



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE 5629 UNEP 2022

Date: August 10, 2022.

Country: Panama City, at UNEP Offices

Description of the assignment: Expert Consultant in Communication and Knowledge Management.

Project name: The United Nations Environment Programme (UNEP) - Climate Change Unit

Period of assignment/services: Home-based

Duration: 12 months

Proposals should be submitted by email to Procurement – UNDP, Panama Office, adquisiciones.pa@undp.org no later than **August 24, 2022, at 23:59** (Panama time, UTC-5), using the following subject line: **IC 5629 UNEP 2022** – Expert Consultant in Communication and Knowledge Management.

Offers received after the aforementioned date and time will not be considered.

Any request for **clarification** must be by standard electronic communication to the e-mail indicated above no later than **August 17, 2022, at 23:59** (Panama time, UTC-5). The Procurement Unit of UNDP, Panama Office will respond by standard electronic mail and will send copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

This process is directed only to one individual. Any proposal received jointly by more than one individual, or a company, will be rejected. Likewise, all proposals from consultants involved in the elaboration of the present Terms of Reference will be rejected.

Subject: 5629 UNEP 2022

Website: Procurement Notice ID: 94436

Publication Link: https://procurement-notices.undp.org/view_notice.cfm?notice_id=94436

Email address: adquisiciones.pa@undp.org

Procurement – UNDP, Panama Office

1. BACKGROUND

For detailed information, please refer to Annex 1.

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

For detailed information, please refer to Annex 1

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

For detailed information, please refer to Annex 1

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Cover Letter:

- Explaining why they are the most suitable for the work.
- Provide a brief methodology on how they will approach and conduct the work (if applicable).

2. **Technical Proposal** – shall include (a) detailed proposed strategy/methodology, work plan timeline; risks/limitations; and (b) detailed profile of the expertise of the consultant, especially as it relates to scope of work.

3. **Financial proposal:** (using template provided in Annex 2) – specifying a total lump sum amount for the tasks specified in this announcement. The financial proposal shall include a breakdown of this lump sum amount for the specified tasks (e.g., costs related to data collection, capacity building events, public information session/launch, travel, and any other costs, including the number of anticipated workdays). Overall, the financial proposal shall include costs to deliver the work planned. Financial proposal must be loaded in a separate file from technical proposal.

4. **Personal CV** (available on UNDP website) including past experiences in similar projects and contact details of at least (3) professional references (e-mail and phone number), and including **identification document:** passport or valid personal identity card of consultant

5. Completed **Statement of Health** (Annex 4).

6. Completed **designation of the beneficiary for IC Contract** (Annex 5) and including identification document: passport or valid personal identity card of beneficiary.

5. FINANCIAL PROPOSAL

- Lump sum contracts

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

- Contracts based on daily fee

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

Travel.

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

1. Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

** Technical Criteria weight; [70%]*

** Financial Criteria weight; [30%]*

Only candidates obtaining a minimum of XXX point would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Preliminary Review</u> : Verification of the documents requested in point 4 (documents to be included when submitting the proposals) of this document. Verification on the UNGM ineligible list.		Pass/Fail
<u>Technical</u>		
• Academic Background	10 points	70%
• General Qualifications	10 points	
• Specific Qualifications	70 points	
• Proposed Methodology	5 points	
• Language: Fluency in Spanish and English is required	5 points	
<u>Financial</u>		30%

The procedures for the acquisition of services will be the ones indicated by the United Nations Development Program.

This process is directed only to one individual. Any proposal received by more than two individuals jointly or legal entity will be rejected. Likewise, all the proposals from consultants involved in the elaboration of the present Terms of Reference will be rejected.

This offer shall remain valid for a total period of 90 days after the submission deadline.

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY

ANNEX 3 - EVALUATION CRITERIA.

ANNEX 4 - STATEMENT OF HEALTH – INDIVIDUAL CONTRACTORS.

ANNEX 5 - DESIGNATION OF BENEFICIARY FOR IC CONTRACT.

ANNEX 6 - MODEL OF INDIVIDUAL CONSULTANT CONTRACT & GENERAL CONDITIONS OF CONTRACTS FOR THE SERVICES OF INDIVIDUAL CONTRACTORS.

UNITED NATIONS DEVELOPMENT PROGRAMME

TERMS OF REFERENCE

CLUSTER: UN ENVIRONMENT PROGRAMME

A. GENERAL INFORMATION

Title: Communication and Knowledge Management Expert
 Project: Climate Change Unit
 Type of Contract: International Consultant
 Direct Supervisor: Climate Change Coordinator at UNEP's Office for Latin America and the Caribbean
 Duty Station: Home Based
 Estimated Start Date: November 1 st 2022
 Duration: 12 months

B. PROJECT DESCRIPTION OR BACKGROUND

The United Nations Environment Programme (UNEP) is the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and serves as an authoritative advocate for the global Environment.

UNEP, through its Latin America and the Caribbean Office (LAC Office) located in Panama City, works closely with the 33 countries of the region - including 16 small island developing States -with a population of about 588 million people- to implement the agenda 2030 for Sustainable Development and its Sustainable Development Goals (SDGs), the new Paris Agreement and the priority actions defined in the NDCs of the region. The office works to serve the needs of the region and its activities are integrated into the Medium-Term Strategy and the Program of Work approved by the United Nations Environment Assembly (UNEA).

UNEP's climate change unit currently manages a large and growing portfolio of projects (10+) on Mitigation (electric mobility and renewable energy), Adaptation (national adaptation plans, and nature-based solutions for cities and mountains), Climate Transparency and Climate Finance for sustainable economic recovery in the region, as well as a regional knowledge transfer portal. Some of this projects initiatives are: MOVE, City Adapt, Nature4Cities, Meba, NDC5, MOIT, NAP, Termosolar Panama, Termosolar Honduras, Generación Sole, CIBIT, REGATTA. These projects are implemented by partners at national level in various countries, commissioned by relevant government authorities to promote climate action at different levels (from ministries and decision-makers to communities and the general public) through both print and digital communication products.

Climate action is often undermined by the limited capacities of policy makers and international organizations to visually convey the importance and urgency of climate change action in a clear and appropriate manner to a wider range of stakeholders and the public. One of the most relevant challenges for the unit is to organise and synthesize a large volume of information in a clear, easy and quick to understand manner.

For these reasons, the Climate Change Unit of UNEP is looking for a Communication and Knowledge Management Expert. The Communication and Knowledge Management Expert will support the Climate Change Unit in the development of communication strategies and products. He/She will be supervised by the Climate Change coordinator for Latin America & the Caribbean.

The incumbent will be supervised by the Climate change coordinator for UNEP Latin America & the Caribbean Office and will work from home.

C. PURPOSE

Climate action is often undermined by the limited capacities of policy makers and international organizations to visually convey the importance and urgency of climate change action in a clear and appropriate manner to a wider range of stakeholders and the public. One of the most relevant challenges for the unit is to organize and synthesize a large volume of information in a clear, easy and quick to understand manner, thus requiring a Communication Expert with three crucial skills:

1. analytical and synthesizing skills,
2. ability to prioritize the various topics in the climate agenda at the regional level,
3. awareness and social sensitivity to integrate other aspects of climate action such as gender equality, race and inclusion of persons with disabilities.

D. SCOPE OF WORK

The consultant must have a thorough understanding of the climate crisis issue and the work of the climate change unit in order to coordinate the communication team and deliver the necessary products for each objective. The communication consultant will support the climate change Unit in the development of communication strategies to achieve three main goals:

- produce more efficient and strategic communication products.
- enhance outreach and communication practices in the climate change unit.
- transforming scientific and technical information into products that appeal to different target audiences.

The consultant will develop strategies for information dissemination for all the projects in the unit, as well as knowledge management activities including communities of practice, webinars and digital events.

The consultant will be supervised by the Climate change coordinator for UNEP Latin America & the Caribbean Office. He/she will work closely with the mitigation, transparency and adaptation teams, UNEP staff, the Communications Unit in the Office for Latin America & the Caribbean, and the respective UNEP's project counterparts as appropriate.

Responsibilities and Activities

Under the direct supervision of the Climate change coordinator for UNEP Latin America & the Caribbean Office, the consultant shall perform the following activities:

- Work proactively with programme and project teams to identify opportunities for capturing and sharing knowledge and disseminating information about major progress and results of MOVE, City Adapt,

EUROCLIMA+, MEBA, NDC5, Termosolar, REGATTA, Nature4Cities, Recuperation Verde, Generation SOLE and other climate change related initiatives.

- Develop and maintain an events calendar with partners and other initiatives, ensuring that major events are identified early; support senior management and relevant programme teams to craft messages and information materials that contribute to the success of major events.
- Support the coordination of major events like Forum of Ministers, LACCW and COP.
- Support the coordination of the process for Publishing Board review.
- Coordinate the contracts, tasks and budget for the communication team of the climate change unit.
- Act as ROLAC UNEP communication focal point for the project and others related. This would include the development of all the activities of the unit in communication, considering the procedures of both the funds donor and UNEP.
- Coordinate and contribute to the development of new unit initiatives from the outset. Including branding, logo, visual identity, communication materials, web platform, events and positioning spaces.
- Ensure that all outreach information material to be used by the media is written in a way that concepts and issues can be readily understood by the public, in close coordination with the Communications Unit in the Office for Latin America & the Caribbean in Panama.
- Research and identify stories, write and edit press releases, and feature stories within tight timeframes which consistently meet agreed corporate standards, all this in close coordination and alignment with the Communications Unit of the UN Environment Office in Panama.
- Produce video documentaries for capturing projects results, in coordination and alignment with the Communications Unit of the UNEP Office in Panama.
- Prepare Factsheet/Case Studies to promote projects results and activities.
- Ensure that all the climate change initiatives' websites are updated. Ensure that UNEP website and the donors are updated.
- Ensure that EUROCLIMA's communications objectives are in line with the European Union guidelines on communications.
- Coordinate the content and functioning of the communities of practice of the different projects
- Produce stories for the projects' newsletters, reports and notes to donors.
- Ensure that media is informed about key workshops/seminars and project outputs, working through and in close coordination with the Communications Unit in the Office for Latin America & the Caribbean in Panama.
- Support coordinators of projects with the dissemination of communication strategies and communication activities, in close coordination and alignment with the Communications Unit of the UNEP Office in Panama.
- Support in the quotation and contracting of persons or materials necessary for the fulfilment of the communication strategies.
- Ensure internal communication between the members of the unit by creating spaces and mechanisms for participation to seek synergies and promote joint action between teams.

- Manage, updates and further develops internal databases; updates web site, to include drafting and editing content; generates a variety of standard and non-standard statistical and other reports from various databases.
- Researches, compiles and presents information for use in the preparation and production of a wide array of products (speech drafts, presentations, letters, reports, brochures, posters) for key events.
- Coordinate with the UNEP Communication Unit about the use of the organization's logo and branding, and any activity directly related to external communication outreach and traditional (TV, newspaper, radio) or social media.

E. EXPECTED OUTPUTS / DELIVERABLES

Deliverable / Products	Estimated time to complete	Due Date	Payment Percentage	Revision and Approval
Product 1: executive summary and conclusions for the report "Is Natural Gas a good investment for LAC?", a sheet with the external review comments and the status of the revision, press release and key messages.	120 hours	15/11/2022	6% of the total contract amount	Delivery of Product and Invoice, both duly approved by the Climate change coordinator for UNEP Latin America & the Caribbean Office.
Product 2: a Trello that contains a two press releases, invitation, agenda and social media posts for LinkedIn and Twitter for the launch of the Taxonomies Working Group in LAC.	160 hours	20/12/2022	8% of the total contract amount	Delivery of Product and Invoice, both duly approved by the Climate change coordinator for UNEP Latin America & the Caribbean Office.
Product 3: a document that contains all the publications plan for unit for publishing board review and LACCW EOI to propose	200 hours	22/01/2022	10% of the total contract amount.	Delivery of Product and Invoice, both duly approved by the Climate change coordinator for UNEP Latin America & the Caribbean Office.
Product 4: EUROCLIMA+ semester report for Communication and Knowledge Management	163 hours	7/03/2023	8% of the total contract amount.	Delivery of Product and Invoice, both duly approved by the Climate change coordinator for UNEP Latin America & the Caribbean Office.
Product 5: a document with the names and links for 10 webinars produced by the unit. All webinars must have their agenda and communications banners and links.	318 hours	04/05/2023	17% of the total contract amount.	Delivery of Product and Invoice, both duly approved by the Climate change coordinator for UNEP Latin America & the Caribbean Office.
Product 6: TdRs for 4 members of the communication team's contracts. 6 virtual meetings to coordinate the work. The virtual meetings can be proved by a screenshot.	216 hours	08/07/2023	11% of the total contract amount.	Delivery of Product and Invoice, both duly approved by the Climate change coordinator for UNEP Latin America & the Caribbean Office.

Product 7: a document with speaking points and/or answers for press interviews for UNEP's officers. At least 2 different topics.	195 hours	10/08/2023	10% of the total contract amount.	Delivery of Product and Invoice, both duly approved by the Climate change coordinator for UNEP Latin America & the Caribbean Office.
Product 8: EUROCLIMA+ annually report for Communication and Knowledge Management	307 hours	15/09/2023	16% of the total contract amount.	Delivery of Product and Invoice, both duly approved by the Climate change coordinator for UNEP Latin America & the Caribbean Office.
Product 9: a document that contains communication press release, social media posts, agenda for the kickoff event for the Transparency Index	245 hours	30/10/2023	13% of the total contract amount.	Delivery of Product and Invoice, both duly approved by the Climate change coordinator for UNEP Latin America & the Caribbean Office.

F. INSTITUTIONAL ARRANGEMENTS

The Individual Consultant (IC) will work under direct supervision of and report to the Climate change coordinator for UNEP Latin America & the Caribbean Office. And accordingly, the activities and deliverable of the IC will be subject to approval of the Climate change coordinator for UNEP Latin America & the Caribbean Office.

Each payment will be disbursed upon written approval and acceptance of the products described by the Climate change coordinator for UNEP Latin America & the Caribbean Office. The Communication Consultant shall request each payment using the "Payment Certificate" form.

The mid and final payment will require an interim and a final evaluation duly signed by the Climate change coordinator for UNEP Latin America & the Caribbean Office., and Regional Director.

G. DURATION OF THE WORK

For 12 months. The assignment is expected to start on November 01st, 2022 and it is expected to be completed by October 31st, 2023.

H. DUTY STATION

Place of work for the assignment is home based.

Travel: All travel requests shall be authorized by UNEP using the "Travel Plan" form. All travel expenses will be paid separately by the Project in accordance to the rules and regulation of UNEP. In general, UNEP will not accept cost that exceeds the rates for economic class. In the case that an Individual Contractor wishes to travel in a higher class, he/she may do it but using their own resources.

In the event of an unforeseen travel as part of the contract, the payment of such travel, food and expenses will be agreed in advance between the responsible unit at UNEP and the Individual Contractor. No travel can exceed the value of the Daily Subsistence Allowance (DSA) for that month and destination in accordance with the valid rate indicated by the United Nations and will be refunded using the from indicated in the rules and regulation of UNEP.

I. QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR

Qualifications

ACADEMIC:

- Master's degree or equivalent in knowledge management, communication, marketing, environmental studies or related field is desirable.
- A University degree in knowledge management, communication, marketing, environmental studies or related field is required.

PROFESSIONAL:

- A minimum of six years of progressively responsible experience in communications, marketing, knowledge management or related areas is required
- Familiarity with the global and national trends of climate change is required.
- At least two years of working experience in dissemination of information and knowledge management with some experience on environmental issues is required.
- Ability to develop, promote, implement, monitor and evaluate Communications Policies and Strategies is required.
- Working experience with the UN system, international organizations, or public institutions will be an added advantage.
- Proven experience in report writing and developing and leading communications strategies, drafting documents, and experience in coordinating publications, content edition and proofreading is required.
- Working experience with initiatives related to Nature Based Solutions, Electric Mobility, Youth in climate action, NDCs, Renewable Energies is desirable.
- Experience with communities of practices is desirable.

LANGUAGE:

- Fluency in English and Spanish is required.

SPECIAL KNOWLEDGE AND SKILLS:

Functional competencies:

- Demonstrates integrity and ethical standards.
- Mature judgment and initiative.
- Ability to think out-of-the-box.
- Ability to present complex issues in simple and clear manner.
- Demonstrates integrity and ethical standards.
- Ability to work under pressure and deliver high quality results on time.
- Initiative and independence
- Good communication and organizational skills, with demonstrated evidence of capacity to produce and present good reports.
- Excellent oral and written communication skills in English and Spanish.
- Adequate computer literacy.

- Analytic capacity and demonstrated ability to process, analyses and synthesize complex, technical information from different disciplines.

Corporate competencies:

- Ability to draft concise and informative documentation in Spanish & English for a range of uses from detailed progress reports to media releases including ability to analyses complex information and to draw out the key points and issues and to present these in a way that can be easily understood
 - Strong inter-personal skills, communication, networking and team-building skills; competent in dealing with different stakeholders, management of inter-group dynamics and conflicting interests of various actors, stimulating team members to produce quality outputs in a timely and transparent fashion.

J. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS

Deliverable / Products	Payment Percentage
Product 1: executive summary and conclusions for the report “Is Natural Gas a good investment for LAC?”, a sheet with the external review comments and the status of the revision, press release and key messages	6% of the total contract amount
Product 2: a Trello that contains a two press releases, invitation, agenda and social media posts for LinkedIn and Twitter for the launch of the Taxonomies Working Group in LAC	8% of the total contract amount
Product 3: a document that contains all the publications plan for unit for publishing board review and LACCW EOI to propose	10% of the total contract amount.
Product 4: EUROCLIMA+ semester report for Communication and Knowledge Management	8% of the total contract amount.
Product 5: a document with the names and links for 10 webinars produced by the unit. All webinars must have their agenda and communications banners and links.	17% of the total contract amount.
Product 6: TdRs for 4 members of the communication team’s contracts. 6 virtual meetings to coordinate the work. The virtual meetings can be proved by a screenshot.	11% of the total contract amount.
Product 7: a document with speaking points and/or answers for press interviews for UNEP’s officers. At least 2 different topics.	10% of the total contract amount.
Product 8: EUROCLIMA+ annually report for Communication and Knowledge Management	16% of the total contract amount.
Product 9: a document that contains communication press release, social media posts, agenda for the kickoff event for the Transparency Index	13% of the total contract amount.

K. RECOMMENDED PRESENTATION OF PROPOSAL AND OTHER RELEVANT INFORMATION

The selected consultant will have the obligation to:

1. Before any travel, obtain the security permits for traveling to the countries where the services will be required. These permits may be obtained at www.undss.org.
2. Have the contract signed by the UNDP and the expert before starting the work and before starting any travel. If the expert travels and starts the work without having signed the contract, the work and travel will be at the expert's own risk and responsibility.
3. All background compiled, and deliverables produced by the expert are the property of the UNDP. The expert must obtain written permission from the UNDP to use all or part of the documents for any other consulting or work.

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

Date _____

Dear Sir/Madam
United Nations Development Programme

Dear Sir/Madam:

I hereby declare that:

I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of **IC 5629 UNEP 2022 - Expert Consultant in Communication and Knowledge Management**.

- A) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors.
- B) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- C) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and **I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3;**
- D) I hereby propose to complete the services based on the following payment rate:

A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.
- E) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- F) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures.
- G) This offer shall remain valid for a total period of **90 days** after the submission deadline.

H) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

I) If I am selected for this assignment, I shall *[please check the appropriate box]:*

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

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

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

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

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

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

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

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

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

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

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

Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

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

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

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

DATE: _____

SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR).
- ☐ Technical Proposal – shall include (a) detailed proposed strategy/methodology, work plan timeline; risks/limitations; and (b) detailed profile of the expertise of the consultant, especially as it relates to scope of work.

BREAKDOWN OF COSTS¹
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A) Breakdown of Cost by Deliverables*

DELIVERABLES <i>[list them as referred to in the TOR]</i>	Percentage (USD)	Amount USD <i>(Weight for payment)</i>
Product 1	6%	
Product 2	8%	
Product 3	10%	
Product 4	8%	
Product 5	17%	
Product 6	11%	
Product 7	10%	
Product 8	16%	
Product 9	13%	
TOTAL	100%	

**Basis for payment tranches*

B) Breakdown of Cost by Components:

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel² Expenses to Join duty station			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

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

² Travel expenses are not required if the consultant will be working from home.

TECHNICAL/METHODOLOGICAL PROPOSAL

[insert date]

Sirs
United Nations Development Program
[City Country]

Process: IC 5629 UNEP 2022 - Expert Consultant in Communication and Knowledge Management.

1. Capacities to develop consultancy
2. Conceptual framework (maximum one page)
3. Work matrix for the products/milestones to be delivered
4. Description of the methodology
5. Schedule of activities

SIGNATURE:

ANNEX 3 - EVALUATION CRITERIA.

The consultants will be evaluated in their technical aspects and financial proposal using the following matrices:

	TECHNICAL PROPOSAL	MAXIMUM SCORE	%
TECHNICAL CRITERIA	PRELIMINARY REVIEW: Verification of the required documents: Signed Economic Offer, Review of consultants List of Ineligible Consultants, Letter of Interest and Availability, Resume (CV), and brief description of why the individual considers that he/she is the most appropriate to develop this consultancy.	COMPLIES/ DOES NOT COMPLY	70%
	A. Education	10	
	A University degree in knowledge management, communication, marketing, environmental studies or related field is required	3	
	Master's degree or equivalent in knowledge management, communication, marketing, environmental studies or related field is desirable.	7	
	B. General Experience	10	
	Six (6) years of relevant work experience in communications and/or marketing including regional positions.	10	
	C. Specific Experience	70	
	2 years of demonstrated experience in communication for climate change. Experience with the successful communications strategies for adaptation, mitigation, climate finance and transparency areas.	40	
	Experience writing press releases, technical climate change publications and concept notes for events related to climate change in LAC.	20	
	Previous experience working with multiple stakeholders (national governments, local governments, communities, UN Agencies, private sector, NGOs, academia) is an asset.	10	
	D. Methodology and Schedule	5	
	<ul style="list-style-type: none"> Good understanding of the activities to be carried out (100% p) 	5	

	<ul style="list-style-type: none"> • Good understanding of the challenges to achieve the proposed activities (90% p) • Good understanding of the adaptation activities, projects and initiatives underway and/or planned required to achieve the proposed activities (70% p) • Knowledge of the relevant actors in the field of adaptation at the regional level (0%p) • Proposed methodology and times (0-10p) 		
	E. Languages	5	
	<p>Fluency in Spanish and English. The candidate will attach to the application a letter in Spanish and English with a brief description of why the individual considers that he/she is the most appropriate to develop this consultancy. UNDP may request an interview in which the level of language would be checked.</p> <p>The domain of both languages will be tested in any of the following ways:</p> <ul style="list-style-type: none"> • Be native to the language • Having studied and/or worked in the language • Being native or having studied and/or worked 3 years in the language (5p for each language) • Language certificate (3p for each language) • Having studied and/or worked 1 year in the language (2p for each language). 	5	
MAXIMUM SCORE TOTAL TECHNICAL EVALUATION (100*70%)		100	
FINANCIAL PROPOSAL			30%

EVALUATION OF THE ECONOMIC PROPOSAL

The maximum number of points will be awarded to the lowest offer. All other proposals will receive points in inverse proportion, according to the following formula:

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

Where:

p = points of the evaluated economic proposal

y = maximum number of points awarded to the financial offer

μ = Amount of the lowest offer

z = Amount of the evaluated offer

ANNEX 4 - STATEMENT OF HEALTH – INDIVIDUAL CONTRACTORS.

ANNEX 5 - DESIGNATION OF BENEFICIARY FOR IC CONTRACT.

STATEMENT OF HEALTH – INDIVIDUAL CONTRACTORS

Name of Consultant/Individual Contractor:

Last Name, First Name



Empowered lives.
Resilient nations.

Statement of Good Health

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

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

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

The name of my medical insurance carrier is:

Policy Number:

Telephone Number of Medical Insurance Carrier:

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

Signature of Consultant/Individual Contractor

Date

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

Signature of Officer Supervising the Contract

Name

Business Unit



Empowered lives.
Resilient nations.

DESIGNATION OF BENEFICIARY FOR IC CONTRACT

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

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

Consultant's Signature:

Date:

Full details of the beneficiary:

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

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

ANNEX 6 - MODEL OF INDIVIDUAL CONSULTANT CONTRACT & GENERAL CONDITIONS OF CONTRACTS
FOR THE SERVICES OF INDIVIDUAL CONTRACTORS

UNITED NATIONS DEVELOPMENT PROGRAMME



**Contract for the services of
an Individual Contractor**

No _____

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

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

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

NOW, THEREFORE, the Parties hereby agree as follows:

1. Nature of services

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

2. Duration

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

3. Consideration

As full consideration for the services performed by the Individual Contractor under the terms of this Contract, including, unless otherwise specified, his/her travel to and from the Duty Station(s), any other travel required in the fulfillment of the Terms of Reference in Annex I, and living expenses in the Duty Station(s), UNDP shall pay the Individual Contractor a total of [currency] _____ in accordance with the table set forth below³. Payments shall be made following certification by UNDP that the services related to each Deliverable, as described below, have been satisfactorily performed and the Deliverables have been achieved by or before the due dates specified below, if any.

³ For payments which are not output-based lump sum, indicate the maximum number of working days/hours/units, any out of pocket expense (travel, per diem...) and the corresponding fee/cost in the Deliverable (s) table.

DELIVERABLE	DUE DATE	AMOUNT IN [CURRENCY]

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

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

4. Rights and Obligations of the Individual contractor

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

5. Beneficiary

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

Mailing address, email address and phone number of beneficiary:

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

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

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

“Harassment, Sexual Harassment, Discrimination and Abuse of Authority” set forth in the Programme and Operations Policies and Procedures.

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

AUTHORIZING OFFICER:

INDIVIDUAL CONTRACTOR:

United Nations Development Programme

Name; _____

Name; _____

Signature; _____

Signature; _____

Date; _____

Date; _____

GENERAL CONDITIONS OF CONTRACT FOR THE SERVICES OF INDIVIDUAL CONTRACTORS

1. LEGAL STATUS: The Individual Contractor shall have the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP), and shall not be regarded, for any purposes, as being either a “staff member” of UNDP, under the UN Staff Regulations and Rules, or an “official” of UNDP, for purposes of the Convention on the Privileges and Immunities of the United Nations, adopted by the General Assembly of the United Nations on 13 February 1946. Accordingly, nothing within or relating to the Contract shall establish the relationship of employer and employee, or of principal and agent, between UNDP and the Individual Contractor. The officials, representatives, employees or subcontractors of UNDP and of the Individual Contractor, if any, shall not be considered in any respect as being the employees or agents of the other, and UNDP and the Individual Contractor shall be solely responsible for all claims arising out of or relating to their engagement of such persons or entities.

2. STANDARDS OF CONDUCT:

(a) General: The Individual Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of his or her obligations under the Contract. Should any authority external to UNDP seek to impose any instructions regarding the Individual Contractor’s performance under the Contract, the Individual Contractor shall promptly notify UNDP and shall provide all reasonable assistance required by UNDP. The Individual Contractor shall not take any action in respect of his or her performance of the Contract or otherwise related to his or her obligations under the Contract that may adversely affect the interests of UNDP. The Individual Contractor shall perform his or her obligations under the Contract with the fullest regard to the interests of UNDP. The Individual Contractor warrants that she or he has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Contract or the award thereof to any representative, official, employee or other agent of UNDP. The Individual Contractor shall comply with all laws, ordinances, rules and regulations bearing upon the performance of his or her obligations under the Contract. In the performance of the Contract the Individual Contractor shall comply with the standards of conduct set in the Secretary General’s Bulletin ST/SGB/2002/9 of 18 June 2002, entitled “Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Expert on Mission”. The Individual Contractor must comply with all security directives issued by UNDP.

(b) Prohibition of Sexual Exploitation and Abuse, and Sexual Harassment: Without limitation to the terms set forth in (a) above, in the performance of the Contract, the Individual Contractor shall comply with the standards of conduct set forth in the Secretary-General’s bulletin ST/SGB/2003/13 of 9 October 2003, concerning “Special measures for protection from sexual exploitation and sexual abuse”. In particular, the Individual Contractor shall not engage in any conduct that would constitute sexual exploitation or sexual abuse (“SEA”), as defined in that bulletin. Moreover, and without limitation to the application of other regulations, rules, policies and procedures, bearing upon the performance of the activities under the Contract, the Individual Contractor shall comply with the standards of conduct stated in UNDP’s policy on “Harassment, Sexual Harassment, Discrimination, and Abuse of Authority” set forth in the Programme and Operations Policies and Procedures.

In the performance of the Contract, should sufficient information of prohibited conduct including but not limited to sexual harassment (“SH”), and/or SEA, against the Individual Contractor be brought to UNDP’s attention, UNDP shall commence an investigation into the Individual Contractor’s conduct in this regard in accordance with UNDP regulations, rules, policies and procedures. Should the allegations (i) be found to have been substantiated and (ii) should they constitute grounds for termination of this Individual Contract, even after the expiry or termination of the Individual Contract, where such prohibited conduct involves SH or SEA, the Individual Contractor’s name will be placed into an internal United Nations’ database which may affect the Individual Contractor’s ability to work with/for the United Nations System in any capacity in the future.

(c) The Individual Contractor acknowledges and agrees that any breach of any of the provisions set forth in

Article 2 (a) and (b) shall constitute a breach of an essential term of the Contract, and, in addition to any other legal rights or remedies available to any person, shall give rise to grounds for suspension or termination of the Contract. In addition, nothing herein shall limit the right of UNDP to refer any alleged breach of the foregoing standards of conduct or any other terms of the Contract to the relevant national authorities for appropriate legal action.

3. TITLE RIGHTS, COPYRIGHTS, PATENTS AND OTHER PROPRIETARY RIGHTS: Title to any equipment and supplies that may be furnished by UNDP to the Individual Contractor for the performance of any obligations under the Contract shall rest with UNDP, and any such equipment and supplies shall be returned to UNDP at the conclusion of the Contract or when no longer needed by the Individual Contractor. Such equipment and supplies, when returned to UNDP, shall be in the same condition as when delivered to the Individual Contractor, subject to normal wear and tear, and the Individual Contractor shall be liable to compensate UNDP for any damage or degradation of the equipment and supplies that is beyond normal wear and tear.

UNDP shall be entitled to all intellectual property and other proprietary rights, including, but not limited to, patents, copyrights and trademarks, with regard to products, processes, inventions, ideas, know-how or documents and other materials which the Individual Contractor has developed for UNDP under the 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 Individual Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for UNDP. However, to the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Individual Contractor: (a) that pre-existed the performance by the Individual Contractor of his or her obligations under the Contract, or (b) that the Individual Contractor may develop or acquire, or may have developed or acquired, independently of the performance of his or her obligations under the Contract, UNDP does not and shall not claim any ownership interest thereto, and the Individual Contractor grants to UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract. At the request of UNDP, the Individual Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to UNDP in compliance with the requirements of the applicable law and of the Contract. Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents and all other data compiled by or received by the Individual Contractor under the Contract shall be the property of UNDP, shall be made available for use or inspection by UNDP at reasonable times and in reasonable places, shall be treated as confidential and shall be delivered only to UNDP authorized officials on completion of services under the Contract

4. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION: Information and data that are considered proprietary by either UNDP or the Individual Contractor or that are delivered or disclosed by one of them ("Discloser") to the other ("Recipient") during the course of performance of the Contract, and that are designated as confidential ("Information"), shall be held in confidence and shall be handled as follows. The Recipient of such Information shall use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate, and the Recipient may otherwise use the Discloser's Information solely for the purpose for which it was disclosed. The Recipient may disclose confidential Information to any other party with the Discloser's prior written consent, as well as to the Recipient's officials, representatives, employees, subcontractors and agents who have a need to know such confidential Information solely for purposes of performing obligations under the Contract. Subject to and without any waiver of the privileges and immunities of UNDP, the Individual Contractor may disclose Information to the extent required by law, *provided that* the Individual Contractor will give UNDP sufficient prior notice of a request for the disclosure of Information in order to allow UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made. UNDP may disclose Information to the extent required pursuant to the Charter of the United Nations, resolutions or regulations of the General Assembly or its other governing bodies, or rules promulgated by the Secretary-General. The Recipient shall not be 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. 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. Notwithstanding the foregoing, the Individual Contractor

acknowledges that UNDP may, in its sole discretion, disclose the purpose, type, scope, duration and value of the Contract, the name of the Individual Contractor, and any relevant information related to the award of the Contract.

5. TRAVEL, MEDICAL CLEARANCE AND SERVICE INCURRED DEATH, INJURY OR ILLNESS: If the Individual Contractor is required by UNDP to travel beyond commuting distance from the Individual Contractor's usual place of residence, and upon prior written agreement, such travel shall be at the expense of UNDP. Such travel shall be at economy fare when by air.

UNDP may require the Individual Contractor to submit a "statement of good health" from a recognized physician prior to commencement of services in any offices or premises of UNDP, or before engaging in any travel required by UNDP, or connected with the performance of the Contract. The Individual Contractor shall provide such a statement as soon as practicable following such request, and prior to engaging in any such travel, and the Individual Contractor warrants the accuracy of any such statement, including, but not limited to, confirmation that the Individual Contractor has been fully informed regarding the requirements for inoculations for the country or countries to which travel may be authorized.

In the event of death, injury or illness of the Individual Contractor which is attributable to the performance of services on behalf of UNDP under the terms of the Contract while the Individual Contractor is traveling at UNDP expense or is performing any services under the Contract in any offices or premises of UNDP, the Individual Contractor or the Individual Contractor's dependents, as appropriate, shall be entitled to compensation equivalent to that provided under the UNDP insurance policy, available upon request.

6. PROHIBITION ON ASSIGNMENT; MODIFICATIONS: The Individual Contractor may not assign, delegate, transfer, pledge or make any other disposition of the Contract, of any part thereof, or of any of the rights, claims or obligations under the Contract except with the prior written authorization of UNDP, and any attempt to do so shall be null and void. The terms or conditions of any supplemental undertakings, licenses or other forms of Contract concerning any goods or services to be provided under the Contract shall not be valid and enforceable against UNDP nor in any way shall constitute a contract by UNDP thereto, unless any such undertakings, licenses or other forms of contract are the subject of a valid written undertaking by UNDP. No modification or change in the Contract shall be valid and enforceable against UNDP unless provided by means of a valid written amendment to the Contract signed by the Individual Contractor and an authorized official or appropriate contracting authority of UNDP.

7. SUBCONTRACTORS: In the event that the Individual Contractor requires the services of subcontractors to perform any obligations under the Contract, the Individual Contractor shall obtain the prior written approval of UNDP for any such subcontractors. UNDP may, in its sole discretion, reject any proposed subcontractor or require such subcontractor's removal without having to give any justification therefore, and such rejection shall not entitle the Individual Contractor to claim any delays in the performance, or to assert any excuses for the non-performance, of any of his or her obligations under the Contract. The Individual Contractor shall be solely responsible for all services and obligations performed by his or her subcontractors. The terms of any subcontract shall be subject to, and shall be construed in a manner that is fully in accordance with, all of the terms and conditions of the Contract.

8. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF THE UNITED NATIONS: The Individual Contractor shall not advertise or otherwise make public for purposes of commercial advantage or goodwill that it has a contractual relationship with UNDP, nor shall the Individual Contractor, in any manner whatsoever, use the name, emblem or official seal of UNDP, or any abbreviation of the name of UNDP, in connection with his or her business or otherwise without the written permission of UNDP.

9. INDEMNIFICATION: The Individual Contractor shall indemnify, defend, and hold and save harmless UNDP, and its officials, agents and employees, from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature, including, but not limited to, all litigation costs and expenses, attorney's fees, settlement payments and damages, based on, arising from, or relating to: (a) allegations or claims that the use by UNDP of any patented device, any copyrighted material or any other goods or services provided to UNDP for its use under the terms of the Contract, in whole or in part, separately or in combination, constitutes an infringement of any patent, copyright, trademark or other intellectual property right of any third party; or (b) any acts or omissions of the Individual Contractor, or of any subcontractor or anyone directly or indirectly employed by them in the performance of the Contract, which give rise to legal liability to

anyone not a party to the Contract, including, without limitation, claims and liability in the nature of a claim for workers' compensation.

10. INSURANCE: The Individual Contractor shall pay UNDP promptly for all loss, destruction or damage to the property of UNDP caused by the Individual Contractor, or of any subcontractor, or anyone directly or indirectly employed by them in the performance of the Contract. The Individual Contractor shall be solely responsible for taking out and for maintaining adequate insurance required to meet any of his or her obligations under the Contract, as well as for arranging, at the Individual Contractor's sole expense, such life, health and other forms of insurance as the Individual Contractor may consider to be appropriate to cover the period during which the Individual Contractor provides services under the Contract. The Individual Contractor acknowledges and agrees that none of the insurance arrangements the Individual Contractor shall, in any way, be construed to limit the Individual Contractor's liability arising under or relating to the Contract.

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

12. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS: In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Individual Contractor shall give notice and full particulars in writing to UNDP of such occurrence or cause if the Individual Contractor is thereby rendered unable, wholly or in part, to perform his or her obligations and meet his or her responsibilities under the Contract. The Individual Contractor shall also notify UNDP of any other changes in conditions or the occurrence of any event, which interferes or threatens to interfere with the performance of the Contract. Not more than fifteen (15) days following the provision of such notice of force majeure or other changes in conditions or occurrence, the Individual Contractor shall also submit a statement to UNDP of estimated expenditures that will likely be incurred for the duration of the change in conditions or the event. On receipt of the notice or notices required hereunder, UNDP shall take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances, including the granting to the Individual Contractor of a reasonable extension of time in which to perform any obligations under the Contract or suspension thereof.

Force majeure as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, or any other acts of a similar nature or force, provided that such acts arise from causes beyond the control and without the fault or negligence of the Individual Contractor. The Individual Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Individual Contractor must perform in or for any areas in which UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delay or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract

13. TERMINATION: Either party may terminate the Contract, in whole or in part, upon giving written notice to the other party. The period of notice shall be five (5) days in the case of contracts for a total period of less than two (2) months and fourteen (14) days in the case of contracts for a longer period. The initiation of conciliation or arbitral proceedings, as provided below, shall not be deemed to be a "cause" for or otherwise to be in itself a termination of the Contract. UNDP may, without prejudice to any other right or remedy available to it, terminate the Contract forthwith in the event that: (a) the Individual Contractor is adjudged bankrupt, or is liquidated, or becomes insolvent, applies for moratorium or stay on any payment or repayment obligations, or applies to be declared insolvent; (b) the Individual Contractor is granted a moratorium or a stay or is declared insolvent; (c) the Individual Contractor makes an assignment for the benefit of one or more of his or her creditors; (d) a Receiver is appointed on account of the insolvency of the Individual Contractor; (e) the Individual Contractor offers a settlement in lieu of bankruptcy or receivership; or (f) UNDP reasonably determines that the Individual Contractor has become subject to a materially adverse change in financial condition that threatens to endanger or otherwise substantially affect the ability of the Individual Contractor to perform any of the obligations under the Contract. In the event of

any termination of the Contract, upon receipt of notice of termination by UNDP, the Individual Contractor shall, except as may be directed by UNDP in the notice of termination or otherwise in writing: (a) take immediate steps to bring the performance of any obligations under the Contract to a close in a prompt and orderly manner, and in doing so, reduce expenses to a minimum; (b) refrain from undertaking any further or additional commitments under the Contract as of and following the date of receipt of such notice; (c) deliver all completed or partially completed plans, drawings, information and other property that, if the Contract had been completed, would be required to be furnished to UNDP thereunder; (d) complete performance of the services not terminated; and (e) take any other action that may be necessary, or that UNDP may direct in writing, for the protection and preservation of any property, whether tangible or intangible, related to the Contract that is in the possession of the Individual Contractor and in which UNDP has or may be reasonably expected to acquire an interest.

In the event of any termination of the Contract, UNDP shall only be liable to pay the Individual Contractor compensation on a pro rata basis for no more than the actual amount of work performed to the satisfaction of UNDP in accordance with the requirements of the Contract. Additional costs incurred by UNDP as a result of termination of the Contract by the Individual Contractor may be withheld from any amount otherwise due to the Individual Contractor by UNDP.

14. NON-EXCLUSIVITY: UNDP shall have no obligation respecting, and no limitations on, its right to obtain goods of the same kind, quality and quantity, or to obtain any services of the kind described in the Contract, from any other source at any time.

15. TAXATION: Article II, section 7, of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the exemptions of the United Nations from such taxes, restrictions, duties or charges, the Individual Contractor shall immediately consult with UNDP to determine a mutually acceptable procedure. UNDP shall have no liability for taxes, duties or other similar charges payable by the Individual Contractor in respect of any amounts paid to the Individual Contractor under this Contract, and the Individual Contractor acknowledges that UNDP will not issue any statements of earnings to the Individual Contractor in respect of any such payments

16. AUDITS AND INVESTIGATIONS: Each invoice paid by UNDP shall be subject to a post-payment audit by auditors, whether internal or external, of UNDP or by other authorized and qualified agents of UNDP. The Individual Contractor acknowledges and agrees that UNDP may conduct investigations relating to any aspect of the Contract or the award thereof, and the obligations performed thereunder.

The Individual Contractor shall provide full and timely cooperation with any post-payment audits or investigations hereunder. Such cooperation shall include, but shall not be limited to, the Individual Contractor's obligation to make available any relevant documentation and information for the purposes of a post-payment audit or an investigation at reasonable times and on reasonable conditions. The Individual Contractor shall require his or her employees, subcontractors and agents, if any, including, but not limited to, the Individual Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any post-payment audits or investigations carried out by UNDP hereunder.

If the findings or circumstances of a post-payment audit or investigation so warrant, UNDP may, in its sole discretion, take any measures that may be appropriate or necessary, including, but not limited to, suspension of the Contract, with no liability whatsoever to UNDP.

The Individual Contractor shall refund to UNDP any amounts shown by a post-payment audit or investigation to have been paid by UNDP other than in accordance with the terms and conditions of the Contract. Such amount may be deducted by UNDP from any payment due to the Individual Contractor under the Contract. The right of UNDP to conduct a post-payment audit or an investigation and the Individual Contractor's obligation to comply with such shall not lapse upon expiration or prior termination of the Contract

17. SETTLEMENT OF DISPUTES:

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

writing.

ARBITRATION: Any dispute, controversy or claim between the parties arising out of the Contract, or the breach, termination, or invalidity thereof, unless settled amicably, as provided above, shall be referred by either of the parties to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the 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.

18. **LIMITATION ON ACTIONS:** Except with respect to any indemnification obligations in Article 9, above, or as are otherwise set forth in the Contract, any arbitral proceedings in accordance with Article 17, above, arising out of the Contract must be commenced within three (3) years after the cause of action has accrued. The Parties further acknowledge and agree that, for these purposes, a cause of action shall accrue when the breach actually occurs, or, in the case of latent defects, when the injured Party knew or should have known all of the essential elements of the cause of action.

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