



29 October 2019

**REQUEST FOR PROPOSAL (RE-RFP-BD-2019-033)**

Dear Sir / Madam:

UNDP kindly request you to submit your Proposal for **Hiring a firm to conduct a survey on available Microinsurance products, develop and promote appropriate customized products through micro-insurance actors to the project beneficiary-SWAPNO.**

**Proposals shall be submitted on or before 4.30 p.m. (local time) on Tuesday, November 12, 2019**

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

Proposals may be submitted on or before the deadline indicated by UNDP in the e-Tendering system. Bids must be submitted in the online e-Tendering system in the following link:

<https://etendering.partneragencies.org>; using your username and password. If you have not registered in the system before, you can register now by logging in using

**Username:** event.guest

**Password:** why2change

and follow the registration steps as specified in the system user guide.

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

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on "Accept Invitation" in the system.

In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. Kindly ensure attaching the required supporting documents (with file name less than 60 characters) in pdf format which must be free from any virus or corrupted files. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

The Financial Proposal and the Technical Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address. The file with the "FINANCIAL PROPOSAL" must be encrypted with a password so that it cannot be opened nor viewed until the Proposal has been found to pass the technical evaluation stage. Once a Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request via email the Proposer to submit the password to open the Financial Proposal. The Proposer shall assume the responsibility for not encrypting the financial proposal.

**PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE 'LINE ITEMS' IN THE SYSTEM. INSTEAD PUT 1 AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE.**

A handwritten signature in black ink, consisting of a stylized 'A' followed by a flourish.

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,

  
Operations Manager  
October 29, 2019

## Description of Requirements

Context of the Requirement	<p>The poor need insurance more than wealthier people because they are more vulnerable to many of these risks than the rest of the population, and they are the least able to cope when a crisis does occur.</p> <p>The impacts of shocks on poor households are diverse. Firstly, crisis usually force poor people to deplete their productive assets which may push them into a position of higher vulnerability through reducing productivity and income. Secondly, the poor are highly risk averse and, thus, they are motivated to invest in low-risk, low-retune activities to protect themselves against expected shocks. This leads to further impoverishment. Households who have access to formal financial services have to utilize their productive resources cope with the shocks.</p> <p>The idea is to come up with micro-insurance products and services which can provide a security measure to absorb the sudden economic shocks to the project women beneficiaries.</p>												
Implementing Partner of UNDP	LGD												
Brief Description of the Required Services	<p>Strengthening Women’s Ability for Productive New Opportunities (SWAPNO) project is being implemented by LGD in 99 Union Parishad of Jamalpur, Lalmonirhat and Gaibandha districts and earlier in 124 Union Parishads of Kurigram and Satkhira. 4,464 women beneficiaries were enrolled in the program in 16 August 2015 and they completed project tenure on 15 February 2017. 2nd batch of 4464 women beneficiaries were enrolled in SWAPNO under 2nd cycle in November 2017 and completed their tenure in May 2019. 3rd batch of 3564 women beneficiaries will be enrolled from September 2019.</p> <p>SWAPNO intend to conduct a survey on available Microinsurance products, develop and promote appropriate customized Micro-insurance products through micro-insurance actors to the project beneficiary women of that 3rd cycle.</p>												
List and Description of Expected Outputs to be Delivered	<table><tr><th>Deliverables/Outputs</th><th>Estimated # of days</th></tr><tr><td>The Contractor will submit a final detailed action plan agreed by both SWAPNO and the Contractor</td><td>10 days</td></tr><tr><td>Finalize study methodology including data collection methods, sampling strategy with appropriate framework</td><td>10 days</td></tr><tr><td>The contractor will share the customized product profile to be provided to the project beneficiaries</td><td>20 days</td></tr><tr><td>The contractor will conduct a Pilot test with the beneficiaries in different geographic locations</td><td>30 days</td></tr></table>			Deliverables/Outputs	Estimated # of days	The Contractor will submit a final detailed action plan agreed by both SWAPNO and the Contractor	10 days	Finalize study methodology including data collection methods, sampling strategy with appropriate framework	10 days	The contractor will share the customized product profile to be provided to the project beneficiaries	20 days	The contractor will conduct a Pilot test with the beneficiaries in different geographic locations	30 days
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	The contractor will provide the pilot test report on the adoption and usage of newly introduced micro-insurance products	10 days
	The contractor will share the Final report	10 days
Person to Supervise the Work/Performance of the Service Provider	Project Manager, SWAPNO	
Frequency of Reporting	<i>As indicated in the ToR</i>	
Progress Reporting Requirements	<i>As indicated in the ToR</i>	
Location of work	<input type="checkbox"/> Exact Address/es <i>As indicated in the ToR</i>	
Expected duration of work	Duration of the assignment will be 3 months	
Target start date	November 2019	
Latest completion date	February 2019	
Travels Expected	<i>As indicated in the ToR</i>	
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Others <i>[pls. specify]</i>	
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others As per ToR	
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required	
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required	
Currency of Proposal	<input checked="" type="checkbox"/> <b>United States Dollars</b> <input type="checkbox"/> Euro <input checked="" type="checkbox"/> <b>Local Currency, BDT</b>	
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT	
Validity Period of Proposals ( <i>Counting for the last day of submission of quotes</i> )	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input 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	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms	<ul style="list-style-type: none"> <li>▪ <b>1<sup>st</sup> Payment:</b> 20% of total contract value will be paid upon submission of inception report including agreed methodology and detailed work plan for the assignment.</li> <li>▪ <b>2<sup>nd</sup> Payment:</b> 50% of total contract value will be paid on completion of all data collection in the field and submission of clean data.</li> <li>▪ <b>3<sup>rd</sup> Payment:</b> 30% of the total contract value will be paid on completion and satisfactory delivery of all services and acceptance of the final report and product delivery by UNDP Bangladesh Country Office.</li> </ul>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Project Manager, SWAPNO
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> <b>Contract for Professional Services</b> <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p>Evaluation and comparison of proposals: Prior to the technical evaluation all proposals will be screened based on the minimum eligibility criteria mentioned below:</p> <p><b>Minimum eligibility criteria of the consultancy firm:</b></p> <ul style="list-style-type: none"> <li>• Business Licenses – Registration Papers, Tax Payment Certification, etc.</li> <li>• Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.;</li> <li>• Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN</li> </ul>

Procurement Division List or Other UN Ineligibility List;

- Firm/organization must have at least 5 years of track record/practical experiences in conducting research, surveys, studies on social issues.
- The firm must have experience in producing at least two survey reports in last two years adopting both qualitative and quantitative methods.
- The firm must have previous experience of working with a UN agency/International NGO/bilateral donor/Government/private corporates or equivalent.
- Firm must submit A list of local insurance service provider (licensed by IDRA, Bangladesh)

**Minimum eligibility criteria of the key personnel:**

**Team Leader:**

- Educational qualification: University Degree - Economics/ Social science/ Business Administration/Insurance or any relevant field
- Minimum 10 years of working experience in Research/ Study in Insurance Sector or 8 years of working experience in Micro insurance sector

**Team members:**

- Educational qualification: University Degree - Economics/ Social science/ Business Administration/Insurance or any relevant field
- Minimum 5 years of working experience in Research/ Study in Insurance Sector or 5 years of working experience in Micro insurance sector

**Note:** Necessary documentation must be submitted to substantiate the above eligibility criteria.

Consultancy firms that do not meet the above eligibility criteria shall not be considered for further evaluation.

The firm must provide CVs of all proposed personnel for the assignment, stating name, highest academic qualification, professional certification, length of experience, role/function and other related information.

**Technical Proposal (70%)**

- ☒ Background experience/ Expertise of Firm
- ☒ Adequacy and comprehensiveness of the proposal (concept, approach, work plan)
- ☒ Qualifications and competence of the key staff for the Assignment

**BASIS OF TECHNICAL EVALUATION**

1. Organizational strength and relevant expertise		Marks
1.1	Overall experience in working with Micro-insurance/Insurance products and services Design at local and international level	15
1.2	Experience in promoting microinsurance product or implementing microinsurance projects with/for Insurance Service provider	5
1.2	Experience in working with UN agencies and/or other development partners on similar assignments	5
<b>Sub-total</b>		<b>25</b>
2. Understanding of the assignment, proposed approach and methodology		
2.1	Adequacy and relevance of the proposed research methodology	15
2.2	Approach and methodology of piloting the Microinsurance product among targeted beneficiaries	10
2.2	Appropriateness of proposed implementation timelines	5
<b>Sub-total</b>		<b>30</b>
3. Team composition, including CVs of each team member		
3.1	Team Leader experience in research related to Micro-insurance/social insurance	5
3.2	Team member (Research Coordinator): experience in Core research	5
3.3	Team member (Pilot Coordinator): experience in technical Tool for Microinsurance development	5
<b>Sub-total</b>		<b>15</b>
<b>Total Technical evaluation</b>		<b>70</b>
<p><b>Financial Proposal (30%)</b></p> <p>In the Second Stage, the price proposal of all contractors, who have attained minimum 70% score in the technical evaluation, will be compared. The contract will be awarded to the bidder offering the 'best value for money'. The contract will be awarded to the Contractor based on the cumulative method. The formula for the rating of the Proposals will be as follows:</p> <p>Rating the Technical Proposal (TP):  TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p>Rating the Financial Proposal (FP):  FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p>Total Combined Score:</p>		

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	<p>(TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)            =Total Combined and Final Rating of the Proposal</p> <p>The proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal is the proposal that offers best value for money</p>
UNDP will award the contract to:	<p><input checked="" type="checkbox"/> <b>One and only one Service Provider</b></p> <p><input type="checkbox"/> One or more Service Providers, depending on the following factors :</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 3)</p> <p><input checked="" type="checkbox"/> Detailed TOR (Annex 4)</p> <p><input checked="" type="checkbox"/> Written Self-Declaration (Annex 5)</p>
Contact Person for Inquiries (Written inquiries only)	<p>bd.procurement@undp.org</p> <p><b><i>Please mention the following in the subject while sending any query to UNDP regarding this RFP on or before 04 October 2019.</i></b></p> <p><b><i><u>"Queries on RE-RFP-BD-2019-033"</u></i></b></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information	<p>A pre-bid meeting will be held at IDB Bhaban, (19<sup>th</sup> floor), meeting room, <b>on 04 October 2019 at 11:00 am</b> for the clarification on the bidding document and ToR</p> <p><b>Note: Bidder needs to carry a valid Passport/NID/Credit or Debit card with photo/Original driving license in order to enter into IDB Bhaban for the pre-bid meeting.</b></p>

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

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

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

**Minimum eligibility criteria of the consultancy firm:**

- Business Licenses – Registration Papers, Tax Payment Certification, etc.
- Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.;
- 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;
- Firm/organization must have at least 5 years of track record/practical experiences in conducting research, surveys, studies on social issues.
- The firm must have experience in producing at least two survey reports in last two years adopting both qualitative and quantitative methods.
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**Minimum eligibility criteria of the key personnel:**

**Team Leader:**

- Educational qualification: University Degree - Economics/ Social science/ Business Administration/Insurance or any relevant field
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**Team members:**

- Educational qualification: University Degree - Economics/ Social science/ Business Administration/Insurance or any relevant field
- Minimum 5 years of working experience in Research/ Study in Insurance Sector or 5 years of working experience in Micro insurance sector

**Note:** Necessary documentation must be submitted to substantiate the above eligibility criteria. Consultancy firms that do not meet the above eligibility criteria shall not be considered for further evaluation.

The firm must provide CVs of all proposed personnel for the assignment, stating name, highest academic qualification, professional certification, length of experience, role/function and other related information.

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

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

appropriate to the local conditions and context of the work.

**B. Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide:*

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

**C. Cost Breakdown per Deliverable\* (The file with the "FINANCIAL PROPOSAL" must be encrypted with a password)**

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

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

**D. Cost Breakdown by Cost Component [This is only an Example, The file with the "FINANCIAL PROPOSAL" must be encrypted with a password]:**

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

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

*General Terms and Conditions for Services***1.0 LEGAL STATUS:**

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

**2.0 SOURCE OF INSTRUCTIONS:**

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

**3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:**

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

**4.0 ASSIGNMENT:**

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

**5.0 SUB-CONTRACTING:**

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

**6.0 OFFICIALS NOT TO BENEFIT:**

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

**7.0 INDEMNIFICATION:**

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices,

copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

#### **8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:**

- 8.1** The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 8.2** The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- 8.3** The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.
- 8.4** Except for the workmen's compensation insurance, the insurance policies under this Article shall:
  - 8.4.1** Name UNDP as additional insured;
  - 8.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;
  - 8.4.3** Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
- 8.5** The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

#### **9.0 ENCUMBRANCES/LIENS:**

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

#### **10.0 TITLE TO EQUIPMENT:**

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

#### **11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:**

- 11.1** Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under

the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

- 11.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.
- 11.3** At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.
- 11.4** Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

**12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:**

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

**13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:**

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

- 13.1** The recipient ("Recipient") of such information shall:
- 13.1.1** use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,
  - 13.1.2** use the Discloser's Information solely for the purpose for which it was disclosed.
- 13.2** Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:
- 13.2.1** any other party with the Discloser's prior written consent; and,
  - 13.2.2** the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract,

and employees officials, representatives and agents of any legal entity that it controls controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

- 13.2.2.1** a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,
- 13.2.2.2** any entity over which the Party exercises effective managerial control; or,
- 13.2.2.3** for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

- 13.3** The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.
- 13.4** The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.
- 13.5** The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.
- 13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

#### **14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS**

- 14.1** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.
- 14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.
- 14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar

operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

## 15.0 TERMINATION

- 15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.
- 15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

## 16.0 SETTLEMENT OF DISPUTES

- 16.1 Amicable Settlement:** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.
- 16.2 Arbitration:** Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

## **17.0 PRIVILEGES AND IMMUNITIES:**

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

## **18.0 TAX EXEMPTION**

**18.1** Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

**18.2** Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

## **19.0 CHILD LABOUR**

**19.1** The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

**19.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

## **20.0 MINES:**

**20.1** The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

**20.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

## **21.0 OBSERVANCE OF THE LAW:**

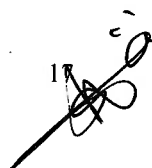
The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

## **22.0 SEXUAL EXPLOITATION:**

- 22.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.
- 22.2** The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

## **23.0 AUTHORITY TO MODIFY:**

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official

A handwritten signature in black ink, located in the bottom right corner of the page. The signature is stylized and appears to be a cursive or semi-cursive script.

## Terms of Reference

### 1. GENERAL BACKGROUND

**Low-income households and micro, small and medium enterprises are particularly vulnerable to risks**, be they related to health, agriculture, property or death. These risks often carry heavy financial implications as individuals, businesses and households attempt to deal with them. Since very few of these groups have access to efficient and effective formal risk management and social protection mechanisms, recuperating losses and recovering from shock is at best difficult, and more often impossible.

**Microinsurance provides poor and low-income households with the means to protect themselves against the effects of risk.** The role of microinsurance must therefore be viewed alongside government provision of basic health services, employment and education, etc., all of which go towards alleviating poverty.

**Microinsurance can also be a tool to extend social protection** in the context of providing security to populations in developing countries and contributing to poverty alleviation. Overall, strategies and mechanisms should ensure that microinsurance is not approached in isolation, thereby maximizing impact.

As the world attempts to address the tremendous **impact climate change** is having on all regions of the world, it is worth noting that, once again, the poor and the vulnerable are the most at risk of the dire consequences that push millions into poverty every year. Insurance can play a vital role in mitigating these risks and providing risk management tools to the at-risk and vulnerable, providing both direct and indirect benefits. A **direct benefit** is that insurance coverage makes **individuals and households more resilient and less vulnerable to risks**; the **indirect benefit** is that **wide coverage fosters socio-economic growth on a national level**, which in turn, provides more economic opportunities and safety across the world.

### 2. PROJECT INTRODUCTION

SWAPNO is a social transfer project for ultra-poor women to be engaged in public works essential for the economic and social life of local communities. It promotes employment, and most importantly future employability, of extreme poor rural women. The project is designed following a state-of-the-art graduation strategy that aims at beneficiaries' sustainable exit from extreme poverty. The project is being implemented by Local Government Division, MoLGRD&C with the support of UNDP and Spanish Government in Kurigram and Satkhira Districts of Bangladesh.

About 25 million people are living in abject poverty in Bangladesh. The Government aspires to eradicate extreme poverty by 2030. Among female headed households, those that are widowed, divorced, separated women have a considerably higher incidence of poverty relative to others. Poverty Reduction Cluster of UNDP facilitated the Strengthening Women's Ability for Productive New Opportunities (SWAPNO) project. The approaches of SWAPNO have already proven successful in an earlier UNDP Project, which enabled widowed, divorced and abandoned women to protect their livelihoods and family welfare long after project support ended. The UNDP experience in design and implementation of projects for poverty reduction advocates employment, saving and training to make it possible for beneficiaries to move out of extreme poverty.

SWAPNO will emphasize on future employability by enhanced human capital and job placement in local SMEs in addition to self-employment. With a combination of skill development, confidence building, micro-finance and post training support, these women demonstrated that such intervention is sustainable to push the woman and her family out of extreme poverty.

### 3. OBJECTIVES OF THE ASSIGNMENT/ SERVICE:

The poor need insurance more than wealthier people because they are more vulnerable to many of these risks than the rest of the population, and they are the least able to cope when a crisis does occur.

The impacts of shocks on poor households are diverse. Firstly, crisis usually force poor people to deplete their productive assets which may push them into a position of higher vulnerability through reducing productivity and income. Secondly, the poor are highly risk averse and, thus, they are motivated to invest in low-risk, low-return activities to protect themselves against expected shocks. This leads to further

impoverishment. Households who have access to formal financial services have to utilize their productive resources cope with the shocks.

The idea is to come up with micro-insurance products and services which can provide a security measure to absorb the sudden economic shocks to the project women beneficiaries.

#### **4. DESCRIPTION OF THE ASSIGNMENT:**

Strengthening Women's Ability for Productive New Opportunities (SWAPNO) project is being implemented by LGD in 99 Union Parishad of Jamalpur, Lalmonirhat and Gaibandha districts and earlier in 124 Union Parishads of Kurigram and Satkhira. 4,464 women beneficiaries were enrolled in the program in 16 August 2015 and they completed project tenure on 15 February 2017. 2<sup>nd</sup> batch of 4464 women beneficiaries were enrolled in SWAPNO under 2<sup>nd</sup> cycle in November 2017 and completed their tenure in May 2019. 3<sup>rd</sup> batch of 3564 women beneficiaries will be enrolled from September 2019.

SWAPNO intend to conduct a survey on available Microinsurance products, develop and promote appropriate customized Micro-insurance products through micro-insurance actors to the project beneficiary women of that 3<sup>rd</sup> cycle.

#### **5. SCOPE OF WORK:**

The contracted firm will conduct a research / survey in SWAPNO project area. The firm will find out and analyze readily available micro insurance products in the market. They will come up with customized micro insurance products and test the proto-type with selected beneficiaries in the project area.

The assignment will focus on following areas and activities:

- a. Demand side analysis: what kinds of insurance product is required considering different geographic background.
- b. The analysis should take into account data related to customer's income level, probable price of product, probable price of supplementary product or any buying constraints or stimulus.
- c. Identify available micro insurance products in the market and analyze and recommend whether any of the available product is suitable for the target beneficiaries.
- d. Find out potential Insurance companies actors providing Micro insurance products in the project area as well as having nationwide coverage.
- e. Convince potential insurance companies to come up with tailor-made micro-insurance products for the targeted beneficiaries
- f. Develop appropriate Microinsurance products for pilot-test.
- g. Test tailor-made micro insurance products with the targeted beneficiaries in different geographical area
- h. The firm will provide draft report and share findings with SWAPNO and prepare the final report considering the feedbacks on draft

#### **6. DELIVERABLES**

- a. The Contractor will submit a final detailed action plan agreed by both SWAPNO and the Contractor
- b. Finalize study methodology including data collection methods, sampling strategy with appropriate framework.
- c. The contractor will submit a detailed questionnaire which will be used in the data collection process
- d. The contractor will submit the Methodology to be used for the study
- e. The contractor will provide the raw and processed data of the study
- f. The contractor will share the requirement of product development of micro insurance
- g. The contractor will share the list of potential micro insurance companies in Bangladesh dealing with the similar kinds of products.
- h. The contractor will share the customized product profile to be provided to the project beneficiaries
- i. The contractor will conduct a Pilot test with the beneficiaries in different geographic locations

- j. The contractor will provide the pilot test report on the adoption and usage of newly introduced micro-insurance products
- k. The contractor will share the Final report

#### Major Deliverables/Outputs

As per RFP Document

#### 7. POTENTIAL MICROINSURANCE PRODUCT

Microinsurance, like regular insurance, may be offered for a wide variety of risks. These include both health risks (illness, injury, or death) and property risks (damage or loss). A wide variety of microinsurance products exist to address these risks, including crop insurance and livestock/cattle insurance, which are increasingly sold as index-based insurance, theft or fire insurance, health insurance, term life insurance, death insurance, disability insurance, and insurance for natural disasters. The project would like to see the potential micro insurance products in the following areas:

- Health risks (illness, injury, or death)
- Property risks (damage or loss)
- Crop insurance and livestock/cattle insurance

#### 8. GEOGRAPHICAL COVERAGE:

Strengthening Women's Ability for Productive New Opportunities (SWAPNO) project is being implemented by LGD in 99 Union Parishad of Jamalpur, Lalmonirhat and Gaibandha districts and earlier in 124 Union Parishads of Kurigram and Satkhira. 4,464 women beneficiaries were enrolled in the program in 16 August 2015 and they completed project tenure on 15 February 2017. 2<sup>nd</sup> batch of 4464 women beneficiaries were enrolled in SWAPNO under 2<sup>nd</sup> cycle in November 2017 and completed their tenure in May 2019. 3<sup>rd</sup> batch of 3564 women beneficiaries will be enrolled from September 2019.

Therefore, the study and pilot test should be operated considering geographical context of the mentioned districts and national policy framework.

#### 9. PERIOD OF THE ASSIGNMENT

The duration of the assignment will be for 3 months

#### 10. INPUT FROM THE PROJECT

- a) Beneficiary list and project areas information

#### 11. INSTITUTIONAL ARRANGEMENTS

- b) The contracted firm will independently arrange the study will work under the guidance of the SWAPNO project staff and under overall supervision of the SWAPNO Project Manager.
- c) All costs related to this assignment including logistics, office arrangements, accommodation, etc. shall be borne by the contractor. UNDP shall pay the lump sum amount quoted in the financial proposal and shall be paid as achievement of milestones as per the TOR.
- d) Achieving the deliverables shall be the sole responsibility of the contractor. Any delay shall be communicated to the SWAPNO team along with a plan to remedy the delay.
- e) The contractor is expected to largely work from their own offices (local office Bangladesh) and attend meetings at SWAPNO office as and when required.

#### 12. REQUIRED TECHNICAL EXPERIENCE FOR THE ASSIGNMENT

As per RFP Document

#### 13. SELECTION CRITERIA

A cumulative analysis weighted-scoring method will be applied to evaluate the firm. Award of the contract will be made to the tenderer whose offer has been evaluated and determined as

- a) Responsive/ compliant/ acceptable with reference to this ToR, and;
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation, with the ratio set at 70:30 respectively (this is to reflect the high-level skills mix required)

Only firms obtaining a minimum of 70% of maximum obtainable score (49 points) in the technical analysis would be considered for financial appraisal, and ultimately therefore, for contracting.

### **Technical Proposal (70%)**

To qualify in the technical evaluation a proposal must score minimum 70% (or 49) of the total obtainable score of 70. Obtained score will be expressed in percentage as follows –  
(total score obtained by the offer / Max. obtainable score for technical evaluation) x 100

A cumulative analysis weighted-scoring method will be applied to evaluate the firm/organization. Award of the contract will be made to the tenderer whose offer has been evaluated and determined as

- a) Responsive/ compliant/ acceptable with reference to this ToR, and;
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation, with the ratio set at 70:30 respectively (this is to reflect the high-level skills mix required).

#### **Selection Criteria of firm/Organization (technical Proposal):**

As per RFP Document

Only firms obtaining a minimum of 70% in the technical analysis would be considered for financial appraisal, and ultimately therefore, for contracting.

#### **Financial Proposal:**

In the second stage, the price proposal of all the contractors, who have attained minimum 70% score in the technical evaluation, will be compared. The contract will be awarded to the bidder offering the “best value for money”. The contract will be awarded to the contractor based on the cumulative method. The formula for the rating of the proposals will be as follows:

Rating the technical proposal (TP):

TP Rating = (Total Score Obtained by the offer/Max. obtainable score for TP) X100

Rating the financial proposal (FP):

FP Rating: = (Lowest priced Offer/Price of the offer Being Reviewed x100

Total Combined Score:

(TP Rating) x (Weighted of TP; e.g. 70%) +(FP Rating) x (Weighted of FP, e.g. 30%) = Total Combined and Financial rating of the proposal.

The proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal is the proposal that offers best value for money.

### **14 SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS**

Remuneration of the successful contractor will be fixed and bids should be submitted on this basis. No adjustment will be given for the period and determined by the specified outputs as per this ToR. The price should take into account all HR costs and professional fees, travel costs, DSA, subsistence and ancillary expenses.

UNDP shall effect payments, by bank transfer to the Contractor's bank account, upon acceptance by UNDP of the deliverables specified in the ToR. Payments will be made in tranches based on the following percentages and milestones:

As per RFP Document

### **15 OTHER TERMS AND CONDITIONS**

- The selected consultant should implement the work in coordination with the focal person of SWAPNO project. The consultant should prior inform the focal person on the schedule/programme to implement the assigned task.
- SWAPNO project the right to accept or reject any proposal without giving any verbal and/or written rationale
- All reports and documents prepared in relation to the assignment will be treated as SWAPNO project property
- The reports/documents or any part, therefore, cannot be sold, used and reproduced in any manner without prior written approval of SWAPNO project

SWAPNO project or its representatives reserve the right to monitor the quality and progress of the work during the assignment.

Declaration

Date:

**United Nations Development Programme**

UNDP Registry, IDB Bhaban, Agargaon

Sher-E-Bangla Nagar, Dhaka, Bangladesh

Assignment \_\_\_\_\_

**Reference:** RE-RFP-BD-2019-033

Dear Sir,

I declare that ..... is not in the UN Security Council 1267/1989 List,  
UN Procurement Division List or Other UN Ineligibility List.

Yours Sincerely,

