INDIVIDUAL CONSULTANT (National)
PROCUREMENT NOTICE

Date: 23rd June 2021
Ref: UNDP-IC-2021-179
ORPS: 1149

Country: **Pakistan**

Description of the assignment: “Legislative, Policy and Institutional Gap Analysis on Sustainable Development Goal 3”

**Project name:** Mainstreaming, Acceleration and Policy Support (MAPS) for SDGs-DPU-UNDP

**Period of assignment/services (if applicable):** The duration of the contract will be 60 working days.

**Location:** Quetta.

Please submit your Technical and Financial proposals to the following address not later than **07th July 2021** at 12:30 PM PST

**UNDP- IC-2021-179**

UNDP Registry, Quotation/Bids/Proposals
United Nations Development Programme
Serena Business Complex, 2nd Floor, Khayaban-e-Suharwardy,
Islamabad, Pakistan
Tel: 051-8355600 Fax: 051-2600254-5

or by email to bids.pk@undp.org no later than **07th July 2021** at 12:30 PM PST.

**Kindly write the following on top left side of the envelop or email subject line “UNDP-IC-2021-179- “Legislative, Policy and Institutional Gap Analysis on Sustainable Development Goal 3”**.

**Important note for email submissions:** Please put “**UNDP-IC-2021-179**” in the subject line. Further, our system will not accept emails those are more than 30 MB size. If required, segregate your emails to accommodate email data restrictions. For segregated emails please use sequence of emails like Email 1, Email 2 .... in the subject line. For attachment purposes please only use MS Word, Excel, Power Point or PDF formats.

If you request additional information, please write to pakistan.procurement.info@undp.org with reference number in the email subject line. The team will provide necessary information within due date. However, any delay in providing such information will not be considered a reason for extending the submission date of your proposal. All/any query regarding the submission of the proposal may be sent prior to the deadline at the e-mail/address mentioned above.
Terms of Reference

Legislative, Policy and Institutional Gap Analysis on Sustainable Development Goal 3

A. Project Title: Mainstreaming, Acceleration and Policy Support for SDGs

B. Project Description

The 2030 Agenda for Sustainable Development is a global commitment to end poverty and set the world on a sustainable path. A new era of sustainable development was formally inaugurated when in September 2015, 193 United Nations members states approved the 2030 Agenda for Sustainable Development – a new universal plan of action to eradicate poverty, protect the planet and promote equal prosperity for all. While the SDGs are not legally binding, governments have assumed a moral commitment to implement them in accordance with their national priorities. Hence, the SDGs are broadly designed with the understanding that each country will identify its own priorities and develop localized targets and indicators for implementation.

The Sustainable Development Goals position health as a key feature of human development. The emphasis is based on the fact that social, economic and environmental aspects of development highly influence health and health inequalities. In the same way, all these social, economic and environmental dimensions take benefit from a healthy population. In this way, it is to be noted that health is not just limited to Goal 3. Across most SDGs, there are targets which have a direct or indirect influence on gains in health, therefore require special attention while developing strategies, policies and plans to achieve the health goal and to monitor the progress. Given the SDGs emphasis and the devolution of power from the center to the provinces, it is incumbent upon the provinces to not only align their policies with SDGs but also to adopt policies that are well-grounded in the local realities.

The healthcare delivery system of Balochistan consists of public and private sectors. The private sector provides services through major hospitals, individual practicing specialists and general practitioners, NGOs and philanthropic organizations along with the hakeems, homeopathic and traditional healers. Since the 18th Amendment, the public sector is governed by the provincial government with some support and guidance from the national level. The range of health services that are being provided through the government include promotive, preventive, curative and rehabilitative health care services.

Balochistan healthcare system needs a long way to cover before it is sufficient, effective and efficient in the sense that it fulfills most of the health-related needs of the population. Currently, the situation of health in the province supplies a gloomy picture. Infant and child health, maternal health and nutrition statistics of the province vividly show that not only the province lags behind in almost all the national averages but also there is a great need for reforms in all the important dimensions of the health system, ranging from policy to programming and to spending. Currently,
there exists no health policy in the province, which is highly needed to deliver the Goal 3 targets and to improve the abysmal state of healthcare in the province.

Balochistan SDGs Support Unit, which is placed at UNDP Sub-office Quetta, began implementation of MAPS for SDGs in Balochistan project in 2017. During these preceding years the unit has successfully achieved a number of intended and important outputs that are viewed as prime facilitators and drivers for SDGs implementation in the province. In 2019-2020, Balochistan SDGs Unit successfully formulated SDGs framework for the province. The aim of the framework was to identify priorities and develop a roadmap for SDGs implementation in the province. SDGs priorities of Balochistan – reflected in the Provincial SDGs Framework for Balochistan– cannot be achieved without aligning policy, legislative and institutional factors with the SDGs priorities, challenges and needs.

The framework identifies total eight goals – 1,2,3,4,5,6,7 and 16 – which are on the short-term priority. Balochistan SDGs Unit has been working hard to align plans, policies, strategies and resource allocation with SDGs. One of the best approaches towards policy alignment work is to first see the overall current situation of policy, legislative and institutional factors, assessing gaps and coming up with concrete, realistic and doable measures.

Overall, the findings of the analysis will be used to strengthen policy, legislative and institutional support for SDGs in the province. The exercise is also meant to be shared with the Provincial Assembly’s Parliamentary Taskforce on SDGs (PTF) for policy and legislative initiatives and actions on the part of legislators and the legislature. Moreover, as the supreme democratic institution to legislate and oversee the executive alongside voicing citizens’ concerns and problems, the Parliament has the powers and the mandate to catalyze progress and advise executive authorities on appropriate measures to galvanize the state’s performance on the overall development agenda, including the SDGs.

The unit intends to conduct a policy, legislative and institutional gap analysis exercise for SDG 3 – Good Health and Wellbeing. In order to undertake the analyze, UNDP is commissioning a study focusing on several target areas relevant to SDG 3. The study will review related policy, legislative, regulatory frameworks and institutional aspects to identify gaps, potential areas for improvement and need for new legislation.

C. Scope of Work

Balochistan SDGs Support Unit intends to hire services of an individual consultant (IC), who will work in close coordination with UNDP Country Office (Development Policy Unit), Balochistan SDGs Support Unit/UNDP Sub-Office Quetta, Department of Health, Planning and Development Department and other associated departments, organizations and stakeholders in the province to successfully complete Legislative, Policy and Institutional Gap Analysis in Balochistan Province on Sustainable Development Goal 3.
The IC will perform the following specific functions:

a. Conduct a desk review to map the relevant international treaties, federal as well as provincial legislations pertaining to SDG 3 targets.

b. Conduct a detailed analysis of current legislative and policy frameworks and institutional arrangements in Balochistan regarding the SDG 3 targets specified in this paper.

c. Conduct consultative sessions in Balochistan – and elsewhere in the country, if needed – with technical experts, CSOs, and relevant government departments on SDG 3 and the legal and policy framework required to achieve the targets specified in this paper. The consultations will discuss the efficacy of existing legislation relevant to each target, the outcome of the legislative and policy gap analysis, the context-specific indicators that will be required to effectively measure progress, and the data sources that will need to be developed/utilized to verify progress made.

d. Assess the effectiveness of existing monitoring, implementation and enforcement mechanisms for existing legislation which falls within the scope of the work and analyze why there are weaknesses in some areas (i.e. weak or lack of adequate legislative provisions, lack of capacity, insufficient budgetary allocations etc.).

e. Propose a set of coherent recommendations to address legislative and regulatory gaps in Balochistan for each target, and for enhancing the effectiveness of monitoring, implementation and enforcement mechanisms for existing legislation.

E. Expected Outputs and Deliverables

<table>
<thead>
<tr>
<th>Deliverables/ Outputs</th>
<th>Estimated Duration to Complete</th>
<th>% of Payment</th>
<th>Target Due Dates</th>
<th>Review and Approvals Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documentation of reviewed literature and stakeholder consultation plan</td>
<td>10 days</td>
<td>20%</td>
<td>July 30, 2021</td>
<td>Assistant Resident Representative, Development Policy Unit and Head of Office, Sub-office Balochistan</td>
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<tr>
<td>Draft analytical report (written to a high standard) consisting of five parts:</td>
<td></td>
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<td>Sep 06, 2021</td>
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<tr>
<td>a. An executive summary</td>
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<tr>
<td>b. An overview of SDG 3 and the opportunities and challenges within the Pakistan context in terms of achieving this goal</td>
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<tr>
<td>c. The research methodology and summaries of key discussions which took place through consultative processes.</td>
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<tr>
<td>d. An analytical assessment of existing legislation and policies, including areas of weakness (e.g. inadequate provisions)</td>
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in existing statues, absence of appropriate legislation, lack of enforcement of existing legislation/policies etc)
e. Legislative and Policy reforms in Balochistan to achieve SDG 3 targets. This final chapter will be the key part of the report. It will include recommendations to strengthen the legal and policy frameworks for SDG 3 targets; suggestions to address implementation challenges regarding the implementation of existing legislation and policies; recommendations for a set of measurable/relevant indicators for each target; and suggestions for data sources for each indicator.
f. The full list of legislative Acts/documents reviewed, and those interviewed for the study, should be attached as an appendix to the main report.

**Final analytical report** (written to a high standard) consisting of five parts:
a) An executive summary  
b) An overview of SDG 3 and the opportunities and challenges within the Pakistan context in terms of achieving this goal  
c) The research methodology and summaries of key discussions which took place through consultative processes.  
d) An analytical assessment of existing legislation and policies, including areas of weakness (e.g. inadequate provisions in existing statues, absence of appropriate legislation, lack of enforcement of existing legislation/policies etc.)  
e) Legislative and Policy reforms in Balochistan to achieve SDG 3 targets. This final chapter will be the key part of the report. It will include recommendations to strengthen the legal and policy frameworks for SDG 3 targets; suggestions to address
implementation challenges regarding the implementation of existing legislation and policies; recommendations for a set of measurable/relevant indicators for each target; and suggestions for data sources for each indicator.

f) The full list of legislative Acts/documents reviewed, and those interviewed for the study, should be attached as an appendix to the main report.

F. Institutional Arrangement

The IC will be reporting to the Assistant Resident Representative, Development Policy Unit, UNDP.

G. Duration of the Work: 60 working days from the date of signing of contract.

H. Duty Station The consultant will be based in Quetta.

Scope of Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on Lump Sum amount and the breakdown of this lump sum against each deliverable (including travel, per diems, and number of anticipated working days). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. The progress reports will be approved by the ARR, Development Policy Unit.

Documents to be included when submitting the Proposals:

The following documents are requested:

a) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;

b) Proposal on how your qualifications and experience can lead towards the successful deliverable of this assignment within the required timeframe, and provide a brief methodology on how you will approach and conduct the assignment;

c) Personal CV or P11, indicating all past experiences from similar projects, as well as the contact details (email and telephone number) and at least three (3) professional references;

d) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, on how they will approach and complete the assignment.

e) Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided.
A. Evaluation

Individual consultants will be evaluated based on the following methodologies Cumulative analysis. The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) Responsive/compliant/ acceptable, and  
b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the felicitation.

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

Only candidates obtaining a minimum of 70% (49 out of 70) point would be considered for the financial evaluation.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
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<tbody>
<tr>
<td><strong>Technical</strong></td>
<td>70</td>
<td></td>
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<tr>
<td>▪ Master’s in public policy, social policy, social sciences, management science, MPH or other relevant field from a reputable University</td>
<td>10</td>
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<tr>
<td>▪ Proven expertise in the thematic areas that define SDG 3</td>
<td>10</td>
<td></td>
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<tr>
<td>▪ Proven expertise in the functional areas that define policy, legislative and institutional analysis</td>
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<tr>
<td>Strong analytical skills and ability to clearly synthesize and present findings, draw practical conclusions and to prepare well-written reports in a timely manner</td>
<td>10</td>
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<tr>
<td>Technical Proposal / Methodology</td>
<td>40</td>
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<tr>
<td><strong>Financial</strong></td>
<td>30</td>
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<tr>
<td><strong>Total score</strong></td>
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<tr>
<td><strong>Technical score 70+30 Financial</strong></td>
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### Weight per Technical Competence

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<thead>
<tr>
<th>Weight per Technical Competence</th>
<th>Technical score 70+30 Financial</th>
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<tbody>
<tr>
<td>Weak: Below 70%</td>
<td>The individual consultant has demonstrated a <strong>WEAK</strong> capacity for the analyzed competence</td>
</tr>
<tr>
<td>Satisfactory: 70-75%</td>
<td>The individual consultant has demonstrated a <strong>SATISFACTORY</strong> capacity for the analyzed competence</td>
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<tr>
<td>Good: 76-85%</td>
<td>The individual consultant has demonstrated a <strong>GOOD</strong> capacity for the analyzed competence</td>
</tr>
<tr>
<td>Very Good: 86-95%</td>
<td>The individual consultant has demonstrated a <strong>VERY GOOD</strong> capacity for the analyzed competence</td>
</tr>
<tr>
<td>Outstanding: 96-100%</td>
<td>The individual consultant has demonstrated an <strong>OUTSTANDING</strong> capacity for the analyzed competence</td>
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**ANNEX**

<table>
<thead>
<tr>
<th>ANNEX</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>TERMS OF REFERENCES (TOR)</td>
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<tr>
<td>2</td>
<td>INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS</td>
</tr>
<tr>
<td>3</td>
<td>PROPOSAL SUBMISSION FORM</td>
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<tr>
<td>4</td>
<td>OFFEROR’S LETTER TO UNDP</td>
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<td>5</td>
<td>FINANCIAL PROPOSAL</td>
</tr>
<tr>
<td>6</td>
<td>P11 Form</td>
</tr>
<tr>
<td>7</td>
<td>Statement of Good Health</td>
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</table>
GENERAL CONDITIONS OF CONTRACT
FOR THE SERVICES OF INDIVIDUAL CONTRACTORS

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

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

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

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

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

UNDP shall be entitled to all intellectual property and other proprietary rights, including, but not limited to, patents, copyrights and trademarks, with regard to products, processes, inventions, ideas, know-how or documents and other materials which the Individual contractor has developed for UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Individual contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for UNDP. However, to the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Individual contractor: (a) that pre-existed the performance by the Individual contractor of its obligations under the Contract, or (b) that the Individual contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, UNDP does not and shall not claim any ownership interest thereto, and the Individual contractor grants to UNDP a perpetual licence to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract. At the request of UNDP, the Individual contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to UNDP in compliance with the requirements of the applicable law and of the Contract. Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents and all other data compiled by or received by the Individual contractor under the Contract shall be the property of UNDP, shall be made available for use or inspection by UNDP at reasonable times and in reasonable places, shall be treated as confidential and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

4. **CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:** Information and data that are considered proprietary by either UNDP or the Individual contractor or that are delivered or disclosed by one of them (“Discloser”) to the other (“Recipient”) during the course of performance of the Contract, and that are designated as confidential (“Information”), shall be held in confidence and shall be handled as follows. The Recipient of such Information shall use the same care and discretion to avoid disclosure, publication
or dissemination of the Discloser’s Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate, and the Recipient may otherwise use the Discloser’s Information solely for the purpose for which it was disclosed. The Recipient may disclose confidential Information to any other party with the Discloser’s prior written consent, as well as to the Recipient’s employees, officials, representatives and agents who have a need to know such confidential Information solely for purposes of performing obligations under the Contract. Subject to and without any waiver of the privileges and immunities of UNDP, the Individual contractor may disclose Information to the extent required by law, provided that the Individual contractor will give UNDP sufficient prior notice of a request for the disclosure of Information in order to allow UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made. UNDP may disclose Information to the extent as required pursuant to the Charter of the United Nations, resolutions or regulations of the General Assembly or its other governing bodies, or rules promulgated by the Secretary-General. The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder. These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

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

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

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

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

7. **SUBCONTRACTORS**: In the event that the Individual contractor requires the services of subcontractors to perform any obligations under the Contract, the Individual contractor shall obtain the prior written approval of UNDP for any such subcontractors. UNDP may, in its sole discretion, reject any proposed subcontractor or require such subcontractor’s removal without having to give any justification therefore, and such rejection shall not entitle the Individual contractor to claim any delays in the performance, or to assert any excuses for the non-performance, of any of its obligations under the Contract. The Individual contractor shall be solely responsible for all services and obligations performed by its subcontractors. The terms of any subcontract shall be subject to, and shall be construed in a manner that is fully in accordance with, all of the terms and conditions of the Contract.

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

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

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

11. **ENCUMBRANCES AND LIENS**: The Individual contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with UNDP against any monies due to the Individual contractor or to become due for any work done or against any goods supplied or materials furnished under the Contract, or by reason of any other claim or demand against the Individual contractor.

12. **FORCE MAJEURE; OTHER CHANGES IN CONDITIONS**: In the event of and as soon as possible after the occurrence of any cause constituting *force majeure*, the Individual contractor shall give notice and full particulars in writing to UNDP of such occurrence or cause if the Individual contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under the Contract. The Individual contractor shall also notify UNDP of any other changes in conditions or the occurrence of any event, which interferes or threatens to interfere with its performance of the Contract. Not more than fifteen (15) days following the provision of such notice of *force majeure* or other changes in conditions or occurrence, the Individual contractor shall also submit a statement to UNDP of estimated expenditures that will likely be incurred for the duration of the change in conditions or the event. On receipt of the notice or notices required hereunder, UNDP shall take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances, including the granting to the Individual contractor of a reasonable extension of time in which to perform any obligations under the Contract.

In the event of and as soon as possible after the occurrence of any cause constituting *force majeure*, the Individual contractor shall give notice and full particulars in writing to UNDP of such occurrence or cause if the Individual contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under the Contract. The Individual contractor shall also notify UNDP of any other changes in conditions or the occurrence of any event, which interferes or threatens to interfere with its performance of the Contract. Not more than fifteen (15) days following the provision of such notice of *force majeure* or other changes in conditions or occurrence, the Individual contractor shall also submit a statement to UNDP of estimated expenditures that will likely be incurred for the duration of the change in conditions or the event. On receipt of the notice or notices required hereunder, UNDP shall take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances, including the granting to the Individual contractor of a reasonable extension of time in which to perform any obligations under the Contract.
Force majeure as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, or any other acts of a similar nature or force, provided that such acts arise from causes beyond the control and without the fault or negligence of the Individual contractor. The Individual contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Individual contractor must perform in or for any areas in which UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delay or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract.

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

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

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

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

15. **TAXATION**: Article II, section 7, of the Convention on the Privileges and Immunities of the United Nations provides, *inter alia*, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the exemptions of the United Nations from such taxes, restrictions, duties or charges, the Individual contractor shall immediately consult with UNDP to determine a mutually acceptable procedure. UNDP shall have no liability for taxes, duties or other similar charges payable by the Individual contractor in respect of any amounts paid to the Individual contractor under this Contract, and the Individual contractor acknowledges that UNDP will not issue any statements of earnings to the Individual contractor in respect of any such payments.

16. **AUDITS AND INVESTIGATIONS**: Each invoice paid by UNDP shall be subject to a post-payment audit by auditors, whether internal or external, of UNDP or by other authorized and qualified agents of UNDP at any time during the term of the Contract and for a period of two (2) years following the expiration or prior termination of the Contract. UNDP shall be entitled to a refund from the Individual contractor for any amounts shown by such audits to have been paid by UNDP other than in accordance with the terms and conditions of the Contract.

The Individual contractor acknowledges and agrees that, from time to time, UNDP may conduct investigations relating to any aspect of the Contract or the award thereof, the obligations performed under the Contract, and the operations of the Individual contractor generally relating to performance of the Contract. The right of UNDP to conduct an investigation and the Individual contractor’s obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Contract. The Individual contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Individual contractor’s obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNDP access to the Individual contractor’s premises at reasonable times and on reasonable conditions in connection with such access to the Individual contractor’s personnel and relevant documentation. The Individual contractor shall require its agents, including, but not limited to, the Individual contractor’s attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNDP hereunder.

17. **SETTLEMENT OF DISPUTES**: **AMICABLE SETTLEMENT**: UNDP and the Individual contractor shall use their best efforts to amicably settle any dispute, controversy or claim arising out of the Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable
settlement through conciliation, the conciliation shall take place in accordance with the Conciliation Rules then obtaining of the United Nations Commission on International Trade Law ("UNCITRAL"), or according to such other procedure as may be agreed between the parties in writing.

**ARBITRATION**: Any dispute, controversy or claim between the parties arising out of the Contract, or the breach, termination, or invalidity thereof, unless settled amicably, as provided above, shall be referred by either of the parties to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy or claim.

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

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

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