

The Individual contractor shall provide full and timely cooperation with any post-payment audits or investigations hereunder. Such cooperation shall include, but shall not be limited to, the Individual contractor's obligation to make available any relevant documentation and information for the purposes of a post-payment audit or an investigation at reasonable times and on reasonable conditions. The Individual contractor shall require his or her employees, subcontractors and agents, if any, including, but not limited to, the Individual contractor's attorneys, accountants or other advisers, to reasonably cooperate with any post-payment audits or investigations carried out by UNDP hereunder.

If the findings or circumstances of a post-payment audit or investigation so warrant, UNDP may, in its sole discretion, take any measures that may be appropriate or necessary, including, but not limited to, suspension of the Contract, with no liability whatsoever to UNDP.

The Individual contractor shall refund to UNDP any amounts shown by a post-payment audit or investigation to have been paid by UNDP other than in accordance with the terms and conditions of the Contract. Such amount may be deducted by UNDP from any payment due to the Individual contractor under the Contract.

The right of UNDP to conduct a post-payment audit or an investigation and the Individual contractor's obligation to comply with such shall not lapse upon expiration or prior termination of the Contract.

17. SETTLEMENT OF DISPUTES:

AMICABLE SETTLEMENT: UNDP and the Individual contractor shall use their best efforts to amicably settle any dispute, controversy or claim arising out of the 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 Conciliation Rules then obtaining of the United Nations Commission on International Trade Law (“UNCITRAL”), or according to such other procedure as may be agreed between the parties in writing.

ARBITRATION: Any dispute, controversy or claim between the parties arising out of the Contract, or the breach, termination, or invalidity thereof, unless settled amicably, as provided above, shall be referred by either of the parties 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.

18. LIMITATION ON ACTIONS: Except with respect to any indemnification obligations in Article 9, above, or as are otherwise set forth in the Contract, any arbitral proceedings in accordance with Article 17, above, arising out of the Contract must be commenced within three (3) years after the cause of action has accrued.

The Parties further acknowledge and agree that, for these purposes, a cause of action shall accrue when the breach actually occurs, or, in the case of latent defects, when the injured Party knew or should have known all of the essential elements of the cause of action, or in the case of a breach of warranty, when tender of delivery is made, except that, if a warranty extends to future performance of the goods or any process or system and the discovery of the breach consequently must await the time when such goods or other process or system is ready to perform in accordance with the requirements of the Contract, the cause of action accrues when such time of future performance actually begins.

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

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- **Your experience in research and policy-level analysis.**
- **Your experience in design, monitoring and evaluation of development projects.**
- **Your knowledge and fluency in oral and written English;**
- **Your experience in the usage of computers and office software package.**

Letter of interest: Please write (or attach), in no more than one page, about your motivation and interest in this activity and its relevance to your qualifications and previous work experience as well as why you consider yourself suitable for the work and a brief methodology on how you will approach & conduct the work.

Please explain your methodology and approach for carrying out the activities and obtaining the expected outputs.

Please develop an action plan with steps and timeframe for activities to be conducted by you including coordination with organizations required for implementation of the work

Example:

Steps	Involved entities (if applicable)	Timeframe	Responsible entity/individual (if applicable)

Attachments:

Please attach following documents:

- CV
- Any other relevant documents including copy of contracts, publications, etc.

Other explanations:

Name and signature of the individual

Name:

Signature:

Date:

Annex IV Financial Proposal

The offeror is asked to provide a Financial Proposal with detailed cost breakdown and separate figures for each functional grouping or category.

Estimates for cost-reimbursable items, if any, such as travel and out of pocket expenses should be listed separately.

In case of any equipment component to the service provided, the Financial Proposal should include figures for both purchase and lease/rent options. The UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

Notes:

- The financial proposal should be provided in Euro.
- For preparing the financial proposal, please use UN Operational Rate of Exchange. For update rates please see: <http://treasury.un.org/operationalrates/OperationalRates.aspx>
- For calculating living allowances you are encouraged to check the ceiling of living allowances for different cities in Iran in the following link: <http://icsc.un.org>

Price Proposal for Providing International Consultancy Services for Partnership and Resource Mobilization (PRM)				
	Description of Activity/Item	Quantity	Unit/item or Service Price	Total Price (EURO)
1	Consultancy fee (Lump Sum) Payable in instalments (stipulated in TOR) after verification by UNDP that the output/deliverables have been satisfactorily performed.			
2	Visa Fee	1		
3	Round economy ticket for joining duty station (Tehran) and leaving at the end of the assignment	1 (Round ticket)		
4	Living allowances in Tehran	20 days		
	Total			[.....]

Signature:

Name:

Title:

Date: