



**REQUEST FOR PROPOSAL (RFP)**  
IATI Data Use Fund – Theme 1: IATI Awareness Raising

To: Interested Bidders	Date: 22 May 2018
	REFERENCE: <b>RFP/BPPS/2018/002 – IATI Data Use Fund – Theme 1: IATI Awareness Raising (engaging up to 2 companies for the assignment)</b>

Dear Sir / Madam:

We kindly request you to submit your Proposal for **RFP/BPPS/2018/002 – IATI Data Use Fund – Theme 1: IATI Awareness Raising**. Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Monday, June 12, 2017** and via email to the address below, indicating the below indicated references in the subject of the emails:

**[bpps.procurement@undp.org](mailto:bpps.procurement@undp.org)**

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

Proposals sent to other UNDP e-mail addresses will not be accepted and the Purchaser will not be responsible for the confidentiality of such offer.

**Proposers must take into account the following:**

Proposers must indicate the below in the e-mail subject box while submitting the Technical proposal and other documents related to this bid:

Technical Proposal (items A, B and C of Annex 2). RFP/BPPS/2018/002 – IATI Data Use Fund – Theme 1: IATI Awareness Raising

Proposers must indicate the below in the e-mail subject box while submitting the Financial proposal:

Financial Proposal (items D and E of Annex 2). RFP/BPPS/2018/002 – IATI Data Use Fund – Theme 1: IATI Awareness Raising

(Both financial and technical proposals must be submitted as separate files).

Upon finalizing the technical evaluation, only technically qualified bidders will be requested to provide the password of the financial proposal. The technically qualified proposers will have 24 hours to respond to UNDP's request for the password.

**Proposers may send as many e-mails as needed; however, the size of each e-mail should not exceed seven megabytes (7 MB).** As an e-mail can take some time to arrive after it is sent, we advise all Proposers to send e-mail submissions well before the deadline. Proposers are solely responsible for ensuring that any and all files sent to UNDP are readable, that is, uncorrupted, in the indicated electronic format, and free from viruses and malware. Failure to provide readable files will result in the proposal being rejected.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

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

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

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

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

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

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Margaret Thomas*

Margaret Thomas

Chief a.i.  
Development Impact Group  
Bureau for Policy and Programme Support  
24 May 2018

## Description of Requirements

Context of the Requirement	UNDP/IATI is seeking to contract a service provider, who has the capacity to plan, present and implement an innovative and effective small-scale activity that addresses the key challenge: “there is a lack of awareness regarding the existence of IATI as a source for data among key actors holding governments and development actors accountable. This includes in particular aid/development watchdog organizations, journalists and other media actors, and parliamentarians.”
Implementing Partner of UNDP	Direct Implementation
Brief Description of the Required Services	The service provider is expected to develop the concept and content of the activity (in coordination with the UNDP IATI Coordinator), to organize the logistical issues, e.g. identify and invite participants, arrange travel and accommodation (if applicable), deliver the proposed activity (according to the methodology provided with the initial proposal) and provide UNDP with a final report, including feedback from the participants (if applicable).
List and Description of Expected Outputs to be Delivered	Please refer to the Terms of Reference (Annex 3)
Person to Supervise the Work/Performance of the Service Provider	IATI Secretariat Coordinator
Frequency of Reporting	When and as needed.
Progress Reporting Requirements	Progress reports are not required. However, the proposed contractor is expected to be in regular contact with IATI secretariat coordinator to get progress reported and agree how to overcome possible challenges.
Location of work	At Contractor's Location
Expected duration of work	5 – 6 weeks
Target start date	1 July 2018
Latest completion date	07 August 2018
Travels Expected	The selected bidder might be expected to travel depending on the activity proposal outlined in the methodological approach, in addition to possibly obtaining feedback via electronic surveys, email, phone, and/or other means deemed necessary to complete the objectives of the policy review. All costs related to such missions and communications and data gathering/analysis should be factored into the bid – a clear breakdown of cost for all travel requirements associated with the bid must be included in the documents.
Special Security Requirements	Standard security requirements apply, that are governed by the local and international laws.
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Not applicable. Contractor is expected to have access to communication equipment and facilities deliver the assignment. All associated costs shall be reflected in the financial proposal.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	Required and to be part of the technical proposal.

Names and curriculum vitae of individuals who will be involved in completing the services	Required								
Currency of Proposal	United States Dollars								
Value Added Tax on Price Proposal	Must be exclusive of VAT and other applicable indirect taxes								
Validity Period of Proposals ( <i>Counting for the last day of submission of quotes</i> )	<input checked="" type="checkbox"/> 120 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	Not permitted								
Payment Terms	<table border="1"> <thead> <tr> <th>Outputs</th><th>Percent</th><th>Timing</th><th>Condition for Payment Release</th></tr> </thead> <tbody> <tr> <td>Delivery of the work and outputs as defined in the Terms of Reference TOR, and approval of the IATI Secretariat Coordinator</td><td>100%</td><td>Within 1 week of start of assignment</td><td>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.</td></tr> </tbody> </table>	Outputs	Percent	Timing	Condition for Payment Release	Delivery of the work and outputs as defined in the Terms of Reference TOR, and approval of the IATI Secretariat Coordinator	100%	Within 1 week of start of assignment	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.
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	IATI Secretariat Coordinator								
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services <input checked="" type="checkbox"/> Purchase Order								
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.								

<p>Criteria for the Assessment of Proposal</p>	<p><b><u>Technical Proposal (70%) (Minimum pass score is 49 points out of 70 total obtainable)</u></b></p> <p>Proposals will be evaluated separately and based on the below criteria. UNDP may contract up to two companies for this assignment, in order to reach different geographical areas and allow for different approaches to be implemented for tackling the key challenge.</p> <p><b><u>Qualifications of Company (25 points):</u></b></p> <ul style="list-style-type: none"> <li>• <b>Minimum 4 years</b> of demonstrated experience with awareness raising and communication campaigns related to development/aid matters (mandatory requirement: 10 points);</li> <li>• Proven experience with communication and awareness campaigns regarding IATI, transparency or development effectiveness an asset (10 points);</li> <li>• Demonstrated experience building strong relationships with clients, focuses on impacts and results for clients, and responds positively to feedback (5 points).</li> </ul> <p><b><u>Approach and proposed Methodology (20 points):</u></b></p> <ul style="list-style-type: none"> <li>• Quality of the methodology (logic and suitability of approach, consideration of sustainability and gender concerns) (10 points)</li> <li>• The methodology clearly outlines the target group and beneficiaries, including geographical specifications (5 points)</li> <li>• Quality assurance mechanisms and risk mitigation are reflected in the methodology (5 points)</li> </ul> <p><b><u>Qualifications of Key Personnel (35 points):</u></b></p> <p>The <b>Team Leader</b> should have the following qualifications and experience:</p> <ul style="list-style-type: none"> <li>• Bachelor's degree or higher in Public Administration, International Development, Law, Political Science, Human Rights, ICT4D, Humanitarian Assistance or related field (mandatory requirement – 5 points).</li> <li>• At least 3 years' experience with aid /development effectiveness efforts and/or transparency initiatives (10 points);</li> <li>• Proven experience with communication and awareness campaigns in development contexts (10 points);</li> <li>• Extensive experience in aid effectiveness or development work from the country level perspective (10 points);</li> </ul> <p><b>Language</b></p> <ul style="list-style-type: none"> <li>• Excellent oral and written communication skills in English.</li> </ul> <p><i>Bidders may offer additional personnel (for research and support work, for example) in their proposal. While UNDP expects that the scope for the assignment can be delivered, bidders may offer more experts in their proposal. Those personnel need to meet the requirements for the assignment.</i></p>
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	<p><b><u>Financial Proposal (30%)</u></b> (Only bidders which get minimum of 49 points on technical evaluation will be technically responsive and considered for financial evaluation)</p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.  <math display="block">\text{FP Rating} = (\text{Lowest Priced Offer} / \text{Price of the Offer Being Reviewed}) \times 100</math></p> <p><b><u>Total Combined Score:</u></b>  <math display="block">(\text{TP Rating}) \times (\text{Weight of TP, e.g. 70\%})</math> <math display="block">+ (\text{FP Rating}) \times (\text{Weight of FP, e.g. 30\%})</math> <b>Total Combined and Final Rating of the Proposal</b></p>
UNDP will award the contract to:	<p>One company or university.</p> <p>Any proposer can submit an offer however a proposer cannot submit at the same time its own proposal and be a subcontractor with another proposer. This situation will raise a conflict of interest.</p> <p>However, two or more companies can form an association and submit ONE proposal. In this case the companies have to select a leading company amongst them and with whom will sign the contract with UNDP.</p>
Annexes to this RFP	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 4)</p> <p><input checked="" type="checkbox"/> Detailed TOR (Annex 3)</p>
Contact Person for Inquiries (Written inquiries only)	<p><i>Focal Person in UNDP: Annelise Parr, IATI Coordinator</i>  <i>Email address: <a href="mailto:annelise.parr@undp.org">annelise.parr@undp.org</a> copying <a href="mailto:bpps.procurement.team@undp.org">bpps.procurement.team@undp.org</a> and Lia Shelegia <a href="mailto:lia.shelegia@undp.org">lia.shelegia@undp.org</a></i></p> <p>Last day to submit questions to UNDP is 7 days before the submission date. UNDP will provide responses on a rolling basis for each.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL**

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>1</sup>)*

[insert: Location].  
[insert: Date]

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

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated 5/23/2018, 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 Details – license number, Tax payment certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.;*
- d) Track Record – list of at least three clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

**B. Proposed Methodology for the Completion of Services**

*The Service Provider must describe how it will address/deliver the demands of the RFP in form of a brief methodology (max. 2 pages); providing a detailed description of the foreseen scope of work, including the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work that the bidder suggests.*  
*The methodology shall clearly outline geographical specifications and the cost breakdown must reflect on all required travels associated with the proposal.*

<sup>1</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes



**C. Qualifications of Key Personnel**

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs of all personnel demonstrating qualifications must be submitted; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

The Price Schedule Sheet document should be provided as a separate document from the technical offer and to be password protected.

**D. Price Schedule Sheet\***

D. Price Schedule Sheet*		
Outputs	Percentage	Price Per Output in USD
Full-fledged concept for the activity, including invites, list of participants and content	100%	
Organization/implementation of national or regional activity		
Final outcome report and the filled-in feedback questionnaires (to be provided by UNDP) from the participants.		
Total Price in USD:		

**E. Cost Breakdown by Cost Component (please include estimate costs for all travel required for the delivery of the proposed activity)**

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement/Unit price*	No. of Personnel	Total Rate in USD
<b>I. Key Personnel</b>				
1- Team Leader		1 month	1	
<b>2. Other experts (indicate the cost for each personnel separately:</b>				
# proposed		1 month		
<b>II. Other Costs (As applicable)</b>				
<b>Travel (city location, purpose)</b>				
Round trip tickets				
Allowances				
Communications				
Others (kindly specify)				
Total Price in USD:				US\$

The proposed period is an estimation. Bidders at their discretion may suggest the different period as long as it will allow UNDP to meet its project timelines.

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

*[Designation]*

*[Date]*

## Terms of Reference

### Title: IATI Data Use Fund – Theme 1: IATI Awareness Raising

#### Innovative small-scale activity that addresses the challenge:

**“there is a lack of awareness regarding the existence of IATI as a source for data among key actors holding governments and development actors accountable. This includes in particular aid/development watchdog organizations, journalists and other media actors, and parliamentarians.”**

**Project/Institution Name: IATI Secretariat/UNDP**

**Region/Country: Global**

#### Background:

The International Aid Transparency Initiative (IATI) is a voluntary, multi-stakeholder initiative that seeks to increase the transparency of development cooperation and increase its effectiveness in tackling poverty and achieving the Sustainable Development Goals (SDGs). IATI was launched at the Third High Level Forum on Aid Effectiveness in Accra in 2008 and was designed to support donors in meeting their Accra commitments on transparency and simultaneously serve the information needs of developing countries to enable the planning and management of national budgets based on more accurate and timely information on resource flows.

IATI brings together donor and recipient countries, civil society organizations, and other experts in aid information. At the centre of IATI is the IATI Standard, a format and framework for publishing data on aid and development cooperation activities.

The initiative is governed by a multi-stakeholder Governing Board (GB), which comprises representatives from all three IATI membership categories (Partner countries, CSOs and others, providers of development cooperation) and the Members' Assembly, formed of all members of IATI. The GB is supported administratively by a virtual Secretariat located in multiple locations and led by UNDP. The Secretariat is run by a consortium including UNDP, UNOPS, Development Initiatives (DI), Sweden and Ghana. Full membership is open to organizations involved in development cooperation who commit to the aims and objectives of the initiative. Technical advice on the Standard is provided by the IATI Technical Advisory Group (TAG).

More than 750 organizations now publish IATI data and IATI aims to continually improve the quality of IATI data to respond to the needs of all stakeholders and facilitate access to executive tools and support to use this information for better decision-making. While IATI has been very successful in increasing the supply of data since its launch, there is still need to increase and diversify the usage of the generated data.

A 2015 independent evaluation highlighted that strengthening the ‘demand side’, e.g. the use of IATI data, especially from partner countries should be a strategic priority for IATI programming. In more detail, the following key challenges have been identified in regard to IATI data usage:

- Partner countries have technical or other difficulties in integrating IATI data into national systems, e.g. beyond individual examples, IATI data is not yet routinely or systematically used in support of international development goals and one of the main objectives is to increase the integration of IATI data in Aid Management Systems (AIMS) and other national systems and therewith increase the usage in national planning processes;
- Lack of basic awareness, training and guidance, particularly amongst non-technical audiences on the availability and usage of data;

- Data quality issues affect trust in IATI data and limit its usefulness;
- Existing tools, including the IATI website, datastore and d-portal may not be user-friendly enough to non-technical users and do not facilitate easy access to the data in common usable formats;
- Language barriers, connectivity and low levels of data literacy impact accessibility and use in different countries and regions.

In order to address the outline challenges and implement the recommendations from the independent evaluation, the IATI Board has adopted a Data Use Strategy that includes the establishment of the IATI Data Use Fund (DUF). The DUF is administered by UNDP on behalf of the IATI Data Use Working Group and aligns to the Data Use Strategy's monitoring and results framework. The five outcomes of the strategy are:

1. **Raise awareness of IATI as a source of aid data and develop a common understanding of the priority needs of different user groups. (Theme 1: IATI Awareness Raising)**
2. Improve data quality and usability in order to assure users of its reliability, including through the development of feedback mechanisms. (Theme 2: IATI Data Quality)
3. Improve existing tools and develop new, user-friendly tools that help multiple actors access and use IATI data. (Theme 3: User-friendly IATI tools)
4. Improve guidance, training and support for specific user groups. (Theme 4: IATI User Guidance Material)
5. Promote integration of IATI data into partner country aid systems and processes. (Theme 5: IATI-AIMS Integration)

This **request for proposals (RfP)** focuses on theme 1, the raising of awareness of IATI as an aid, development, humanitarian and climate financing data source and its usability for different stakeholders, built on a strong understand of different user needs. Under this RfP, UNDP is seeking innovative proposals aimed at raising the awareness of IATI, understanding of how it can be applied in particular contexts, and increasing willingness to use and champion IATI among a clearly defined target group (on national, regional or global level).

## Scope of Work

UNDP/IATI is seeking to contract an implementing partner who has the capacity to define, plan, present and implement an innovative, effective and small-scale activity that addresses the key challenge of the IATI awareness raising theme:

**“There is a lack of awareness regarding the existence of IATI as a source for data among key actors holding governments and development actors accountable. This includes in particular aid/development watchdog organizations, journalists and other media actors, and parliamentarians.”**

This RfP tackles a critical frontier for IATI. With open, standardized data now available from more than 750 publishers, the use of IATI data by diverse user groups to meet and monitor sustainable development interventions is now a very real possibility. However, there is still limited awareness and knowledge of the potential of IATI among important audiences, in particular at country level. At the same time, experience is building across different countries with regard to data use that can inspire others. This RfP seeks to increase both awareness, capacity and willingness to use (and champion use of) IATI data, in specific contexts and among particular target groups of users.

A number of specific challenges are already known in this context. Among the potential user groups, accountability actors including aid/development watchdog organizations, journalists, parliamentarians and the media are often not sufficiently aware of IATI as a source of development data and its relevance to their work. Development cooperation management officials and in-country donors are often not familiar enough

with the potential of using IATI in planning and monitoring efforts. We also know that many development actors use information and data from a variety of sources, and that IATI needs to play a bigger role in this context.

To date, user engagement efforts and technical support at country level have remained relatively ad-hoc and under-resourced. Existing experience also indicates that awareness raising efforts that are not targeted enough to the needs of particular groups are unlikely to create sustainable engagement and data uptake.

The purpose of this RFP is therefore to encourage innovative proposals that increase the awareness and willingness of specific stakeholder groups to use IATI data in their work. Such efforts can be focused in-country, regionally or globally but should clearly identify coherent target groups and specific engagement objectives and set out how their use of IATI will be increased.

### Expected Outputs

- Identified target groups demonstrably have increased their awareness about IATI and are increasingly willing to champion IATI use;
- New examples of IATI data use by specific target groups;
- Documentations and publications of learning within the IATI community (e.g. through project report, blogs and IATI discuss contributions, etc.) are available.

### Deliverables

Under the overall guidance of the IATI Secretariat Coordinator, the implementing partner is expected to deliver the following:

1. **A detailed concept for the advocacy activity**, clearly outlining a) the target group, b) the content and objective of the awareness raising intervention c) the methodology of outreach and knowledge transfer and d) the approach to measuring the results of the intervention. The conceptual development of the activity must also clearly outline how this measure contributes to tackling the key challenge, under which criteria the target group(s) are selected, how gender-balance will be assured and what measures will be taken to assure value for money and sustainability concerns. Specific attention will be given to how proposed activities will contribute to increased use of IATI data by target groups. The concept shall also include how the discussions during the activity will be used for a detailed lessons-learned report that includes clear recommendations for IATI and other stakeholders in terms of outreach and advocacy measures.
2. **Implementing/facilitating the proposed activity** in a country/region to be proposed by bidder as most suitable, cost effective and meeting the requirements for the assignment. UNDP is keen to invite creative suggestions on where activities might take place, and for bidders to propose **where** to carry out the activity and indicate what is the rationale and **value** of selecting that particular location. When evaluating offers, UNDP shall determine and allocate scores based on whether the rationale is clear and likely to result in a successful outcome, under the methodology part of the technical proposals.

*The proposal and selection of the geographical location may be based on the service provider's regional expertise, network and other infrastructure and must be carefully considered in terms of logistical, financial and security aspects. The organization of the activity must be facilitated by the implementing partner alone, including any location, equipment, transport, visa and travel arrangements, and other matters. The content of awareness raising activities must be provided by the implementing partner, as based on the developed and approved (by the UNDP IATI Coordinator) concept. However, it is expected that wherever relevant, the activity considers lessons*

*learned in prior efforts developed within the IATI community. The content and form of the activities must reflect on the level and expertise of the target group(s) and be designed to support them in their current objectives.*

3. **Prepare a detailed outcome report** (5 – 10 pages) containing recommendations relevant to the IATI community and other relevant actors at the national/regional or global level that can use IATI data or champion its use by others. In particular, this should cover reflection on sustainability and scaling strategies for IATI awareness raising. Annex to the outcome report should include feedback/self-assessment questionnaires from the participants rating the activities' relevance and quality if applicable.

<b>Actions / Deliverables</b>	<b>Indicative Date</b>
1. Full-fledged concept for the activities, target group(s)/participants and content (this can be an elaborated version of the methodology proposed in the bidding process).	<b>Three weeks before activity starts</b>
2. Organization/implementation of national, regional or global activity	<b>TBD</b>
3. Final outcome report and the filled-in feedback questionnaires (to be provided by UNDP) from the participants (if applicable).	<b>Two weeks after the activity ends</b>

#### **Institutional Arrangements**

- The service provider will be working under the guidance of the IATI Data Use Task Force, with the UNDP IATI Coordinator as focal point for all matters;
- The service provider will be responsible for providing her/his own laptop and software and other equipment to be used;
- The service provider shall only make use of open source IATI tooling freely available to the whole IATI community. All tooling used must be fit for purpose. The use of non-open source publicly accessible visualization tools is permitted.
- All materials potentially developed under this RfP are property of UNDP/IATI and must be made accessible to the IATI community free of charge. The re-use/adaptation of existing IATI materials is encouraged.
- Payments will be made upon submission of the deliverables and a detailed time sheet and certificate of payment form, and approval and confirmation by UNDP.

*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.

