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## **ADVERTIZEMENT**

### **INDIVIDUAL CONSULTANT PROCUREMENT NOTICE (ICPN)**

**National Consultant: Assessment of Justice Service Delivery Focusing on the Improvement of Case Management within the Justice Chain**

**(IC – National).**

**Date: July 12, 2021**

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**Procurement Notice No.: SLE/ICPN/2021/007**

**Country: Sierra Leone**

**Description of the assignment: National Consultant, Consultancy to Assessment of Justice Service Delivery Focusing on the Improvement of Case Management within the Justice Chain**

**Project Name: Rule of Law**

**Period of assignment: Thirty Days (30) days**

Proposal should be submitted at the following address, UNDP, Fourah Close, Off Main Motor Road, Wilberforce, Freetown, Sierra Leone or by email to [procure.sle@undp.org](mailto:procure.sle@undp.org) no later than **17:00 hours, on Tuesday July 20, 2021.**

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP Sierra Leone will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants

## 1. BACKGROUND AND OBJECTIVES

The United Nations Development Programme (UNDP) in Sierra Leone is committed to enhancing the capacity of the Government of Sierra Leone (GoSL) to advance rule of law, access to justice, human rights and security delivery in compliance with international human rights norms and standards. UNDP's Rule of Law, Peacebuilding and Social Cohesion portfolio focuses on strengthening the capacities of justice, security, and human rights institutions to deliver timely and accountable services to the population and contribute to the maintenance of peace and stability. The programme also seeks to enhance equal access to justice for all, including the most marginalised and vulnerable, in particular, women and girls. To achieve the above objective, UNDP has been working in partnership with key stakeholders of the GoSL, including the Judiciary, Ministry of Justice (MoJ), the Ministry of Interior (MIA), the Justice Sector Coordination Office (JSCO), Law Officers' Department (LOD), the Human Rights Commission of Sierra Leone (HRCSL), the Legal Aid Board (LAB), Sierra Leone Corrections Services (SLCS), the Sierra Leone Police (SLP), the Independent Police Complaints Board (IPCB) and civil society organisations (CSOs).

In 2017, UNDP in collaboration with its partners supported the development of the Justice App software within the Judiciary to track progress in case processing through the courts and address bottlenecks, thereby improving justice service delivery. The justice App has been progressively rolled out to the provinces and is now functional in eleven Magistrate Courts across the country. In spite of this achievement, justice service delivery continues to be affected by inherent challenges leading to long pre-trial detention, limited application of the bail regulations, absence of sentencing guidelines and inadequate capacity, both technical and infrastructure, for case management including the processing, tracking and recording of case statistical data across the justice sector.

Overall, justice service delivery continues to be marred by a myriad of challenges including the remoteness of communities to structures of redress of abuses, the high costs of meeting their justice and legal needs, the pervasive nature of customs and traditions that continue to keep the most vulnerable away from seeking justice, the lack of adequate structures to ensure speedy delivery of justice needs for all.

Within the justice chain, the police ensure reported cases are recorded in detail and work in collaboration with the LOD of the Ministry of Justice to conduct investigations, determine charges and facilitate prosecution of cases. The LOD has responsibility for ensuring effective supervision of investigation and prosecution of criminal cases and report on same, provide legal advisory services to Government and state institutions on criminal matters and supervise the work of its State Counsels. The courts have responsibility, upon receipt of cases, to facilitate criminal proceedings in compliance with due process and the need to complete cases within a reasonable time, whilst the Correctional Services ensure the admission and management of convicts and persons on remand in accordance with international norms and standards. All four institutions of the justice system are expected to maintain

and properly manage case records, ensure statistical analysis of cases handled and inmate admission and care and report on same. This certainly requires an effective, unified case management system with the ability to communicate to each other through information sharing and data management.

Due to the interconnection of institutions within the Justice chain, in relation to case processing and management from receipt and recording of case, investigation, prosecution, adjudication to completion, correction, rehabilitation and reintegration of released inmates, there is need for an integrated case management system to enhance quality and timely delivery of services to the population. Accordingly, UNDP, with support from the United States Bureau for International Narcotics and Law Enforcement Affairs (US/INL), seeks to recruit and utilise the services of a highly experienced National Consultant (NC) to conduct a detailed assessment of justice service delivery over the last five (5) years with focus on assessing the delivery of services through the lens of a case management system/structure. This assessment will serve as a guide to determine the bottlenecks that hamper the administration of justice in the sector and determine how a strengthened case management system could assist in improving access to justice for all through speedy information sharing and speedy case determination.

The purpose of this consultancy is to conduct a comprehensive assessment of justice chain service delivery with focus on the role of an improved case management system in the delivery of justice chain service delivery targeting key justice chain institutions including the Police, MoJ, Judiciary and Correctional Services. The consultancy will thus further focus on assessing the existing infrastructure for the deployment of an effective and efficient and comprehensive case management system in the sector.

## 2. SCOPE OF WORK

The prospective consultant will work under the direct supervision of the Rule of Law Programme Manager and in collaboration with relevant staff of UNDP and justice sector institutions and their IT focal persons and IT staff as well as consult relevant in-country development partners interested in teaming up with UNDP for this initiative. Specifically, he/she will carry out the following key tasks:

- Assess justice service delivery focusing on capacities of justice chain institutions to deliver required services, existence of relevant policies, legal frameworks, processes, and tools that aid effective service delivery.
- Assess available statistics to determine the compliance of institutions to rights-based approaches, especially to issues regarding the prohibition of prolonged arbitrary detention, implementation of the Bail Regulations, ensuring due processes, quality gender representation and access to justice, particularly for vulnerable women.
- Assess the effectiveness of the Justice App, inherent challenges of the systems and propose action for improvement specifically on how the Justice App could be scaled up to cover a sector case management system.

Conduct a thorough assessment of case management systems noting the following:

- Existence of website and search engine optimization (SEO) for Police, Ministry of Justice, Judiciary and Correctional Services.
- Police Case Tracking Management System
- Case Management System (CMS) for Ministry of Justice
- Functioning Electronic Case Management System at the Judiciary.
- Make recommendations in collaboration with justice chain institutions' IT focal persons and management on the most effective and efficient case management that is suitable to serve the sector to ensure information sharing and transparency and accountability for speedy service delivery in the sector.

### **Expected Outputs and Deliverables**

***Under the supervision of the UNDP Rule of Law Programme Specialist, and in coordination with the Senior Rule of Law officer and Human Rights Officer, the Judiciary, MoJ, SLP, Correctional Services and relevant partners, the consultant will accomplish the following deliverables in accordance with the stipulated timelines covering a total period of thirty (30) days.***

S/N	Deliverable	Timelines	Payments
1	An inception report developed detailing a well-thought-out methodology, strategies, and work plan of the assignment	3 days	20%
2	Sector-wide consultations and comprehensive assessment of justice service delivery, and case management capacity and existing infrastructure assessed including a 10-day field trip to the provinces in Bo, Kenema, Kailahun, Kono, Pujehun, Makeni, Tonkolili and Port Loko undertaken and development and submission of draft assessment report.	22 days	50%
3	A debriefing meeting held with justice chain institutions on findings and draft report finalized and submitted detailing recommendations and next steps for addressing sector challenges and the development of a comprehensive case management system for data and information sharing in the sector.	5 days	30%
<b>Total</b>			<b>100%</b>

### **3. DURATION OF THE WORK**

The duration of the assignment is for a maximum of 30 days.

#### **4. COMPETENCIES REQUIRED AND REQUIRED QUALIFICATION AND EXPERIENCE**

##### **Corporate Competencies**

- Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability.
- Demonstrates diplomacy and tact in dealing with sensitive and complex situations.
- Strong communication, team building, interpersonal, analysis, and planning skills.

##### **Professionalism**

- Effective communication
- Problem Solving skills
- Demonstrated ability to negotiate and apply good judgment.
- Shows pride in work and in achievements.
- Is conscientious and efficient in meeting commitments, observing deadlines, and achieving results.

##### **Planning & Organizing**

- Organizes and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources, and multiple reporting relationships.
- Plans, coordinates, and organizes workload while remaining aware of changing priorities and competing deadlines.
- Establishes, builds, and maintains effective working relationships with staff, partners, and beneficiaries to achieve the planned results.

##### **Education:**

- Advanced university degree (Masters or equivalent) Law, Human Rights, Political Science, Development Studies or Development Economics.

##### **Experience:**

- Minimum ten years of relevant consultancy experience working with rule of law and human rights institutions or criminal justice system.
- Demonstrate practical experience in leading and facilitating the development of rule of law access to justice and human right programme.
- Practical experience in developing monitoring and evaluation frameworks and providing capacity building on the same.
- Experience in conducting research and institutional assessment relevant to the Justice Service.
- Knowledge and familiarity with justice and security sector actors with emphasis on leading coordination and capacity development initiatives.
- Demonstrated experience in working with a variety of stakeholders of from the key justice sector institutions.
- Understanding of gender concepts and gender mainstreaming principles in development planning. Prior similar experience with the United Nations, in particular UNDP, is desirable but not a requirement.

## Language Requirements:

- Ability to communicate clearly in written and spoken English.

## 5. SUBMISSION OF APPLICATION

Qualified applicants are required to submit both technical and financial proposals through the link provided.

### Technical proposal comprising of the following:

- Personal CV or P11, indicating all past experience from similar consultancy, as well as the contact details (email and telephone number) of the candidate and three (3) professional references.
- Brief description (max. 1 page) of why you consider yourself as the most suitable for the assignment, and a methodology (max. 1 page) for how you will approach and complete the assignment.
- Proposal containing a summary description of proposed strategy and how the strategy will ensure the achievement of the required tasks, proposed methodology, draft agenda for workshop on developing capacity building plan and draft agenda for validation workshop (max 2-3 pages).

**Financial proposal:** Financial proposals are expected to be realistic indicating the all-inclusive, fixed total contract price, supported by a breakdown of costs.

For any further clarification, you may contact the Head of Procurement.

## 6. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

### APPLICATION PROCESS<sup>1</sup>

Qualified and interested candidates are hereby requested to apply. The application should contain the following:

- Cover letter
- Personal CV, indicating education background/professional qualifications, all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references; ([P11 form<sup>2</sup>](#));

Financial proposal that indicates all-inclusive fixed total contract price supported by a breakdown of costs

<sup>1</sup> Engagement of the consultants should be done in line with guidelines for hiring consultants in the POPP: <https://info.undp.org/global/popp/Pages/default.aspx>

<sup>2</sup> [http://www.undp.org/content/dam/undp/library/corporate/Careers/P11\\_Personal\\_history\\_form.doc](http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc)

(including professional fee, and specified other costs if applicable, including travel costs and DSA).

All application materials should be submitted to the address Fourah Bay Close, Off Main Motor Road, Wilberforce, Freetown in a sealed envelope indicating the following reference "To support review and amendment of the human Rights Commission of Sierra Leon(HRCSL) Act, 2004 to meet modern demands of National Human Rights Institution: 4904 or by email at the following address ONLY: [procure.sle@undp.org](mailto:procure.sle@undp.org) by the dead line as advertised. Incomplete applications will be excluded from further consideration.

**Note:**

- The information in the breakdown of the offered lump sum amount provided by the offer or will be used as the basis for determining best value for money, and as reference for any amendments of the contract.
- The agreed contract amount will remain fixed regardless of any factors causing an increase in the cost of any of the components in the breakdown that are not directly attributable to UNDP.
- Approved local travel related to this assignment will be arranged and paid by UNDP Sierra Leone.

**Please note that applications will only be considered if they include ALL of the items listed above. Also note that UNDP job portal website only allows for one document to be uploaded, so please combine all of the above-mentioned items into one single Word or PDF document before uploading**

## **8. EVALUATION CRITERIA**

Offers received will be evaluated using a combined scoring method, where the qualifications and proposed methodology will be weighted 70%, and combined with the price offer, which will be weighted 30%.

### **Criteria to be used for rating the qualifications and methodology**

#### **Technical evaluation criteria (total 70 points)**

##### **1. Qualification**

- Relevance of educational background – Masters in Law, Human Rights, Political Science, Development Studies or Development Economics from a recognised university – **5 Points**
- Demonstrate knowledge and experience on justice institutional capacity building and research methodology and tools – **10 Points**

##### **2. Methodology**

- Demonstrates relevance to the proposed assessment on justice service delivery and case management – **20 Points**
- Clearly designed human rights and gender-based research approaches and methodologies and demonstrates Knowledge and experience in carrying out legal and social research – **20 Points**

- Demonstrated experience in carrying out comprehensive assessment for strengthening rule of law institution especially institutions affected by limited capacities to deliver on their constitutional mandate – **15 Points**.

Only candidates obtaining a minimum of 49 points in the Technical Evaluation will be considered for the Financial Evaluation.

**Financial evaluation (total 30 points)**

All technically qualified proposals will be rated out of 30 points. The maximum points (30) will be assigned to the lowest financial proposal.

**UNDP is committed to achieving workforce diversity in terms of gender, nationality, and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.**

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**Rokya Ye Dieng**  
**Deputy Resident Representative**

**ANNEX**

**ANNEX 1- TERMS OF REFERENCES (TOR)**

**ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITION**

# UNITED NATIONS DEVELOPMENT PROGRAMME

## TERMS OF REFERENCE



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### 1. Basic Information

<b>Title</b>	Assessment of Justice Service Delivery Focusing on the Improvement of Case Management within the Justice Chain
<b>Department/Unit</b>	Inclusive Democratic Governance Cluster
<b>Supervisor</b>	Rule of Law Programme Specialist
<b>Duration</b>	30 days
<b>Type of Contract</b>	National Consultant
<b>Location</b>	Freetown with travel to the regions
<b>Application deadline</b>	20 <sup>th</sup> July 2021

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### 2. Background

The United Nations Development Programme (UNDP) in Sierra Leone is committed to enhancing the capacity of the Government of Sierra Leone (GoSL) to advance rule of law, access to justice, human rights and security delivery in compliance with international human rights norms and standards. UNDP's Rule of Law, Peacebuilding and Social Cohesion portfolio focuses on strengthening the capacities of justice, security, and human rights institutions to deliver timely and accountable services to the population and contribute to the maintenance of peace and stability. The programme also seeks to enhance equal access to justice for all, including the most marginalised and vulnerable, in particular, women and girls. To achieve the above objective, UNDP has been working in partnership with key stakeholders of the GoSL, including the Judiciary, Ministry of Justice (MoJ), the Ministry of Interior (MIA), the Justice Sector Coordination Office (JSCO, Law Officers' Department (LOD), the Human Rights Commission of Sierra Leone (HRCSL), the Legal Aid Board (LAB), Sierra Leone Corrections Services (SLCS), the Sierra Leone Police (SLP), the Independent Police Complaints Board (IPCB) and civil society organisations (CSOs).

In 2017, UNDP in collaboration with its partners supported the development of the Justice App software within the Judiciary to track progress in case processing through the courts and address bottlenecks, thereby improving justice service delivery. The justice App has been progressively rolled out to the provinces and is now functional in eleven Magistrate Courts across the country. In spite of this achievement, justice service delivery continues to be affected by inherent challenges leading to long pre-

trial detention, limited application of the bail regulations, absence of sentencing guidelines and inadequate capacity, both technical and infrastructure, for case management including the processing, tracking and recording of case statistical data across the justice sector.

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Within the justice chain, the police ensure reported cases are recorded in detail and work in collaboration with the LOD of the Ministry of Justice to conduct investigations, determine charges and facilitate prosecution of cases. The LOD has responsibility for ensuring effective supervision of investigation and prosecution of criminal cases and report on same, provide legal advisory services to Government and state institutions on criminal matters and supervise the work of its State Counsels. The courts have responsibility, upon receipt of cases, to facilitate criminal proceedings in compliance with due process and the need to complete cases within a reasonable time, whilst the Correctional Services ensure the admission and management of convicts and persons on remand in accordance with international norms and standards. All four institutions of the justice system are expected to maintain and properly manage case records, ensure statistical analysis of cases handled and inmate admission and care and report on same. This certainly requires an effective, unified case management system with the ability to communicate to each other through information sharing and data management.

Due to the interconnection of institutions within the Justice chain, in relation to case processing and management from receipt and recording of case, investigation, prosecution, adjudication to completion, correction, rehabilitation and reintegration of released inmates, there is need for an integrated case management system to enhance quality and timely delivery of services to the population. Accordingly, UNDP, with support from the United States Bureau for International Narcotics and Law Enforcement Affairs (US/INL), seeks to recruit and utilise the services of a highly experienced National Consultant (NC) to conduct a detailed assessment of justice service delivery over the last five (5) years with focus on assessing the delivery of services through the lens of a case management system/structure. This assessment will serve as a guide to determine the bottlenecks that hamper the administration of justice in the sector and determine how a strengthened case management system could assist in improving access to justice for all through speedy information sharing and speedy case determination.

### **3. Purpose of the Consultancy**

The purpose of this consultancy is to conduct a comprehensive assessment of justice chain service delivery with focus on the role of an improved case management system in the delivery of justice chain service delivery targeting key justice chain institutions including the Police, MoJ, Judiciary and Correctional Services. The consultancy will thus further focus on assessing the existing infrastructure for the deployment of an effective and efficient and comprehensive case management system in the sector.

#### 4. Scope of Work

The prospective consultant will work under the direct supervision of the Rule of Law Programme Manager and in collaboration with relevant staff of UNDP and justice sector institutions and their IT focal persons and IT staff as well as consult relevant in-country development partners interested in teaming up with UNDP for this initiative. Specifically, he/she will carry out the following key tasks:

- Assess justice service delivery focusing on capacities of justice chain institutions to deliver required services, existence of relevant policies, legal frameworks, processes, and tools that aid effective service delivery.
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- Assess the effectiveness of the Justice App, inherent challenges of the systems and propose action for improvement specifically on how the Justice App could be scaled up to cover a sector case management system.

Conduct a thorough assessment of case management systems noting the following:

- Existence of website and search engine optimization (SEO) for Police, Ministry of Justice, Judiciary and Correctional Services.
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- Functioning Electronic Case Management System at the Judiciary.
- Make recommendations in collaboration with justice chain institutions' IT focal persons and management on the most effective and efficient case management that is suitable to serve the sector to ensure information sharing and transparency and accountability for speedy service delivery in the sector.

#### 5. Deliverables and Timelines

Under the supervision of the UNDP Rule of Law Programme Specialist, and in coordination with the Senior Rule of Law officer and Human Rights Officer, the Judiciary, MoJ, SLP, Correctional Services and relevant partners, the consultant will accomplish the following deliverables in accordance with the stipulated timelines covering a total period of thirty (30) days.

S/N	Deliverable	Timelines	Payments
1	An inception report developed detailing a well-thought-out methodology, strategies, and work plan of the assignment	3 days	20%
2	Sector-wide consultations and comprehensive assessment of justice service delivery, and case management capacity and existing		50%

	infrastructure assessed including a 10-day field trip to the provinces in Bo, Kenema, Kailahun, Kono, Pujehun, Makeni, Tonkolili and Port Loko undertaken and development and submission of draft assessment report.	22 days	
3	A debriefing meeting held with justice chain institutions on findings and draft report finalized and submitted detailing recommendations and next steps for addressing sector challenges and the development of a comprehensive case management system for data and information sharing in the sector.	5 days	30%
<b>Total</b>			

#### 4 6. Competencies

##### Corporate Competencies

- Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability.
- Demonstrates diplomacy and tact in dealing with sensitive and complex situations.
- Strong communication, team building, interpersonal, analysis, and planning skills.

##### Professionalism

- Effective communication.
- Problem Solving skills
- Demonstrated ability to negotiate and apply good judgment.
- Shows pride in work and in achievements.
- Is conscientious and efficient in meeting commitments, observing deadlines, and achieving results.

##### Planning & Organizing

- Organizes and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources, and multiple reporting relationships.
- Plans, coordinates, and organizes workload while remaining aware of changing priorities and competing deadlines.
- Establishes, builds, and maintains effective working relationships with staff, partners, and beneficiaries to achieve the planned results.

#### 5 7. Required Qualification and Experience

<b>Education:</b>	<ul style="list-style-type: none"> <li>▪ Advanced university degree (Masters or equivalent) Law, Human Rights, Political Science, Development Studies or Development Economics.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Minimum ten years of relevant consultancy experience working with rule of law and human rights institutions or criminal justice system.</li> <li>▪ Demonstrate practical experience in leading and facilitating the development of rule of law access to justice and human right programme.</li> <li>▪ Practical experience in developing monitoring and evaluation frameworks and providing capacity building on the same.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Experience in conducting research and institutional assessment relevant to the Justice Service.</li> <li>▪ Knowledge and familiarity with justice and security sector actors with emphasis on leading coordination and capacity development initiatives.</li> <li>▪ Demonstrated experience in working with a variety of stakeholders of from the key justice sector institutions.</li> <li>▪ Understanding of gender concepts and gender mainstreaming principles in development planning.</li> <li>▪ Prior similar experience with the United Nations, in particular UNDP, is desirable but not a requirement.</li> </ul>
<b>Language Requirements:</b>	<ul style="list-style-type: none"> <li>▪ Ability to communicate clearly in written and spoken English.</li> </ul>

## 6 8. Submission of Application

Qualified applicants are required to submit both technical and financial proposals through the link provided.

### Technical proposal comprising of the following:

- Personal CV or P11, indicating all past experience from similar consultancy, as well as the contact details (email and telephone number) of the candidate and three (3) professional references.
- Brief description (max. 1 page) of why you consider yourself as the most suitable for the assignment, and a methodology (max. 1 page) for how you will approach and complete the assignment.
- Proposal containing a summary description of proposed strategy and how the strategy will ensure the achievement of the required tasks, proposed methodology, draft agenda for workshop on developing capacity building plan and draft agenda for validation workshop (max 2-3 pages).

**Financial proposal:** Financial proposals are expected to be realistic indicating the all-inclusive, fixed total contract price, supported by a breakdown of costs.

For any further clarification, you may contact the Head Procurement.

## 9. Evaluation Criteria

Offers received will be evaluated using a combined scoring method, where the qualifications and proposed methodology will be weighted 70%, and combined with the price offer, which will be weighted 30%.

### Criteria to be used for rating the qualifications and methodology

#### Technical evaluation criteria (total 70 points)

### **3. Qualification**

- Relevance of educational background – Masters in Law, Human Rights, Political Science, Development Studies or Development Economics from a recognised university – **5 Points**
- Demonstrate knowledge and experience on justice institutional capacity building and research methodology and tools – **10 Points**

### **4. Methodology**

- Demonstrates relevance to the proposed assessment on justice service delivery and case management – **20 Points**
- Clearly designed human rights and gender-based research approaches and methodologies and demonstrates Knowledge and experience in carrying out legal and social research – **20 Points**
- Demonstrated experience in carrying out comprehensive assessment for strengthening rule of law institution especially institutions affected by limited capacities to deliver on their constitutional mandate – **15 Points**.

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#### **Financial evaluation (total 30 points)**

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## UNDP

### GENERAL CONDITIONS OF CONTRACT 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 Contra

**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 Agreement, 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 Agreement signed by the Contractor and jointly by the UNDP Authorized Official.