



REQUEST FOR PROPOSAL (RFP)

Date: 15 August 2022

Dear Sir/Madam,

We kindly request you to submit your proposal on “Supply, transmission, installation, and re-commissioning of a 20-kW solar photovoltaic Off-Grid power plant in the Zabol University”.

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 60 days.

Proposals may be submitted on or before Sunday, September 04, 2022 (proposals cannot be received after 16:30 Tehran local time) and via below email address:

bid.ir@undp.org

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

IRNUNDP22054

Using any other subject for your email or copying any UNDP personnel in 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>

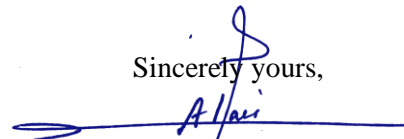
UNDP encourages to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

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

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.

Nazli Alavi
Procurement Analyst

Enclosed Documents:

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

**Annex I
Description of Requirements**

<p>Context of the Requirement</p>	<p>“Enhancing integrated natural resource management for the restoration of wetland ecosystems and support to alternative livelihoods development of local communities” in the Sistan and Baluchestan province of Iran, is a joint project between the Iranian Department of Environment (DoE) and UNDP and is funded by the European Union. The project is expected to result in:</p> <ol style="list-style-type: none"> 1. Enhancing capacity building and coordination 2. Sustainable management of water and soil resources, including management and rehabilitation of Hamoun wetland 3. Development of the local economy, climate-smart agriculture, and alternative livelihoods <p>Installation and recommissioning of the photovoltaic power plant, combined with greenhouses will pave the way for establishing a pilot site for climate smart agriculture projects which will help local farmers to save their farms from sand and dust storms and drought and proposes further advantages for local communities.</p> <p>For more information, please refer to the Terms of Reference.</p>
<p>Implementing Partner of UNDP</p>	<p>Department of Environment (DoE)</p>
<p>Brief Description of the Required Services</p>	<p>The 20 kW On-Grid photovoltaic power plant was built in 2014 at Zabol University. Lack of observance of installation and operation rules, lack of trained people to maintain the power plant, use of low quality and non-standard equipment, improper ducting, wiring and maintenance, and other existing problems have caused this power plant to be disconnected shortly after commissioning. Therefore, it was decided to carry out repairs and retrieval for this power plant. It is necessary to change the location of the power plant because of the creation of a new site for Zabol university and construction around the current power plant, and also the need to supply the power of greenhouses which have been installed previously in the University Campus (mentioned greenhouses are waiting for energy sources to be provided) Figure 1 shows the current site location of the photovoltaic power plant (31° 2'32.55"N, 61°31'34.40"E) and the new site for transferring the power plant (31° 2'20.87"N, 61°31'15.03"E).</p>
<p>List and Description of Expected Outputs to be Delivered</p>	<ul style="list-style-type: none"> • Recommissioning exiting 20-kW power plant of the Zabol University to introduce the development potential of renewable energy; • Establish a renewable energy educational center in the region to make it possible for local farmers, local environmental activists, local governmental authorities, young and

	<p>innovative researchers to learn about renewable energies and how they can utilize them in their field of work.</p> <ul style="list-style-type: none"> • Activate and support new ideas on the application of renewable energy in the region in close cooperation with the University of Zabol and other related scientific institutes.
Person to Supervise the Work/Performance of the Service Provider	UNDP Iran’s Programme unit and Department of Environment (DoE)
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 with travel to the site of end-user
Expected duration of work	Six months
Target start date of Contract	Late-September 2022
Latest completion date of Contract	Late-March 2023
Travels Expected	Applicable
Special Security Requirements	May be required
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Applicable: UNDP will coordinate the date of site visit.
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	IRR
Value Added Tax on Price Proposal	Must be inclusive of VAT and other applicable indirect taxes
Validity Period of Proposals <i>(Counting for the last day of submission of quotes)</i>	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	UNDP Iran’s Programme unit and Department of Environment (DoE)
Type of Contract to be Signed	Professional Service Contract

<p>Criteria for Contract Award</p>	<ul style="list-style-type: none"> • Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively, where the minimum passing score of technical proposal is 70%. • Full acceptance of the UNDP Contract General Terms and Conditions (GTC).
<p>Criteria for the Assessment of Proposal</p>	<p><u>Technical Proposal (70%)</u></p> <ul style="list-style-type: none"> • Expertise of the Firm - 30% • Action Plan – 40% • Qualification of Key Personnel – 30% <p><u>Financial Proposal (30%)</u></p> <p>Financial offer will be considered for evaluation only if the technical score of proposal obtains 70% of total technical score</p>
<p>UNDP will award the contract to:</p>	<p>One and only one Service Provider</p> <p>Note: In case of consortium: 1) The leading company shall be a legally registered entity in Iran, 2) The leading company shall meet the minimum eligibility criteria, 3) The agreement of entities shall be evidenced by a duly notarized/ notary public office Agreement among the legal entities, and submitted with the Proposal (Mandatory);</p>
<p>Annexes to this RFP</p>	<p>Form for Submission of Proposal (Annex II) General Terms and Conditions /Special Conditions (Annex III)¹ Detailed Terms of Reference (Annex IV)</p>
<p>Contact Person for Inquiries (Written inquiries only)²</p>	<p>E-mail address dedicated for responding to questions: procurement.ir@undp.org</p> <p>Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
<p>Other Information [pls. specify]</p>	<p><u>The bidders who are interested in participating in pre-bid conference, please send an email to “procurement.ir@undp.org” by COB of 07 August July 2022.</u></p> <p><u>Important Note¹: Site Visit from Zabol University can be conducted by interested bidders prior to closure of tendering, in order to facilitate the preparation of proposal. It should be noted that the date of the visit shall be communicated and coordinated with UNDP in advance.</u></p> <p><u>Important Note²: It should be noted that the travel expenses for the site visit shall be covered by the offerors and cannot be considered in the financial proposal.</u></p>

¹Service 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.

²This 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.

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Annex II

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL³

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁴)

[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 15 August 2022 and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

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

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

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

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

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

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

Item A-a

Profile of the Firm/Organization

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

³ This serves as a guide to the Service Provider in preparing the Proposal.

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

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- Name of General Manager:
- Name of Chair of Board of Directors/Trustees:
- Summary of Goals and Mission of Organization:

- Structure of the organization, number of staff including all administrative bodies, core areas of expertise and experience:

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 كشور)
 - Youth national organization (ثبت در سازمان ملی جوانان) :
 - Office of registration of companies and industrial ownership (اداره كل ثبت شركتها و مالكييت صنعتی)
 - Others:

- Registered under name of:

- Number and date of registration on permission of activity (شماره و تاريخ ثبت مجور 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 registration category

- Please clarify whether your company is qualified in "Renewable energy or electricity conversion and distribution installation contractor" corresponding to Planning and Budget Organization Grading system"

- Please provide previous related experience in the design, procurement, and installation of the solar energy projects and related fields to the assignment

- Please explain about your company's experience in solar energy projects similar in nature and complexity

- Please clarify on your management system on delivering similar projects

- Please explain about your company's experience in working/collaborating with UN agencies and knowing their exigencies

- Please clarify whether your company is considered as "a Development University centre or Knowledge enterprise"

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Item A-d

Track Record and Experiences: Provide the following information regarding corporate experience within the last ten 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

<i>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)</i>

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:

- a) *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) *CVs of the key personnel that will perform the services which demonstrates qualifications; and*
- c) *Written confirmation from each personnel that they are available for the entire duration of the contract. Please include the following sentence at the end of each individual's CV to be signed by the nominated member.*

"I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement"

Item C-a

CV of individual(s) to be assigned as Key staff 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:

6. Countries of Work Experience:

7. English Proficiency (for team leader) [Please indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

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

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

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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

	Amount(s)
Professional Fees (from <u>Table 2</u>)	
Other Costs (from <u>Table 3+ Table 4+ Table 5+ Table 6</u>)	
VAT	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate/day IRR	No. of Days	Total Amount IRR
		A	B	C=AXB
Technical Team (Please indicate the position of other team members if you have considered any)	Team Leader			
	Project Control Senior Expert			
	Senior Expert			
	Technical expert in energy or electrical or mechanical engineering			
	Technical expert in civil/structural engineering			
	Project finance and logistical support assistant			
	Project team assistant			
Subtotal Professional Fees:				

Table 3: Breakdown of Travel costs required for all deliverables

Description	Quantity	Unit Price (IRR)	Total Amount (IRR)
Transportation of personnel			
Cost of tickets for personnel (Please indicate the mode of travel)			
Cost of in-town transportation			
Accommodation of personnel			
Accommodation of personnel (Please specify)			
Subtotal of travel- IRR			

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Table 4: Breakdown of cost of equipment and related costs

Item (based on technical specifications provided in ToR)	Quantity	Unit Price IRR	Total Amount IRR
Photovoltaic modules (290 W solar panels)	7 units		
Inverters (hybrid)			
Structural reinforcement (please specify)			
Cabling			
Connections			
Cabinets and units			
Distribution Box DC			
Distribution Box AC			
Switch Surface 1-way			
Installation tools			
Greenhouse connection			
Photovoltaic equipment			
Balance of System (BOS)			
Connection Boxes			
Ducts and Plugs			
Other relevant ancillaries (please specify)			
Any other relevant costs (please specify)			
Costs related to civil, and construction works (please specify)			
Cost related to installation and operation of the system (please specify)			
Any other costs (please specify)			
Subtotal of equipment costs:			

Note 1: The contractor must provide details and technical specifications of each piece of equipment in the design as well as the price offer. These include details of all components, including photovoltaic modules, inverters, mounting structures, cabling, installation hardware, BOS equipment, and other related equipment. The contractor must choose only one manufacturer/supplier for each piece of equipment.

Note 2: Photovoltaic and BOS modules should preferably be selected from the manufacturer's list approved by the Renewable Energy and Energy Efficiency Organization in Iran (SATBA) and the Ministry of Energy of the Islamic Republic of Iran.

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Table 5: Cost of Reporting and communications and training required

Description	Quantity	Unit Price (IRR)	Total Amount (IRR)
Reporting cost for all deliverables (please specify)			
User manual/tutorial (Booklet)			
Provision of design documents (including PFD design and wiring)			
Costs related to video documentary of the various stages of equipment creation and installation (please specify)			
Cost of case study brochures (5 pages long)			
Printing			
Out-of-Pocket Expenses			
Communication			
DVD			
Other Costs: (please specify)			
Subtotal Other Costs:			

Table 6: Breakdown of other related costs:

Description	Quantity	Unit Price (IRR)	Total Amount (IRR)
Insurance certificate of the equipment from origin to destinations for transportation			
Cost of transportation of Equipment which includes the cost of ship-worthy packaging + cost of transportation			
Warranty the systems of error-free operation and technical consulting services			
Subtotal of cost components:			

Table 7: Breakdown of Price per Deliverable/Activity

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

**Please note that the total cost of this table (Table 6) should be the same as Table 1.*

*[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 fulfil 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 favours 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)

Supply, transmission, installation, and re-commissioning of a 20-kW solar photovoltaic Off-Grid power plant in the Zabol University

Under the

“Enhancing integrated natural resource management for the restoration of wetland ecosystems and support to alternative livelihoods development of local communities” Project

I. Location: IRAN

Type of Contract: Institutional Service Contract (ISC)

Languages Required: Farsi & English

Expected Duration of Assignment: 6 months from the start of the contract

II. Background

Sistan-and-Baluchestan province, located in South-eastern Iran, is one of the driest regions of the country, highly vulnerable to the impacts of climate change. Moreover, the water supply to the region is dependent on the surface water imported from neighbouring countries. Due to the climate change and restricted water withdrawal to the province, it is around two decades that this province suffers from water scarcity and severe drought. Consequently, most people have lost their agricultural jobs and migrated from villages to other areas, mainly the suburbs of the megacities. On the other hand, vertical sunlight in the region and also many windy days have made this province a unique natural treasure from a renewable energy point of view. However, these potentials have not been utilized yet.

The Sistan area is also home to Hamoun Wetlands. The Hamouns are transboundary wetlands on the Iran-Afghanistan border and cover three lakes: Hamoun-e Hirmand (entirely in Iran); the Hamoun-e Sabari on the border and shared by both countries; and the Hamoun-e Puzak, almost entirely inside Afghanistan. The wetlands are an integral part of the region’s unique social and cultural environment, which is facing severe droughts that have affected the whole biodiversity and socio-economic landscape of the region.

“Enhancing integrated natural resource management for the restoration of wetland ecosystems and support to alternative livelihoods development of local communities⁵” in the Sistan and Baluchestan province of Iran, is a joint project between the Iranian Department of Environment (DoE) and UNDP and is funded by the European Union. The project is expected to result in:

1. Enhancing capacity building and coordination

⁵. Sistan Project



2. Sustainable management of water and soil resources, including management and rehabilitation of Hamoun wetland
3. Development of the local economy, climate-smart agriculture, and alternative livelihoods

In line with the second component of the project which includes the development of a Climate Change Adaptation Action Plan, and to achieve the outputs of 2.2 "Support the implementation of the Action Plan on watershed management, water efficiency, wetland restoration, biodiversity conservation with special focus on climate change adaptation", has been defined the project "Supply, transmission, installation, and re-commissioning of a 20-kW solar photovoltaic Off-Grid power plant in the Zabol University".

The energy produced from the Off-grid photovoltaic power plant is intended to supply energy to greenhouses and the desalination plants of Zabol University located in Zabol city in Sistan and Baluchestan province.

Supply, transmission, installation, and re-commissioning of a 20-kW solar photovoltaic Off-Grid power plant will help to provide a pilot which is considering sustainability in land and water management against the second component of the project. It will provide a sample for utilizing renewable energies as a sustainable source of energy including greenhouses, which are designed to be adaptive to the current climatic situation of the Sistan region. Besides, it could help to increase technical information of local authorities, local groups of farmers, and also environmental activists about renewable energies and land and water sustainable management in Sistan region.

Installation and recommissioning of the photovoltaic power plant, combined with greenhouses will pave the way for establishing a pilot site for climate smart agriculture projects which will help local farmers to save their farms from sand and dust storms and drought and proposes further advantages for local communities.

III. Objectives

- Recommissioning exiting 20-kW power plant of the Zabol University to introduce the development potential of renewable energy;
- Establish a renewable energy educational center in the region to make it possible for local farmers, local environmental activists, local governmental authorities, young and innovative researchers to learn about renewable energies and how they can utilize them in their field of work.
- Activate and support new ideas on the application of renewable energy in the region in close cooperation with the University of Zabol and other related scientific institutes.

IV. Scope of Work

The 20 kW On-Grid photovoltaic power plant was built in 2014 at Zabol University. Lack of observance of installation and operation rules, lack of trained people to maintain the power plant, use of low quality and non-standard equipment, improper ducting, wiring and maintenance, and other existing problems have caused this power plant to be disconnected shortly after commissioning. Therefore, it was decided to carry out repairs and retrieval for this power plant. It is necessary to change the location of the power plant because of the creation of a new site for Zabol university and construction around the current power plant, and also the need to supply the power of greenhouses which have been installed previously in the University Campus (mentioned greenhouses are waiting for energy sources to be provided) Figure 1 shows the current site location of the photovoltaic power plant ($31^{\circ} 2'32.55''N$, $61^{\circ}31'34.40''E$) and the new site for transferring the power plant ($31^{\circ} 2'20.87''N$, $61^{\circ}31'15.03''E$).

Important Note: Site Visit from Zabol University can be conducted by interested bidders prior to closure of tendering, in order to facilitate the preparation of proposal. It should be noted that the date of the visit shall be communicated and coordinated with UNDP in advance.

- ❖ *It should be noted that the travel expenses for the site visit would on offerors' expense and cannot be considered in the financial proposal for this tendering*

Address of site: Zabol university, 2nd kilometer of Bonjar Road, Zabol city, Sistan & Balouchestan Province.





Figure 1: the location of the current site of the photovoltaic power plant and the new transfer site of this power plant.

The power plant has 70 panels with the power of 290 W, of which 6 panels are damaged and need to be replaced. Therefore, in addition to the transmission process, it is necessary to supply 7 new 290 W panels (according to the inverter).

The power plant has two 10 kW On-Grid inverters, considering the operating Off-Grid power plant, no battery is needed, and the hybrid inverters must be replaced. Therefore, the electricity of the greenhouses will be supplied by the grid at night and during non-sunny hours. All MC4 panels and all cabling and wiring are damaged and shall be replaced. It is also necessary to provide a suitable foundation along with manholes for installing and moving cables. The panels are installed with a suitable slope to ensure maximum radiation energy receive. The bottom of the installed solar panels shall be even with the shelter to prevent sunlight from blocking. Other equipment for the photovoltaic system is also placed in the determined space for panels. Due to severe sand and dust storms, panels need to be properly secured and the structures shall be reinforced. the contractor must guarantee, this new installation will work in the long term and the equipment guarantee instruction.

The scope of project includes four main components as follows:

1. Design and analysis;
2. Procurement and supply;
3. Installation and commissioning;
4. Training, reporting, and documentation;

Design and analysis component:

- Designing the Off-Grid solar photovoltaic power plant in a new location according to national and international standards through utilizing known software.
 - The construction of the power plant should be standard in terms of appearance.
 - The contractor will be responsible for all design actions and will ensure the proper operation of all systems according to the proposed design⁶. The design must be approved by the Sistan project after starting the contract. In case the design is not approved, the contractor is responsible to address the comments and provide the final design, and obtain the required approvals. The Contractor shall undertake the responsibility for any problem as well as, loss,

⁶ As a part of technical proposal, the offeror is asked to provide an initial design of the power plant.



or damage, resulting from the incorrect design or project execution for one year after installation (according to the equipment's' guarantee instruction). A bank guarantee, equal to 10% of total contract amount is kept with UNDP, as Performance security for one year after end date of contract.

During the design phase, the Contractor should:

- Present the system warranty and, if necessary, the specific equipment warranty for the main equipment;
 - Ensure that the installation site can maintain the intended capacities for each system;
 - Ensure that the equipment is wind-resistant and its structure doesn't transform in the climatic situation of the Sistan region.
 - Use materials and consumables that are resistant to sunlight and climatic condition for all outdoors equipment;
 - Consider suitable locations to minimize probable shade that may emerge by foliage, ventilation ducts, and adjacent structures;
 - Design the system as per relevant building regulations and codes;
 - Minimize the power outage of the system due to wiring, fuses, switches, and inverters;
 - Ensure that the design complies with the relevant systems requirements.
- Performing the necessary analysis and estimating the annual electricity production for Off-Grid solar photovoltaic systems and the amount of electricity consumed by greenhouses and desalination equipment;
- Cooperating with the technical experts' team assigned by UNDP and DoE.

Procurement and supply component:

Replacement and supply of photovoltaic modules (7 units of 290 W solar panels), inverters, structural reinforcement, cabling, installation tools, greenhouse connection, photovoltaic equipment, and Balance of System (BOS) and other relevant ancillaries, required for the end of the commissioning phase. (Mentioned in the Annex A)

The contractor must provide details and technical specifications of each piece of equipment in the design as well as the price offer. These include details of all components, including photovoltaic modules, inverters, mounting structures, cabling, installation hardware, BOS equipment, and other related equipment. The contractor must choose only one manufacturer/supplier for each piece of equipment.



Note: Photovoltaic and BOS modules should preferably be selected from the manufacturer's list approved by the Renewable Energy and Energy Efficiency Organization in Iran (SATBA) and the Ministry of Energy of the Islamic Republic of Iran.

Note: The price offer must include all costs including the clearance of goods entering Iran from other countries as well as transportation costs to the installation site, transferring the power plant to the new location in the campus, land preparation, and establishment of a suitable foundation for construction operation, accommodation costs and all legal deductions, including insurance, taxes, value-added tax, etc.

Installation and recommissioning component

- Installation and commissioning of 20 kW Off-Grid solar photovoltaic power plant;
- The Contractor shall carry out all civil and construction works related to the complete installation of the system on campus, such as drilling, concrete works, refills, ground and foundation robustness, earth well drilling and rehabilitation, and structural strength tests (If necessary).
- All the costs required for the installation and operation of the system in the university, including the cost of cranes, etc., should be fully mentioned in the price offer.
- All facilities should be designed and installed on the project site to facilitate inspection, cleaning, and maintenance, and to ensure continued operation under the prevailing conditions.
- The contractor shall provide all labor, materials, tools, equipment, transportation, forklifts, insurance, etc. for all actions specified herein or required to complete the project.

During the design phase, the Contractor should:

- Ensure that the installation site can hold the desired system size. (Due to 120-day winds and strong sand and dust storms, all structures must be strengthened. If necessary, the structures should be secured with a cable);
- Install the equipment according to the manufacturer's specifications;
- Connect the system components to the ground properly to reduce the threat of shock and the resulting waves;
- Check the correct operation of the Off-Grid solar photovoltaic system by the relevant procedures and checklists;
- Warranty the systems of error-free operation and technical consulting services during the implementation phase;



- Provide test certificates for the various components of the system after the final performance test and commissioning;
- Carry out final inspections by the competent authorities (if necessary).

Note: All cables or channels exposed to light must be resistant to sunlight. All required high current protection must be present in the system and available for maintenance. All electrical terminals must be installed firmly, securely and without pressure if necessary. All cables and wires must pass through a built-in Manhole and not be left on the ground. All cables, ducts, exposed conductors, and electrical boxes must be secured and supported according to legal requirements. The photovoltaic panels arrangement should be shadowless between 9:00 am and 4:30 pm. This requirement includes small obstructions such as vent pipes and chimneys. Even narrow shadows can have an adverse effect on system performance.

Training, reporting, and documentation component

The following topics will be considered by the contractor for training (5 workshops)⁷:

- a. Providing in-service training for university staff and individuals identified by the project and the university on system operation and maintenance;
- b. Providing a user manual/tutorial, easy to understand in Persian. This booklet contains instructions on how to operate and maintain the systems (including troubleshooting, supplier lists, and spare parts).

The following documents and records should be provided by the contractor:

- c. Initial design documents, detailed design documents, and final documents as-built, including PFD design and wiring;
- d. Final report;
- e. A video documentary of the various stages of equipment creation and installation on a DVD to be used for operational training;
- f. Excel tables of energy production and greenhouse gas emissions reduction by the Off-Grid solar system and the amount of electricity consumed by greenhouses and desalination equipment for the baseline and reporting periods;
- g. Five-page case study brochures and representations of project results;
- h. Education workshops content;

⁷ The workshops venue will be provided by Zabol University. But the other costs of holding workshops would be provided by the project.



- i. Technical manual for operation and maintenance;
- j. Monthly progress reports (in Microsoft doc or Docx and xlsx format) and related PowerPoints (in ppt or ppt format).

V. Detailed responsibilities and Expected Outputs/Deliverables

Based on the scope of work outlined above, the Contractor must prepare an implementation plan keeping in mind the provisional schedule of activities given below. To meet the project objectives, the contractor must deliver the results of each component as outputs. It should be noted; however, that the planned dates might change according to the project requirements and unforeseen circumstances.

No.	Deliverables / Outputs	Detailed Responsibilities	Deadlines	Review and Approvals Required
1	Design and analysis component	<ul style="list-style-type: none"> - Basic design document - Detailed design documents - Software source files for the designing stage - Detailed list of equipment and systems based on the detailed design - Minutes of the meetings - Detailed executing plan for the procurement and supply component 	Within one month after the start of the contract	Yes (UNDP, DoE)
2	Procurement and supply component	<ul style="list-style-type: none"> - All equipment and accessories - Detailed list of delivered equipment and systems - Details of the manufacturer and the technical specifications for each item of equipment - Minutes of the meetings - Detailed executing plan for the installation and commissioning component - Delivering the equipment and systems in the targeted location in Zabol university - Submitting the Goods Received Note (GRN) of delivered items, issued by the Recipients and verified by the project team 	Within 3 months after the start of the contract	Yes (UNDP, DoE)
3	Installation and commissioning component	<ul style="list-style-type: none"> - Installation documents - Installed equipment and accessories in each pilot site-building - Operation/user manual in Farsi (Persian); this includes instructions on how to operate and maintain the systems (including 	5 months after the start of the contract	Yes (UNDP, DoE)



No.	Deliverables / Outputs	Detailed Responsibilities	Deadlines	Review and Approvals Required
		troubleshooting, list of suppliers, and spare parts) - Certificates of performance testing - Warranty documents - Minutes of the meetings		
4	Training, reporting, and documentation component	<ul style="list-style-type: none"> - Final as-built documentation - Final report including the items <ul style="list-style-type: none"> o Recorded video documentary from the different stages of establishing and installation of the facility on a DVD film to be used for hands-on training activities o Energy consumption and GHG emission spreadsheet including each pilot site-building for baseline and reporting periods o Calculation and analysis spreadsheet including each pilot site-building for the energy-saving and GHG emission reduction o Two pages case study and demonstration pamphlets of the project results for each pilot site-building o Training workshop material o Technical manual for operation and maintenance o Monthly progress reports (in Microsoft doc or Docx and xlsx formats) and associated PowerPoints (in ppt or pptx formats) o Minutes of the meetings o Regular progress reports per each instalment (in Microsoft doc or Docx and xlsx formats) and associated PowerPoints (in ppt or pptx formats) 	6 months after the start of the contract	Yes (UNDP, DoE)

VI. Institutional Arrangement / Reporting Relationships

The contractor will work under the direct supervision of the UNDP Iran Programme unit and DoE. Compliance of the contract implementation processes and their results with these Terms of Reference



will be verified by UNDP in consultation with DoE. The contractor is expected to submit the expected reports according to the provided timeline.

VII. Duration and Timeline

The Contractor is expected to deliver the above-mentioned deliverables in 6 months from the start of the contract.

VIII. Qualifications of the successful consulting institute:

1. To undertake the services and works detailed above, The Company is expected to have the following qualifications/experiences:
 - Must be legally registered as a “**renewable energy**” private company or “**electricity conversion and distribution installation**” contractor or be a part of a consortium of the engineering private companies with at least one member legally registered as a “renewable energy private company” or “electricity conversion and distribution installation contractor”. In case of consortium: 1) The leading company shall be a legally registered entity in Iran, 2) The leading company shall meet the minimum eligibility criteria, 3) The agreement of entities shall be evidenced by a duly notarized/ notary public office Agreement among the legal entities, and submitted with the Proposal (Mandatory);
 - Be qualified in “**electricity conversion and distribution installation contractor**” corresponding to **Planning and Budget Organization Grading system** (Mandatory);
 - Having a well-established financial and management system (Mandatory);
 - Having a **minimum average annual turnover** of IRR 5,000,000,000 for 3 years within the last 5 years (Mandatory);
 - Have a **minimum 3 years** of relevant experience, during the last 5 years, in the design, procurement, and installation of the solar energy projects and related fields to the assignment (Mandatory);
 - Have had a **minimum 5 contracts** in solar energy projects similar in nature and complexity over the last 5 years (Mandatory);
 - The last **officially issued insurance list** containing the company’s personnel name must be submitted. The provided insurance list must include at least the name of “**Team Leader**”, “**Project Control Senior Expert**” and “**Senior Expert**”. The winning Company must provide a contract document with the remaining proposed personnel who have been introduced in the proposal and The Company shall provide their name in the insurance list



- after issuing the contract for this assignment (Mandatory);
- Have a good record of past experiences as demonstrated by former clients and/or certificate of appreciation, awards, etc. (Reference letters must be attached to the proposal) (Mandatory);
 - Previous experience of working/collaborating with UN agencies and knowing their exigencies (Desirable);
 - Being a Development University centre or Knowledge enterprise (Desirable);
 - Demonstrated ability, innovative products, and technological knowledge in the relevant fields to the assignment (Desirable);
 - The grade on Renewable energy engineering from Planning and Budget Organization (Desirable);
2. The Company is required to mobilize a team of minimum number and qualifications. The minimum number of staff and their qualification are detailed in the next clause

Qualifications of the Key Staff

- **One Team Leader** (his/her name must be on the insurance list)
 - The head of the team must have a minimum MSc degree in engineering fields relevant to energy efficiency or renewable energy (Mandatory);
 - A minimum of 5 years of experience in energy efficiency or renewable energy (Mandatory);
 - Working experience in design, procurement, and installation of energy efficiency or renewable energy projects (Mandatory);
 - Good command of English and Persian for reporting, communication, and fluency in Persian (Mandatory);
 - Working experience in the fields related to photovoltaic (PV) systems (Desirable);
 - Working experience on power purchase agreements and national grid connection (Desirable);
 - Working experience with UN agencies (Desirable);
- **One Project Control Senior Expert** (his/her name must be on the insurance list)
 - The project control senior expert of the team must have minimum MSc degree in industrial engineering, business administration, or relevant fields (Mandatory);
 - A minimum of 4 years of experience in project management and control (Mandatory);
 - Working experience in monitoring and evaluation of engineering projects (Mandatory);
 - Good command of Persian for reporting, communication, and fluency in Persian (Mandatory);
 - Working experience with UN agencies (Desirable);



- **One Senior Expert (his/her name must be on the insurance list)**
 - At least one individual with the following qualifications to carry out field activities, support implementation, and installation off-grid PV, and handle consensus meetings (Mandatory);
 - Having a MSc degree in energy, mechanical or electrical engineering, or related fields (Mandatory);
 - A minimum of 4 years of experience in energy efficiency or renewable energy (Mandatory);
 - Having an experience of working in the field and provinces (Desirable);
 - Good command of Persian for reporting, communication, and fluency in Persian (Mandatory);
 - Working experience in the fields related to photovoltaic (PV) systems (Desirable);
 - Working experience on power purchase agreements and national grid connection (Desirable);
 - Working experience with UN agencies (Desirable);
- **Other Experts and Staff (Mandatory):**
 - The minimum number of other staff and their qualifications are detailed in the following table:

Description (mandatory requirements)	Minimum number
Technical expert in energy or electrical or mechanical engineering with BSc in the related fields and 4 years of relevant experience in design, procurement, and installation of energy efficiency or renewable energy projects (his/her name must be on the insurance list)	1
Technical expert in civil/structural engineering with a BSc in the related fields and 4 years of experience	1
Project finance and logistical support assistant with BSc in the related field and 3 years of relevant experience	1
Project team assistant with BSc in the related field and 3 years of relevant experience (his/her name must be on the insurance list)	1

If necessary, The Company must be able to mobilize additional staff required to undertake the services and deliver the deliverables according to the time and period specified below.

IX. Schedule of Payments

In full consideration for the services performed by the contractor under the terms of the contract, the UNDP shall pay the total amount of the contract as per the below-mentioned instalments table and upon certification of DoE that the services have been satisfactorily performed and against submission of official invoice.



No.	Deliverables / Outputs	Deadlines	Percentage
1	Design and analysis component	Within one month after the start of the contract	15%
2	Procurement and supply component	Within 3 months after the start of the contract	45%
3	Installation and commissioning component	5 months after the start of the contract	20%
4	Training, reporting, and documentation component	6 months after the start of the contract	20%

- Each payment will be made in IRR by the consultant upon satisfactory completion of the tasks and respective deliverables as per submission of deliverables and approval of UNDP and DoE,
- 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.
- The project's location is at Zabol University. The applicant's total payment is expected to cover travel cost, accommodation fee, communication and translation cost, and the cost of typing and preparing the soft and hard copies of documents and any other relevant costs regarding this activity.
- Each payment will be made in Iranian Rial within 30 days from receipt of UNDP's verification and payment request and according to UNDP regulations as explained in the contract documents.
- The contractor shall not do any work, provide any equipment, materials, and supplies or perform any other services which may result in any cost over the abovementioned amount.
- Payments will be made according to UNDP regulations as explained in the contract documents;



Annex A

Technical and Operational Specifications

Off-grid Photovoltaic (PV) System

Capacity: 20 kw of PV panels with the below specifications and accessories. No battery is required and the inverter should be a hybrid type.

No.	Title	Model	Range of Efficiency (%)	Descriptions
1	Photovoltaic Panel	290 Watt	15% (at least)	Existing and reputable brands, 7 equipment is required. Panels must have the same specification as the existing panels. The specifications of the existing panels are as follows: Maximum Power (Pmax)=290 W Open circuit voltage (Voc) = 44.5 V Short circuit current (Isc)= 8.69 A Voltage at maximum power (Vmpp)= 35.4 V Current at maximum power (Impp)= 8.20 A Tolerance= 0~+5% Module efficiency =15% Number of cells =72 Cell Technology= Poly Dimensions= 1956*992*45 mm
2	Inverter	Hybrid	98.5	One 20 kW- 3 phase hybrid inverter or two 10 kW- 3 phase hybrid inverters Input: 12 – 48 VDC Output: 230VAC/Frequency 50Hz
3	Accessories	Depends on the pilot site condition.		<ul style="list-style-type: none"> • Wiring • Correct Solar Cable size and quantity • Correct Earth cable size and quantity • Correct size of Ducts and Plugs • Sufficient Connection Boxes • Connections • Cabinets and units • Distribution Box DC • Distribution Box AC • Switch Surface 1-way (correct quantity) • Structure (on roof or car parking space)



- Required proper safety system including fuse and surge arrester, etc.
- Replacing all existing MC4.

Notes:

- All system components have to meet guarantee/warranty terms and national and international standards (including Certificate of Factory Production Control) to ensure the long-term sustainability of systems. The local conditions have to be taken into consideration. The system will be constructed such that a user can perform routine maintenance and replacing works, and a technician can easily perform system diagnostics or replace components. The bidder will provide the most appropriate system integration, components, assembly, and packaging that meet all specifications.
- The PV system should preferably comply with **IEEE 1262** “Recommended Practice for Qualifications of Photovoltaic Modules”, **IEC 61215** “Crystalline silicon terrestrial photovoltaic modules – Design qualification and type approval” and **IEC 61730-1** and **61730-2** “Photovoltaic module safety qualification, requirements for construction and testing.
- The power of replacement photovoltaic panels should be 290 watts of poly or monocrystalline type (technical specifications of replacement panels are by the technical specifications of existing panels). Panels must be provided by reputable domestic or foreign companies and have a valid warranty;
- All existing MC4 panels must be replaced;
- The inverter has to be specified for the maximum load of the PV system. Other accessories needed for the installation and operation of the system shall be specified according to the installed PV capacity and the local conditions.
- The System must include all the hardware needed for the solar PV.
- The remaining components of the system (wiring, component, wiring, conduits, and connections) must be suited to the conditions in which they are to be installed.
- All structural elements, including array structures, shall be designed with all applicable codes regarding the standards of such structures.
- All structural components, including array structures, shall be designed in a commensurate way with attaining a minimum 25-year design life. Specific attention shall be given to the prevention of corrosion at the connections between dissimilar metals.
- The structural design should be provided for easy and cost-effective repair or replacement.