

## REQUEST FOR PROPOSAL (RFP)

Date: 3 July 2022

Dear Sir/Madam,

We kindly request you to submit your proposal on “Responding to Emerging Needs and Enhancing the Resilience of the Most Vulnerable Groups”.

Please be guided by the form attached hereto as Annex II, in preparing your Proposal. Your Proposal must be expressed in English, and valid for a minimum period of 90 days.

Proposals may be submitted on or before Sunday, July 17, 2022 (proposals cannot be received after 16:30 Tehran local time) and to UNDP Bidding email address at:

[bid.ir@undp.org](mailto:bid.ir@undp.org)

**Please note that the subject of your submission email should be ONLY:**

**IRNUNDP22040**

**Using any other subject for your email or copying any UNDP personnel in your email will result in disqualification of your bid by UNDP automated emailing system.**

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

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 percent (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 III.

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:

<https://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html>

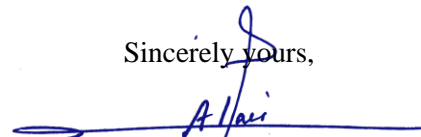
UNDP encourages to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

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:

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/cond\\_uct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/cond_uct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Nazli Alavi  
Head of Procurement unit

Enclosed Documents:

- Annex I, Description of Requirements
- Annex II, Form for Submitting Service Provider's Proposal
- Annex III, General Terms and Conditions for Services
- Annex IV, Terms of Reference

## Annex I

### Description of Requirements

Context of the Requirement	To support UNDP in building the evidence-base and promoting resilience building opportunities for vulnerable groups through economic empowerment, financial inclusion, social protection and disaster risk reduction. This will include providing support in the identification of project beneficiaries; conducting comprehensive baseline analysis of the targeted groups and geographical areas in Lorestan province; and the socio-economic analysis to identify integrated alternative income-generating opportunities for vulnerable groups with a specific focus on women and women-headed households in the target area.
Implementing Partner of UNDP	The components of the requirements of the program will be implemented in close cooperation with UNFPA and collaboration with relevant government counterparts.
Brief Description of the Required Services	<p>The tasks will include:</p> <ul style="list-style-type: none"> <li>- Undertaking a socio-economic situational/baseline analysis to recognize and identify the vulnerable target groups in the county of Pol-e-Dokhtar based on technical criteria and through academic and participatory process (with beneficiaries' consultation through meeting and workshops) under UNDP leadership;</li> <li>- Undertaking the local economic analysis to identify the local comparative advantages, relevant clusters and value chains in addition to undertake the relevant Cost-benefit analysis for identified products based on the comparative advantages and introducing UNDP intervention in cases of vocational trainings, meeting required equipment in addition to market analysis for producing the products (based on the advantages) in home-based and Micro small and medium scale through academic and participatory process (with beneficiaries consultation through meeting and workshops) under UNDP leadership;</li> <li>- Supporting the UNDP Communications Unit in identifying entry points for social media campaigns and communication platforms to raise the profile of youth and women entrepreneurs;</li> <li>- Supporting the training institute service contractor in linking up with project beneficiaries, understanding their training needs and identifying training facilities and arrangements.</li> </ul> <p>For more information, please refer to Annex IV.</p>
List and Description of Expected Outputs to be Delivered	1. Methodological concept note including:

	<ul style="list-style-type: none"> <li>- Methodological report of socio- economic situational/baseline analysis on vulnerable groups and identify the criteria;</li> <li>- Workshop methodological note;</li> <li>- Methodological report of local economic analysis to identify the local comparative advantages, relevant clusters and value chains including market analysis</li> <li>- Timeline</li> </ul> <p>2. Report on:</p> <ul style="list-style-type: none"> <li>- Socio- economic situational/baseline analysis <b>on vulnerable groups</b> and identifying the target groups including the affected businesses using a set of targeting criteria;</li> <li>- Ongoing governmental projects and platforms;</li> <li>- Holding at least one virtual multi-stakeholder consultation workshop with a minimum of 20 participants. This will entail: <ul style="list-style-type: none"> <li>• Preparing agenda, concept note and power point presentations, participant list;</li> <li>• Workshop report, summarizing main highlights and way forward.</li> </ul> </li> </ul> <p>3. Report on:</p> <ul style="list-style-type: none"> <li>- The local economic analysis to identify the local comparative advantages and opportunities in the area and propose the products can be produced by MSMEs and home-based businesses;</li> <li>- The relevant value chains and clusters</li> <li>- The cost-benefit analysis of the proposed products</li> <li>- The required vocational, entrepreneurial and life skills training</li> <li>- The required equipment and other relevant requirements for generating and reviving the jobs</li> <li>- Ideas for developing micro credit funds</li> </ul> <p>4. Final report on the process of the workstream and the results, lessons learned and best practices, and extracting a guideline/toolkit for the process</p>
Person to Supervise the Work/Performance of the Service Provider	<p>The consultancy company will work on under direct supervision of the UNDP Iran's Program analyst and in collaboration with UNDP economist. The consultancy company will also work closely with UNFPA and the relevant government counterparts; and the relevant private and non-government stakeholders in order to support responding to emerging needs and enhancing the resilience of the vulnerable groups in the target area.</p>

	The contractor is expected to submit the periodic reports (in English and Farsi) as indicated in the deliverables to UNDP Iran office.
Frequency of Reporting	Please see Annex IV, Terms of Reference
Progress Reporting Requirements	Updates on the progress of the activities
Location of work	Contractor's own location
Expected duration of work	Five months
Target start date of Contract	End July 2022
Latest completion date of Contract	End December 2022
Travels Expected	It is required for the contractor to have travels to Pol-e-Dokhtar county, it should be noted that 10 days is sufficient for conducting the needs assessment which needs to be done in the field (Pole-Dokhtar). All investigated costs should be calculated and be reflected in the related section of financial proposal.
Special Security Requirements	Not Applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A
Implementation Schedule indicating breakdown and timing of activities/sub-activities	Required
Names and curriculum vitae of individuals who will be involved in completing the services	Required
Currency of Proposal	Local Currency- Iranian Rial
Value Added Tax on Price Proposal	Must be inclusive of VAT and other applicable indirect taxes
Validity Period of Proposals ( <i>Counting for the last day of submission of quotes</i> )	30 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	Not permitted
Payment Terms	Instalments as per Annex IV, TOR
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Iran's Program analyst and in collaboration with UNDP economist
Type of Contract to be Signed	Professional Service Contract
Criteria for Contract Award	<ul style="list-style-type: none"> <li>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively, where the minimum passing score of technical proposal is 70%.</li> </ul>

	<ul style="list-style-type: none"> <li>Full acceptance of the UNDP Contract General Terms and Conditions (GTC).</li> </ul>
Criteria for the Assessment of Proposal	<p><b>Technical Proposal (100%)</b></p> <ul style="list-style-type: none"> <li>Expertise of the Firm - 35%</li> <li>Action Plan – 40%</li> <li>Qualification of Key Personnel – 25%</li> </ul> <p>Financial offer will be considered for evaluation only if the technical score of proposal obtains 70% of total technical score.</p>
UNDP will award the contract to:	One and only one Service Provider
Annexes to this RFP	<p>Form for Submission of Proposal (Annex II)</p> <p>General Terms and Conditions / Special Conditions (Annex III)<sup>1</sup></p> <p>Detailed Terms of Reference (Annex IV)</p>
Contact Person for Inquiries (Written inquiries only) <sup>2</sup>	<p>Focal Person in UNDP: Ms. Zahra Golshan Address: No. 8 Shahrzad Blvd, Darrous, Tehran – Iran Fax No.: +98 21 - 22 86 95 47 Telephone: +98 21- 22 86 06 91-4 (Ext: 332) E-mail address dedicated for this purpose: <a href="mailto:Zahra.golshan@undp.org">Zahra.golshan@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>
Other Information [pls. specify]	<p>Your offer comprising of complete and signed technical and financial proposals should be sent to UNDP bidding email address:<a href="mailto:bid.ir@undp.org">bid.ir@undp.org</a></p> <p><b><u>The bidders who are interested in participating in pre-bid conference, please contact Ms. Zahra Golshan <a href="mailto:zahra.golshan@undp.org">zahra.golshan@undp.org</a> by COB of 7 July 2022.</u></b></p>

<sup>1</sup>Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>2</sup>This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

## Annex II

### FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>3</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>4</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 3 July 2022, 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:*

**Item A-a: Profile** – Please describe the nature of business, field of expertise, licenses, certifications, accreditations and procedure of decision making;

**Item A-b: Business Licenses** – Please submit the Registration Papers, etc. and complete Item A-b;

**Item A-c: Latest Financial Statement** – Please attach the income statement and balance sheet to indicate your financial stability, liquidity, credit standing, and market reputation, etc. and list the attached documents in the following Item A-c;

**Item A-d: Track Record** – List of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references. Please use Item A-d as a guide to provide the requested information;

**Item A-e: Written Self-Declaration** – Please note that by completing the following item A-e you declare that your company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

#### Item A-a

##### Profile of the Firm/Organization

- Full name of organization (in Farsi):
- Full name of organization (in English):
- Central office address:
- Tel No:
- Fax No:
- E-mail:
- Website:
- Name of General Manager:

<sup>3</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>4</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes.





**Item A-c**

**Latest Financial Statement:** Please list the required documents you have attached to indicate your financial stability, standing and market reputation, etc.

- Please explain your professional experience or projects in the fields of sustainable development, job generation, micro-finance, social protection, rural area planning, agriculture sector, woman's economic empowerment, business administration and economics, social mobilization.
  
- Please explain your professional experience in income-generating opportunities, e-marketing strategies, improving socio-economic status of women and Women Heads of Household s in particular and the relevant experiences.
  
- Please explain your experience of working/ collaboration with Vice Presidency of Family and Women's Affairs, Ministry of Agriculture Jihad and Ministry of Labor, Cooperative and Social Welfare.
  
- Please explain your previous experience of working/ collaboration with Vice Presidency of Family and Women's Affairs, Ministry of Agriculture Jihad and Ministry of Labor, Cooperative and Social Welfare;
  
- Please explain your previous experience of working/collaboration with the UN agencies, particularly with the UNDP, mentioning your knowledge of their exigencies;

**Item A-d**

**Track Record and Experiences:** Provide the following information regarding corporate experience within the last ten (10) years which are related or relevant to those required for this contract.

Name of project	Client	Contract Value	Start Date	End Date	Contract's scope	References Contact Details (Name, Phone, Email)

**Item A-e****Written Self-Declaration**

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

*(Please note that by completing and signing this proposal you declare and confirm that your 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, 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.*  
*(please fill Item B)*

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

Please explain your methodology and approach for carrying out the activities and obtaining the expected outputs.

Please explain your understanding of the expected challenges and problems in implementation of this work and explain your approach to address and resolve them.

Please develop an action plan with steps and timeframe for activities to be conducted by your organization including coordination with other organizations required for implementation of the work.

Example:

Steps	Involved entities (if applicable)	Timeframe	Responsible entity/individual (if applicable)

### C. Qualifications of Key Personnel

*Please provide:*

- a) *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) *CVs of the key personnel that will perform the services which demonstrates qualifications; and*
- c) *Written confirmation from each personnel that they are available for the entire duration of the contract. Please include the following sentence at the end of each individual's CV to be signed by the nominated member.*  
*"I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement"*

#### Item C-a

**CV of individual(s) to be assigned as Team Leader and two team members for the work of this contract (for minimum requirements please see TOR) - please use similar templates for all introduced staff, if applicable.**

- 1. Name of Firm/Organization:**
- 2. Full Name of individual:**
- 3. Date of Birth:**
- 5. Education:**

**4. Nationality:**

**6. Countries of Work Experience:**

**7. English Proficiency** [*Please indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:

**8. Employment Record** [*Starting with present position, list in reverse order every employment held by individuals since graduation relevant to the work of this work, giving for each employment (see **Attachment A**): dates of employment, name of employing organization, positions held.*]

## Annex II Financial Proposal

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

**Table 1: Summary of Overall Prices**

	Amount(s)
<b>Professional Fees</b> (from Table 2)	
<b>Other Costs</b> (Table 3)	
<b>Value added tax (VAT)</b>	
<b>Total Amount of Financial Proposal</b>	

**Table 2: Breakdown of Professional Fees**

Name	Position	Fee Rate/day IRR	No. of Days	Total Amount IRR
		<i>A</i>	<i>B</i>	<i>C=AXB</i>
Technical Team	Team leader			
	Team member 1			
	Team member 2			
<b>Subtotal Professional Fees:</b>				

**Table 3: Breakdown of Other Costs**

Description	Quantity	Unit Price (IRR)	Total Amount (IRR)
<b>Travel &amp; Transportation</b>			
In town Transportation in Tehran			
<b>Travel cost to All required Pole-Dokhtar area</b> (10 days is sufficient for conducting the needs assessment which needs to be done in the field/ Pole-Dokhtar)			
Transportation (please indicate mode of transportation)			
Living Allowance, including accommodation (please indicate the related details of this cost)			
In-town transportation			
Any other cost if applicable (please specify)			
<b>Out-of-Pocket Expenses</b>			
Communication (such as network cost, call charge)- Please make sure to specify the costs			
Other Costs: (please specify)			
<b>Subtotal Other Costs:</b>			

**Table 4: Breakdown of Price per Deliverable/Activity**

<b>Deliverable/ Activity description</b>	<b>Professional Fees IRR</b>	<b>Other Costs IRR</b>	<b>Total IRR</b>
Deliverable 1			
Deliverable 2			
Deliverable 3			
Deliverable 4			

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



## **Annex III**

### **General Terms and Conditions for Services**

#### **1.0 LEGAL STATUS:**

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

#### **2.0 SOURCE OF INSTRUCTIONS:**

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

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

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

#### **4.0 ASSIGNMENT:**

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

#### **5.0 SUB-CONTRACTING:**

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

#### **6.0 OFFICIALS NOT TO BENEFIT:**

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

#### **7.0 INDEMNIFICATION:**

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands,



and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

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

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

## **9.0 ENCUMBRANCES/LIENS:**

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

## **10.0 TITLE TO EQUIPMENT:**

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





beyond normal wear and tear.

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

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

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

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

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

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

- 13.1** The recipient ("Recipient") of such information shall:



- 13.1.1** use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,
  - 13.1.2** use the Discloser's Information solely for the purpose for which it was disclosed.
- 13.2** Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:
  - 13.2.1** any other party with the Discloser's prior written consent; and,
  - 13.2.2** the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:
    - 13.2.2.1** a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,
    - 13.2.2.2** any entity over which the Party exercises effective managerial control; or,
    - 13.2.2.3** for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.
- 13.3** The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.
- 13.4** The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.
- 13.5** The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.
- 13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

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



- 14.1** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.
- 14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.
- 14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract.
- 15.0 TERMINATION**
- 15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.
- 15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these



conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

## 16.0 SETTLEMENT OF DISPUTES

**16.1 Amicable Settlement:** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

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

## 17.0 PRIVILEGES AND IMMUNITIES:

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

## 18.0 TAX EXEMPTION

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



Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

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

## **19.0 CHILD LABOUR**

- 19.1** The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.
- 19.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

## **20.0 MINES:**

- 20.1** The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.
- 20.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

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

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

## **22.0 SEXUAL EXPLOITATION:**

- 22.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate



measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

- 22.2** The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

## **23.0 AUTHORITY TO MODIFY:**

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





## Annex I

### Terms of Reference (TOR)

#### **“Responding to Emerging Needs and Enhancing the Resilience of the Most Vulnerable Groups”**

##### **GENERAL INFORMATION**

**Services/Work Description:** Support UNDP in building the evidence-base and promoting resilience building opportunities for vulnerable groups through economic empowerment, financial inclusion, social protection and disaster risk reduction. This will include providing support in the identification of project beneficiaries; conducting comprehensive baseline analysis of the targeted groups and geographical areas in Lorestan province; and the socio-economic analysis to identify integrated alternative income-generating opportunities for vulnerable groups with a specific focus on women and women-headed households in the target area.

Duration: End July 2022 – End December 2022

##### **I. BACKGROUND / PROJECT DESCRIPTION**

A UN multi-agency programme funded by the European Union (EU) has been recently launched to support Iran in achieving sustainable economic and social development by responding to current emerging needs and enhancing the resilience of the most vulnerable communities, in the face of economic and disaster-related shocks. Under this Joint Program, the United Nations Development Program (UNDP) in coordination with Government counterparts will aim to strengthen the resilience of women, youth and the most vulnerable groups through economic empowerment and disaster preparedness, with a particular focus on the county of Pol-e-Dokhtar in Lorestan Province.

Targeted projected beneficiaries are not a homogenous group; drivers of vulnerability and resilience differ according to many elements, including their socio-economic status, employment status, family situation, geographic location etc. Hence, in a first stage, UNDP will strive to build a holistic understanding of the capacities, needs, barriers and opportunities among vulnerable groups in the target areas in order to contribute to effective targeting and identify tailored solutions. In second stage, a number of activities will be implemented to scale up capacities of women, youth and the most vulnerable groups in terms of vocational, entrepreneurship and life skills, and equip them with the required financial and physical tools for Small Medium Enterprises(SME) development, job generation and resilience to shocks. This will include personalized and continued coaching and mentoring; integrated business management and vocational trainings; SME development support; address barriers and to catalyze opportunities of target groups around inclusive employment, access to markets, and value chain development. UNDP will support them by contributing to the strengthening of value chains, product placement or launch of start-ups and business incubators.

The above components of the program will be implemented in close cooperation with UNFPA and collaboration with relevant government counterparts.



## II. CONSULTANCY OBJECTIVES

The overall objective of this consultancy is to support UNDP in building the evidence-base reports through a participatory approach and promoting resilience building opportunities for vulnerable groups through economic empowerment, and proposing some ideas for financial inclusion based on the capacity of micro-credit funds in Pol-e-Dokhtar to inform income-generating opportunities for vulnerable groups, with a particular focus on Women Heads of Households

The tasks will include:

- Undertaking a socio-economic situational/baseline analysis to recognize and identify the vulnerable target groups in the county of Pol-e-Dokhtar based on technical criteria and through academic and participatory process (with beneficiaries' consultation through meeting and workshops) under UNDP leadership;
- Undertaking the local economic analysis to identify the local comparative advantages, relevant clusters and value chains in addition to undertake the relevant Cost-benefit analysis for identified products based on the comparative advantages and introducing UNDP intervention in cases of vocational trainings, meeting required equipment in addition to market analysis for producing the products (based on the advantages) in home-based and Micro small and medium scale through academic and participatory process (with beneficiaries consultation through meeting and workshops) under UNDP leadership;
- Supporting the UNDP Communications Unit in identifying entry points for social media campaigns and communication platforms to raise the profile of youth and women entrepreneurs;
- Supporting the training institute service contractor in linking up with project beneficiaries, understanding their training needs and identifying training facilities and arrangements.

## III. SCOPE OF THE CONSULTANCY WORK

**Location:** Contractor's preferable location, providing smooth communication with all stakeholders. The contractor is expected to collect required data from relevant organizations from Pole-Dokhtar and Tehran.

Under the supervision of the UNDP team, the contractor will implement the following activities:

**Activity 1-** Socio- economic situational/baseline analysis **on vulnerable groups** in Pol-e-Dokhtar to support the project beneficiaries (with a focus on women affected by COVID-19 and disasters, including Women Heads of Households) in terms of job generation and job revive through undertake the local economic analysis to identify the local comparative advantages and opportunities in the area and empower the target groups based on the local advantages:

- Identifying the target groups including the affected businesses using a set of targeting criteria as agreed by UNDP team and in consultation with relevant key stakeholders;
- Holding at least one virtual workshop gathering sub-national authorities and other relevant stakeholders in close collaboration with UNDP;
- Identifying ongoing governmental projects and platforms that aim to increase resilience and economic empowerment of women, the youth and the vulnerable groups in the selected county;





- Identifying the local comparative advantages and propose the products can be produced by Micro, Small and Medium Entrepreneurs (MSMEs) and home-based businesses;
- Identifying the relevant value chains and clusters;
- Undertake the cost-benefit analysis of the proposed products;
- Identify the required vocational, entrepreneurial and life skills training, equipment and other relevant requirements for generating and reviving the jobs in an appropriate model;
- Undertake the market analysis and identify the relevant training courses for beneficiaries;
- Conducting a literature review and assessing the financial inclusion of women, the youth and the vulnerable groups in rural context prior to studying the access of target groups, particularly young and women entrepreneurs to rural finance in Pol-e Dokhtar County;
- Proposing the ideas for reducing the financial barriers for target groups and promoting the capacity of micro-credit funds to strengthen the financial inclusion;

All above activities should be undertaken under the technical leadership of UNDP and through an academia and participatory process with Govt partners and target groups. It should be noted that the contractor should travel in Pol-e-Dokhtar county and contact with beneficiaries and related to stakeholders under the terms of this contract. It is predicted that 10 days of physical presence of the contractor's team is sufficient for conducting the part of the above-mentioned needs assessment which needs to be done in the field/ Pole-Dokhtar).

## **Activity 2: Support to communication and visibility plan and training activities**

This activity will imply:

- Supporting the UNDP Communications Unit in identifying entry points for social media campaigns and communication platforms to raise the profile of youth and women entrepreneurs;
- Supporting the training services contractor in linking up with project beneficiaries, understanding their training needs and identifying training facilities and arrangements;

## **IV. EXPECTED OUTPUTS AND DELIVERABLES**

Based on the scope of work outlined above, the Consulting Institute will be expected to deliver the following outputs within the timeline below, also the consulting institute is required to prepare on-demand progress reports for UNDP and related national partners. All deliverables should reflect the technical and methodological guidance provided by UNDP. The expected structure and content of the reports will be clarified by UNDP beforehand; each report will go through at least two rounds of reviews prior to receiving final approval by UNDP. Deliverables and any on-demand reports should be provided in English and Farsi versions.

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	<p>Methodological concept note including:</p> <ul style="list-style-type: none"> <li>- Methodological report of socio- economic situational/baseline analysis on vulnerable groups and identify the criteria;</li> <li>- Workshop methodological note;</li> <li>- Methodological report of local economic analysis to identify the local comparative advantages, relevant clusters and value chains including market analysis</li> <li>- Timeline</li> </ul> <p><i>The methodology needs to be validated by UNDP and key government partners prior to being implemented</i></p>	1 month after signing contract	Yes (UNDP)
2	<p>Report on:</p> <ul style="list-style-type: none"> <li>- Socio- economic situational/baseline analysis <b>on vulnerable groups</b> and identifying the target groups including the affected businesses using a set of targeting criteria;</li> <li>- Ongoing governmental projects and platforms;</li> <li>- Holding at least one virtual multi-stakeholder consultation workshop with a minimum of 20 participants. This will entail: <ul style="list-style-type: none"> <li>• Preparing agenda, concept note and power point presentations, participant list;</li> <li>• Workshop report, summarizing main highlights and way forward.</li> </ul> </li> </ul> <p><i>Note: This section should include gender-disaggregated and women-headed household disaggregated data which will be used to support project monitoring. Specific indicators should be agreed beforehand with the UNDP team.</i></p>	2 months and two weeks after signing contract	Yes (UNDP)
3	<p>Report on:</p> <ul style="list-style-type: none"> <li>- The local economic analysis to identify the local comparative advantages and opportunities in the area and propose the products can be produced by MSMEs and home-based businesses;</li> <li>- The relevant value chains and clusters</li> <li>- The cost-benefit analysis of the proposed products</li> <li>- The required vocational, entrepreneurial and life skills training</li> </ul>	4 months after signing contract	Yes (UNDP)

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
	<ul style="list-style-type: none"> <li>- The required equipment and other relevant requirements for generating and reviving the jobs</li> <li>- Ideas for developing micro credit funds</li> </ul> <p><i>Note: This section should include gender-disaggregated and women-headed household disaggregated data which will be used to support project monitoring</i></p>		
4	<p>Final report on the process of the workstream and the results, lessons learned and best practices, and extracting a guideline/toolkit for the process</p> <p><i>Note: The content of the final report should be approved by UNDP</i></p>	5 months after signing contract	Yes (UNDP)

## V. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The consultancy company will work on under direct supervision of the UNDP Iran's Program analyst and in collaboration with UNDP economist. The consultancy company will also work closely with UNFPA and the relevant government counterparts; and the relevant private and non-government stakeholders in order to support responding to emerging needs and enhancing the resilience of the vulnerable groups in the target area.

The contractor is expected to submit the periodic reports (in English and Farsi) as indicated in the deliverables to UNDP Iran office.

## VI. DURATION OF THE WORK

The Contractor is expected to finalize the tasks within 5months starting from End July 2022- End December 2022.

## VII. QUALIFICATIONS REQUIRED

The consultancy organization shall possess the following qualifications:

### Mandatory:

- Officially registered company by national regulation;
- Relevance of mission and vision of the entity to the objectives of this assignment;
- A well-established management system and staffing;
- At least 5 years of professional experience/ or having at least 5 projects in the fields of sustainable development, job generation, micro-finance, social protection, rural area planning,



agriculture sector, woman's economic empowerment, business administration and economics, social mobilization;

- At least 3 years experiences or having at least 3 projects in income-generating opportunities, e-marketing strategies, improving socio-economic status of women and Women Heads of Household s in particular and the relevant experiences.

**Desirable:**

- Previous experience of working/ collaboration with Vice Presidency of Family and Women's Affairs, Ministry of Agriculture Jihad and Ministry of Labor, Cooperative and Social Welfare;
- Previous experience of working/collaboration with the UN agencies, particularly with the UNDP, and knowing their exigencies.

**Technical Team (key staff):**

The Contractor should assign a technical team to undertake this consultancy. The number of team members should be three, including a team leader and two team members. Their respective technical qualifications should meet the following criteria:

The **team leader** should have the following qualifications and background:

**Mandatory:**

- Minimum of Master's degree in economy, social science, sustainable development, regional planning, management, marketing, rural development and any other relevant field;
- A minimum of 5 years of experience or having 5 projects in social protection, marketing, woman empowerment, livelihoods and job generation, rural development or related field;
- At least 4 years experiences or having at least 4 projects in qualitative and quantitative data management, team management, and report drafting;
- A very good command of written and verbal English and Persian.

The **other team members** (consisting of 2 members with below requirements and qualifications):

**Mandatory:**

- Bachelor's degree in economics, social sciences, regional planning, marketing, rural development, business administration, finance, regional planning, agriculture development or any other relevant field Or certificate in management and economics fields ;
- Two years previous working experience or having two projects on social protection, women economic empowerment, job generation, and relevant fields;
- One-year experience or one project in social mobilization and participatory field research;

**Desirable:**

- Knowledge and experience in digital marketing, SMEs development, micro-credit. Support to start-ups is an advantage;
- Work experience in Lorestan Province ;
- Working experiences/ or implementing projects in statistics, data management and analysis fields;
- A very good command of written and verbal English is required, at least for one of the team members.

## VIII. PAYMENT MILESTONES AND AUTHORITY

In full consideration for the services performed by the Contractor under the terms of this agreement the United Nation Development Program shall pay the contractor the total offered and approved amount

upon verification by the relevant authorities that the services have been satisfactorily performed and according to the instalments stipulated in table below:

Deliverables or Documents to be Delivered	Expected delivery date	% of Payment
Deliverables 1 - Methodological concept note (10%)	One month after signing the contract	10 %
Deliverables 2 - Socio- economic situational/baseline analysis <b>on vulnerable groups</b> and identifying the target groups including the affected businesses using a set of targeting criteria. (10%) - Ongoing governmental projects and platforms;(5%) - Holding at least one virtual multi-stakeholder consultation workshop with a minimum of 20 participants.(5%)	Two months and two weeks after signing the contract	20%
Deliverable 3 -The local economic analysis to identify the local comparative advantages and opportunities in the area and propose the products can be produced by MSMEs and home-based businesses; (7%) - The relevant value chains and clusters(7%) - The cost-benefit analysis of the proposed products(5%) - The required vocational, entrepreneurial and life skills training(6%) - The required equipment and other relevant requirements for generating and reviving the jobs(5%) - Ideas for developing micro credit funds(5%)	Four months after signing the contract	35%
Deliverables 4 - Final report on the process of the workstream and the results, lessons learned and best practices, and extracting a guideline/toolkit for the process (35%)	Five months after signing the contract	35%

- The contract's total payment is expected to cover travel costs, communication costs, costs of typing and preparing the soft and hard copies of documents and any other relevant administration and logistic –preparation costs regarding this activity.
- The Contractor shall not do any work, provide any equipment, materials and supplies or perform any other services which may result in any costs in excess of the total contract amount.



- c) Upon receiving and verification of deliverables, payments will be transferred by UNDP to the account number of the contractor introduced through an official letter indicating SHEBA (شبا) identification number.
- d) Each payment will be made within 30 days from receiving verification and request by UNDP.
- e) Payments will be made according to UNDP regulations as explained in the contract documents.
- f) UNPD's final approval is a pre-requisite for UNDP's verification for releasing the payment.

## شرح خدمات

**"پاسخگویی به نیازهای نو ظهور و افزایش تاب آوری آسیب پذیرترین گروه ها"****شرح خدمات**

هدف از این قرارداد:

- حمایت از برنامه توسعه ملل متحد در ایجاد پایگاه شواهد و ارتقای فرصت های ایجاد تاب آوری برای گروه های آسیب پذیر از طریق توانمندسازی اقتصادی، فراگیری مالی، حمایت اجتماعی و کاهش خطر بلایا.
- پشتیبانی در شناسایی ذینفعان پروژه؛ انجام تحلیل پایه جامع گروه ها و مناطق جغرافیایی هدف در استان لرستان؛ و تجزیه و تحلیل اجتماعی-اقتصادی برای شناسایی فرصت های یکپارچه درآمدزایی جایگزین برای گروه های آسیب پذیر با تمرکز ویژه بر زنان و زنان سرپرست خانوار در منطقه هدف.

مدت زمان: پایان جولای ۲۰۲۲ - پایان دسامبر ۲۰۲۲ ( به مدت ۵ ماه)

**۱. مقدمه / شرح پروژه**

برنامه ای بین آژانس های سازمان ملل متحد با بودجه اتحادیه اروپا (EU) اخیراً برای حمایت از ایران در دستیابی به توسعه پایدار اقتصادی و اجتماعی از طریق پاسخگویی به نیازهای نو ظهور کنونی و افزایش تاب آوری آسیب پذیرترین جوامع در مواجهه با مشکلات اقتصادی و اجتماعی و شوک های ناشی از بلایا راه اندازی و اجرا شده است .

هدف برنامه توسعه ملل متحد (UNDP) ذیل این برنامه مشترک این است تا با هماهنگی همتایان دولتی، تاب آوری زنان، جوانان و آسیب پذیرترین گروه ها را از طریق توانمندسازی اقتصادی و آمادگی در برابر بلایا افزایش دهد. تمرکز این مطالعه در منطقه ی شهرستان پلدختر در استان لرستان می باشد.

لازم به ذکر است که ذینفعان پیش بینی شده، یک گروه همگن نیستند؛ عوامل آسیب پذیری و تاب آوری برحسب بسیاری از عناصر، از جمله وضعیت اجتماعی-اقتصادی، وضعیت شغلی، موقعیت خانوادگی، موقعیت جغرافیایی و غیره متفاوت هستند. از این رو، در مرحله اول، UNDP تلاش خواهد کرد تا به منظور کمک به هدف گذاری موثر و شناسایی راه حل های مناسب، درک جامعی از ظرفیت ها، نیازها، موانع و فرصت ها را در میان گروه های آسیب پذیر در مناطق هدف ایجاد نماید.

در مرحله دوم، تعدادی از فعالیت ها برای ارتقای ظرفیت های زنان، جوانان و آسیب پذیرترین گروه ها در زمینه مهارت های فنی حرفه ای، کارآفرینی، مهارت های زندگی و تجهیز آنها به ابزارهای مالی و فیزیکی مورد نیاز برای توسعه بنگاه های کوچک و متوسط (SME) ، اشتغال زایی و تاب آوری در برابر شوک ها اجرا خواهد شد. که این شامل راهنمایی شخصی و مستمر؛ مدیریت یکپارچه کسب و کار و دوره های آموزشی فنی و حرفه ای؛ حمایت از توسعه SME ؛ رفع موانع و تسریع فرصت های گروه های هدف در زمینه اشتغال فراگیر، دسترسی به بازارها و توسعه زنجیره ارزش خواهد بود.

UNDP با کمک به تقویت زنجیره های ارزش، قرار دادن محصول یا راه اندازی استارت آپ ها و مراکز رشد کسب و کار از آنها حمایت خواهد کرد. این قرارداد با همکاری نزدیک با صندوق جمعیت ملل متحد (UNFPA) و همتایان دولتی مربوطه اجرا خواهد شد.

**۲. اهداف مشاوره**

هدف کلی این قرارداد مشاوره حمایت از برنامه توسعه ملل متحد در ایجاد گزارش های مبتنی بر شواهد از طریق رویکرد مشارکتی و ارتقای فرصت های ایجاد تاب آوری برای گروه های آسیب پذیر است. که این مهم از طریق توانمندسازی اقتصادی و ارائه ایده هایی



برای فراگیری مالی بر اساس ظرفیت صندوق های اعتباری خرد در شهرستان پلدختر، برای اطلاع رسانی فرصت های درآمدزایی برای گروه های آسیب پذیر با تمرکز ویژه بر زنان سرپرست خانوار صورت خواهد گرفت.

وظایف شامل موارد ذیل می باشند:

-انجام تحلیل وضعیت/پایه اجتماعی-اقتصادی به منظور شناسایی گروه های هدف آسیب پذیر در شهرستان پلدختر بر اساس معیارهای فنی و از طریق فرآیند آکادمیک و مشارکتی (با مشاوره ذینفعان از طریق برگزاری جلسات و کارگاه ها) تحت نظارت و راهنمایی برنامه توسعه سازمان ملل متحد؛

-انجام تجزیه و تحلیل اقتصادی محلی برای شناسایی مزیت های نسبی محلی، خوشه ها و زنجیره های ارزش مربوطه و همچنین انجام تحلیل هزینه - فایده مربوطه برای محصولات شناسایی شده بر اساس مزیت های نسبی و معرفی نقاط ورودی برای اقدام UNDP در موارد آموزش های فنی حرفه ای، تامین تجهیزات مورد نیاز به علاوه تحلیل بازار برای تولید محصولات (بر اساس مزایا) در مقیاس های خانگی و خرد، کوچک و متوسط از طریق فرآیند آکادمیک و مشارکتی (با مشاوره ذینفعان از طریق برگزاری جلسات و کارگاه ها) تحت نظارت و راهنمایی UNDP

-حمایت از واحد ارتباطات UNDP در شناسایی نقاط ورودی برای کمپین های رسانه های اجتماعی و پلت فرم های ارتباطی به منظور ارتقاء وجهه ی جوانان و زنان کارآفرین.

- حمایت از موسسات آموزشی طرف قرارداد با UNDP، به منظور ارتباط با ذینفعان پروژه، درک نیازهای آموزشی آنها و شناسایی امکانات و تمهیدات آموزشی مورد نیاز.

### ۳. دامنه کاری مشاور

**موقعیت مکانی:** موقعیت ترجیحی پیمانکار با الزام به فراهم نمودن ارتباط با تمامی ذی نفعان مربوط به پروژه. هم چنین از پیمانکار انتظار می رود تا داده ها و اطلاعات لازم را از کلیه ی سازمان های مربوطه در تهران و پلدختر جمع آوری نماید.

تحت نظارت تیم برنامه توسعه ملل متحد (UNDP)، شرکت مشاور فعالیت های زیر را اجرا خواهد کرد:

**فعالیت ۱- تحلیل پایه/ موقعیتی وضعیت اجتماعی-اقتصادی گروه های آسیب پذیر پلدختر برای حمایت از ذینفعان پروژه (با تمرکز بر زنان آسیب دیده از کووید-۱۹ و بلایا از جمله زنان سرپرست خانوار)** از نظر ایجاد اشتغال و احیای مشاغل از طریق انجام تحلیل های اقتصادی محلی برای شناسایی مزیت ها و فرصت های نسبی محلی در منطقه و توانمندسازی گروه های هدف بر اساس مزیت های محلی:

- شناسایی گروه های هدف شامل کسب و کارهای آسیب دیده با استفاده از مجموعه ای از معیارهای هدف گیری با مشورت ذینفعان

کلیدی مربوطه و توافق و تایید UNDP؛

- برگزاری حداقل یک کارگاه مجازی به منظور گردهم آوردن مقامات داخلی و سایر ذینفعان مرتبط، با همکاری نزدیک با UNDP؛

- شناسایی طرح ها و بسترهای دولتی در حال اجرا با هدف افزایش تاب آوری و توانمندسازی اقتصادی زنان، جوانان و گروه های آسیب پذیر در شهرستان منتخب؛

- شناسایی مزیت های نسبی محلی و پیشنهاد محصولات که می تواند توسط بنگاه های خرد، کوچک و متوسط (MSME) و مشاغل خانگی تولید شود؛

- شناسایی زنجیره های ارزش و خوشه های مربوطه؛

- انجام تجزیه و تحلیل هزینه- فایده محصولات پیشنهادی؛

- شناسایی دوره های آموزشی فنی حرفه ای، کارآفرینی و مهارت های زندگی، تجهیزات و سایر الزامات مربوطه برای ایجاد و احیای مشاغل در یک مدل مناسب؛



- انجام تجزیه و تحلیل بازار و شناسایی دوره های آموزشی مربوطه برای ذینفعان؛
  - انجام مرور منابع و ارزیابی فراگیری مالی زنان، جوانان و گروه های آسیب پذیر در بافت روستایی قبل از مطالعه دسترسی گروه های هدف، به ویژه جوانان و زنان کارآفرین به منابع مالی روستایی در شهرستان پلدختر؛
  - ارائه ایده برای کاهش موانع مالی برای گروه های هدف و ارتقای ظرفیت صندوق های اعتباری خرد برای تقویت فراگیری مالی.
- تمام فعالیت های فوق باید تحت نظارت و رهبری فنی UNDP و از طریق یک فرآیند تحقیقاتی و مشارکتی با شرکای دولتی و گروه های هدف انجام شود. لازم به ذکر است شرکت مشاور به منظور برقراری ارتباط با ذینفعان تحت شرایط این قرارداد لازم است در شهرستان پلدختر حضور پیدا کند. پیش بینی می شود ۱۰ روز حضور فیزیکی تیم، در شهرستان پلدختر برای انجام آن قسمت از نیازسنجی در منطقه/ پلدختر کافی باشد.
- فعالیت ۲:** پشتیبانی از برنامه های ارتباطی و فعالیت های آموزشی
- این فعالیت به شرح زیر است:
- حمایت از واحد ارتباطات UNDP در شناسایی نقاط ورود به کمپین های رسانه های اجتماعی و پلت فرم های ارتباطی به منظور ارتقاء وجهه جوانان و زنان کارآفرین.
  - حمایت از موسسات آموزشی طرف قرارداد با UNDP، به منظور ارتباط با ذینفعان پروژه، درک نیازهای آموزشی آنها و شناسایی امکانات و تمهیدات آموزشی مورد نیاز.

#### ۴. نتایج و خروجی های مورد انتظار

بر اساس دامنه کاری ذکر شده، انتظار می رود شرکت مشاور، خروجی های زیر را بر طبق جدول زمانی ارائه دهد، همچنین شرکت مشاور موظف است گزارش های پیشرفت درخواستی را برای UNDP و شرکای ملی مرتبط تهیه کند. همه محصولات تحویلی باید منعکس کننده راهنمایی های فنی و روش شناختی ارائه شده توسط UNDP باشند. ساختار و محتوای مورد انتظار گزارش ها قبلاً توسط UNDP مشخص خواهد شد. هر گزارش قبل از دریافت تایید نهایی توسط UNDP حداقل دو دور بررسی خواهد شد. موارد تحویلی و هرگونه گزارش درخواستی باید به صورت انگلیسی و فارسی ارائه شوند.

ردیف	تایید نهایی	مدت زمان تخمینی تکمیل کار	خروجی های مورد انتظار
۱	نیازمند تایید نهایی توسط UNDP است	۱ ماه بعد از شروع قرارداد	<p>روش شناسی مفهومی شامل:</p> <ul style="list-style-type: none"> <li>- گزارش روش شناختی تحلیل موقعیتی/ پایه وضعیت اجتماعی- اقتصادی گروه های آسیب پذیر و شناسایی معیارها؛</li> <li>- گزارش شیوه برگزاری کارگاه مجازی؛</li> <li>- گزارش روش شناسی تحلیل اقتصادی محلی برای شناسایی مزیت های نسبی محلی، خوشه های مرتبط و زنجیره های ارزش شامل تحلیل بازار؛</li> <li>- جدول زمان بندی اجرا.</li> </ul>

ردیف	تایید نهایی	مدت زمان تخمینی تکمیل کار	خروجی های مورد انتظار
			نکته: این روش باید قبل از اجرا توسط UNDP و شرکای کلیدی در دولت تایید شود
۲	نیازمند تایید نهایی توسط UNDP است	۲ ماه بعد از شروع قرارداد	<p>گزارش:</p> <ul style="list-style-type: none"> <li>- تحلیل پایه / موقعیتی وضعیت اجتماعی-اقتصادی گروه های آسیب پذیر و شناسایی گروه های هدف شامل مشاغل آسیب دیده با استفاده از معیارهای مورد نظر؛</li> <li>- پروژه ها و پلتفرم های دولتی در حال انجام؛</li> <li>- برگزاری حداقل یک کارگاه مجازی مشاوره ای برای مجموعه ای از ذینفعان با حداقل ۲۰ شرکت کننده که شامل موارد زیر خواهد بود:</li> <li>• تهیه دستور کار، یادداشت مفهومی و ارائه پاور پوینت، و لیست شرکت کنندگان.</li> <li>• گزارش کارگاه، خلاصه نکات اصلی و راه های پیش رو.</li> </ul> <p>نکته: این بخش باید شامل داده های تفکیک شده بر اساس جنسیت و جامعه زنان سرپرست خانوار باشد که برای نظارت پروژه استفاده می شود. معیارهای خاصی که برای شناسایی گروه های هدف استفاده میشوند لازم است مورد تایید UNDP واقع گردد.</p>
۳	نیازمند تایید نهایی توسط UNDP است	۴ ماه بعد از شروع قرارداد	<p>گزارش:</p> <ul style="list-style-type: none"> <li>- تجزیه و تحلیل اقتصادی محلی برای شناسایی مزیت ها و فرصت های نسبی محلی در منطقه و پیشنهاد محصولاتی که می تواند توسط بنگاه خرد، کوچک و متوسط (MSME) و مشاغل خانگی تولید شود؛</li> <li>- زنجیره های ارزش و خوشه های مربوطه؛</li> <li>- تجزیه و تحلیل هزینه- فایده محصولات پیشنهادی؛</li> <li>- آموزش های فنی- حرفه ای، کارآفرینی و مهارت های زندگی؛</li> <li>- تجهیزات مورد نیاز و سایر نیازهای مربوطه برای ایجاد و احیای مشاغل؛</li> <li>- ایده هایی برای توسعه صندوق های اعتباری خرد</li> </ul>

ردیف	تایید نهایی	مدت زمان تخمینی تکمیل کار	خروجی های مورد انتظار
			نکته: این بخش باید شامل داده های تفکیک شده بر اساس جنسیت و جامعه زنان سرپرست خانوار باشد که برای نظارت پروژه استفاده می شود.
۴	نیازمند تایید نهایی توسط UNDP است	۵ ماه بعد از شروع قرارداد	گزارش نهایی در مورد روند جریان کار و نتایج، درس های آموخته شده و بهترین شیوه های اجرا، و استخراج یک دستورالعمل / جعبه ابزار برای فرآیند.  نکته: محتوای گزارش نهایی باید به تایید UNDP برسد.

#### ۵. هماهنگی و گزارش دهی

شرکت مشاور زیر نظر مستقیم تحلیلگر برنامه UNDP ایران و با همکاری با بخش اقتصادی UNDP کار خواهد کرد. هم چنین شرکت مشاور با UNFPA و همتایان دولتی مربوطه؛ ذینفعان خصوصی و غیردولتی مربوطه به منظور حمایت از پاسخگویی به نیازهای نوظهور و افزایش تاب آوری گروه های آسیب پذیر در منطقه هدف همکاری نزدیک خواهد داشت.

از شرکت مشاور انتظار می رود که گزارش های دوره ای (به زبان انگلیسی و فارسی) را همانطور که در جدول خروجی های مورد انتظار ذکر شده است به دفتر UNDP ایران ارسال کند.

#### ۶. مدت قرارداد

انتظار می رود که شرکت مشاور وظایف را در مدت ۵ ماه از پایان جولای ۲۰۲۲ تا پایان دسامبر ۲۰۲۲ نهایی کند.

#### ۷. معیارهای مورد نیاز شرکت و تیم

##### معیارهای مورد نیاز سازمانی

شرکت مشاور باید دارای شرایط زیر باشد:

##### شرایط الزامی:

- شرکت رسمی ثبت شده توسط مقررات ملی؛
- ارتباط مأموریت و چشم انداز شرکت با اهداف پروژه؛
- سیستم منسجم مدیریتی و کارکنان؛
- حداقل ۵ سال تجربه حرفه ای یا داشتن حداقل ۵ پروژه در زمینه های توسعه پایدار، اشتغال زایی، تامین مالی خرد، حمایت اجتماعی، برنامه ریزی مناطق روستایی، بخش کشاورزی و توانمندسازی اقتصادی زنان؛ مدیریت بازرگانی و اقتصاد، بسیج اجتماعی؛
- حداقل ۳ سال تجربه یا داشتن حداقل ۳ پروژه در زمینه فرصت های درآمدزایی، استراتژی های بازاریابی الکترونیکی و بهبود



وضعیت اجتماعی-اقتصادی زنان به ویژه زنان سرپرست خانوار و تجربیات مرتبط.

#### شرایط مطلوب:

- سابقه همکاری با معاونت امور زنان و خانواده ریاست جمهوری، وزارت جهاد کشاورزی و وزارت تعاون، کار و رفاه اجتماعی؛
- تجربه قبلی همکاری با آژانس‌های سازمان ملل، به ویژه با UNDP، و آگاهی از اهداف و نیازهای این سازمان‌ها.

#### تیم فنی

- شرکت مشاور باید یک تیم فنی را برای انجام این مشاوره تعیین کند. لازم است تعداد اعضای تیم معرفی شده حداکثر سه نفر باشد، شامل یک سرگروه و ۲ نفر عضو می شود.
- سرگروه باید دارای شرایط و پیشینه زیر باشد:

#### شرایط الزامی:

- حداقل مدرک کارشناسی ارشد در رشته های اقتصاد، علوم اجتماعی، توسعه پایدار، برنامه ریزی منطقه ای، مدیریت، بازاریابی، توسعه روستایی و هر رشته مرتبط دیگر؛
- حداقل ۵ سال سابقه کار یا داشتن ۵ پروژه در زمینه حمایت اجتماعی، بازاریابی، توانمندسازی زنان، معیشت و اشتغال زایی، توسعه روستایی یا حوزه های مرتبط؛
- حداقل ۴ سال تجربه یا داشتن حداقل ۴ پروژه در مدیریت داده های کیفی و کمی، مدیریت تیم و تهیه گزارش؛
- تسلط بسیار خوب به زبان انگلیسی و فارسی نوشتاری و شفاهی.

#### سایر اعضای تیم (متشکل از حدکثر ۲ عضو با شرایط و صلاحیت های زیر):

#### شرایط الزامی:

- لیسانس اقتصاد، علوم اجتماعی، برنامه ریزی منطقه ای، بازاریابی، توسعه روستایی، مدیریت بازرگانی، امور مالی، برنامه ریزی منطقه ای، توسعه کشاورزی یا هر رشته مرتبط دیگر یا داشتن گواهی در رشته های مدیریت و اقتصاد؛
- دو سال سابقه کار قبلی یا داشتن دو پروژه در زمینه حمایت اجتماعی، توانمندسازی اقتصادی زنان، اشتغال زایی و زمینه های مرتبط؛
- تجربه یک ساله یا یک پروژه در بسیج اجتماعی و تحقیقات میدانی مشارکتی.

#### شرایط مطلوب:

- دانش و تجربه در بازاریابی دیجیتال، توسعه SMEs، اعتبار خرد. پشتیبانی از استارت آپ ها؛
- سابقه کار در استان لرستان؛
- تجارب کاری/ یا اجرای پروژه ها در زمینه های آمار، مدیریت داده و تجزیه و تحلیل؛
- تسلط بسیار خوب به زبان انگلیسی نوشتاری و شفاهی حداقل برای یکی از اعضای تیم الزامی است.

#### ۸. شرایط پرداخت مفاد قرارداد

برنامه توسعه ملل متحد با در نظر گرفتن خدمات انجام شده توسط شرکت مشاور تحت شرایط این موافقتنامه، پس از تأیید مقامات ذیربط مبنی بر اینکه خدمات به طور رضایت بخش انجام شده و طبق اقساط مقرر، کل مبلغ پیشنهادی و مصوب را به شرکت مشاور پرداخت خواهد کرد. در جدول زیر جزییات شیوه پرداخت شرح داده شده است:

ردیف	درصد پرداختی	مدت زمان تخمینی تکمیل کار	خروجی های مورد انتظار
۱	۱۰٪	۱ ماه بعد از شروع قرارداد	<p>روش شناسی مفهومی شامل:</p> <ul style="list-style-type: none"> <li>- گزارش روش شناختی تحلیل موقعیتی / پایه وضعیت اجتماعی-اقتصادی گروه های آسیب پذیر و شناسایی معیارها؛</li> <li>- گزارش شیوه برگزاری کارگاه مجازی؛</li> <li>- گزارش روش شناسی تحلیل اقتصادی محلی برای شناسایی مزیت های نسبی محلی، خوشه های مرتبط و زنجیره های ارزش شامل تحلیل بازار؛</li> <li>- جدول زمان بندی اجرا.</li> </ul> <p>نکته: این روش باید قبل از اجرا توسط UNDP و شرکای کلیدی در دولت تایید شود</p>
۲	۲۰٪	۲ ماه بعد از شروع قرارداد	<p>گزارش:</p> <ul style="list-style-type: none"> <li>- تحلیل پایه/ موقعیتی وضعیت اجتماعی-اقتصادی گروه های آسیب پذیر و شناسایی گروه های هدف شامل مشاغل آسیب دیده با استفاده از معیارهای مورد نظر؛</li> <li>- پروژه ها و پلتفرم های دولتی در حال انجام؛</li> <li>- برگزاری حداقل یک کارگاه مجازی مشاوره ای برای مجموعه ای از ذینفعان با حداقل ۲۰ شرکت کننده که شامل موارد زیر خواهد بود:</li> </ul> <ul style="list-style-type: none"> <li>• تهیه دستور کار، یادداشت مفهومی و ارائه پاور پوینت، و لیست شرکت کنندگان.</li> <li>• گزارش کارگاه، خلاصه نکات اصلی و راه های پیش رو.</li> </ul> <p>نکته: این بخش باید شامل داده های تفکیک شده بر اساس جنسیت و جامعه زنان سرپرست خانوار باشد که برای نظارت پروژه استفاده می شود. معیارهای خاصی که برای شناسایی گروه های هدف استفاده میشوند لازم است مورد تایید UNDP واقع گردد.</p>

ردیف	درصد پرداختی	مدت زمان تخمینی تکمیل کار	خروجی های مورد انتظار
۳	۳۵٪	۴ ماه بعد از شروع قرارداد	<p>گزارش:</p> <ul style="list-style-type: none"> <li>- تجزیه و تحلیل اقتصادی محلی برای شناسایی مزیت ها و فرصت های نسبی محلی در منطقه و پیشنهاد محصولاتی که می تواند توسط بنگاه خرد، کوچک و متوسط ( MSME ) و مشاغل خانگی تولید شود؛</li> <li>- زنجیره های ارزش و خوشه های مربوطه؛</li> <li>- تجزیه و تحلیل هزینه- فایده محصولات پیشنهادی؛</li> <li>- آموزش های فنی-حرفه ای، کارآفرینی و مهارت های زندگی؛</li> <li>- تجهیزات مورد نیاز و سایر نیازهای مربوطه برای ایجاد و احیای مشاغل؛</li> <li>- ایده هایی برای توسعه صندوق های اعتباری خرد</li> </ul> <p>نکته: این بخش باید شامل داده های تفکیک شده بر اساس جنسیت و جامعه زنان سرپرست خانوار باشد که برای نظارت پروژه استفاده می شود.</p>
۴	۳۵٪	۵ ماه بعد از شروع قرارداد	<p>گزارش نهایی در مورد روند جریان کار و نتایج، درس های آموخته شده و بهترین شیوه های اجرا، و استخراج یک دستورالعمل / جعبه ابزار برای فرآیند.</p> <p>نکته: محتوای گزارش نهایی باید به تایید UNDP برسد.</p>

- (a) انتظار می رود کل پرداختی قرارداد، هزینه های سفر، هزینه های ارتباطی، هزینه های تایپ و تهیه نسخه های نرم افزاری و چاپی اسناد و سایر هزینه های اجرایی و تدارکاتی مرتبط با این فعالیت را پوشش دهد.
- (b) شرکت مشاور نباید هیچ فعالیت اضافه، تجهیزات اضافه یا مواد و ملزومات یا هر خدمت دیگری را ارائه دهد که ممکن است منجر به هزینه ای بیش از کل مبلغ قرارداد شود.
- (c) پس از دریافت و تأیید کالاهای تحویلی، پرداخت ها توسط UNDP به شماره حساب شرکت مشاور معرفی شده از طریق نامه رسمی با ذکر شماره شناسایی شبا (شبا) واریز می شود.
- (d) هر پرداخت ظرف ۳۰ روز پس از دریافت تأییدیه و درخواست توسط UNDP انجام خواهد شد.
- (e) پرداخت ها طبق مقررات UNDP همانطور که در اسناد قرارداد توضیح داده شده است انجام خواهد شد.
- (f) تایید نهایی UNPD پیش نیازی برای راستی آزمایی UNDP برای آزادسازی پرداخت است.