



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: August 19, 2021

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**Country:** Home-based.

**Description of the Assignment:** The Forum Research Consultant for the TWS 3 Forum will be responsible for the analysis and synthesis of the discussions within both the main and bilateral sessions that form part of the TWS 3 forum process into output reports or agreed artifacts after each of the sessions and for the synthesis and drafting of the ICO CPPTT 'Proposal'.

**Project Name:** Green Commodities Programme Phase II.

**Period of Assignment /Services:** 4 months period.

Technical and financial proposal should be submitted at the following email [procurement.rblac.regionalhub@undp.org](mailto:procurement.rblac.regionalhub@undp.org), **Subject: 18901-2021 – Research Consultant for the International Coffee Organization Technical Workstream (TWS) 3 Forum** no later than **August 30, 2021 at 15:00 (UTC /GMT -5), time of the Republic of Panama.**

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail indicated above no later than **August 24, 2021 at 15:00 (UTC /GMT-5), time of the Republic of Panama.** Procurement Unit RSC LAC will respond 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.

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### 1. BACKGROUND

#### ***GCP Background***

Most commodity sectors in developing countries are afflicted by poor production practices that lead to increasing pressure on ecosystems and fail to improve the livelihoods of rural communities. Poor production practices lead to negative environmental impacts such as biodiversity loss, deforestation, carbon emissions, soil erosion, depletion of water resources and contamination from chemicals. In fact, the largest driver of deforestation is the production of agricultural commodities. On the social side, working conditions in commodity production are often not in line with basic labor rights. Despite recent commodity booms, small producers are held in poverty, mostly due to low productivity and product quality.

Despite the progress made through standards and supply-chain initiatives<sup>1</sup>, weaknesses in the underlying enabling environment limit change at a larger scale. An effective enabling environment consists of elements such as clear public policies, a well-functioning legal framework, clarity regarding land-use planning, effective enforcement mechanisms, accessible credit structures, and effective farmer extension services. As a result of the absence of these elements, work on commodity sustainability remains less effective than it could be, and costlier and more time-consuming than it should be. Improving the enabling environments will increase the chances of sector-wide change to sustainable production practices.

UNDP established the Green Commodities Programme (GCP) in 2009 in recognition of the importance of global agricultural commodities and how they contribute to economical, social, and environmental sustainability and the need to strengthen UNDP's support and leadership in the field. GCP was initiated with seed funding from the UNDP and was tasked to evolve into a global programme supporting UNDP's Strategic Plan, building on almost a decade of GEF supported projects mainstreaming ecosystem services into productive landscapes. GCP's global targets, objectives and delivery strategies are based on inclusive and sustainable growth and development – combining governments and markets in agriculture through public private partnerships and democratic dialogue processes. GCP's focus on strengthening the livelihoods of smallholder producers within commodity supply chains and reducing environmental footprints, particularly deforestation, through public private partnerships can be key for UNDP's ambitions to reduce poverty, reduce deforestation and engage the private sector in SDGs.

The Green Commodities Programme (GCP) exists to improve the national economic, social, and environmental performance of agricultural commodity sectors. GCP works within agricultural commodity production in countries of UNDP operation where the programme can have significant impact on rural livelihoods, mitigate climate change, and maintain the ecosystem services and resilience of landscapes and seascapes.

The GCP has pioneered the concept of National Commodity Platforms to help governments facilitate shared visions and actions for sustainable commodity production among key stakeholders. GCP operates in over 10 countries globally.

### ***Background to the Technical Workstream (TWS) 3 Forum***

In spite of decades of investment in coffee sustainability, smallholder producers world-wide continue to struggle with poverty, environmental degradation and increasing threats from climate change. Communities suffer as younger generations seek livelihoods outside farming. To address problems, the International Coffee Organization (ICO) held extensive consultations that recommended comprehensive change in the global coffee sector.

Exporting countries with many smallholder farmers in particular face enormous challenges to transform their coffee sectors. These challenges, including to increase productivity, enhance quality, improve access to finance, address land tenure issues and diversify coffee production, are often too large and complex for governments, farmers, or companies to address on their own.

Several countries are working on strengthening institutional capacity, adopting effective policies, and building systems for farmer support and research. Solutions require shared vision and collaborative action among all stakeholders, yet too often stakeholders work in isolation. To address the ICO launched its Coffee Private Public Task Force (CPPTF).

This multi-stakeholder forum forms part of the ICO's Coffee Private Public Task Force (CPPTF) '**Market Policies, Institutions and International Funding Mechanisms**' Technical Workstream. It focuses on transformation of coffee sectors in exporting countries to meet the challenges of the future. It brings together representatives from exporting countries, leading coffee companies, civil society organizations, experts and development agencies interested in joining efforts to support change processes in origin countries. The ICO will establish separate subgroups focusing on importing country policies and international funding mechanisms.

The **TWS 3 forum** will examine what works, share lessons, and define how to replicate and scale up solutions and innovations. It will explore how to organize transformative action through national multi-stakeholder dialogue processes and national coffee sustainability plans, and in partnership with companies, donors and other international players who can support change processes in different ways.

The forum will contribute to CPPTF's roadmap for action, and participants will help co-create the task force commitments on public-private collaboration. Participants will find synergies with their existing efforts and opportunities for greater impact.

The forum will be facilitated by UNDP's Green Commodities Programme and co-facilitated by the Global Coffee Platform ([www.globalcoffeeplatform.org](http://www.globalcoffeeplatform.org)). The process has been designed to complement other CPPTF workstreams.

The meetings in the forum will be interactive, and participation will require commitment and active involvement. The dialogue space will be dedicated to exploration of collaborative solutions, not negotiation of individual agendas.

The GCP and Global Coffee Platform forum facilitation team will design and run 6 meetings between the start of September 2021 and end of November 2021. Each meeting will be between 1.5 and 2 hours each on Zoom or equivalent. The number of participants per meeting is estimated at between 40-60.

Alongside the 6 core meetings it is expected that there will be a series of bilateral meetings to engage a number of countries in launching national transformation processes in 2022. For the purposes of this TOR the assumption is that there would be 3 of these and that they would run in October and November 2021. These meetings would see national coffee stakeholders brought together for dialogue around the themes generated by the main forum with a view to gaining commitment to undertake national coffee transformation processes in 2022. It is expected that for each country there would be 2 meetings of 1.5 hours on Zoom.

Each workstream within the ICO's CPPTF will be required to deliver a 'Proposal' in a to be agreed format and date at the end of their process, capturing national commitments to date and actions going into 2022.

Following the completion of all 6 meetings the UNDP will work with ICO and participating members to prepare interventions to support multi-stakeholder change processes in exporting countries.

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

**The consultant will support in the 3 following areas:**

### **1- Main TW3 forum sessions:**

- Contributing to session design and facilitation preparatory calls to ensure that sessions are participatory and will deliver insights, perspectives, decisions, and materials to enable the creation of the output artifacts and reports required for use by countries and ICO / other actors at the end of this phase of work. Paying particular attention to ensuring, where possible, different methodologies are used that mean all participants' voices and inputs are captured.
- Working with inputs from the main facilitators of the sessions to design any collaborative tools for use in the Zoom sessions to capture outputs from the meetings such as Miro Boards, Google Docs, polls, Mentimeter
- Participating in weekly workstream team meetings to ensure reporting and artifact creation are in line with the expectations of TWS 3 and wider ICO CPPTT
- In the main TWS 3 Forum sessions, via Zoom (6 in total), working with the technical team to ensure discussions and insights are captured through recording, chat, polls, or other collaborative tools. Facilitating breakout groups as needed. Capturing notes within the sessions as required.
- Analyzing the outputs from each meeting to capture themes and synthesize insights based on:
  - Records of the plenary chat records and breakout group chat records.
  - Recordings and transcriptions of the plenary and breakout sessions.
  - Any additional notes taken during the session by the TWS 3 Forum Research Consultant.
- Writing short reports in agreed format of each of the core sessions (6 in total), within a time frame that allows to circulate them before the next session, linking outputs from each meeting so that they build on each other and draw on wider CPPTT themes as necessary. Working with the Senior Commodities Advisor to devise ways to make outputs clear, simple, and actionable or able to be re-used by countries in their ongoing work in this area.

### **2- Bilateral National Meetings**

- Contributing to the design of the bilateral national meetings process to ensure that we can create actionable outputs from them.
- Participation in bilateral national meetings for 3 countries (2 per country, 6 in total) working with the technical team to ensure discussions and insights are captured through recording, chat, polls or other collaborative tools. Facilitating breakout groups as needed. Capturing notes within the sessions as required.

- Analyzing the outputs from each meeting to capture themes and synthesize insights
  - Records of the plenary chat records and breakout group chat records.
  - Recordings and transcriptions of the plenary and breakout sessions.
  - Any additional notes taken during the session by the TWS 3 Forum Research Consultant.
- Writing short reports in agreed format of each of the bilateral national sessions (6 in total), within a time frame that allows to circulate them before the next session. Where appropriate creating templates or outputs in most appropriate format to allow them to be used by countries in shaping their ongoing coffee system transformation plans and work going into 2022.

### **3-Final ‘Proposal’**

- Writing the final ‘Proposal’ in the required format for the ICO CPPTF process synthesizing all the outputs from the core and bilateral meetings as required. NOTE: exact format for this is not yet agreed or available but will require analysis and synthesis of all the materials from all the main and bilateral meetings into the proposal format.

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **Mandatory requirements:**

- Applicants must submit all required documents detailed in section 4.
- Participants are expected to submit at least 2 samples of their proven experience of a report produced that could evidence research, synthesizing and writing skills. Samples should be of max 5 pages long.

### **Required Skills and Experience:**

#### **I. Academic Qualifications:**

- Academic Background: Master’s degree in environment, agriculture, international development, management, social sciences, or other closely related field (Mandatory requirement- Pass/Fail).

#### **II. Years of experience:**

- 10 + years of experience of providing technical strategic advice to companies and projects working with development and private sector actors.
- Proven experience of successfully designing and delivering large group online sessions.
- Proven expertise in research, analysis, reporting and synthesizing of insights into simple, understandable, actionable outputs from systems based multi stakeholder meetings or processes.
- Experience in writing final reports or proposals.
- Knowledge of online collaborative tools (such as Mentimeter, Miro, polls) is an advantage.
- Experience of working with multi-stake holders’ initiatives and complex programmes is an advantage.
- Experience with UNDP and/or other UN organizations will be an advantage.

### III. Required Languages:

- **Required Languages:** Excellent oral and written English required (Mandatory requirement-Pass/Fail)

Interview: Offerors who reach a minimum of 70 points and achieve the 3 highest scores after evaluation of technical criteria (item B of Evaluation Matrix), will be considered RESPONSIVE and will continue for interview and for the final stage of financial evaluation of proposals.

### **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS (Pass/Fail).**

Interested individual consultants must submit the following documents (in PDF format) duly signed to demonstrate their qualifications:

**2.1 Proposal (in English) (mandatory) (Pass/Fail):** Brief description of why you consider yourself as the most suitable for the assignment, and a methodology on how you will approach and complete the assignment.

**2.2 Financial Proposal (mandatory) (Pass/Fail):** The standard **Letter of Confirmation of Interest and Availability**, which you must complete, sign and submit to UNDP. Please refer to **Annex II**.

The financial proposal shall specify a **lump sum amount in USD dollars**, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR.

**The financial proposal (Annex II) must be sent within the offer's email, in a separate email to the other documents.**

**2.3 P11 form or CV (mandatory) (Pass/Fail):** Including experience in similar projects and at least **(3) professional references** (e-mail, phone number).

**2.4 Health Statement (mandatory) (Pass/Fail):** Self-declaration to be made and signed by the consultants to confirm that they are in good health and have the necessary insurance

coverage and inoculations. It does not require a doctor to sign. **A copy of proof of insurance MUST be attached to this form.** Please refer to **Annex III.**

**2.5 Beneficiary (mandatory) (Pass/Fail):** Personal information as name, address, ID, phone number of a beneficiary in case of death during the consultancy. **A copy of the beneficiary's personal identity document must be attached.** Please refer to **Annex IV.**

**2.6 Participants are expected to submit at least 2 samples of their proven experience of a report produced that could evidence research, synthetizing and writing skills. Samples should be of max 5 pages long.**

**Candidates that do not meet the above mandatory requirements will be disqualified.**

**Take note: Email size should not exceed 4 MB.**

## **5. FINANCIAL PROPOSAL**

### **• Lump sum contracts**

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

## **6. EVALUATION**

### **2. Cumulative analysis**

*When using this weighted scoring method, 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 solicitation.*

*\*Technical Criteria weight; 70%*

*\*Financial Criteria weight; 30%*

*Only candidates obtaining a minimum of 70 points would be considered for the Financial Evaluation*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical</u>		
• Criteria A		
• Criteria B		
• Criteria C		
• Criteria [...]		
<u>Financial</u>		

#### **ANNEXES**

ANNEX I - TERMS OF REFERENCES (TOR);

ANNEX II - OFFEROR'S LETTER TO UNDP;

ANNEX III - STATEMENT OF HEALTH – INDIVIDUAL CONTRACTORS; \_


ANNEX IV - DESIGNATION OF BENEFICIARY FOR IC CONTRACT;

ANNEX V - MODEL OF INDIVIDUAL CONSULTANT CONTRACT & GENERAL CONDITIONS  
OF CONTRACTS FOR THE SERVICES OF INDIVIDUAL CONTRACTORS;

ANNEX VI - EVALUATION CRITERIA.



**TERMS OF REFERENCE**

UNITED NATIONS DEVELOPMENT PROGRAMME	
	
TERMS OF REFERENCE	
<b>CLUSTER: Nature, Climate and Energy</b>	
A. GENERAL INFORMATION	
<p><b>Title: Research Consultant for the International Coffee Organization Technical Workstream (TWS) 3 Forum</b></p> <p>Project ID: Green Commodities Programme Phase II</p> <p>Type of Contract: Individual Contract</p> <p>Direct Supervisor: GCP Senior Commodities Adviser and GCP Global Head</p> <p>Duty Station: Home-based</p> <p>Estimated Start Date: September 2021</p> <p>Duration: 4 months period</p>	
B. PROJECT DESCRIPTION OR BACKGROUND	
<p><b><i>GCP Background</i></b></p> <p>Most commodity sectors in developing countries are afflicted by poor production practices that lead to increasing pressure on ecosystems and fail to improve the livelihoods of rural communities. Poor production practices lead to negative environmental impacts such as biodiversity loss, deforestation, carbon emissions, soil erosion, depletion of water resources and contamination from chemicals. In fact, the largest driver of deforestation is the production of agricultural commodities. On the social side, working conditions in commodity production are often not in line with basic labor rights. Despite recent commodity booms, small producers are held in poverty, mostly due to low productivity and product quality.</p> <p>Despite the progress made through standards and supply-chain initiatives<sup>1</sup>, weaknesses in the underlying enabling environment limit change at a larger scale. An effective enabling environment consists of elements such as clear public policies, a well-functioning legal framework, clarity regarding land-use planning, effective enforcement mechanisms, accessible credit structures, and effective farmer extension services. As a result of the absence of these elements, work on commodity sustainability remains less effective than it could be, and costlier and more</p>	

<sup>1</sup> The State of Sustainability Initiatives Review 2014 developed with SECO support, shows the increasing uptake of certification by mainstream markets. The SECO-supported COSA Global Results Report shows that overall, sustainability standards do indeed contribute to improved sustainability of commodity production.

time-consuming than it should be. Improving the enabling environments will increase the chances of sector-wide change to sustainable production practices.

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processes and national coffee sustainability plans, and in partnership with companies, donors and other international players who can support change processes in different ways.

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### **C. PURPOSE**

The Forum Research Consultant for the TWS 3 Forum will be responsible for the analysis and synthesis of the discussions within both the main and bilateral sessions that form part of the TWS 3 forum process into output reports or agreed artifacts after each of the sessions and for the synthesis and drafting of the ICO CPPTT 'Proposal'.

## D. SCOPE OF WORK

The consultant will support in the 3 following areas:

### 1- Main TW3 forum sessions:

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### 3-Final 'Proposal'

- Writing the final 'Proposal' in the required format for the ICO CPPTF process synthesizing all the outputs from the core and bilateral meetings as required. NOTE: exact format for this is not yet agreed or available but will require analysis and synthesis of all the materials from all the main and bilateral meetings into the proposal format.

#### E. EXPECTED OUTPUTS / DELIVERABLES

Deliverable	% Of Payment	Due Date	Review and Approval (Indicate the title of supervisor)
Reports for core meetings 1 and 2 - Hard Truths & Vision for the future	10%	September 2021	Senior Commodities Adviser
Reports for core meetings 3 and 4 - Scaling Solutions outputs	20%	October 2021	Senior Commodities Adviser
Reports for core meetings 5 and 6 - Sector transformation actions	20%	November 2021	Senior Commodities Adviser
Bilateral national process reports for 3 countries x 6	20%	November 2021	Senior Commodities Adviser
Final Proposal as per ICO CPPTF format	30%	December 2021	Senior Commodities Adviser
<b>100%</b>			

#### F. INSTITUTIONAL ARRANGEMENTS

The consultant will be supervised by the Senior Commodities Adviser and the GCP Global Head

The consultant will work closely with the GCP team, and the other internal and external stakeholders.

The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment.

#### G. DURATION OF THE WORK

The expected date of commencement is September 2021 and expected completion December 2021.

## H. DUTY STATION

The Individual Contractor will be home-based.

## I. QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR

**Academic Background:** Master's degree in environment, agriculture, international development, management, social sciences, or other closely related field.

**Experience:**

- 10 + years of experience of providing technical strategic advice to companies and projects working with development and private sector actors.
- Proven experience of successfully designing and delivering large group online sessions.
- Proven expertise in research, analysis, reporting and synthesizing of insights into simple, understandable, actionable outputs from systems based multi stakeholder meetings or processes.
- Experience in writing final reports or proposals.
- Knowledge of online collaborative tools (such as Mentimeter, Miro, polls) is an advantage.
- Experience of working with multi-stake holders' initiatives and complex programmes is an advantage.
- Experience with UNDP and/or other UN organizations will be an advantage.

**Mandatory requirements:**

- Excellent oral and written English skills.

Participants are expected to submit at least 2 samples of their proven experience of a report produced that could evidence research, synthesizing and writing skills. Samples should be of max 5 pages long.

## J. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS

Please include only cost of professional services in your bid.

UNDP will pay the expert the fees specified in the contract.

The expert will receive payment of fees subject to approval of the deliverables agreed upon in the Terms of Reference and approval of the respective Certificate of Payment by the immediate supervisor.

Signed contracts in the individual agreement mode do not entail any advance fees either at the contract start date or at the start of the specific consulting periods.

<b>K. RECOMMENDED PRESENTATION OF PROPOSAL AND OTHER RELEVANT INFORMATION</b>
The selected consultant will have the obligation to: 1. Have the contract signed by the UNDP and the expert before starting the work and before starting any travel. If the expert travels and starts the work without having signed the contract, the work and travel will be at the expert's own risk and responsibility. 2. All background compiled, and deliverables produced by the expert are the property of the UNDP. The expert must obtain written permission from the UNDP to use all or part of the documents for any other consulting or work.
<b>L. ANNEXES</b>
N/A

**OFFEROR'S LETTER TO UNDP  
CONFIRMING INTEREST AND AVAILABILITY  
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date \_\_\_\_\_

*Dear Sir/Madam*  
United Nations Development Programme  
*Regional Centre for Latin America and the Caribbean*

Dear Sir/Madam:

I hereby declare that:

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities for process **18901-2021 – Research Consultant for the International Coffee Organization Technical Workstream (TWS) 3 Forum;**
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment.
- e) I hereby propose to complete the services based on the following payment method:
  - ☐ A total lump sum of \_\_\_\_\_ *[state amount in words and in numbers, indicating exact currency]*; payable against deliverable as described in the Terms of Reference.
- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2 [Not Applicable] ;
- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance



and payment certification procedures;

- h) This offer shall remain valid for a total period of \_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;
- i) I confirm that I have no first-degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [*disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists*];
- j) If I am selected for this assignment, I shall [*pls. check the appropriate box*]:

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer [*state name of company/organization/institution*] to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

\_\_\_\_\_

- k) I hereby confirm that [*check all that applies*]:

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount


l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

m) **If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

o) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

p) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

r) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

- s) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

Full Name and Signature:

Date Signed:

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**Annexes** *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)

**Important Note:** Please submit this form duly signed.

**BREAKDOWN OF COSTS<sup>1</sup>**  
**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

**A) Breakdown of Cost by Deliverables\***

<b>Deliverables</b>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Amount USD</b>
<b>1. Deliverable 1:</b> Reports for core meetings 1 and 2 - Hard Truths & Vision for the future . As described in TOR.	10%	
<b>2. Deliverable 2:</b> Reports for core meetings 3 and 4 - Scaling Solutions outputs. As described in TOR.	20%	
<b>3. Deliverable 3:</b> Reports for core meetings 5 and 6 - Sector transformation actions. As described in TOR.	20%	
<b>4. Deliverable 4:</b> Bilateral national process reports for 3 countries x 6. As described in TOR.	20%	
<b>5. Deliverable 5:</b> Final Proposal as per ICO CPPTF format. As described in TOR.	30%	
<b>Total</b>	<b>100%</b>	<b>USD .....</b>

*\*Basis for payment tranche*

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<sup>1</sup> The costs should only cover the requirements identified in the Terms of Reference (TOR)

## ANNEX III

### STATEMENT OF HEALTH – INDIVIDUAL CONTRACTORS

Name of Consultant/Individual Contractor:

Last Name, First Name



#### Statement of Good Health

In accordance with the provisions of Clause 5 of the [General Terms & Conditions for Individual Contractors](#), I am submitting this statement to certify that I am in good health and take full responsibility for the accuracy of this Statement. I am aware that information pertaining to inoculation requirements in respect of official travel to countries can be referred to at <http://www.who.int/ith>.

I certify that my medical insurance coverage is valid for the period from  to (if applicable)

I certify that my medical insurance covers medical evacuations at Duty Station(s):  Duty Station(s) Rating:  "B through E". Duty stations with "A" or "H" do not require medical evacuation coverage.

The name of my medical insurance carrier is:

Policy Number:

Telephone Number of Medical Insurance Carrier:

**A copy of proof of insurance MUST be attached to this form.**

Signature of Consultant/Individual Contractor

Date

This statement is only valid for Consultant/Individual Contractor Contract No.

Signature of Officer Supervising the Contract

Name

Business Unit

## ANNEX IV



### DESIGNATION OF BENEFICIARY FOR IC CONTRACT

By this means, I, \_\_\_\_\_ citizen \_\_\_\_\_, with personal identity document No. \_\_\_\_\_, designate \_\_\_\_\_ as my beneficiary, in case of injury, disability or death during the service period and contract, to receive all the amounts pending due in accordance with the provisions of the Contract signed with the United Nations Development Program (UNDP).

Full details of the beneficiary:

Full Name:	
ID:	
Address:	
Phone Number:	
Email:	

**Note: a copy of the beneficiary's personal identity document must be attached.**

Consultant's Signature:	
Date:	

## ANNEX V

### UNITED NATIONS DEVELOPMENT PROGRAMME

#### Contract for the Services of An Individual Contractor



No \_\_\_\_\_

This Contract is entered into on [insert date] between the United Nations Development Programme (hereinafter referred to as "UNDP") and \_\_\_\_\_ (hereinafter referred to as "the Individual Contractor") whose address is \_\_\_\_\_.

WHEREAS UNDP desires to engage the services of the Individual Contractor on the terms and conditions hereinafter set forth, and:

WHEREAS the Individual Contractor is ready and willing to accept this Contract with UNDP on the said terms and conditions,

NOW, THEREFORE, the Parties hereby agree as follows:

#### 1. Nature of services

The Individual Contractor shall perform the services as described in the Terms of References which form an integral part of this Contract and are attached hereto as *Annex I* in the following Duty Station(s):  
\_\_\_\_\_.

#### 2. Duration

This Individual Contract shall commence on [insert date], and shall expire upon satisfactory completion of the services described in the Terms of Reference mentioned above, but not later than [insert date], unless sooner terminated in accordance with the terms of this Contract. This Contract is subject to the General Conditions of Contract for Individual contractors which are available on UNDP website at [www.undp.org/procurement](http://www.undp.org/procurement) and are attached hereto as [Annex II](#).

#### 3. Consideration

As full consideration for the services performed by the Individual Contractor under the terms of this Contract, including, unless otherwise specified, his/her travel to and from the Duty Station(s), any other travel required in the fulfillment of the Terms of Reference in Annex I, and living expenses in the Duty Station(s), UNDP shall pay the Individual Contractor a total of [currency] ----- in accordance with the table set forth below<sup>2</sup>. Payments shall be made following certification by UNDP that the services related to each Deliverable, as described below, have been satisfactorily performed and the Deliverables have been achieved by or before the due dates specified below, if any.

DELIVERABLES	DUE DATE	AMOUNT IN [CURRENCY]
_____	_____	_____
_____	_____	_____
TOTAL IN [CURRENCY]		_____

<sup>2</sup> For payments which are not output-based lump sum, indicate the maximum number of working days/hours/units, any out of pocket expense (travel, per diem...) and the corresponding fee/cost in the Deliverable (s) table.

If unforeseen travel outside the Duty Station not required by the Terms of Reference is requested by UNDP, and upon prior written agreement, such travel shall be at UNDP's expense and the Individual Contractor shall receive a *per diem* not to exceed United Nations daily subsistence allowance rate in such other location(s).

Where two currencies are involved, the rate of exchange shall be the official rate applied by the United Nations on the day the UNDP instructs its bank to effect the payment(s).

#### **4. Rights and Obligations of the Individual contractor**

The rights and obligations of the Individual Contractor are strictly limited to the terms and conditions of this Contract, including its Annexes. Accordingly, the Individual Contractor shall not be entitled to any benefit, payment, subsidy, compensation or entitlement, except as expressly provided in this Contract. The Individual Contractor shall be solely liable for claims by third parties arising from the Individual Contractor's own acts or omissions in the course of performing this Contract, and under no circumstances shall UNDP be held liable for such claims by third parties.

#### **5. Beneficiary**

The Individual Contractor selects \_\_\_\_\_ as beneficiary of any amounts owed under this Contract in the event of death of the Individual Contractor while performing services hereunder. This includes the payment of any service-incurred liability insurance attributable to the performance of the services for UNDP.

Mailing address, email address and phone number of beneficiary:

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Mailing address, email address and phone number of emergency contact (if different from beneficiary):

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IN WITNESS WHEREOF, the Parties hereto have executed this Contract.

**By signing below, I, the Individual Contractor, acknowledge and agree that I have read and accept the terms of this Contract, including the General Conditions of Contracts for Individual contractors available on UNDP website at [www.undp.org/procurement](http://www.undp.org/procurement) and attached hereto in Annex II which form an integral part of this Contract, and that I have read and understood, and agree to abide by the standards of conduct set forth in the Secretary-General's bulletins ST/SGB/2003/13 of 9 October 2003, entitled "Special Measures for Protection from Sexual Exploitation and Sexual Abuse" and ST/SGB/2002/9 of 18 June 2002, entitled "Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission".**

☐ The Individual Contractor has submitted a Statement of Good Health and confirmation of immunization.

<b>AUTHORIZING OFFICER:</b>		<b>INDIVIDUAL CONTRACTOR:</b>	
<b>United Nations Development Programme</b>			
Signature:		Signature:	
Name:		Name:	
Title:		Title:	
Date:		Date:	



## **UNITED NATIONS DEVELOPMENT PROGRAMME**

### **GENERAL CONDITIONS OF CONTRACTS 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 Individual 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 Individual Contract. Should any authority external to UNDP seek to impose any instructions on the Individual Contract regarding the Individual contractor’s performance under the Individual 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 Individual Contract or otherwise related to its obligations under the Individual Contract that may adversely affect the interests of UNDP, and the Individual contractor shall perform its obligations under the Individual 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 Individual 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 Individual Contract. In the performance of the Individual 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 Individual 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 Individual Contract, and, in addition to any other legal rights or remedies available to any person, shall give rise to grounds for termination of the Individual 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 Individual Contract shall rest with UNDP, and any such equipment shall be returned to UNDP at the conclusion of the Individual 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 Individual 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 Individual 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 Individual 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 Individual Contract, UNDP does not and shall not claim any ownership interest thereto, and the Individual contractor grants to UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract. At the request of UNDP, the Individual contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to UNDP in compliance with the requirements of the applicable law and of the Individual 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 Individual 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 Individual 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 Individual 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 Individual 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 recluded 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 Individual Contract, including any extension thereof, and, unless otherwise provided in the Individual Contract, shall remain effective following any termination of the Individual Contract.

#### **5. TRAVEL, MEDICAL CLEARANCE AND SERVICE-INCURRED DEATH, INJURY OR ILLNESS**

If the Individual contractor is required by UNDP to travel beyond commuting distance from the Individual contractor's usual place of residence, and upon prior written agreement, such travel shall be at the expense of UNDP. Such travel shall be at economy fare when by air. UNDP may require the Individual contractor to submit a Statement of Good Health from a recognized physician prior to commencement of work in any offices or premises of UNDP or before engaging in any travel required by UNDP or connected with the performance of the Individual 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 Individual Contract while the Individual contractor is traveling at UNDP expense or is performing any services under the Individual Contract in any offices or premises of UNDP, the Individual contractor or the Individual contractor's dependents, as appropriate, shall be entitled to compensation equivalent to that provided under the UNDP insurance policy, available upon request.

#### **6. PROHIBITION ON ASSIGNMENT; MODIFICATIONS**

The Individual contractor may not assign, delegate, transfer, pledge or make any other disposition of the Individual Contract, of any part thereof, or of any of the rights, claims or obligations under the Individual Contract except with the prior written authorization of UNDP, and any attempt to do so shall be null and void. The terms or conditions of any supplemental undertakings, licenses or other forms of Individual Contract concerning any goods or services to be provided under the Individual Contract shall not be valid and enforceable against UNDP nor in any way shall constitute an Individual Contract by UNDP thereto, unless any such undertakings, licenses or other forms of Individual Contract are the subject of a valid written undertaking by UNDP. No modification or change in the Individual Contract shall be valid and enforceable against UNDP unless provided by means of a valid written amendment to the Individual 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 Individual 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 Individual 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 Individual 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 Individual 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 Individual Contract, which give rise to legal liability to anyone not a party to the Individual 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 Individual 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 Individual 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 Individual 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 Individual 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 Individual 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 Individual 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 Individual 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 Individual Contract.

If the Individual contractor is rendered permanently unable, wholly or in part, by reason of *force majeure* to perform its obligations and meet its responsibilities under the Individual Contract, UNDP shall have the right to suspend or terminate the Individual Contract on the same terms and conditions as are provided for below, under "Termination", except that the period of notice shall be five (5) days instead of any other period of notice. In any case, UNDP shall be entitled to consider the Individual contractor permanently unable to perform its obligations under the Individual Contract in the case of the Individual contractor's suffering any period of suspension in excess of thirty (30) days. *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 Individual 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 Individual Contract.

#### **13. TERMINATION**

Either party may terminate the Individual 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 Individual 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 Individual Contract.

UNDP may, without prejudice to any other right or remedy available to it, terminate the Individual Contract forthwith in the event that: (a) the Individual contractor is adjudged bankrupt, or is 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 Individual 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. 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 Individual Contract. In the event of any termination of the Individual 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 Individual 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 Individual 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 Individual 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 Individual 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 Individual 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 Individual Contract. Additional costs incurred by UNDP resulting from the termination of the Individual 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 Individual 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. AUDIT AND INVESTIGATION**

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 Individual Contract and for a period of two (2) years following the expiration or prior termination of the Individual 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 Individual Contract.

The Individual contractor acknowledges and agrees that, from time to time, UNDP may conduct investigations relating to any aspect of the Individual Contract or the award thereof, the obligations performed under the Individual Contract, and the operations of the Individual contractor generally relating to performance of the Individual 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 Individual 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 Individual 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 Individual 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 Individual Contract, order the termination of the Individual 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 Individual 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 Individual 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 7, above, or as are otherwise set forth in the Individual Contract, any arbitral proceedings in accordance with Article 17 above, arising out of the Individual Contract must be commenced within three 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 Individual Contract, the cause of action accrues when such time of future performance actually begins.

#### **19. PRIVILEGES AND IMMUNITIES**

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



## ANNEX VI

### EVALUATION MATRIX

The technical and financial aspects of every proposal submitted will be evaluated using the following matrix:

EVALUATION OF THE TECHNICAL PROPOSAL			MAXIMUM SCORE	%
CRITICAL SKILLS	A. Academic Qualifications:		(Mandatory requirement- Pass/Fail)	
	Master’s degree in environment, agriculture, international development, management, social sciences, or other closely related field. (Mandatory requirement- Pass/Fail)			
	B. Years of experience		100	
	Experience providing technical strategic advice to companies and projects working with development and private sector actors. (Max 15 points)		15	
	10 years of experience	10 points		
	More than 10 but less than 15 years of experience	12 points		
	More than 15 years of experience	15 points		
	Proven experience of successfully designing and delivering large group online sessions – (Max 10 pts).		10	
Proven expertise in research, analysis, reporting and synthetizing of insights into simple, understandable, actionable outputs from systems based multi stakeholder meetings or processes (To be evaluated trough provided samples) – (Max 20 pts)		20		
Excellent	Max 20 points			
Very Good	Max 15 points			
Good	Max 12 points			
	Fair	Max 8 points		
Experience in writing final reports or proposals. (Max 20 pts) (To be evaluated trough provided samples )			20	

Excellent	Max 20 points	
Very Good	Max 15 points	
Good	Max 12 points	
Fair	Max 8 points	
Knowledge of online collaborative tools (such as Mentimeter, Miro, polls) (Max 10 pts)		10
Experience of working with multi-stake holders. (Max 15 pts)		15
Experience with UNDP and/or other UN organizations		10
<b>C. Required Languages</b>		<b>(Mandatory requirement-Pass/Fail)</b>
Excellent oral and written English required (Mandatory requirement-Pass/Fail)		
<b>D. Interview</b>		<b>0</b>
Offerors who reach a minimum of 70 points and achieve the 3 highest scores after evaluation of technical criteria (item B of Evaluation Matrix), will be considered RESPONSIVE and will continue for interview and for the final stage of financial evaluation of proposals.		
<b>EVALUATION OF THE ECONOMIC PROPOSAL</b>		<b>100</b>
		<b>30%</b>

### FINANCIAL EVALUATION OF PROPOSALS

The maximum number of points assigned to the financial proposal is allocated to the lowest price proposal (daily rate offered). All other price proposals receive points in inverse proportion.

$$p = y (\mu/z)$$

Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated