

**REQUEST FOR PROPOSAL (RFP)**

Date: 14 July 2022

Dear Sir/Madam,

We kindly request you to submit your proposal for “providing technical support and construction supervision of different type of temporary shelter.”

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 31, 2022 (proposals cannot be received after 16:30 Tehran local time) and via below email address:

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

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

**IRNUNDP22049**

**Using any other subject for your email will result in disqualification of your proposal 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>

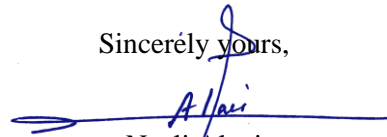
UNDP encourages to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

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,

A handwritten signature in blue ink, which appears to read 'Nazli Alavi', is written over a horizontal blue line. The signature is stylized and fluid.

Nazli Alavi  
Procurement Analyst  
Head of Procurement

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	<p>UNDP will apply an integrated approach to strengthen the resilience of women, youth and the most vulnerable through economic empowerment and disaster preparedness and response (output III), promoting policy-dialogue on the one hand and interconnected programmatic interventions on the other hand.</p> <p>In this regard, the formulation for a solution/s for temporary shelter as one of the main challenges during the disaster early recovery stage is one of the UNDP contribution to increase the resilience of local communities in the face of adverse disaster events. One of the challenges that have always been observed in the country after natural disasters refers to planning and realizing temporary settlements, providing temporary shelters to the survivors has always been facing various problems.</p> <p>The professional service contract aims to provide technical consultancy services and construction supervision of temporary shelter including:</p> <ul style="list-style-type: none"> <li>• Finalize at least 4 temporary shelter models for prototyping with focus on the result of the UNDP previous project and with close cooperation with National Disaster Management Organization (NDMO), Housing Foundation (HF) and any relevant government counterparts;</li> <li>• Prepare the technical specifications for construction of the selected models;</li> <li>• Provide services and technical specification required to support UNDP to prepare a term of reference for recruiting a qualified contractor for construction of the selected models;</li> <li>• Support the procurement process and participate in the evaluation meeting(s),</li> <li>• Monitoring and supervising the implementation of the project till the final stages of construction, equipping and installation of the selected temporary shelter models.</li> </ul> <p>For more information please see Annex IV, Terms of Reference.</p>
Implementing Partner of UNDP	UNFPA, National Disaster Management Organization (NDMO), Housing Foundation (HF)
Brief Description of the Required Services	The objective of this consultancy is to provide technical support and supervise of the implementation of the selected temporary shelter models during designing the structure, construction, equipping and installation phase.
List and Description of Expected Outputs to be Delivered	<ol style="list-style-type: none"> <li>1. Hold consultation meetings jointly with NDMO, HF, UNDP and the other relevant organizations if required, obtain their agreements on the proposed samples of the temporary shelter by emphasizing the models have gained the most points in the UNDP previous studies (first phase);</li> <li>2. Finalize the selected temporary shelter models (4 models) for construction in consultation with UNDP, NDMO and</li> </ol>

	<p>HF and provide technical specification for construction of the temporary shelter models tailored to the context of Iran, with close collaboration of government counterparts and cost estimation; (Note: The contractor must consider all approved standards such as regulation and standards 2800 to design the temporary shelters and provide the technical specifications).</p> <ol style="list-style-type: none"> <li>Identify competent contractors for construction of the selected temporary shelter samples in each region based on the available materials to participate in UNDP's tendering process;</li> <li>Provide services and technical specification required to support UNDP to prepare a term of reference for recruiting a qualified contractor for construction of the selected models;</li> <li>Participate in the evaluation meeting(s) and assist the evaluation panel in the technical evaluation of the submitted proposal (Note: It is expected that the evaluation process of recruitment of a contractor to be finalized in two meetings. However, the contractor should be present in any other evaluation meeting till finalization of the process). The contractor may be requested to visit the site of qualified bidders (expected to have three qualified bidders), as a part of evaluation process to assess their operational and technical capacity;</li> <li>Construction supervision of the selected models by a contractor and make the necessary corrections on technical specification during the construction, equipping and instalment;</li> <li>To conduct at least 3 site visits from the construction site for each selected models (4 models) to monitor the construction and installment processes and ensure full compliance of the products with the specifications and inform UNDP of any remedial actions that may be required (Note: Any increase in the number of site visits will be included in the contract through amendment(s) to the contract based on the initial quoted price for each site visit);</li> <li>Upon finalizing the construction, equipping and instalment, the contractor is required to visit the production site and provide final report on the constructed temporary shelter models, results, lesson learnt and way forwards.</li> <li>Support the UNDP Communications Unit in identifying entry points for social media.</li> </ol>
Person to Supervise the Work/Performance of the Service Provider	<p>The consultancy entity/contractor will work under direct supervision of the UNDP Iran's Programme analyst and project coordinator. All deliverables should reflect the technical and methodological guidance provided by UNDP. The expected structure and content of expected outputs will be discussed with UNDP and agreed upon beforehand; each output will go through at least two rounds of reviews prior to receiving final approval by UNDP. Activities will be implemented in close collaboration</p>

	with the National Disaster Management Organization (NDMO), Housing Foundation (HF) and other relevant stakeholders. The contractor is expected to submit the periodic reports (in English/ 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	Eleven months
Target start date of Contract	Mid-August 2022
Latest completion date of Contract	End February 2023
Travels Expected	Not Applicable
Special Security Requirements	Not Applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	The report of Standards for site selection, development and management of temporary shelters, temporary housing schemes appropriate for different parts of the country, has been attached to this tendering Attachment A to Annex IV.
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 (Counting for the last day of submission of quotes)	60 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	Each output will go through at least two rounds of reviews prior to receiving final approval by UNDP
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> <li>• Full acceptance of the UNDP Contract General Terms and Conditions (GTC).</li> </ul>

Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <ul style="list-style-type: none"> <li>• Expertise of the Firm - 35%</li> <li>• Methodology and Action Plan – 40%</li> <li>• Qualification of Key Personnel – 25%</li> </ul> <p><b><u>Financial Proposal (30%)</u></b></p> <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: Address: No. 8 Shahrzad Blvd, Darrous, Tehran – Iran Fax No.: +98 21 - 22 86 95 47 E-mail address dedicated for this purpose: <a href="mailto:procurement.ir@undp.org">procurement.ir@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 email address:  <a href="mailto:bid.ir@undp.org">bid.ir@undp.org</a></p> <p><u>The bidders who are interested in participating in pre-bid conference, please contact “<a href="mailto:procurement.ir@undp.org">procurement.ir@undp.org</a>” by CoB of 18 July 2022.</u></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.

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

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## 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 14 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:

<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.



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- [illegible]

### Item A-b

### Legal and Registration Information:

*Please attach the registration certificates of firm/organization.*

- Organization's year of establishment (سال شروع فعالیت) :
- Organization's official registration date (سال ثبت رسمی) :
  
- Please specify under which of the following modalities/organizations the entity is registered:
  - Ministry of Interior Office as a Non- governmental/non- profit organization (ثبت در وزارت کشور)
  - Youth national organization (ثبت در سازمان ملی جوانان) :
  - Office of registration of companies and industrial ownership (اداره کل ثبت شرکتها و مالکیت صنعتی)
  - Others: .....
  
- Registered under name of: .....
  
- Number and date of registration on permission of activity (شماره و تاریخ ثبت مجوز فعالیت) :
  
- Please explain if your firm/organization has any history or experience of disagreement leading to taking any contractual case to law court. If yes, please describe the case.



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**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 about your company's vision and mission
  
- Please explain your professional experience in projects in civil engineering, architecting and construction projects, reinforcement and immunization of the buildings and structures
  
- Please explain your previous experience of working/ Or having projects in design and construction of temporary shelters.
  
- Please explain your previous experience of working/ Or having projects in disaster risk management, disaster risk reduction, sustainable development and assessment study
  
- Please explain your previous experience of working/collaboration with UN agencies particularly UNDP and knowing their exigencies would be considered as an advantage
  
- Please explain your previous experiences of working/collaboration/ or having projects with National Disaster Management organization or Housing foundation or other related governmental authorities in providing temporary shelter.

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**Item A-d**

**Track Record and Experiences:** Provide the following information regarding corporate experience within the last five (5) 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.

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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:*

- Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- CVs of the key personnel that will perform the services which demonstrates qualifications; and*
- 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 key staff (one team leader and at least two team members) for the work of this contract (for minimum requirements please see TOR) - please use similar template for all introduced staff, if applicable.**

**1. Name of Firm/Organization:**

**2. Full Name of individual:**

**3. Date of Birth:**

**4. Nationality:**

**5. Education:**

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**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 individual since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From year	To year	Employer	Position	Activities performed

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### **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**

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

**Table 2: Breakdown of Professional Fees**

<b>Name</b>	<b>Position</b>	<b>Fee Rate/day IRR</b>	<b>No. of Days</b>	<b>Total Amount IRR</b>
		<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: Cost of Reporting and communications and training required**

<b>Description</b>	<b>Quantity</b>	<b>Unit Price (IRR)</b>	<b>Total Amount (IRR)</b>
Reporting cost for all deliverables (please specify the cost components)			
<b>Transportation</b>			
Cost of in-town transportation for site visits (Tehran City)			
<b>Out-of-Pocket Expenses</b>			
Communication			
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			

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Deliverable 3			
Deliverable 4			
Deliverable 5			

*[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 IV**

### **Terms of Reference (ToR)**

#### **Providing technical support and construction supervision of different type of temporary shelter**

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

To respond to emerging needs and enhancing the resilience of the most vulnerable, especially children, youth, and women in Iran, the Government of Iran and the United Nations have developed a three-year joint program which aims to support Iran in achieving sustainable economic and social development. Under this Joint Program funded by the European Union, the Office of the Resident Coordinator (UNRCO) plays the role of Convening Agency and is accountable for the coordination of programmatic activities

Three main objectives will be jointly pursued: I) protecting children and youth from the harms of drugs, II) procurement of cancer medicines for children, and III) mainstreaming of women empowerment and the most vulnerable in disaster preparedness and response on a concerted effort to deliver corresponding results.

UNDP will apply an integrated approach to strengthen the resilience of women, youth and the most vulnerable through economic empowerment and disaster preparedness and response (output III), promoting policy-dialogue on the one hand and interconnected programmatic interventions on the other hand.

In this regard, the formulation for a solution/s for temporary shelter as one of the main challenges during the disaster early recovery stage is one of the UNDP contribution to increase the resilience of local communities in the face of adverse disaster events. One of the challenges that have always been observed in the country after natural disasters refers to planning and realizing temporary settlements, providing temporary shelters to the survivors has always been facing various problems.

In the UNDP previous project, the best models of temporary shelters in different parts of Iran were introduced based on international and national best practices, disaster scenarios and three key components, including climate (Iran's four climate types), settlement (village, small town, big city), and disaster scale (small and large scales) (The report of UNDP previous project is available in the appendix)

The professional service contract aims to provide technical consultancy services and construction supervision of temporary shelter including:

- Finalize at least 4 temporary shelter models for prototyping with focus on the result of the UNDP previous project and with close cooperation with National Disaster Management Organization (NDMO), Housing Foundation (HF) and any relevant government counterparts;
- Prepare the technical specifications for construction of the selected models;
- Provide services and technical specification required to support UNDP to prepare a term of reference for recruiting a qualified contractor for construction of the selected models;
- Support the procurement process and participate in the evaluation meeting(s),
- Monitoring and supervising the implementation of the project till the final stages of construction, equipping and installation of the selected temporary shelter models.



The above activities will be implemented in close cooperation with UNFPA and collaboration with relevant government counterparts such as National Disaster Management Organization (NDMO), Housing Foundation (HF).

## II. Scope of the Consultancy work

The objective of this consultancy is to provide technical support and supervise of the implementation of the selected temporary shelter models during designing the structure, construction, equipping and installation phase.

### **Detailed Responsibilities:**

The contractor shall assist UNDP Country Office of Iran in conducting the following activities:

- Hold consultation meetings jointly with NDMO, HF, UNDP and the other relevant organizations if required, obtain their agreements on the proposed samples of the temporary shelter by emphasizing the models have gained the most points in the UNDP previous studies (first phase);
- Finalize the selected temporary shelter models (4 models) for construction in consultation with UNDP, NDMO and HF and provide technical specification for construction of the temporary shelter models tailored to the context of Iran, with close collaboration of government counterparts and cost estimation; (Note: The contractor must consider all approved standards such as regulation and standards 2800 to design the temporary shelters and provide the technical specifications).
- Identify competent contractors for construction of the selected temporary shelter samples in each region based on the available materials to participate in UNDP's tendering process;
- Provide services and technical specification required to support UNDP to prepare a term of reference for recruiting a qualified contractor for construction of the selected models;
- Participate in the evaluation meeting(s) and assist the evaluation panel in the technical evaluation of the submitted proposal (Note: It is expected that the evaluation process of recruitment of a contractor to be finalized in two meetings. However, the contractor should be present in any other evaluation meeting till finalization of the process). The contractor may be requested to visit the site of qualified bidders (expected to have three qualified bidders), as a part of evaluation process to assess their operational and technical capacity;
- Construction supervision of the selected models by a contractor and make the necessary corrections on technical specification during the construction, equipping and installment;
- To conduct at least 3 site visits from the construction site for each selected models (4 models) to monitor the construction and installment processes and ensure full compliance of the products with the specifications and inform UNDP of any remedial actions that may be required (Note: Any increase in the number of site visits will be included in the contract through amendment(s) to the contract based on the initial quoted price for each site visit);



❖ *Note: It should be noted that the sites are considered to be in Tehran city at this stage, however the final locations of the sites will be communicated with the contractor at the time of the contract implementation.*

- Upon finalizing the construction, equipping and instalment, the contractor is required to visit the production site and provide final report on the constructed temporary shelter models, results, lesson learnt and way forwards.
- Support the UNDP Communications Unit in identifying entry points for social media.

**Note:** All above activities should be undertaken under the technical leadership of UNDP and through a participatory process with the relevant Government partners.

It should be noted that the ownership of the constructed temporary shelters will be transferred to the relevant organization in consultation with National Disaster Management Organization (NDMO), Housing Foundation (HF) and UNDP.

### III. Expected Outputs and Deliverables

Based on the scope of work outlined above, the Consulting Institute/Contractor will be expected to deliver the following outputs within the timeline below, also the consulting institute/Contractor is required to prepare on- demand progress reports for UNDP and related national partners. 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	Action plan: Action plan needs to be confirmed by UNDP	Two weeks after signing the contract	Yes (UNDP)
2	Report on: <ul style="list-style-type: none"> <li>- Select and finalize the temporary shelter models (4 models) for construction in close collaboration with UNDP, NDMO and HF and the other relevant organization through consultation meetings;</li> <li>- Provide technical specification for construction of the temporary shelter models tailored to the context of Iran and its cost estimation;</li> <li>- Identify competent contractors for construction of the selected temporary shelter models in each region according to the</li> </ul>	2 months after signing the contract	Yes (UNDP)

	<p>available materials to participate in UNDP's tendering process;</p> <p>(Note: The contractor must consider all approved standards such as regulation and standards 2800 to design the temporary shelters and provide the technical specifications).</p>		
3	<p>Report on:</p> <ul style="list-style-type: none"> <li>- Provide services and technical specification to support UNDP for preparing a term of reference for construction of the selected temporary shelter models;</li> <li>- Participate in all evaluation meetings and providing technical inputs during evaluation process.</li> </ul> <p>Note: It is expected that the evaluation process of recruitment to be finalized in maximum two meetings. However, the contractor should be present in any other evaluation meeting till finalization of the process. Also, the contractor may be requested to visit the site of qualified bidders (expected to have three qualified bidders), as a part of evaluation process to assess their operational and technical capacity.</p>	3 months after signing the contract	Yes (UNDP)
4	<p>Construction supervision of the selected models by a contractor and make the necessary corrections on technical specification during the construction, equipping and instalment; and monitoring reports of the construction site(s) during the construction, equipping and installment process(s)</p> <p>(Note: At least three reports for each finalized and selected temporary shelter model (4 models) for construction/ within one week after conducting each visit, the time of each visit will be advised by UNDP)</p>	6 months after signing the contract	Yes (UNDP)
5	<p>Visit the production site upon finalizing the construction, equipping and instalment and provide final report on the constructed temporary shelter models, results, lesson learnt and way forwards.</p>	6.5 months after signing the contract	Yes (UNDP)

#### IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The consultancy entity/contractor will work under direct supervision of the UNDP Iran's Programme analyst and project coordinator. All deliverables should reflect the technical and methodological guidance provided by UNDP. The expected structure and content of expected outputs will be discussed



with UNDP and agreed upon beforehand; each output will go through at least two rounds of reviews prior to receiving final approval by UNDP. Activities will be implemented in close collaboration with the National Disaster Management Organization (NDMO), Housing Foundation (HF) and other relevant stakeholders. The contractor is expected to submit the periodic reports (in English/ Farsi) as indicated in the deliverables to UNDP Iran office.

## **V. DURATION OF THE WORK**

The Contractor is expected to finalize the tasks from Mid-August 2022 to end -February 2023.

## **VI. QUALIFICATIONS REQUIRED**

### **Organizational:**

The contractor shall possess the following qualifications also, in case of joint ventures, at least one successful track is required.

### **Mandatory:**

In case of joint ventures, the lead company should have the mandatory qualification.

- Officially registered with relevant governmental organization(s) of Iran as required by Iranian national regulations;
- Relevance of mission and vision of the entity to the objectives of this assignment;
- 5 years of experience / Or having 5 projects in civil engineering, architecting and construction projects, reinforcement and immunization of the buildings and structures;

### **Desirable:**

- Previous experience of working/ Or having projects in design and construction of temporary shelters;
- Previous experience of working/ Or having projects in disaster risk management, disaster risk reduction, sustainable development and assessment study
- Previous experience of working/collaboration with UN agencies particularly UNDP and knowing their exigencies would be considered as an advantage;
- Previous experiences of working/collaboration/ or having projects with National Disaster Management organization or Housing foundation or other related governmental authorities in providing temporary shelter.

### **Technical Team:**

The Contractor should assign a technical team to undertake this activity. The number of team members should be 3 members including a team leader, and in case of joint ventures, team leader should be member of the lead company.

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

### **Mandatory:**

- Master's degree in sustainable development, regional planning, crisis management, disaster risk management, emergency response, civil engineering, architecture and any other relevant engineering;
- 5 years working experience or having 5 projects in disaster risk management, crisis management, response to natural disaster, disaster risk reduction, and reinforcement the structures;
- 3 years working experience/ or having projects in management, and reporting;
- Skilled a very good command of written and verbal English and Persian.



## Desirable:

- Working experience / or projects in civil engineering, architecting and construction projects to design and construct temporary shelter;
- Working experience/ or projects with UN agencies, National Disaster Management organization or Housing foundation or other related governmental authorities in providing temporary shelter.

The other team members with below requirements and qualifications:

## Team member 1:

### Mandatory:

- Bachelor's Degree in disaster risk management, crisis management, response to natural disaster and other relevant fields;
- 3 years working experience or having 3 projects in disaster risk management, crisis management, response to natural disaster, disaster risk reduction.

### Desirable:

- Previous working experience/ Or having projects in civil engineering, and architecture, design and construction of the temporary shelters, and reinforcement the structures;
- Good knowledge of written and spoken in English and Persian for team members.

## Team member 2:

### Mandatory:

- Bachelor's Degree in civil engineering, architecture, reinforcement the structures and other relevant fields;
- 3 years working experience or having 3 projects in civil engineering, and architecture, design and construction of the temporary shelters, and reinforcement the structures.

### Desirable:

- Previous working experience/ Or having projects on disaster risk management, crisis management, response to natural disaster, disaster risk reduction;
- Good knowledge of written and spoken in English and Persian for team members.

## VII. 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	Approval should be obtained	Payment
Deliverables 1 - Action plan (5%)	Yes	5%
Deliverables 2 Report on:	Yes	20%

Deliverables or Documents to be Delivered	Approval should be obtained	Payment
<ul style="list-style-type: none"> <li>- Select the final temporary shelter models for construction in close collaboration with UNDP, NDMO and HF and the other relevant organization through consultation meetings;(5%)</li> <li>- Provide technical specification for construction of the temporary shelter models (4 models) tailored to the context of Iran and its cost estimation;(10%)</li> <li>- Identify competent contractors for construction of the selected temporary shelter models in each region according to the available materials (5%)</li> </ul>		
<p>Deliverables 3</p> <p>Report on:</p> <ul style="list-style-type: none"> <li>- Provide services and technical specification to support UNDP for preparing a term of reference for construction of the selected temporary shelter models;(5%)</li> <li>- Participate in evaluation meeting and providing technical inputs during evaluation process (15%)</li> </ul> <p>(Note: the contractor should be present in any evaluation meeting till finalization of the process)</p>	Yes	20%
<p>Deliverables 4</p> <ul style="list-style-type: none"> <li>- Monitoring reports of the construction site(s) during the construction, equipping and instalment process(s)</li> </ul> <p>(3% for each submitted monitoring reports)</p> <p>(Note: At least three reports for each finalized temporary shelter model (4 models) for construction/ within one week after conducting each visit, the time of each visit will be advised by UNDP)</p>	Yes	36%
<p>Deliverables 5</p> <ul style="list-style-type: none"> <li>- Visit the production site upon finalizing the construction, equipping and instalment and</li> </ul>	Yes	19%





Deliverables or Documents to be Delivered	Approval should be obtained	Payment
provide final report on the constructed temporary shelter models, results, lesson learnt and way forwards (19%)		

- a) The contract's total payment is expected to cover travel costs for construction site visit, 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.
- b) 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) NPD's final approval is a pre-requisite for UNDP's verification for releasing the payment.
- g) Each payment will be made in IRR to the contractor upon satisfactory completion of the tasks and respective deliverables as per submission of deliverables and approval of UNDP
- h) Each payment will be transferred by UNDP through Electronic Fund Transfer to the IRR account number of the contractor introduced through an official letter indicating full banking information.