



## REQUEST FOR PROPOSAL (RFP)

<b>International Open Bidding</b>	<b>Date: May 16, 2022</b>
	<b>REFERENCE: RFP-059-IND-2022</b>

Dear Sir / Madam,

We kindly request to submit your proposal for **“Financing for Disaster and Climate Resilient Infrastructure”**

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

Annexure 1 – Description of Requirements

Annexure 2 – Terms of Reference

Annexure 3 – Eligibility and Evaluation Criteria for bidders

Annexure 4 – Form for submitting service provider’s technical proposal

Annexure 5 – Form for submitting service provider’s financial proposal

Annexure 6 – General Terms and Conditions of the Contract

Proposals may be submitted on or before the deadline indicated by UNDP in the e-tendering system. Proposals must be submitted in the online e-tendering system in the following link: <https://etendering.partneragencies.org> using your username and password. If you have not registered in the system before, you can register now by logging in using:

**Username:** event.guest

**Password:** why2change

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

Your Proposal must be expressed in English language, and valid for a minimum period of Ninety (90) days.

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on **“Accept Invitation”**.

In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. Kindly ensure that supporting documents required are signed and in the .pdf format, and free from any virus or corrupted files.

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

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

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

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

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

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

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

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

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

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to

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

Thank you and we look forward to receiving your Proposal.

Yours sincerely,

Arun Arumughan  
Procurement Analyst  
UNDP-INDIA

## Description of Requirements

Context of the Requirement	<p>The Coalition for Disaster Resilient Infrastructure (CDRI) was launched by the Government of India at the UN Climate Action Summit, in September 2019. The CDRI is a multi-stakeholder partnership of national governments, UN agencies and programmes, multilateral development banks and financing mechanisms, the private sector, and knowledge institutions that aims to promote the resilience of new and existing infrastructure systems to climate and disaster risks, thereby ensuring sustainable development.</p> <p>The 'Flagship Report on Disaster and Climate Resilient Infrastructure' serves as the principal vehicle of CDRI to engage and focus the attention of a global audience comprising of political leaders, policy makers, practitioners and researchers towards disaster and climate resilient infrastructure. The Flagship report will contribute to the development of the Strategic Priorities of the CDRI around Research and Knowledge Management and Communication and Partnerships. CDRI has engaged the United Nations Development Programme (UNDP) as the coordinating agency for developing the report. It is expected to be launched in 2023.</p> <p>The Flagship Report comprises of five verticals traversing through the themes of a global risk and resilience assessment of infrastructure systems; developing a disaster and climate infrastructure resilience index; nature-based solutions for disaster resilient infrastructure; progress review of global goals and targets for resilient infrastructure; and financing for disaster and climate resilient infrastructure.</p> <p>This RFP refers to the workstream - <b>'Financing for Disaster and Climate Resilient Infrastructure' under Pillar 5 of the Flagship Report.</b></p> <p>It has been estimated that USD 80 trillion of new investment will be required globally in new and existing infrastructure over the next 15 years to close the infrastructure gap. Government in low- and middle-Income countries (LMICs) are already investing around USD 1 trillion (3.4 - 5% of their GDP) in infrastructure annually. However far greater investment will be required if infrastructure is to contribute to the achievement of the Sustainable Development Goals (SDG).</p> <p>Many LMIC currently have low overall infrastructure quality, indicating weak or deficient infrastructure governance, for example, ineffective regulation, poor maintenance, and underfunding. which in turn contribute to unreliability and disruption. In addition, disaster and rapidly increasing climate risk is often not considered systematically in the conceptualization, planning, design, regulation, and management of infrastructure systems, further undermining resilience.</p> <p>As such, LMIC face specific challenges to finance the capital investment in disaster and</p>
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	<p>climate resilient infrastructure necessary to achieve the SDG:</p> <ul style="list-style-type: none"> <li>• Increased capital investment is required to close the infrastructure gap, however, Since the outset of the pandemic that gap has widened in many countries due to a constrained fiscal space as governments increasingly struggle to meet demands for increased investment in public health, employment generation and poverty eradication.</li> <li>• Weak infrastructure governance contributes to a low rate of return on investment, project delays, complex approval mechanisms, and political uncertainty, all of which inhibit private investment in infrastructure. LMIC financial markets often lack depth, access, efficiency, and stability limiting the possibility to use capital markets to access financing for resilient infrastructure.</li> <li>• Robust, comparable, and credible disaster and climate financial risk metrics are not available in a form that can be used to establish resilience standards and formulate bankable plans and projects, adding additional uncertainty and risk to projects and implying hidden contingent liabilities for potential investors</li> <li>• Climate change is forcing a rapid transition to carbon neutral or carbon negative infrastructure, a process accompanied by rapid technological innovation and radical changes in the way infrastructure is used. Many countries will be left with stranded assets (especially fossil fuel related infrastructure) that may increase their macroeconomic risk</li> <li>• Investments in strategic economic infrastructure at the national level do not necessarily lead to increased access to essential services for individuals, households, communities, and businesses. There remains a shortage of long-term, local-currency financing for local infrastructure systems in most LMIC. This gap impedes local economic development, exacerbates poverty, and hinders the achievement of the SDG.</li> </ul> <p>The overall goal of Pillar 5 will be to identify pathways to resolve these challenges, in a way that facilitates an increased flow of financing into disaster and climate resilient infrastructure. As such the objectives of the Pillar will be to:</p> <ul style="list-style-type: none"> <li>• Build on the risk and resilience metrics developed in Pillars 1 and 2 to provide a global updated assessment of the cost of achieving disaster and climate resilience in infrastructure investment</li> <li>• Highlight innovative financial models that, through an appropriate layering of risk, facilitate cost-effective investments in disaster and climate resilience, through an optimized combination of prospective, corrective, compensatory and reactive risk management strategies.</li> <li>• Document innovative financial approaches that have been applied to increase investment in disaster and climate resilient infrastructure, including through strengthened capital markets, risk transfer mechanisms and new financial products.</li> <li>• Identify cases where enhancements to infrastructure governance have enabled increased capital investment in disaster and climate resilient infrastructure.</li> <li>• Examine methodologies for assessing the cost of disaster and climate resilient local infrastructure systems that could enhance the consistency of national public investment planning</li> </ul>
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<p>Brief Description of the Required Services</p>	<p>This RFP seeks to identify an internationally recognized institution that can provide a Coordinating Lead Author of Pillar 5 (Financing for Disaster and Climate Resilient Infrastructure), hereafter referred to as Chapter 5. UNDP will commission multiple position papers under Chapter 5 that will be supported by several Lead Authors from other partner institutions, contributing Position Papers and Case Studies to the Chapter. The bidder will have the responsibility to synthesize the position papers submitted by Lead Authors from other partner institutions, including developing a position paper itself, into Chapter 5. Further, a Call for Papers will provide additional empirical data and Contributing Papers to the Chapter.</p> <p>Working closely with the Coordinating Lead Author of the Flagship Report on Disaster and Climate Resilient Infrastructure the bidder would be responsible for:</p> <ol style="list-style-type: none"> <li>i. <u>Lead, oversight, and quality control of the Chapter</u>: including sourcing and collating literature, evidence, and data; reviewing the Position Papers, Contributing Papers and Case Studies contributed by Lead Authors and other partners; shaping the overall messaging and analytical flow of the Chapter; synthesizing findings from the source material, position papers submitted and developing chapter drafts through to its finalization</li> <li>ii. <u>Coordination of partners</u>: including substantive leadership to two Workshops to be held in quarter three of 2022 with Lead Authors to firstly review abstracts for Position Papers and define the overall focus and content of chapter development and secondly, to review completed Position Papers and progress towards a compelling Chapter 5 draft.</li> <li>iii. <u>Development of one position paper on Financing for Infrastructure Resilience</u>: Through the two consultative workshops to be organized by CDRI, the bidder will jointly identify with the UNDP-CDRI PMU a thematic focus on which it can develop a position paper_which would also be synthesized into the final chapter.</li> <li>iv. <u>Peer Review Process</u>: identify independent peer reviewers and coordinate a rigorous Peer Review process of the Chapter in the fourth quarter of 2022</li> <li>v. <u>Project Management</u>: support the UNDP-CDRI PMU in ensuring that all the objectives of Pillar 5 are met in a timely and efficient manner.</li> </ol>
<p>List and Description of Expected Outputs to be Delivered</p>	<ul style="list-style-type: none"> <li>• Literature review, including quantitative evidence and data (end of Q2, 2022).</li> <li>• Development of one position paper on Financing for Infrastructure Resilience and its synthesis into Chapter 5 (midway through Q3, 2022).</li> <li>• Review abstracts for Position Papers commissioned by UNDP, define core messages and draft full chapter outline (end of Q2, 2022)</li> <li>• Substantive Coordination of First Workshop with Lead Authors (beginning of Q3, 2022)</li> <li>• Review completed Position Papers and development of first draft of chapter, including substantive Coordination of Second Workshop with Lead Authors (end of Q3, 2022)</li> <li>• Organization and coordination of independent Peer Review of chapter (midway through Q4, 2022)</li> </ul>

	<ul style="list-style-type: none"> <li>• Final draft of the chapter for presentation to International Advisory Board of the Flagship Report (end of Q4, 2022)</li> <li>• Final revision and correction of chapter through to publication (end of Q1 2023)</li> </ul>
<b>Pre-proposal conference</b>	<p>Will be Conducted</p> <p><b>Date and Time : May 23, 2022 11:00 AM</b></p> <p>Venue : ZOOM Meeting.</p> <p>The UNDP focal point for the arrangement is: [Manikandan Srinivasan] - E-mail: [manikandan.srinivasan@undp.org]</p> <p>NOTE: Interested bidders are advised to share the details of meeting participants to focal point <u>by May 21, 2022</u> so that meeting link can be shared with them.</p>
Person to Supervise the Work/ Performance of the Service Provider	National Project Manager of the Flagship Report
Frequency of Reporting	Monthly
Progress Reporting Requirements	Electronic Reports
Location of work	CDRI Secretariat, New Delhi
Expected duration of work	10 months (June 2022 to March 2023)
Target start date	10 June 2022
Latest completion date	31 March 2023
Travels Expected	Not Applicable
Special Security Requirements	<input checked="" type="checkbox"/> Others [Not Applicable]
Facilities to be provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Others [Not Applicable]
Implementation Schedule indicating breakdown and timing	<input checked="" type="checkbox"/> Required

of activities/sub-activities	
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> Preferred Currency of Bid : Indian Rupees (INR) <b>Bids in other currency also allowed.</b>  <i>Reference date for determining UN Operational Exchange Rate:</i> <b>Date of bid submission.</b>
GST on Price Proposal	<input checked="" type="checkbox"/> Must be exclusive of GST, which will be paid extra as applicable.
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days.  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposer shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not Permitted.
Payment Terms	Refer Annexure-2, Terms of Reference
Person(s) to review/inspect/ approve outputs/ completed services and authorize the disbursement of payment	National Project Manager of the Flagship Report
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Compliance on Preliminary Examination of Proposals <input checked="" type="checkbox"/> Compliance on Essential Eligibility/Qualification requirements <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution). Minimum score to pass in technical evaluation is 70%. <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of the services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.



<p>Criteria for Preliminary Examination of Proposals</p>	<ul style="list-style-type: none"> <li>• Technical proposal is submitted separately from Financial Proposal</li> <li>• Financial proposal is password encrypted; further do not disclose price on the technical proposal/eTendering portal. Otherwise, proposal will get disqualified.</li> <li>• Latest Certificate of Registration of Business submitted</li> <li>• Is the Offeror, or any of its joint venture member, included in UN Security Council 1267 List and List of Suspended and Removed Vendors.</li> </ul>
<p>Criteria for Essential Eligibility/Qualification</p>	<ul style="list-style-type: none"> <li>• The bidder should have been in existence professionally and functionally for at least 10 years.</li> <li>• The Team Leader should have a Doctorate degree in Economics, Climate Finance, Environment or related subjects.</li> </ul>
<p>Criteria for the Assessment of Proposal</p>	<p><b><u>Technical Proposal (70%)</u></b></p> <ol style="list-style-type: none"> <li>1. Expertise and experience of the Institution with respect to Financing for Disaster and Climate Resilient Infrastructure (20 Marks)</li> <li>2. Technical Proposal (Methodology, its Appropriateness and Timeliness of the Implementation Plan) - (40 marks)</li> <li>3. Qualification and experience of Team Leader &amp; other Key Personnel with respect to Financing for Disaster and Climate Resilient Infrastructure (10 marks)</li> </ol> <p><b><u>Financial Proposal (30%)</u></b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
<p>UNDP will award the contract to:</p>	<p><input checked="" type="checkbox"/> One or more Proposers, depending on the following factors : One or more Proposers, depending on the following factors :</p> <p><b>Contract will be awarded to the bidder scoring highest marks in cumulative evaluation (technical + financial).</b></p>

<p>Deadline of Bid Submission</p>	<p>Date and Time: As specified in the system (note that time zone indicated in the system is New York Time zone).</p> <p><b><u>PLEASE NOTE: -</u></b></p> <ol style="list-style-type: none"> <li>1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere in case they are different. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system.</li> <li>2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.</li> </ol>
<p>Conditions and Procedures for electronic submission and opening, if allowed</p>	<p><input checked="" type="checkbox"/> One file, containing technical proposal (including CVs, registration certificate and all supporting documents).</p> <p><input checked="" type="checkbox"/> One file, containing Financial Proposal (password encrypted). Password <u>must</u> not be provided to UNDP until it is formally requested by UNDP focal point.</p> <p>Note: We prefer submitting pdf version of files. If one file is too bulky, may split into 4-5 files.</p>
<p>Contact Person for Inquiries (Written inquiries only)</p>	<p>Manikandan Srinivasan, Procurement Unit</p> <p><a href="mailto:manikandan.srinivasan@undp.org">manikandan.srinivasan@undp.org</a></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
<p>Who can apply</p>	<p>Proposals are invited from Institutions only. Proposal submitted by Individuals will not be accepted.</p>

## Terms of Reference - Financing for Disaster and Climate Resilient Infrastructure

### Pillar 5 of Flagship Report on Disaster and Climate Resilient Infrastructure

#### **Background and Project Description**

The Coalition for Disaster Resilient Infrastructure (CDRI) is a multi-stakeholder global partnership of national governments, UN agencies and programmes, multilateral development banks and financing mechanisms, private sector, as well as academic and knowledge institutions. It aims to address the challenges of building resilience into infrastructure systems and the development associated with it. The vision, mission, goal, and objectives of the CDRI are explicitly linked to the post-2015 development agendas. The Coalition will contribute to the resilience of the global infrastructure systems in an increasingly interconnected world through three Strategic Priorities around Research and Knowledge Management and Advocacy, Communication and Partnerships.

The CDRI will bring out a global publication Flagship Report on Disaster and Climate Resilient Infrastructure biennially, with its first edition to be released in 2023. The report is CDRI's principal vehicle for engaging and focusing the attention of a global audience of political leaders, policy makers, practitioners and researchers on the critical and multi-faceted challenges posed to disaster and climate resilient infrastructure and will contribute to the development of CDRI's Strategic Priorities. CDRI has engaged the United Nations Development Programme (UNDP) as the coordinating agency for developing the report. The Report is structured on five pillars, namely:

**Pillar 1 – Global Infrastructure Risk Model (GIRM):** This will entail update and enhancement of the existing Global Risk Model (GRM) developed for the United Nations in 2017 along with a sophisticated analysis of the disaster and climate risk to infrastructure systems. It will include developing an infrastructure inventory or proxies, sourcing infrastructure exposure data and vulnerability functions, hazard risk assessment and multi-hazard probabilistic risk modelling. It will contemplate risk to infrastructure in the following sectors (power and energy, transport, and telecommunications) as well as local and social infrastructure. This new Global Infrastructure Risk Model (GIRM) will be based on a fully- probabilistic methodology and will provide comparable multi-hazard financial risk metrics such as Average Annual Loss (AAL) and Probable Maximum Loss (PML) for all countries and territories. The GIRM will thus enable the first comprehensive vision of disaster and climate risk in core infrastructure sectors and will be complemented by detailed drilldowns in relevant CDRI Member Countries to highlight specific resilience challenges at the national level.

**Pillar 2 – Global Infrastructure Resilience Index (GIRI):** GIRI will be an Index to highlight progress across countries and regions in the achievement of disaster and climate resilient infrastructure. The risk metrics produced in Pillar 1 will be compared and combined with national economic metrics to provide a set of infrastructure resilience indicators for each country and territory.

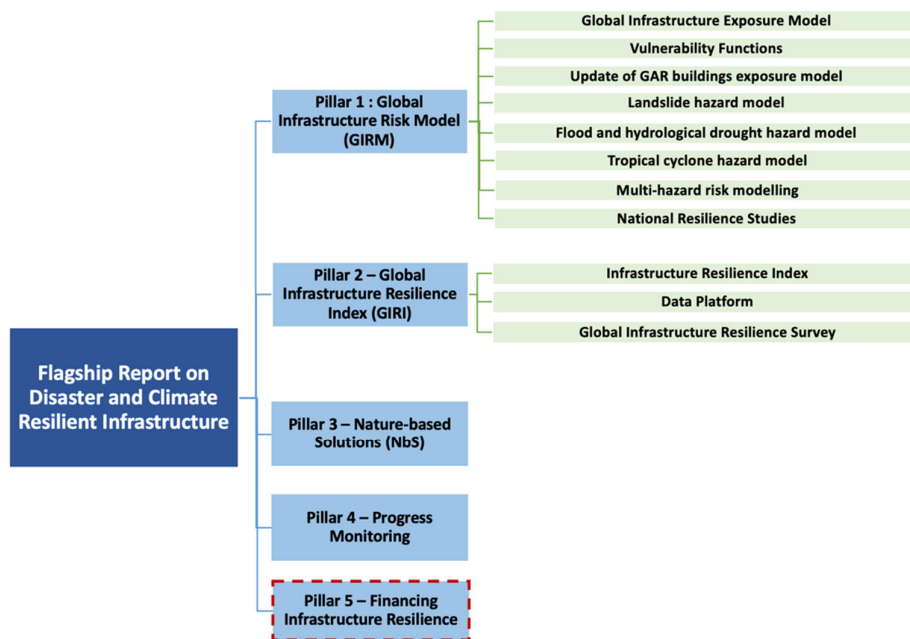
**Pillar 3 – Nature-based Solutions (NbS):** Each edition of the Flagship Report will include a thematic section that examines a particular policy or technical challenge. The first edition will explore the challenges and opportunities posed by nature-based solutions to advocate for greater uptake and mainstreaming of NbS to

ensure disaster and climate resilient infrastructure.

**Pillar 4 – Progress Monitoring:** This pillar will include reviewing the progress towards achieving the goals and targets of the Sendai Framework and other associated international commitments on disaster and climate risk reduction and assessing countries’ progress in achieving them. The first edition of Disaster and Climate Resilient Infrastructure will develop a range of output and input indicators based on Pillar 1 and 2 of the Report to produce a baseline of infrastructure risk and resilience for each country and territory. This baseline can be updated biennially. This output and input level monitoring would be validated through outcome level case studies from selected post-disaster loss and damage assessments.

**Pillar 5 – Financing Infrastructure Resilience:** This pillar will discuss the financial models and mechanisms, as well as opportunities that can be leveraged to support the development of disaster and climate resilient infrastructure. To do so the Pillar will elaborate the economic and financial case for resilience, building on the metrics and analysis from Pillars 1, 2 and 3 and identify innovative approaches to mobilize finance, including through project pooling, resilience bonds and effective public-private partnerships, strengthened capital markets, risk and climate financing.

Please refer to the chart below for a snapshot of the project structure.



### Pillar 5 – Financing for Disaster and Climate Resilient Infrastructure

Pillar 5 of the Flagship Report is envisaged to be a thematic chapter on Financing for Disaster and Climate Resilient Infrastructure. The chapter will aim to identify pathways to resolve the challenges and exploit the opportunities for facilitating and enhancing the flow of financing into disaster and climate resilient infrastructure. The chapter entails the following objectives:

1. Build on the risk and resilience metrics developed in Pillars 1 and 2 to provide a global updated assessment of the cost of achieving disaster and climate resilience in infrastructure investment.

2. Highlight innovative financial models that, through an appropriate layering of risk, facilitate cost-effective investments in disaster and climate resilience, through an optimized combination of prospective, corrective, compensatory and reactive risk management strategies.
3. Document innovative financial approaches that have been applied to increase investment in disaster and climate resilient infrastructure, including through strengthened capital markets, risk transfer mechanisms and new financial products.
4. Identify cases where enhancements to infrastructure governance have enabled increased capital investment in disaster and climate resilient infrastructure.
5. Examine methodologies for assessing the cost of disaster and climate resilient local infrastructure systems that could enhance the consistency of national public investment planning

### Draft Chapter Outline

To inform the analysis of challenges and opportunities and to propose pathways for scaling-up financing for disaster and climate resilient infrastructure, the chapter will have the following structure:

#### Section 1

An evidence-based review of the available literature on the challenges and opportunities faced in financing disaster and climate resilience infrastructure and the drafting of a concise problem statement, from the perspective of CDRI.

#### Section 2

To inform the commentary presented in Section 1, this Section will examine the pathways to up-scaling financing with respect to the five areas of opportunity described in Section 2.

	<b>Opportunity Areas</b>	<b>Scope</b>
<b>1.</b>	<b>The economic case for financing resilience</b>	This sub-section will contain an analysis that incorporates the risk and resilience metrics from Pillars 1 and 2 to develop a strong economic case for investing in disaster and climate resilience. The analysis will have a global component in terms of estimating the investment requirements to achieve resilience. It will also include case studies from a typology of countries facing different resilience and financing challenges that examine systemic risk and the development of national infrastructure plans.
<b>2.</b>	<b>The financial case for disaster and climate resilience</b>	This sub-section will also incorporate the risk and resilience metrics from Pillars 1 and 2 to illustrate financial models, that through an appropriate layering of risk, show the most cost-effective strategies to achieve resilience in the same typology of countries. Are we talking hypothetically or actual examples or both or synthesis of academic writings or case studies from pilots? There might be models available that don't necessarily require linking back to Pillar 1 and 2.
<b>3.</b>	<b>Innovative financing approaches</b>	This sub-section will examine case studies from different income and regional geographies that illustrate how innovative financing approaches, including through capital markets, risk transfer mechanisms, investment funds and structures products, can increase the participation of private capital in disaster and climate resilient infrastructure

4.	<b>Infrastructure governance</b>	This sub-section will examine case studies from different income and regional geographies that illustrate how efforts to strengthen infrastructure governance can contribute to reducing uncertainty and facilitating the flow of investment into disaster and climate resilient infrastructure.
5.	<b>Enhanced public investment planning</b>	This sub-section will look at the development and application of potential methodologies for quantifying the investment requirements in disaster and climate resilient local infrastructure systems and which can be used to enhance the quality and consistency of public investment planning and project evaluation.

**Section 3**

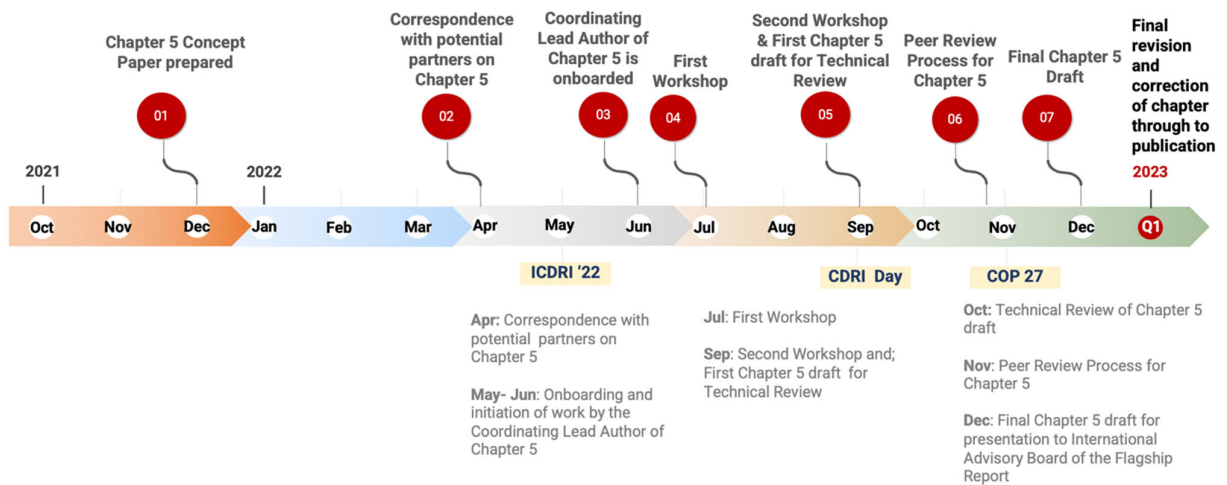
A set of recommendations focusing on pathways towards up-scaling financing for disaster and climate resilient infrastructure across multiple investor, owner, and operator categories/stakeholders.

**Work Plan and Timeline**

The UNDP- CDRI PMU has prepared a detailed Chapter Outline and Annual Work Plan (Jan – Dec '22) for operationalizing work on Pillar 5 for the Flagship Report. The target date for completing the Final Chapter on Financing for Disaster and Climate Resilient infrastructure is December 2022. However, the work on Chapter 5 will be ongoing until the first quarter of 2023 when the Report’s publication would be due.

**Broad Timeline for Pillar 5**

Please refer to a broad workflow and timelines in the image given below. This is updated as on 1 May '22, and subject to minor revisions as the project goes forward.



## Objectives of the Work

1. The bidder would work closely with the Coordinating Lead Author of the Flagship Report and the UNDP-CDRI PMU in providing:
  - a. Lead, oversight, and quality control of the chapter
  - b. Coordination of partners
  - c. Development of one position paper on Financing for Infrastructure Resilience
  - d. Peer Review Process
  - e. Project Management for Pillar 5 and,
  - f. Final draft of the Chapter including revision and correction of chapter through to publication.
2. The coordinated work mentioned in Pt. 1 will be complimentary to the overall objectives of Chapter 5 which is to **examine opportunities that can be leveraged to address the challenges for financing resilient infrastructure and thereby, demonstrate means to mobilize finance to close the resilience gap**. To do so, the Chapter narrative will build a discourse on the economic and financial case for resilience, include risk and resilience assessments and identify innovative approaches to mobilize finance.

## Expected Outputs

The bidder would work closely with the Coordinating Lead Author of the Flagship Report and the UNDP-CDRI PMU in delivering the following outputs:

1. Literature review, including quantitative evidence and data (end of Q2, 2022)
2. Review abstracts for Position Papers, define core messages and draft full chapter outline
3. Substantive Coordination of First Workshop with Lead Authors (beginning of Q3, 2022)
4. Develop a Position paper based on the outputs from the Consultative Workshops
5. Review completed Position Papers and development of first draft of chapter, including substantive Coordination of Second Workshop with Lead Authors (end of Q3, 2022)
6. Organization and coordination of independent Peer Review of chapter (midway through Q4, 2022)
7. Final draft of the chapter for presentation to International Advisory Board of the Flagship Report (end of Q4, 2022)
8. Final revision and correction of chapter through to publication (end of Q1 2023)

## Scope of Work

The Global Flagship Report seeks to assess challenges, opportunities and the overall progress made in Financing for Disaster and Climate Resilient Infrastructure implementation across the world and point out the directions for future project activities. In doing so, it aims to work collaboratively with an internationally recognized institution. Chapter 5, as part of Pillar 5 (Flagship Report), would entail lessons learnt that need to be captured through best practices, sound financial mechanisms and innovative solutions towards resilient infrastructure. The assigned tasks and workflow for the bidder are listed below:

**Lead, oversight, and quality control of the Chapter:**

The bidder would jointly work with the Coordinating Lead Author of the Flagship Report and the UNDP-CDRI PMU on providing lead, oversight, and quality control of the chapter through:

- a. Sourcing and collating literature, evidence, and data
- b. Reviewing the Position Papers submitted by Lead Authors
- c. Reviewing the Contributing Papers and Case Studies contributed by Lead Authors and other partners
- d. Shaping the overall messaging and analytical flow of the Chapter and
- e. Synthesizing findings from the source material for developing chapter drafts through to its finalization

**Coordination of Partners:**

1. The bidder will support the Coordinating Lead Author of the Flagship Report Infrastructure and the UNDP-CDRI PMU on providing substantive leadership to the two Workshops that will be held in quarter three of 2022.
2. The first workshop will be with Lead Authors of Chapter 5. This Workshop will review abstracts for Position Papers and define the overall focus and content of chapter development. The second workshop will also be with Lead Authors of Chapter 5 to review the completed Position Papers and progress towards a compelling Chapter 5 draft.

**Development of one position paper on Financing for Infrastructure Resilience**

Through the two consultative workshops to be organized by CDRI, the bidder will jointly identify with the UNDP-CDRI PMU a thematic focus on which it can develop a position paper which would also be synthesized into the final chapter.

**Complementarities with International Agreements**

The final draft of Chapter 5 as prepared jointly by the Coordinating Lead Author of the Flagship Report with the support of the UNDP-CDRI PMU and the bidder should align with international agendas such as the Sustainable Development Goals (SDGs), the Sendai Framework for Disaster Risk Reduction (SFDRR) and the Paris Agreement.

**Peer Review Process:**

1. The bidder will support the Coordinating Lead Author of the Flagship Report and the UNDP-CDRI PMU towards establishing a Peer Review Process. This process will include identification of independent Peer Reviewers and coordination of a rigorous Peer Review process of the Chapter in the fourth quarter of 2022.
2. The Peer Reviewers could consist of subject experts and individuals from the risk and insurance industries, government stakeholders, knowledge institutions, Multilateral Development Banks (MDBs) and International Financial Institutions (IFIs).
3. The Peer Reviewing process would inform, review, and guide the approach, research, and output credentials of Chapter 5.



## Project Management

The bidder will support the Coordinating Lead Author on the Flagship Report and the UNDP-CDRI PMU in ensuring that all the objectives of Pillar 5 are met in a timely and efficient manner.

## Period of engagement

The duration of the assignment will be from June 2022 till March 2023, until the compilation and submission of the final draft of Chapter 5, till the first Quarter of 2023.

## Payment terms

Payment terms and timelines are deliverables based, as explained in brief below and in detail with all outlined deliverables, the appended table:

1. Submission of inception report: Quarter 2, Jun' 22(20%)
2. Submission of first draft for Chapter 5: Quarter 3, Sep' 22 (40%)
3. Submission of final draft for Chapter 5: Quarter 4, Dec' 22 (30%)
4. Further revision of Chapter 5 draft: Quarter 1, Mar' 23 (10%)

Detailed list of deliverables and payment terms for each quarter (2022-2023)

Timeline (2022-2023)		Deliverables	Payment
Q2	By Jun' 22	<ul style="list-style-type: none"> <li>• Submission of Inception Report.               <ul style="list-style-type: none"> <li>○ Elaboration of the Methodology with additional details around timelines and approach</li> <li>○ Initiation of work on – Position Paper and Chapter 5 draft through sourcing and collating literature, evidence, and data for both.</li> </ul> </li> </ul>	20%
Q3	By Sep'22	<ul style="list-style-type: none"> <li>• Submission of first draft for Chapter 5. The report should capture :               <ul style="list-style-type: none"> <li>○ Substantive support to the Coordinating Lead Author of the Flagship Report and UNDP CDRI-PMU in organizing and coordinating the First Workshop (beginning of Q3, 2022)</li> <li>○ Submission of position paper by the bidder for Chapter 5 (midway through Q3).</li> <li>○ Substantive support to the Coordinating Lead Author of the Flagship Report and UNDP CDRI-PMU in organizing and coordinating the Second Workshop with Lead Authors (end of Q3, 2022)</li> <li>○ Synthesis of the bidder's position paper into the Chapter 5 narrative (as needed and decided by consensus with the Coordinating Lead Author of Flagship Report)</li> <li>○ Review and synthesis of completed Position Papers by several Lead Authors from other partner institutions, contributing Position Papers and Case Studies to Chapter 5 narrative (as needed and decided by consensus with the Coordinating Lead Author of Flagship Report)</li> <li>○ Drafting and submitting of the first Chapter 5 draft for Technical Review (Q4, 2022)</li> </ul> </li> </ul>	40%
<b>2023</b>			
Q4	By Dec'22	<ul style="list-style-type: none"> <li>• Submission of final draft for Chapter 5</li> </ul>	30%

		<ul style="list-style-type: none"> <li>a. Substantive support to the Coordinating Lead Author of the Flagship Report and UNDP CDRI-PMU in organizing and coordinating of independent Peer Review of chapter (midway through Q4, 2022)</li> <li>b. Drafting and submitting the final draft of the chapter for presentation to International Advisory Board of the Flagship Report (end of Q4, 2022)by incorporating all comments</li> </ul>	
Q1	By Mar' 23	<ul style="list-style-type: none"> <li>• Further revision of Chapter 5 draft <ul style="list-style-type: none"> <li>a. Final revision and correction of chapter through to publication (end of Q1 2023)</li> </ul> </li> </ul>	10%

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

**(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>2</sup>)**

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

**A. Qualifications of the Service Provider**

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
- c) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;
- d) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
- e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

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

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

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<sup>2</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**C. Qualifications of Key Personnel**

The Service Provider must provide:

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

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

[Designation]

[Date]

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

**A. Cost Breakdown per Deliverable**

Timeline	Deliverables	Payment	Amount
By Jun' 22	<ul style="list-style-type: none"> <li>• Submission of Inception Report.               <ul style="list-style-type: none"> <li>○ Elaboration of the Methodology with additional details around timelines and approach</li> <li>○ Initiation of work on – Position Paper and Chapter 5 draft through sourcing and collating literature, evidence, and data for both.</li> </ul> </li> </ul>	20%	
By Sep'22	<ul style="list-style-type: none"> <li>• Submission of first draft for Chapter 5. The report should capture :               <ul style="list-style-type: none"> <li>○ Substantive support to the Coordinating Lead Author of the Flagship Report and UNDP CDRI-PMU in organizing and coordinating the First Workshop (beginning of Q3, 2022)</li> <li>○ Submission of position paper by the bidder for Chapter 5 (midway through Q3).</li> <li>○ Substantive support to the Coordinating Lead Author of the Flagship Report and UNDP CDRI-PMU in organizing and coordinating the Second Workshop with Lead Authors (end of Q3, 2022)</li> <li>○ Synthesis of the bidder's position paper into the Chapter 5 narrative (as needed and decided by consensus with the Coordinating Lead Author of Flagship Report)</li> <li>○ Review and synthesis of completed Position Papers by several Lead Authors from other partner institutions, contributing Position Papers and Case Studies to Chapter 5 narrative (as needed and decided by consensus with the Coordinating Lead Author of Flagship Report)</li> <li>○ Drafting and submitting of the first Chapter 5 draft for Technical Review (Q4, 2022)</li> </ul> </li> </ul>	40%	
By Dec'22	<ul style="list-style-type: none"> <li>• Submission of final draft for Chapter 5               <ul style="list-style-type: none"> <li>a. Substantive support to the Coordinating Lead Author of the Flagship Report and UNDP CDRI-PMU in organizing and coordinating of independent Peer Review of chapter (midway through Q4, 2022)</li> <li>b. Drafting and submitting the final draft of the chapter for presentation to International Advisory Board of the Flagship Report (end of Q4, 2022)by incorporating all comments</li> </ul> </li> </ul>	30%	

By Mar' 23	<ul style="list-style-type: none"> <li>• Further revision of Chapter 5 draft               <ul style="list-style-type: none"> <li>a. Final revision and correction of chapter through to publication (end of Q1 2023)</li> </ul> </li> </ul>	10%	
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**B. Cost Breakdown by Cost Component:**

Description of Activity	Remuneration per Unit of Time (in INR)	Total Period of Engagement (in days)	No. of Personnel	Total Amount (INR)
<b>I. Personnel Services*</b>				
1. Team Leader				
2. Team Member1				
3. Team Member2				
4. Team Member 3				
Other Key personnel				
<b>II IT Infrastructure</b>				
<b>III Telecom Infrastructure</b>				
<b>IV Physical Infrastructure</b>				
Others, if any.				
<b>Total</b>				<b>INR.....</b>

**\* Structure of the team is to be proposed by Proposer in accordance to their understanding of the ToR.**

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

## GENERAL TERMS AND CONDITIONS FOR CONTRACTS

This Contract is between the United Nations Development Programme, a subsidiary organ of the United Nations established by the General Assembly of the United Nations (hereinafter “UNDP”), on the one hand, and a company or organization indicated in the Face Sheet of this Contract (hereinafter the “Contractor”), on the other hand.

**1. LEGAL STATUS OF THE PARTIES:** UNDP and the Contractor shall be referred to as a “Party”

or, collectively, “Parties” hereunder, and:

**1.1** Pursuant, *inter alia*, to the Charter of the United Nations and the Convention on the Privileges and Immunities of the United Nations, the United Nations, including its subsidiary organs, has full juridical personality and enjoys such privileges and immunities as are necessary for the independent fulfilment of its purposes.

**1.2** The Contractor shall have the legal status of an independent contractor *vis-à-vis* UNDP, and nothing contained in or relating to the Contract shall be construed as establishing or creating between the Parties the relationship of employer and employee or of principal and agent. The officials, representatives, employees, or subcontractors of each of the Parties shall not be considered in any respect as being the employees or agents of the other Party, and each Party shall be solely responsible for all claims arising out of or relating to its engagement of such persons or entities.

**2. OBLIGATIONS OF THE CONTRACTOR:**

**2.1** The Contractor shall deliver the goods described in the Technical Specifications for Goods (hereinafter the “Goods”) and/or perform and complete the services described in the Terms of Reference and Schedule of Payments (hereinafter the “Services”), with due diligence and efficiency, and in accordance with this Contract. The Contractor shall also provide all technical and administrative support needed in order to ensure the timely and satisfactory delivery of the Goods and/or performance of the Services.

**2.2** To the extent that the Contract involves any purchase of the Goods, the Contractor shall provide UNDP with written evidence of the delivery of the Goods. Such evidence of delivery shall, at the minimum, consist of an invoice, a certification of conformity, and other supporting shipment documentation as may otherwise be specified in the Technical Specifications for Goods.

**2.3** The Contractor represents and warrants the accuracy of any information or data provided to UNDP for the purpose of entering into this Contract, as well as the quality of the deliverables and reports foreseen under this Contract, in accordance with the highest industry and professional standards.

**2.4** All time limits contained in this Contract shall be deemed to be of the essence in respect of the performance of the delivery of the Goods and/or the provision of the Services.

**3. LONG TERM AGREEMENT:** If the Contractor is engaged by UNDP on the basis of a long-term agreement (“LTA”) as indicated in the Face Sheet of this Contract, the following conditions shall apply:

**3.1** UNDP does not warrant that any quantity of Goods and/or Services shall be ordered during the term of the LTA.

**3.2** Any UNDP business unit, including, but not limited to, a Headquarters unit, a Country Office or a Regional Centre, as well as any United Nations entity, may benefit from the retainer and order Goods

and/or Services from the Contractor hereunder.

**3.3** The Contractor shall provide the Services and/or deliver the Goods, as and when requested by UNDP and reflected in a Purchase Order, which shall be subject to the terms and conditions stipulated in this Contract. For the avoidance of doubt, UNDP shall acquire no legal obligations towards the Contractor unless and until a Purchase Order is issued.

**3.4** The Goods and/or Services shall be at the Discount Prices annexed hereto. The prices shall remain in effect for a period of three years from the Starting Date stated in the Face Sheet of this Contract.

**3.5** In the event of any advantageous technical changes and/or downward pricing of the Goods and/or Services during the term of the retainer, the Contractor shall notify UNDP immediately. UNDP shall consider the impact of any such event and may request an amendment to the retainer.

**3.6** The Contractor shall report semi-annually to UNDP on the Goods delivered and/or Services provided, unless otherwise specified in the Contract. Each report should be submitted to the UNDP Contact Person indicated in as indicated in the Face Sheet hereto, as well as to a UNDP business unit that has placed a Purchase Order for the Goods and/or Services during the reporting period.

**3.7** The LTA shall remain in force for the maximum period of two years and may be extended by UNDP for one additional year by mutual agreement of the Parties.

#### **4. PRICE AND PAYMENT:**

**4.1 FIXED PRICE:** If Fixed Price is chosen as a payment method pursuant to the Face Sheet of this Contract, in full consideration for the complete and satisfactory delivery of the Goods and/or provision of the Services, UNDP shall pay the Contractor a fixed amount indicated in the Face Sheet of this Contract

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4.1.1 The amount stated in the Face Sheet of this Contract is not subject to any adjustment or revision because of price or currency fluctuations, or the actual costs incurred by the Contractor in the performance of the Contract.

4.1.2 UNDP shall effect payments to the Contractor in the amounts and pursuant to the schedule of payments set forth in the Terms of Reference and Schedule of Payments, upon completion by the Contractor of the corresponding deliverable(s) and upon acceptance by UNDP of the original invoices submitted by the Contractor to the UNDP Contact Person indicated in the Face Sheet of this Contract, together with whatever supporting documentation that may be required by UNDP:

4.1.3 Invoices shall indicate a deliverable completed and the corresponding amount payable.

4.1.4 Payments effected by UNDP to the Contractor shall be deemed neither to relieve the Contractor of its obligations under this Contract nor as acceptance by UNDP of the Contractor's delivery of the Goods and/or provision of the Services.

**4.2 COST REIMBURSEMENT:** If Cost Reimbursement is chosen as a payment method pursuant to the Face Sheet of this Contract, in full consideration for the complete and satisfactory delivery of the Goods and/or provision of the Services under this Contract, UNDP shall pay the Contractor an amount not exceeding the total amount stated in the Face Sheet of this Contract.

4.2.1 The said amount is the maximum total amount of reimbursable costs under this Contract. The breakdown of costs contained in the Financial Proposal, referred to in the Face Sheet to this Contract shall specify the maximum amount per each cost category that is reimbursable under this Contract. The Contractor shall specify in its invoices or financial reports (as required by UNDP) the amount of the actual reimbursable costs incurred in the delivery of the Goods and/or the provision of the Services.

4.2.2 The Contractor shall not provide the Services and/or deliver the Goods or equipment, materials and supplies that may result in any costs in excess of the amount stated in the Face Sheet of this Contract, or of the maximum amount per each cost category specified in the breakdown of costs



contained in the Financial Proposal, without the prior written agreement of the UNDP Contact Person.

4.2.3 The Contractor shall submit original invoices or financial reports (as required by UNDP) for the Goods delivered in accordance with the Technical Specifications for Goods and/or the Services provided in accordance with the schedule set forth in the Terms of Reference and Schedule of Payments. Such invoices or financial reports shall indicate a deliverable or deliverables completed and the corresponding amount payable. They shall be submitted to the UNDP Contact Person, together with whatever supporting documentation of the actual costs incurred that is required in the Financial Proposal, or may be required by UNDP.

4.2.4 UNDP shall effect payments to the Contractor upon completion by the Contractor of the deliverable(s) indicated in the original invoices or financial reports (as required by UNDP) and upon acceptance of these invoices or financial reports by UNDP. Such payments shall be subject to any specific conditions for reimbursement specified in the breakdown of costs contained in the Financial Proposal.

4.2.5 Payments effected by UNDP to the Contractor shall be deemed neither to relieve the Contractor of its obligations under this Contract nor as acceptance by UNDP of the Contractor's delivery of the Goods and/or performance of the Services.

**5. ADVANCE PAYMENT:**

5.1 If an advance payment is due to the Contractor pursuant to the Face Sheet of this Contract, the Contractor shall submit an original invoice for the amount of that advance payment upon signature of this Contract by the Parties.

5.2 If an advance payment representing 20% or more of the total contract value, or amounting to US\$30,000 or more, is to be made by UNDP upon signature of the Contract by the Parties, such payment shall be contingent upon receipt and acceptance by UNDP of a bank guarantee or a certified cheque for

the full amount of the advance payment, valid for the duration of the Contract, and in a form acceptable to UNDP.

**6. SUBMISSION OF INVOICES AND REPORTS:**

6.1 All original invoices, financial reports and any other reports and supporting documentation required under this Contract shall be submitted by mail by the Contractor to UNDP Contact Person. Upon request of the Contractor, and subject to approval by UNDP, invoices and financial reports may be submitted to UNDP by fax or email.

6.2 All reports and invoices shall be submitted by the Contractor to the UNDP Contact Person specified in the Face Sheet of this Contract.

**7. TIME AND MANNER OF PAYMENT:**

7.1 Invoices shall be paid within thirty (30) days of the date of their acceptance by UNDP. UNDP shall make every effort to accept an original invoice or advise the Contractor of its non-acceptance within a reasonable time from receipt.

7.2 Where the Services are to be provided, in addition to an invoice, the Contractor shall submit to UNDP a report, describing in detail the Services provided under the Contract during the period of time covered in each report.

**8. RESPONSIBILITY FOR EMPLOYEES:** To the extent that the Contract involves the provision of the

Services to UNDP by the Contractor's officials, employees, agents, servants, subcontractors and other representatives (collectively, the Contractor's "personnel"), the following provisions shall apply:

**8.1** The Contractor is responsible for and shall assume all risk and liabilities relating to its personnel and property.

**8.2** The Contractor shall be responsible for the professional and technical competence of the personnel it assigns to perform work under the Contract and will select reliable and competent individuals who will be able to effectively perform the obligations under the Contract and who, while doing so, will respect the local laws and customs and conform to a high standard of moral and ethical conduct.

**8.3** Such Contractor personnel shall be professionally qualified and, if required to work with officials or staff of UNDP, shall be able to do so effectively. The qualifications of any personnel whom the Contractor may assign or may propose to assign to perform any obligations under the Contract shall be substantially the same, or better, as the qualifications of any personnel originally proposed by the Contractor.

**8.4** At the option of and in the sole discretion of UNDP:

8.4.1 the qualifications of personnel proposed by the Contractor (*e.g.*, a curriculum vitae) may be reviewed by UNDP prior to such personnel's performing any obligations under the Contract;

8.4.2 any personnel proposed by the Contractor to perform obligations under the Contract may be interviewed by qualified staff or officials of UNDP prior to such personnel's performing any obligations under the Contract; and,

8.4.3 in cases in which, pursuant to Article 8.4.1 or 8.4.2, above, UNDP has reviewed the qualifications of such Contractor's personnel, UNDP may reasonably refuse to accept any such personnel.

**17.2** Requirements specified in the Contract regarding the number or qualifications of the Contractor's personnel may change during the course of performance of the Contract. Any such change shall be made only following written notice of such proposed change and upon written agreement between the Parties regarding such change, subject to the following:

17.2.1 UNDP may, at any time, request, in writing, the withdrawal or replacement of any of the Contractor's personnel, and such request shall not be unreasonably refused by the Contractor.

17.2.2 Any of the Contractor's personnel assigned to perform obligations under the Contract shall not be withdrawn or replaced without the prior written consent of UNDP, which shall not be unreasonably withheld.

17.2.3 The withdrawal or replacement of the Contractor's personnel shall be carried out as quickly as possible and in a manner that will not adversely affect the performance of obligations under the Contract.

17.2.4 All expenses related to the withdrawal or replacement of the Contractor's personnel shall, in all cases, be borne exclusively by the Contractor.

17.2.5 Any request by UNDP for the withdrawal or replacement of the Contractor's personnel shall not be considered to be a termination, in whole or in part, of the Contract, and UNDP shall not bear any liability in respect of such withdrawn or replaced personnel.

17.2.6 If a request for the withdrawal or replacement of the Contractor's personnel is *not* based upon a default by or failure on the part of the Contractor to perform its obligations in accordance with the Contract, the misconduct of the personnel, or the inability of such personnel to reasonably work together with UNDP officials and staff, then the Contractor shall not be liable by reason of any such request for the withdrawal or replacement of the Contractor's personnel for any delay in the

performance by the Contractor of its obligations under the Contract that is substantially the result of such personnel's being withdrawn or replaced.

**8.6** Nothing in Articles 8.3, 8.4 and 8.5, above, shall be construed to create any obligations on the part of UNDP with respect to the Contractor's personnel assigned to perform work under the Contract, and such personnel shall remain the sole responsibility of the Contractor.

**8.7** The Contractor shall be responsible for requiring that all personnel assigned by it to perform any obligations under the Contract and who may have access to any premises or other property of UNDP shall:

8.7.1 undergo or comply with security screening requirements made known to the Contractor by

UNDP, including but not limited to, a review of any criminal history;

8.7.2 when within UNDP premises or on UNDP property, display such identification as may be approved and furnished by UNDP security officials, and that upon the withdrawal or replacement of any such personnel or upon termination or completion of the Contract, such personnel shall immediately return any such identification to UNDP for cancellation.

**8.8** Within one working day after learning that any of Contractor's personnel who have access to any UNDP premises have been charged by law enforcement authorities with an offense other than a minor traffic offense, the Contractor shall provide written notice to inform UNDP about the particulars of

the charges then known and shall continue to inform UNDP concerning all substantial developments regarding the disposition of such charges.

**8.9** All operations of the Contractor, including without limitation, storage of equipment, materials, supplies and parts, within UNDP premises or on UNDP property shall be confined to areas authorized or approved by UNDP. The Contractor's personnel shall not enter or pass through and shall not store or dispose of any of its equipment or materials in any areas within UNDP premises or on UNDP property without appropriate authorization from UNDP.

**8.10** The Contractor shall (i) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the Services are being provided; and (ii) assume all risks and liabilities related to the Contractor's security, and the full implementation of the security plan.

**8.11** UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract. Notwithstanding the foregoing, the Contractor shall remain solely responsible for the security of its personnel and for UNDP's property in its custody as set forth in paragraph 8.10 above.

## **9. ASSIGNMENT:**

**9.1** Except as provided in Article 9.2, below, the Contractor may not assign, transfer, pledge or make any other disposition of the Contract, of any part of the Contract, or of any of the rights, claims or

obligations under the Contract except with the prior written authorization of UNDP. Any such unauthorized assignment, transfer, pledge or other disposition, or any attempt to do so, shall not be

binding on UNDP. Except as permitted with respect to any approved subcontractors, the Contractor shall not delegate any of its obligations under this Contract, except with the prior written consent of UNDP. Any such unauthorized delegation, or attempt to do so, shall not be binding on UNDP.

**9.2** The Contractor may assign or otherwise transfer the Contract to the surviving entity resulting

from a reorganization of the Contractor's operations, *provided that*:

9.2.1 such reorganization is not the result of any bankruptcy, receivership or other similar proceedings; *and*,

9.2.2 such reorganization arises from a sale, merger, or acquisition of all or substantially all of the Contractor's assets or ownership interests; *and*,

9.2.3 the Contractor promptly notifies UNDP about such assignment or transfer at the earliest opportunity; *and*,

9.2.4 the assignee or transferee agrees in writing to be bound by all of the terms and conditions of the

Contract, and such writing is promptly provided to UNDP following the assignment or transfer.

**10. SUBCONTRACTING:** In the event that the Contractor requires the services of subcontractors to perform any obligations under the Contract, the Contractor shall obtain the prior written approval of UNDP. UNDP shall be entitled, in its sole discretion, to review the qualifications of any subcontractors and to reject any proposed subcontractor that UNDP reasonably considers is not qualified to perform obligations under the Contract. UNDP shall have the right to require any subcontractor's removal from UNDP premises without having to give any justification therefor. Any such rejection or request for removal shall not, in and of itself, entitle the Contractor to claim any delays in the performance, or to assert any excuses for the non-performance, of any of its obligations under the Contract, and the Contractor shall be solely responsible for all services and obligations performed by its subcontractors. The terms of any subcontract shall be subject to, and shall be construed in a manner that is fully in accordance with, all of the terms and conditions of the Contract.

**11. PURCHASE OF GOODS:** To the extent that the Contract involves any purchase of the Goods, whether in whole or in part, and unless specifically stated otherwise in the Contract, the following conditions shall apply to such purchases under the Contract:

**11.1 DELIVERY OF GOODS:** The Contractor shall hand over or make available the Goods, and UNDP shall receive the Goods, at the place for the delivery of the Goods and within the time for delivery of the Goods specified in the Contract. The Contractor shall provide to UNDP such shipment documentation (including, without limitation, bills of lading, airway bills, and commercial invoices) as are specified in the Contract or, otherwise, as are customarily utilized in the trade. All manuals, instructions, displays and any other information relevant to the Goods shall be in the English language unless otherwise specified in the Contract. Unless otherwise stated in the Contract (including, but not limited to, in any "INCOTERM" or similar trade term), the entire risk of loss, damage to, or destruction of the Goods shall be borne exclusively by the Contractor until physical delivery of the Goods to UNDP in accordance with the terms of the Contract. Delivery of the Goods shall not be deemed in itself as constituting acceptance of the Goods by UNDP.

**11.2 INSPECTION OF THE GOODS:** If the Contract provides that the Goods may be inspected prior to delivery, the Contractor shall notify UNDP when the Goods are ready for pre-delivery inspection. Notwithstanding any pre-delivery inspection, UNDP or its designated inspection agents may also inspect the Goods upon delivery in order to confirm that the Goods conform to applicable specifications or other requirements of the Contract. All reasonable facilities and assistance, including, but not limited to, access to drawings and production data, shall be furnished to UNDP or its designated inspection agents at no charge therefor. Neither the carrying out of any inspections of the Goods nor any failure to undertake any such inspections shall relieve the Contractor of any of its warranties or the performance of any obligations under the Contract.

**11.3 PACKAGING OF THE GOODS:** The Contractor shall package the Goods for delivery in accordance with the highest standards of export packaging for the type and quantities and modes of

transport of the Goods. The Goods shall be packed and marked in a proper manner in accordance with the instructions stipulated in the Contract or, otherwise, as customarily done in the trade, and in accordance with any requirements imposed by applicable law or by the transporters and manufacturers of the Goods. The packing, in particular, shall mark the Contract or Purchase Order number and any other identification information provided by UNDP as well as such other information as is necessary for the correct handling and safe delivery of the Goods. Unless otherwise specified in the Contract, the Contractor shall have no right to any return of the packing materials.

**11.4 TRANSPORTATION & FREIGHT:** Unless otherwise specified in the Contract (including, but not limited to, in any “INCOTERM” or similar trade term), the Contractor shall be solely liable for making all transport arrangements and for payment of freight and insurance costs for the shipment and delivery of the Goods in accordance with the requirements of the Contract. The Contractor shall ensure that UNDP receives all necessary transport documents in a timely manner so as to enable UNDP to take delivery of the Goods in accordance with the requirements of the Contract.

**11.5 WARRANTIES:** Unless otherwise specified in the Contract, in addition to and without limiting any other warranties, remedies or rights of UNDP stated in or arising under the Contract, the Contractor warrants and represents that:

11.5.1 The Goods, including all packaging and packing thereof, conform to the technical specifications, are fit for the purposes for which such Goods are ordinarily used and for any purposes expressly made known in writing in the Contract, and shall be of even quality, free from faults and defects in design, material, manufacturer and workmanship;

11.5.2 If the Contractor is not the original manufacturer of the Goods, the Contractor shall provide UNDP with the benefit of all manufacturers’ warranties in addition to any other warranties required to be provided under the Contract;

11.5.3 The Goods are of the quality, quantity and description required by the Contract, including when subjected to conditions prevailing in the place of final destination;

11.5.4 The Goods are free from any right of claim by any third-party, including claims of infringement of any intellectual property rights, including, but not limited to, patents, copyright and trade secrets;

11.5.5 The Goods are new and unused;

11.5.6 All warranties will remain fully valid following any delivery of the Goods and for a period of not less than one (1) year following acceptance of the Goods by UNDP in accordance with the Contract;

11.5.7 During any period in which the Contractor’s warranties are effective, upon notice by UNDP that the Goods do not conform to the requirements of the Contract, the Contractor shall promptly and at its own expense correct such non-conformities or, in case of its inability to do so, replace the defective Goods with Goods of the same or better quality or, at its own cost, remove the defective Goods and fully reimburse UNDP for the purchase price paid for the defective Goods; and,

11.5.8 The Contractor shall remain responsive to the needs of UNDP for any services that may be required in connection with any of the Contractor’s warranties under the Contract.

**11.6 ACCEPTANCE OF GOODS:** Under no circumstances shall UNDP be required to accept any Goods that do not conform to the specifications or requirements of the Contract. UNDP may condition its acceptance of the Goods upon the successful completion of acceptance tests as may be specified in the Contract or otherwise agreed in writing by the Parties. In no case shall UNDP be obligated to accept any Goods unless and until UNDP has had a reasonable opportunity to inspect the Goods following delivery. If the Contract specifies that UNDP shall provide a written acceptance of the Goods, the Goods shall not be deemed accepted unless and until UNDP in fact provides such written acceptance. In no case shall payment by UNDP in and of itself constitute acceptance of the

Goods.

**11.7 REJECTION OF GOODS:** Notwithstanding any other rights of, or remedies available to UNDP under the Contract, in case any of the Goods are defective or otherwise do not conform to the specifications or other requirements of the Contract, UNDP, at its sole option, may reject or refuse to accept the Goods, and within thirty (30) days following receipt of notice from UNDP of such rejection or refusal to accept the Goods, the Contractor shall, in sole option of UNDP:

11.7.1 provide a full refund upon return of the Goods, or a partial refund upon a return of a portion of the Goods, by UNDP; *or*,

11.7.2 repair the Goods in a manner that would enable the Goods to conform to the specifications or other requirements of the Contract; *or*,

11.7.3 replace the Goods with Goods of equal or better quality; *and*,

11.7.4 pay all costs relating to the repair or return of the defective Goods as well as the costs relating to the storage of any such defective Goods and for the delivery of any replacement Goods to UNDP.

**11.8** In the event that UNDP elects to return any of the Goods for the reasons specified in Article 11.7, above, UNDP may procure the Goods from another source. In addition to any other rights or remedies available to UNDP under the Contract, including, but not limited to, the right to terminate the Contract, the Contractor shall be liable for any additional cost beyond the balance of the Contract price resulting from any such procurement, including, *inter alia*, the costs of engaging in such procurement, and UNDP shall be entitled to compensation from the Contractor for any reasonable expenses incurred for preserving and storing the Goods for the Contractor's account.

**11.9 TITLE:** The Contractor warrants and represents that the Goods delivered under the Contract are unencumbered by any third party's title or other property rights, including, but not limited to, any liens or security interests. Unless otherwise expressly provided in the Contract, title in and to the Goods shall pass from the Contractor to UNDP upon delivery of the Goods and their acceptance by UNDP in accordance with the requirements of the Contract.

**11.10 EXPORT LICENSING:** The Contractor shall be responsible for obtaining any export license required with respect to the Goods, products, or technologies, including software, sold, delivered, licensed or otherwise provided to UNDP under the Contract. The Contractor shall procure any such export license in an expeditious manner. Subject to and without any waiver of the privileges and immunities of UNDP, UNDP shall lend the Contractor all reasonable assistance required for obtaining any such export license. Should any Governmental entity refuse, delay or hinder the

Contractor's ability to obtain any such export license, the Contractor shall promptly consult with UNDP to enable UNDP to take appropriate measures to resolve the matter.

## **12. INDEMNIFICATION:**

**12.1** The 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 brought by any third party against UNDP, including, but not limited to, all litigation costs and expenses, attorney's fees, settlement payments and damages, based on, arising from, or relating to:

12.1.1 allegations or claims that the possession of or use by UNDP of any patented device, any copyrighted material, or any other goods, property or services provided or licensed to UNDP under the terms of the Contract, in whole or in part, separately or in a combination contemplated by the Contractor's published specifications therefor, or otherwise specifically approved by the Contractor, constitutes an infringement of any patent, copyright, trademark, or other intellectual property right of any third party; *or*,

12.1.2 any acts or omissions of the Contractor, or of any subcontractor or anyone directly or

indirectly employed by them in the performance of the Contract, which give rise to legal liability to anyone not a party to the Contract, including, without limitation, claims and liability in the nature of a claim for workers' compensation.

**12.2** The indemnity set forth in Article 12.1.1, above, shall not apply to:

12.2.1 A claim of infringement resulting from the Contractor's compliance with specific written instructions by UNDP directing a change in the specifications for the goods, property, materials, equipment or supplies to be or used, or directing a manner of performance of the Contract or

requiring the use of specifications not normally used by the Contractor; *or*

12.2.2 A claim of infringement resulting from additions to or changes in any goods, property, materials equipment, supplies or any components thereof furnished under the Contract if UNDP or another party acting under the direction of UNDP made such changes.

**12.3** In addition to the indemnity obligations set forth in this Article 12, the Contractor shall be obligated, at its sole expense, to defend UNDP and its officials, agents and employees, pursuant to this Article 12, regardless of whether the suits, proceedings, claims and demands in question actually give rise to or otherwise result in any loss or liability.

**12.4** UNDP shall advise the Contractor about any such suits, proceedings, claims, demands, losses or liability within a reasonable period of time after having received actual notice thereof. The Contractor shall have sole control of the defense of any such suit, proceeding, claim or demand and of all negotiations in connection with the settlement or compromise thereof, except with respect to the assertion or defense of the privileges and immunities of UNDP or any matter relating thereto, for which only UNDP itself is authorized to assert and maintain. UNDP shall have the right, at its own expense, to be represented in any such suit, proceeding, claim or demand by independent counsel of its own choosing.

**12.5** In the event the use by UNDP of any Goods, property or Services provided or licensed to UNDP by the Contractor, in whole or in part, in any suit or proceeding, is for any reason enjoined, temporarily or permanently, or is found to infringe any patent, copyright, trademark or other intellectual property right, or in the event of a settlement, is enjoined, limited or otherwise interfered with, then the Contractor, at its sole cost and expense, shall, promptly, either:

12.5.1 procure for UNDP the unrestricted right to continue using such Goods or Services provided to UNDP;

12.5.2 replace or modify the Goods and/or or Services provided to UNDP, or part thereof, with the equivalent or better Goods and/or Services, or part thereof, that is non-infringing; *or*,

12.5.3 refund to UNDP the full price paid by UNDP for the right to have or use such Goods, property or Services, or part thereof.

### **13. INSURANCE AND LIABILITY:**

**13.1** The Contractor shall pay UNDP promptly for all loss, destruction, or damage to the property of UNDP caused by the Contractor's personnel or by any of its subcontractors or anyone else directly or indirectly employed by the Contractor or any of its subcontractors in the performance of the Contract.

**13.2** Unless otherwise provided in the Contract, prior to commencement of performance of any other obligations under the Contract, and subject to any limits set forth in the Contract, the Contractor shall take out and shall maintain for the entire term of the Contract, for any extension thereof, and for a period following any termination of the Contract reasonably adequate to deal with losses:

13.2.1 insurance against all risks in respect of its property and any equipment used for the performance of the Contract;

13.2.2 workers' compensation insurance, or its equivalent, or employer's liability insurance, or its

equivalent, with respect to the Contractor's personnel sufficient to cover all claims for injury, death and disability, or any other benefits required to be paid by law, in connection with the performance of the Contract;

13.2.3 liability insurance in an adequate amount to cover all claims, including, but not limited to, claims for death and bodily injury, products and completed operations liability, loss of or damage to property, and personal and advertising injury, arising from or in connection with the Contractor's performance under the Contract, including, but not limited to, liability arising out of or in connection with the acts or omissions of the Contractor, its personnel, agents, or invitees, or the use, during the performance of the Contract, of any vehicles, boats, airplanes or other transportation vehicles and equipment, whether or not owned by the Contractor; *and*,

13.2.4 such other insurance as may be agreed upon in writing between UNDP and the Contractor.

**13.3** The Contractor's liability policies shall also cover subcontractors and all defense costs and shall contain a standard "cross liability" clause.

**13.4** The Contractor acknowledges and agrees that UNDP accepts no responsibility for providing life, health, accident, travel or any other insurance coverage which may be necessary or desirable in respect of any personnel performing services for the Contractor in connection with the Contract.

**13.5** Except for the workers' compensation insurance or any self-insurance program maintained by the Contractor and approved by UNDP, in its sole discretion, for purposes of fulfilling the Contractor's requirements for providing insurance under the Contract, the insurance policies required under the Contract shall:

13.5.1 name UNDP as an additional insured under the liability policies, including, if required, as a separate endorsement under the policy;

13.5.2 include a waiver of subrogation of the Contractor's insurance carrier's rights against UNDP;

13.5.3 provide that UNDP shall receive written notice from the Contractor's insurance carrier not less than thirty (30) days prior to any cancellation or material change of coverage; *and*,

13.5.4 include a provision for response on a primary and non-contributing basis with respect to any other insurance that may be available to UNDP.

**13.6** The Contractor shall be responsible to fund all amounts within any policy deductible or retention.

**13.7** Except for any self-insurance program maintained by the Contractor and approved by UNDP for purposes of fulfilling the Contractor's requirements for maintaining insurance under the Contract, the Contractor shall maintain the insurance taken out under the Contract with reputable insurers that are in good financial standing and that are acceptable to UNDP. Prior to the commencement of any obligations under the Contract, the Contractor shall provide UNDP with evidence, in the form of certificate of insurance or such other form as UNDP may reasonably require, that demonstrates that the Contractor has taken out insurance in accordance with the requirements of the Contract. UNDP reserves the right, upon written notice to the Contractor, to obtain copies of any insurance policies or insurance program descriptions required to be maintained by the Contractor under the Contract. Notwithstanding the provisions of Article 13.5.3, above, the Contractor shall promptly notify UNDP concerning any cancellation or material change of insurance coverage required under the Contract.

**13.8** The Contractor acknowledges and agrees that neither the requirement for taking out and maintaining insurance as set forth in the Contract nor the amount of any such insurance, including, but not limited to, any deductible or retention relating thereto, shall in any way be construed as limiting the Contractor's liability arising under or relating to the Contract.

**14. ENCUMBRANCES AND 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 UNDP against any monies due to the Contractor or that may become due for any work done or against any goods supplied or materials furnished under the Contract, or by reason of any other claim or demand against the Contractor or UNDP.

**15. EQUIPMENT FURNISHED BY UNDP TO THE CONTRACTOR:** Title to any equipment and supplies that may be furnished by UNDP to the Contractor for the performance of any obligations under the Contract shall rest with UNDP, and any such equipment shall be returned to UNDP at the conclusion of the Contract or when no longer needed by the 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, and the Contractor shall be liable to compensate UNDP for the actual costs of any loss of, damage to, or degradation of the equipment that is beyond normal wear and tear.

**16. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:**

**16.1** Except as is otherwise expressly provided in writing in the Contract, 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 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. The Contractor acknowledges and agrees that

such products, documents and other materials constitute works made for hire for UNDP.

**16.2** 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, UNDP does not and shall not claim any ownership interest thereto, and the 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.

**16.3** At the request of 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 UNDP in compliance with the requirements of the applicable law and of the Contract.

**16.4** 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 UNDP, shall be made available for use or inspection by UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

**17. PUBLICITY, AND USE OF THE NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:** The 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 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 the United Nations in connection with its business or otherwise without the written permission of UNDP.

**18. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:** Information and data that is considered proprietary by either Party or 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:

**18.1** The Recipient shall:

18.1.1 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*,

18.1.2 use the Discloser's Information solely for the purpose for which it was disclosed.

**18.2** 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 18, the Recipient may disclose Information to:

18.2.1 any other party with the Discloser's prior written consent; *and*,

18.2.2 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:

18.2.2.1 a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; *or*,

18.2.2.2 any entity over which the Party exercises effective managerial control; *or*,

18.2.2.3 for the United Nations, a principal or subsidiary organ of the United Nations established in accordance with the Charter of the United Nations.

**18.3** 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 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.

**18.4** UNDP may disclose Information to the extent as required pursuant to the Charter of the United Nations, or pursuant to resolutions or regulations of the General Assembly or rules promulgated thereunder.

**18.5** 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.

**18.6** 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.

**19. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS:**

**19.1** In the event of and as soon as possible after the occurrence of any cause constituting *force majeure*, the affected Party shall give notice and full particulars in writing to the other Party, of such occurrence or cause if the affected Party is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under the Contract. The affected Party shall also notify the other Party of any other changes in condition or the occurrence of any event which interferes or threatens to interfere with its performance of the Contract. Not more than fifteen (15)

days following the provision of such notice of *force majeure* or other changes in condition or occurrence, the affected Party shall also submit a statement to the other Party of estimated

expenditures that will likely be incurred for the duration of the change in condition or the event of *force majeure*. On receipt of the notice or notices required hereunder, the Party not affected by the occurrence of a cause constituting *force majeure* shall take such action as it reasonably considers to be appropriate or necessary in the circumstances, including the granting to the affected Party of a reasonable extension of time in which to perform any obligations under the Contract.

**19.2** If the Contractor is rendered unable, wholly or in part, by reason of *force majeure* to perform its obligations and meet its responsibilities under the Contract, UNDP shall have the right to suspend or terminate the Contract on the same terms and conditions as are provided for in Article 20, "Termination," except that the period of notice shall be seven (7) days instead of thirty (30) days. In any case, UNDP shall be entitled to consider the Contractor permanently unable to perform its obligations under the Contract in case the Contractor is unable to perform its obligations, wholly or in part, by reason of *force majeure* for any period in excess of ninety (90) days.

**19.3** *Force majeure* as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, terrorism, 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 Contractor. The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in areas in which 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.

## **20. TERMINATION:**

**20.1** Either Party may terminate the Contract for cause, in whole or in part, upon thirty (30) day's notice, in writing, to the other Party. The initiation of conciliation or arbitral proceedings in accordance with Article 23 "Settlement of Disputes," below, shall not be deemed to be a "cause" for or otherwise to be in itself a termination of the Contract.

**20.2** UNDP may terminate the Contract at any time by providing written notice to the Contractor in any case in which the mandate of UNDP applicable to the performance of the Contract or the funding of UNDP applicable to the Contract is curtailed or terminated, whether in whole or in part. In addition, unless otherwise provided by the Contract, upon sixty (60) day's advance written notice to the Contractor, UNDP may terminate the Contract without having to provide any justification therefor.

**20.3** In the event of any termination of the Contract, upon receipt of notice of termination that has been issued by UNDP, the Contractor shall, except as may be directed by UNDP in the notice of termination or otherwise in writing:

20.3.1 take immediate steps to bring the performance of any obligations under the Contract to a close in a prompt and orderly manner, and in doing so, reduce expenses to a minimum;

20.3.2 refrain from undertaking any further or additional commitments under the Contract as of and following the date of receipt of such notice;

20.3.3 place no further subcontracts or orders for materials, services, or facilities, except as UNDP and the Contractor agree in writing are necessary to complete any portion of the Contract that is not terminated;

20.3.4 terminate all subcontracts or orders to the extent they relate to the portion of the Contract terminated;

20.3.5 transfer title and deliver to UNDP the fabricated or unfabricated parts, work in process, completed work, supplies, and other material produced or acquired for the portion of the Contract

terminated;

20.3.6 deliver all completed or partially completed plans, drawings, information, and other property that, if the Contract had been completed, would be required to be furnished to UNDP thereunder;

20.3.7 complete performance of the work not terminated; *and*,

20.3.8 take any other action that may be necessary, or that UNDP may direct in writing, for the minimization of losses and for the protection and preservation of any property, whether tangible or

intangible, related to the Contract that is in the possession of the Contractor and in which UNDP has or may be reasonably expected to acquire an interest.

**20.4** In the event of any termination of the Contract, UNDP shall be entitled to obtain reasonable written accountings from the Contractor concerning all obligations performed or pending in accordance with the Contract. In addition, UNDP shall not be liable to pay the Contractor except for those Goods satisfactorily delivered and/or Services satisfactorily provided to UNDP in accordance with the requirements of the Contract, but only if such Goods or Services were ordered, requested or otherwise provided prior to the Contractor's receipt of notice of termination from UNDP or prior to the Contractor's tendering of notice of termination to UNDP.

**20.5** UNDP may, without prejudice to any other right or remedy available to it, terminate the Contract forthwith in the event that:

20.5.1 the Contractor is adjudged bankrupt, or is liquidated, or becomes insolvent, or applies for a moratorium or stay on any payment or repayment obligations, or applies to be declared insolvent;

20.5.2 the Contractor is granted a moratorium or a stay, or is declared insolvent;

20.5.3 the Contractor makes an assignment for the benefit of one or more of its creditors;

20.5.4 a Receiver is appointed on account of the insolvency of the Contractor;

20.5.5 the Contractor offers a settlement in lieu of bankruptcy or receivership; *or*,

20.5.6 UNDP reasonably determines that the Contractor has become subject to a materially adverse change in its financial condition that threatens to substantially affect the ability of the Contractor to

perform any of its obligations under the Contract.

**20.6** Except as prohibited by law, the Contractor shall be bound to compensate UNDP for all damages and costs, including, but not limited to, all costs incurred by UNDP in any legal or non-legal proceedings, as a result of any of the events specified in Article 20.5, above, and resulting from or relating to a termination of the Contract, even if the Contractor is adjudged bankrupt, or is granted a moratorium or stay or is declared insolvent. The Contractor shall immediately inform UNDP of the occurrence of any of the events specified in Article 20.5, above, and shall provide UNDP with any information pertinent thereto.

**20.7** The provisions of this Article 20 are without prejudice to any other rights or remedies of UNDP under the Contract or otherwise.

**21. NON-WAIVER OF RIGHTS:** The failure by either Party to exercise any rights available to it, whether under the Contract or otherwise, shall not be deemed for any purposes to constitute a waiver by the other Party of any such right or any remedy associated therewith, and shall not relieve the Parties of any of their obligations under the Contract.

**22. NON-EXCLUSIVITY:** Unless otherwise specified in the Contract, UNDP shall have no obligation to purchase any minimum quantities of goods or services from the Contractor, and UNDP shall have no limitation on its right to obtain goods or services of the same kind, quality and quantity described in the Contract, from any other source at any time.

**23. SETTLEMENT OF DISPUTES:**

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

**23.2 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 23.1, 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. 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”) and Article 34 (“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.

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

**25. TAX EXEMPTION:**

**25.1** 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 UNDP from such taxes, restrictions, duties, or charges, the Contractor shall immediately consult with UNDP to determine a mutually acceptable procedure.

**25.2** The Contractor authorizes UNDP to deduct from the Contractor’s invoices any amount representing such taxes, duties or charges, unless the Contractor has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties, or charges under written protest. In that event, the Contractor shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized, and UNDP shall reimburse the Contractor for any such taxes, duties, or charges so authorized by UNDP and paid by the Contractor under written protest.

**26. MODIFICATIONS:**

**26.1** No modification or change in this Contract shall be valid and enforceable against UNDP unless executed in writing by the duly authorized representatives of the Parties.

**26.2** If the Contract shall be extended for additional periods in accordance with the terms and conditions of the Contract, the terms and conditions applicable to any such extended term of the Contract shall be the same terms and conditions as set forth in the Contract, unless the Parties shall have agreed otherwise pursuant to a valid amendment concluded in accordance with Article 26.1, above.

**26.3** The terms or conditions of any supplemental undertakings, licenses, or other forms of agreement concerning any Goods or Services provided under the Contract shall not be valid and enforceable against UNDP nor in any way shall constitute an agreement by UNDP thereto unless any such undertakings, licenses or other forms are the subject of a valid amendment concluded in accordance with Article 26.1, above.

**27. AUDITS AND INVESTIGATIONS:**

**27.1** Each invoice paid by UNDP shall be subject to a post-payment audit by auditors, whether internal or external, of UNDP or by other authorized and qualified agents of UNDP at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract.

**27.2** UNDP may conduct investigations relating to any aspect of the Contract or the award thereof, the obligations performed under the Contract, and the operations of the Contractor generally relating to performance of the Contract at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract.

**27.3** The 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 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 Contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Contractor's personnel and relevant documentation. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNDP hereunder.

**27.4** UNDP shall be entitled to a refund from the Contractor for any amounts shown by such audits or investigations to have been paid by UNDP other than in accordance with the terms and conditions of the Contract. The Contractor also agrees that, where applicable, donors to UNDP whose funding is the source of, in whole or in part, the funding for the procurement of Goods and/or Services which are the subject of this Contract, shall have direct recourse to the Contractor for the recovery of any funds determined by UNDP to have been used in violation of or inconsistent with this Contract.

**28. LIMITATION ON ACTIONS:**

**28.1** Except with respect to any indemnification obligations in Article 12, above, or as are otherwise set forth in the Contract, any arbitral proceedings in accordance with Article 23.2, above, arising out of the Contract must be commenced within three years after the cause of action has accrued.

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

performance actually begins.

**29. ESSENTIAL TERMS:** The Contractor acknowledges and agrees that each of the provisions in Articles 30 to 36 hereof constitutes an essential term of the Contract and that any breach of any of these provisions shall entitle UNDP to terminate the Contract or any other contract with UNDP immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind. In addition, nothing herein shall limit the right of UNDP to refer any alleged breach of the said essential terms to the relevant national authorities for appropriate legal action.

**30. SOURCE OF INSTRUCTIONS:** The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its obligations under the Contract. Should any authority external to UNDP seek to impose any instructions concerning or restrictions on the Contractor's performance under the Contract, the Contractor shall promptly notify UNDP and provide all reasonable assistance required by UNDP. The Contractor shall not take any action in respect of the performance of its obligations under the Contract that may adversely affect the interests of UNDP or the United Nations, and the Contractor shall perform its obligations under the Contract with the fullest regard to the interests of UNDP.

**31. STANDARDS OF CONDUCT:** The Contractor warrants that it has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Contract, or the award thereof, to any representative, official, employee or other agent of UNDP. The Contractor shall comply with all laws, ordinances, rules and regulations bearing upon the performance of its obligations under the Contract. In addition, in the performance of the Contract, the Contractor shall comply with the Standards of Conduct set forth 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" and ST/SGB/2006/15 of 26 December 2006 on "Post-employment restrictions", and shall also comply with and be subject to the requirements of the following documents then in force at the time of signature of the Contract:

**31.1** The UN Supplier Code of Conduct;

**31.2** UNDP Policy on Fraud and other Corrupt Practices ("UNDP Anti-fraud Policy");

**31.3** UNDP Office of Audit and Investigations (OAI) Investigation Guidelines;

**31.4** UNDP Social and Environmental Standards (SES), including the related Accountability Mechanism;

**31.5** UNDP Vendor Sanctions Policy; and

**31.6** All security directives issued by UNDP.

The Contractor acknowledges and agrees that it has read and is familiar with the requirements of the foregoing documents which are available online at [www.undp.org](http://www.undp.org) or at <http://www.undp.org/content/undp/en/home/operations/procurement/business/>. In making such

acknowledgement, the Contractor represents and warrants that it is in compliance with the requirements of

the foregoing, and will remain in compliance throughout the term of this Contract.

**32. OBSERVANCE OF THE LAW:** The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the Contract. In addition, the Contractor shall maintain compliance with all obligations relating to its registration as a qualified vendor of goods or services to UNDP, as such obligations are set forth in UNDP vendor registration procedures.

**33. CHILD LABOR:** The Contractor represents and warrants that neither it, its parent entities (if any), nor any of the Contractor's subsidiary or affiliated entities (if any) 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.

**34. MINES:** The Contractor represents and warrants that neither it, its parent entities (if any), nor any of the Contractor's subsidiaries or affiliated entities (if any) is engaged in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

**35. SEXUAL EXPLOITATION:**

**35.1** In the performance of the Contract, the 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 Contractor shall not engage in any conduct that would constitute sexual exploitation or sexual abuse, as defined in that bulletin.

**35.2** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by its employees or any other persons engaged and controlled 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 reasonable and appropriate measures to prohibit its employees or other persons engaged and controlled by it from exchanging any money, goods, services, or other things of value, for sexual favors or activities, or from engaging any sexual activities that are exploitive or degrading to any person.

**35.3** 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.

**36. ANTI-TERRORISM:** The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received under the Contract is used to provide support to individuals or entities associated with terrorism and that recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to Resolution 1267 (1999). The list can be accessed via [https://www.un.org/sc/suborg/en/sanctions/1267/aq\\_sanctions\\_list](https://www.un.org/sc/suborg/en/sanctions/1267/aq_sanctions_list). This provision must be included in all sub-contracts or sub-agreements entered into under the Contract.