

# United Nations Development Programme



## Procurement Notice and Request for Proposal Providing National Consultant for conducting "Survey of Ozone Depleting Substances (HCFCs)"

Date: 23 October 2022

Dear Madam/Sir,

We kindly request you to submit your Proposal for provision of National Consultant for conducting "Survey of Ozone Depleting Substances (HCFCs)"

Please be guided by the information provided below, in preparing your Proposal. Your Proposal must be expressed in English, and valid for a minimum period of 90 days.

Sincerely,

DocuSigned by:  
*Youssef Landolsi*  
Youssef Landolsi  
Operations Manager

DS  
G.G.

**Country:** Islamic Republic of Iran

**Description of the assignment:**

UNDP is recruiting a consultant to conduct the nation-wide data collection for Ozone Depleting Substances (ODS) survey. Based on data collected, the consultant shall analyse data and prepare a report as mentioned below.

**Period of assignment/services:**

The contract commences on mid-Nov 2022 and continues for 6 months.

Proposal should be submitted to the below email address no later than Sunday, 6 November 2022 – 16:30 p.m. Tehran local time.

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

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

**IRNUNDP22078**

**Using any other subject for your email will result in disqualification of your proposal by UNDP automated emailing system.**

Any request for clarification must be sent in writing, or by standard electronic communication to the UNDP mailing address or to [procurement.ir@undp.org](mailto:procurement.ir@undp.org) The procuring UNDP entity will respond in writing or by standard electronic mail.

# United Nations Development Programme



## 1. BACKGROUND

Iran is a signatory to the Montreal Protocol on Substances that Deplete the Ozone Layer (MP) and its amendments; hence eligible to receive assistance from the MP's Multilateral Fund (MLF) to phase out MP controlled substances as per the phase-out schedules set forth under the MP including hydrochlorofluorocarbons (HCFCs). At the 63rd Meeting of the Executive Committee of MLF in April 2011, HCFC Phase Out Management Plan (HPMP) Stage I of Iran was approved. Iran Government committed itself to HCFC freeze in 2013 and 10% reduction in 2015 as Stage I target and obtained approval on stage II of the HCFC phase-out management plan (HPMP) for Iran to HPMP which aimed at phasing-out 162.37 ODP tonnes of HCFCs to meet the 75 per cent reduction in HCFC consumption by 2023.

At the 87th Intersessional Meeting of the Executive Committee of the Multilateral Fund for the Implementation of the Montreal Protocol held in June 2021, the Ex-Com has approved the Preparation of HCFC phase-out management plan (stage III) for industrial refrigeration and air-conditioning sectors. In this preparation phase, a) data on HCFC consumption in manufacturing/servicing sector will be updated and b) downstream trends and support development of sub-sector and end-user driven activities for the Sector Plan will be assessed. These two will be considered as baseline for continuation of HPMP project in stage III. The project is implemented through the UNDP as lead implementing agency and UNEP, UNIDO and GIZ as cooperating agency. UNDP is recruiting a consultant to conduct the nation-wide data collection for ODS survey. Based on data collected, the consultant shall analyse data and prepare a report as mentioned below.

For more information, please refer to Annex I, Terms of Reference (TOR).

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

The preparation of stage III requires updating data and compile baseline/situational analysis to commence activities to accomplish overall targets by 2047. Firstly, phase out of ODS and secondly preparation to access funds for the implementation of HFC Phase-down (2024-2047) to reduce the HFCs consumption by 85% in 2047. The TOR described here is aimed at the survey of ODS (HCFC's).

For more information, please refer to Annex I, Terms of Reference (TOR).

## 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### Mandatory qualification:

- Bachelor/Diploma degree in Mechanical or Electrical Engineering/Diploma or related field such as environment science, environment management, environment related public policy etc.
- 2 years of experiences or 2 project of working on projects of Montreal Protocol and/or other Multilateral Environment Agreements in Iran
- 2 years of experiences or 2 project in undertaking field surveys, stakeholder consultations and developing reports.
- Fair Knowledge of English

### Desirable Qualification:

- Knowledge and working experience of HVACR sector.
- Possess the understanding of national regulations and procedures relating to import-export, industrial policies that are linked with HVACR sector.

# United Nations Development Programme



- Exhibits good understanding of Montreal Protocol policies and implementation of interventions in different sectors.
- Experience of working on similar projects with Government and/or UN agencies.
- Proven track record of planning and managing surveys, consultations, assessments, studies etc. for similar type of projects.

## 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

The individual offerors must submit the following documents/information to demonstrate their qualifications:

### 1. Proposal:

- (i) Explaining why the applicant is the most suitable for the work.
  - (ii) Provide a brief methodology on how the applicant will approach and conduct the work.
- The proposal should be prepared in accordance with the templates provided in Annex III, Individual's Information Sheets.

### 2. Financial proposal

The financial proposal should be submitted in accordance with the Financial Proposal Template attached hereto as Annex IV.

### 5. Personal CV including past experience in similar projects and at least two references.

## 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 instalments 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).

- Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station, round ticket, living allowance, terminal expenses, and in-town transportation for at least one travel to each city for the minimum 3 days of stay. In general, UNDP should not accept any travel costs.

## 6. EVALUATION

Individual consultants will be evaluated based on the following methodology:

### **Cumulative analysis**

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 (Please see below).
  - Expertise 35%
  - Methodology and action plan 40%
  - Interview 25%

# United Nations Development Programme



Only if the candidate obtains a minimum of 70% of technical score (490 out of 700 point) in technical evaluation would be considered for the Financial Evaluation.

Technical Evaluation Criteria	Max. Point
<u>Mandatory qualification:</u> <ul style="list-style-type: none"> <li>• Bachelor/Diploma degree in Mechanical or Electrical Engineering/Diploma or related field such as environment science, environment management, environment related public policy etc.</li> <li>• 2 years of experiences or 2 project of working on projects of Montreal Protocol and/or other Multilateral Environment Agreements in Iran</li> <li>• 2 years of experiences or 2 project in undertaking field surveys, stakeholder consultations and developing reports.</li> <li>• Fair Knowledge of English</li> </ul>	245
<u>Desirable Qualification:</u> <ul style="list-style-type: none"> <li>• Knowledge and working experience of HVACR sector.</li> <li>• Possess the understanding of national regulations and procedures relating to import-export, industrial policies that are linked with HVACR sector.</li> <li>• Exhibits good understanding of Montreal Protocol policies and implementation of interventions in different sectors.</li> <li>• Experience of working on similar projects with Government and/or UN agencies.</li> <li>• Proven track record of planning and managing surveys, consultations, assessments, studies etc. for similar type of projects.</li> </ul>	
<b>Proposal and Methodology</b> <ul style="list-style-type: none"> <li>• Methodology and approach for carrying out the activities and obtaining the expected outputs</li> <li>• Understanding of the expected challenges and problems in implementation of this work and explain your approach to address and resolve them</li> <li>• Action plan &amp; Timeline.</li> </ul>	280
Interview	175
<b>Total</b>	<b>700</b>

# United Nations Development Programme



## Annex I Terms of Reference (TOR) Terms of Reference

### National Consultant for conducting Survey of Ozone Depleting Substances (HCFCs)

#### A. Project Title

Preparation of HCFC phase-out management plan (HPMP) Phase III

#### B. Project Description/Background

Iran is a signatory to the Montreal Protocol on Substances that Deplete the Ozone Layer (MP) and its amendments; hence eligible to receive assistance from the MP's Multilateral Fund (MLF) to phase out MP controlled substances as per the phase-out schedules set forth under the MP including hydrochlorofluorocarbons (HCFCs). At the 63rd Meeting of the Executive Committee of MLF in April 2011, HCFC Phase Out Management Plan (HPMP) Stage I of Iran was approved. Iran Government committed itself to HCFC freeze in 2013 and 10% reduction in 2015 as Stage I target and obtained approval on stage II of the HCFC phase-out management plan (HPMP) for Iran to HPMP which aimed at phasing-out 162.37 ODP tonnes of HCFCs to meet the 75 per cent reduction in HCFC consumption by 2023.

At the 87th Intersessional Meeting of the Executive Committee of the Multilateral Fund for the Implementation of the Montreal Protocol held in June 2021, the Ex-Com has approved the Preparation of HCFC phase-out management plan (stage III) for industrial refrigeration and air-conditioning sectors. In this preparation phase, a) data on HCFC consumption in manufacturing/servicing sector will be updated and b) downstream trends and support development of sub-sector and end-user driven activities for the Sector Plan will be assessed. These two will be considered as baseline for continuation of HPMP project in stage III. The project is implemented through the UNDP as lead implementing agency and UNEP, UNIDO and GIZ as cooperating agency

UNDP is recruiting a consultant to conduct the nation-wide data collection for ODS survey. Based on data collected, the consultant shall analyse data and prepare a report as mentioned below.

#### C. Scope of work

The preparation of stage III requires updating data and compile baseline/situational analysis to commence activities to accomplish overall targets by 2047. Firstly, phase out of ODS and secondly preparation to access funds for the implementation of HFC Phase-down (2024-2047) to reduce the HFCs consumption by 85% in 2047. The TOR described here is aimed at the survey of ODS (HCFC's). The scope of services would include:

1. Defining information needs and survey plan (methodology based on MFL approach) for data collection of non-investment and investment components.
2. Develop survey questionnaire in English and local languages as appropriate for Refrigeration and Air-Conditioning (RAC) manufacturing industrial sector and RAC sectors and revised them reflecting feedback received from NOU, UNDP, UNEP, UNIDO and GIZ. Finalize survey

## United Nations Development Programme



questionnaire based on available draft versions in consultation with Iran National Ozone Unit (NOU), UNDP, UNEP, UNIDO and GIZ. This survey will be used for the investment and non-investment component as at this stage the thresholds are not defined yet.

3. The survey will record among other information in particular the refrigeration equipment manufactured and the refrigerant charge, overall refrigerants consumption of all the refrigerants (ODS and non-ODS).
4. For non-investment component, conduct survey and consultations with relevant stakeholders with guidance from NOU/UNDP/UNEP/UNIDOGIZ to collect data on the following:
  - All ODS imports and the estimated trend in the near future. Update the latest list of Refrigerant importers, dealers and traders in Iran.
  - Amount of ODS consumption in the selected sectors in the past and trends of the expected consumption in future in industrial refrigeration and AC sectors (figures and tables are needed and the format should be approved by NOU/UNDP/UNEP/UNIDO/GIZ).
  - Develop/ Update the latest data on inventory of ODS based industrial Refrigeration and Air-Conditioning (RAC) equipment estimated trend in the near future. The RAC systems could be used in various sectors and sub-sectors/applications such as Residential, Commercial, Industrial, automotive, airport, shipping, and land transportation.
  - Verify and extend the available draft list of all major end-users of RAC equipment (such as Condensing units, Ice Bank, Ice Maker, Industrial refrigerator and milk coolers) in industrial refrigeration and AC sectors such as: Hotels, Office Buildings, Shopping/Commercial Buildings, Airports, Cold Storages, Cold Chain logistic companies, Seaports etc. Also provide the technical details of RAC equipment used by these end-users, such as: type of equipment, capacity, refrigerant type, charge size, and annual leakage rates/quantity of ODSs used during servicing.
  - Develop/Update the list of major RAC servicing workshops in Iran and estimate the potential number of RAC technicians in the country. Identify the main ODSs systems that are catered by the RAC servicing industrial refrigeration and AC sectors and quantify the different type of ODSs demand trends from the RAC servicing sector. List the major servicing workshops in terms of their ODSs demand/consumption.
  - Review relevant ODS policies, systems and regulations and develops recommendations on areas that could be improved/strengthened to implement ODS policies, systems and regulations.
  - Compile and summarize all relevant policies that are linked with ODS use in industrial refrigeration and AC sectors.
  - Update sectors in which ODSs phase-out materialized, alternative technology opted and its linkages with climate change and energy efficiency can be promoted through policy and market incentives (for example, buildings sector, public procurement, cold chain, energy efficiency etc.)
  - Develop recommendations for industrial refrigeration and AC sectors based ODS policies in consultation with relevant stakeholders.
  - Any other data that would be relevant for investment/non-investment component.

## United Nations Development Programme



- Compile the data in terms of various parameters listed in the questionnaire in a comprehensive and concise manner. Analyze the data and present the findings in industrial refrigeration and AC sectors and sub-sector wise.
  - Compile all main discussion/feedback that were observed during survey that would be of relevance to ODS alternative project document development.
5. For investment component, conduct survey and consultations with relevant stakeholders with guidance from NOU/UNDP/UNEP/UNIDO/GIZ to collect data on the following:
- Among the industrial RAC and AC sectors manufacturing firms identified in the above UNDP/UNEP/UNIDO/GIZ component, visit some of them for validating the reported data by comparing with the production data in different cities identified including photos of containers with substances used for production
  - Assess the occupational safety conditions of the visited RAC manufacturing factories and report their technical capacities to handle alternative refrigerants, foaming agents and others including flammable substances.
  - Report corporate data of visited firms including CEO's contact info, contact info including mail and e-mail addresses, types of equipment and maker (and the original year of the equipment installed), types of production, total production capacity, actual production, target market, revenues, and total numbers of employees in visited firms, mentioning female employees separately.
  - Take photos during the site visits including labels of the manufacturing equipment used in the factories.
  - Market survey mentioning availability of low GWP alternatives (HFC, HFO, R290, R600a, etc.) in the local market in major cities including their types, prices, and labels including photos of the substances available in the local market.
  - Compile the data in terms of various parameters listed in the questionnaire in a comprehensive and concise manner. Analyze the data and present the findings in industrial RAC manufacturing sector.
  - Compile all related discussion/feedback that were observed during survey that would be of relevance to ODS survey project document development.
  - Accompany and support NOU, GIZ, UNDP and UNIDO members/ experts on site visits.
6. Presenting data collected in the concerned stakeholder's workshops and responding to feedback/clarifications and modifying the data if required.
7. Based on the analysis of the survey data develop a survey analytical report
8. Submission of draft report to the NOU, UNDP, UNEP, UNIDO, GIZ for suggestions/ Comments
9. Submission of final report and taking into account the suggestions/comments of NOU, UNDP, UNEP, UNIDO, GIZ (Depends on report quality, 5 times revision may be needed).



## United Nations Development Programme



### D. Detailed responsibilities

- a) Identifying the sectors and sub-sectors to be covered under the survey where ODS are used. These could include inter alia; (Note that for the on-going project in the commercial refrigeration extensive data will be provided by the NOU and agencies).
  - i. Domestic Refrigeration.
  - ii. Commercial and industrial refrigeration.
  - iii. Chillers
  - iv. Automotive
  - v. Stationary and mobile air-conditioning.
  - vi. Metered Dose inhalers
  - vii. Other relevant fields of ODS alternatives application

*(Note: The refrigeration, air-conditioning and automotive will include both manufacturing and servicing.)*

- b) Compiling a list of key stakeholders including inter alia:
  - i. Importers.
  - ii. Distributors of refrigerants/chemicals (including systems houses), ODS and ODS alternative based equipment.
  - iii. Industry and trade associations
  - iv. Manufacturers of industrial refrigeration and/or air-conditioning equipment.
  - v. Refrigeration and (mobile and stationary) air-conditioning service companies
  - vi. Producers of ODS.
  - vii. End users of industrial refrigeration and AC sectors (list of end-user sectors and sub-sectors).
- c) Field visits (to each province of Iran that is required based on the consultant map) using a questionnaire for collection of data sector wise as well as substance wise for the calendar years 2016 to 2022. The questionnaire should cover all the sectors and sub-sectors industrial refrigeration and AC sectors listed at (a) above and include inter alia the following:
  - i. Commonly available alternatives and their current use/consumption.
  - ii. ODS consumption trend and relevant analysis
  - iii. Analysis of provided custom data on Import and export of HCFCs (data collection will be facilitated by NOU).
  - iv. Prices of HCFCs.
  - v. Drivers of growth in demand in different sectors/ applications.
  - vi. Supply Chain till relevant HCFCs reach different end users. Also ascertain the linkage with end user's unit consumption levels.
  - vii. Rationale for selection of ODS alternative for industrial refrigeration and AC sectors particular sector/sub-sector /substance.
- d) Based on the data gathered through the questionnaires and field surveys, analyse the data sector and sub-sector wise with respect to the following:
  - i. Evaluate the ODS consumption and its trends.
  - ii. Develop a methodology for forecasting of growth or decline.
  - iii. Estimate growth and decline patterns on ODSs up to the period 2024 both in production and consumption sectors/applications.
  - iv. Provide a detailed excel file with all the data collected, English and Iranian language.
- e) Identifying sector/sub-sector/application wise challenges and opportunities associated with phase out of the ODSs including inter alia the following:
  - i. Policies and regulations concerning ODSs and the proposed changes including those relating to import and export.



## United Nations Development Programme



- ii. Other barriers/impediments.
  - iii. Standards for adoption of alternatives.
- f) Providing interim progress reports on activities as specified in the proposed workplan, draft report and final report incorporating the expected outcomes as mentioned above, at the end of the contract period

The consultant should work in close corporation with the National Project Manager, Ozone Layer Protection Unit (OLPU) and Project Officer from UNDP, UNDP, GIZ and UNIDO, UNDP for the survey process of ODS alternatives. The consultant must organize/participate and share the results in stakeholders' workshops. The drafts survey report based on the data collected and relevant analysis should be provided within 4.5 months from the date of issue of contract for the survey. The survey report must cover information requested in the tables presented in Annex I and II to UNDP/Ozl.pro/ExCom/75/77.

### E. Deliverables and Payment Terms

As full consideration for the services performed by the consultant under the terms of this contract the United Nation Development Programme shall pay the total offered and approved amount upon certification and approval of UNDP that the services have been satisfactorily performed as per below listed milestones, and against the receipt of actual invoice and signed and approved Certificate of Payment (CoP):

#### Outputs:

- National survey report on ODS (collected, compiled and analyzed as mentioned) in all sectors and sub-sectors
- Interim progress reports
- Draft report
- Final report according to the feedback from UNDP, NOU, GIZ, UNEP and UNIDO (5 times revision may be needed)

Deliverables	Due dates	Review and approval required	Payment Percentage
Detailed work plan describing the activities and timelines (result of national survey report)	Mid-December 2023	UNDP, UNEP, GIZ, NOU and UNIDO	%20
Progress report 1	Mid-January 2023	UNDP, UNEP, GIZ, NOU and UNIDO	%10
Progress report 2	Mid-February 2023	UNDP, UNEP, GIZ, NOU and UNIDO	%10
Draft report (English and Farsi)	Early – March 2023	UNDP, UNEP, GIZ, NOU and UNIDO	%25
Final report (English and Farsi)	Early-May 2023	UNDP, UNEP, GIZ, NOU and UNIDO	%35

## United Nations Development Programme



- The contract's total payment is expected to cover cost of travel, communication, typing and preparing the soft and hard copies of documents and any other relevant costs regarding this activity.
- Upon receiving and verification of deliverables, payments will be transferred by UNDP to the account number of the consultant introduced through the signed vendor form, bank certificate and copy of passport/ID card.
- Payments will be made according to UNDP regulations as explained in the contract documents.
- Each payment will be made in Iranian Rial within 30 days from receipt of UNDP's verification and payment request.
- The consultant shall not do any work, provide any equipment, materials and supplies or perform any other services which may result in any cost in excess of the abovementioned amount.
- The travel costs to join duty station and repatriation, if applicable, shall be included in the financial Proposal.
- In case of unforeseen travel, the travel costs including tickets, accommodation and living allowances should be agreed upon, between UNDP and Individual Contractor, prior to travel and will be reimbursed by UNDP according to UNDP's rules and regulations. UNDP should not accept travel costs exceeding those of an economy class ticket. Should the contractor wish to travel on a higher class he/she should do so using their own resources.
- The cost of each travel **excluding ticket** (Insurance, Living Allowance and Terminal fees) shall be included in the Financial Proposal and is payable only upon submission of UNDP's Travel claim form (F10), boarding passes and invoices of actual costs incurred. The cost-of-living allowances as per today rate has been added in the financial proposal form considering the highest DSA rate, however the payment of living allowance is made based on the DSA rate of date of travel and according to the rate of the visited city of Iran. The tickets of travel will be provided by UNDP/Project with the prevailing price for an economy class ticket serving the most direct routes. Individual contractor wishing to upgrade his/her travel to business, or first class shall do so at his/her own expense, if applicable.

### F. Institutional Arrangement/Supervision and Verification

The consultant will be engaged by UNDP and would work directly under overall supervision of the National Project Manager, OLP and Project Officer from UNDP, UNIDO, UNEP and GIZ. The survey components including the survey plan, field visits, survey questionnaire, report structure etc. must be agreed with National Project Manager, OLP and Project Officer from UNDP, UNIDO, UNEP and GIZ.

All deliverables should be handed out in two hard copies (2 in English and 2 in Farsi) as well as one soft copy (word format and excel format for tables) and a PDF format for web publishing.

During the fulfilment of the assignment, the consultant will ensure regular communication with the national project manager, project officer from UNDP, UNEP, GIZ and UNIDO and will ensure a timely delivery of the expected outputs and will regularly inform the project team of the progress as well as any obstacles that might occur.

### G. Duration of contract

The contract commences on mid-Nov 2022 and continues for 6 months.

## United Nations Development Programme



### H. Duty Station

Home-based subject to providing smooth communication means. Missions are expected to all 31 provinces of Iran with duration of 3 days for each mission. However, based on the data gathered by the contractor, some missions to some provinces may not be needed. The contractor will quote for travel expenses to all provinces (excluding tickets) but will be remunerated based on the actual missions occurred.

### I. Scope of price proposal

The payment modality of the contract will be lump sum as per instalments stipulated based on the deliverables outlined in this TOR.

### J. Qualification of the successful individual contractor

#### Mandatory qualification:

- Bachelor/Diploma degree in Mechanical or Electrical Engineering/Diploma or related field such as environment science, environment management, environment related public policy etc.
- 2 years of experiences or 2 project of working on projects of Montreal Protocol and/or other Multilateral Environment Agreements in Iran
- 2 years of experiences or 2 project in undertaking field surveys, stakeholder consultations and developing reports.
- Fair Knowledge of English

#### Desirable Qualification:

- Knowledge and working experience of HVACR sector.
- Possess the understanding of national regulations and procedures relating to import-export, industrial policies that are linked with HVACR sector.
- Exhibits good understanding of Montreal Protocol policies and implementation of interventions in different sectors.
- Experience of working on similar projects with Government and/or UN agencies.
- Proven track record of planning and managing surveys, consultations, assessments, studies etc. for similar type of projects.

### K. Travel Requirements

- The contract's total payment is expected to cover cost of travel, communication, typing and preparing the soft and hard copies of documents and any other relevant costs regarding this activity.
- Upon receiving and verification of deliverables, payments will be transferred by UNDP to the account number of the consultant introduced through the signed vendor form, bank certificate and copy of passport/ID card.
- Payments will be made according to UNDP regulations as explained in the contract documents.

## United Nations Development Programme



- Each payment will be made in Iranian Rial within 30 days from receipt of UNDP's verification and payment request.
- The consultant shall not do any work, provide any equipment, materials and supplies or perform any other services which may result in any cost in excess of the abovementioned amount.
- The travel costs to join duty station and repatriation, if applicable, shall be included in the financial Proposal.
- In case of unforeseen travel, the travel costs including tickets, accommodation and living allowances should be agreed upon, between UNDP and Individual Contractor, prior to travel and will be reimbursed by UNDP according to UNDP's rules and regulations. UNDP should not accept travel costs exceeding those of an economy class ticket. Should the contractor wish to travel on a higher class he/she should do so using their own resources.
- The cost of each travel (Ticket, Insurance, Living Allowance and Terminal fees) shall be included in the Financial Proposal and is payable only upon submission of UNDP's Travel claim form (F10), boarding passes and invoices of actual costs incurred. The cost-of-living allowances as per today rate has been added in the financial proposal form, however the payment of living allowance is made based on the DSA rate of date of travel. The individual offeror should consider the prevailing price for an economy class ticket serving the most direct routes in his /her financial proposal. Individual contractor wishing to upgrade his/her travel to business, or first class shall do so at his/her own expense.

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<sup>1</sup>*[The Requesting Unit may select below option for tickets]:*

The project will provide air ticket for each local travel - therefore the cost to be excluded from this contract.

# United Nations Development Programme



## Annex II GENERAL CONDITIONS OF CONTRACTS FOR THE SERVICE 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:** In 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.

**Prohibition of Sexual Exploitation and Abuse:** 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, as defined in that bulletin.

The Individual contractor acknowledges and agrees that any breach of any of the provisions hereof 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

## United Nations Development Programme



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



## United Nations Development Programme



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



## United Nations Development Programme



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 donor 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

## United Nations Development Programme



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

## United Nations Development Programme



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,

## United Nations Development Programme



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, or in the case of a breach of warranty, when tender of delivery is made, except that, if a warranty extends to future performance of the goods or any process or system and the discovery of the breach consequently must await the time when such goods or other process or system is ready to perform in accordance with the requirements of the Contract, the cause of action accrues when such time of future performance actually begins.

**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.

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

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**Annex III**  
**Individual's Information Sheets**  
**Providing National Consultancy Service for “Improving protection, psychosocial and drug prevention interventions for children in juvenile correction and aftercare centers in the cities of Shiraz and Isfahan through design and pilot implementation of responsive intervention package”**

<b>General Information:</b>
<b>Full name of individual:</b> <b>Home address:</b>  <b>Telephone no.:</b> <b>Fax no.:</b> <b>E-mail address:</b> <i>Please attach your CV/resume.</i>
<b>References: Please provide the full names and contact details of at least two people (not related to you) or organizations/companies with whom/which you have had previous work experience. Please note that if selected, these referees will be contacted for the purpose of reference checking.</b>
<b>1) Full name of referee:</b> <b>Position/occupation:</b> <b>Telephone no.:</b> <b>E-mail address:</b>
<b>2) Full name of referee:</b> <b>Position/occupation:</b> <b>Telephone no.:</b> <b>E-mail address:</b>
<b>3) Full name of referee:</b> <b>Position/occupation:</b> <b>Telephone no.:</b> <b>E-mail address:</b>

<b>Please list your similar previous activities (at least one case) with description of services provided by you.</b>
<div style="margin-bottom: 20px;">1)</div> <div style="margin-bottom: 20px;">2)</div> <div>3)</div>

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

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**Please write a summary of your educational background and your experience in below areas:**

- Please explain your educational background.
- Please explain your experience of working on projects of Montreal Protocol and/or other Multilateral Environment Agreements in Iran
- Please explain your experience in undertaking field surveys, stakeholder consultations and developing reports.
- Please explain your knowledge and working experience of HVACR sector.
- Please explain your experience in national regulations and procedures relating to import-export, industrial policies that are linked with HVACR sector.
- Please explain your experience/familiarity with Montreal Protocol policies and implementation of interventions in different sectors.
- Please explain your experience of working on similar projects with Government and/or UN agencies, if you have any.
- Please provide your experience in planning and managing surveys, consultations, assessments, studies etc. for similar type of projects.

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

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- Your knowledge of English (reading, writing and speaking in scientific/academic), please rate yourself.

- ☐ No proficiency
- ☐ Elementary proficiency
- ☐ Limited working proficiency
- ☐ Professional working proficiency
- ☐ Full professional proficiency

- Your knowledge of Farsi (reading, writing and speaking in scientific/academic), please rate yourself.

- ☐ No proficiency
- ☐ Elementary proficiency
- ☐ Limited working proficiency
- ☐ Professional working proficiency
- ☐ Full professional proficiency

**Letter of interest: Please write (or attach), in no more than one page, about your motivation and interest in this activity and its relevance to your qualifications and previous work experience as well as why you consider yourself suitable for the work and a brief methodology on how you will approach & conduct the work.**

**Please explain your methodology and approach for carrying out the activities and obtaining the expected output**



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

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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 you including coordination with organizations required for implementation of the work

Example:

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

**Attachments:**

*Please attach following documents:*

- CV
- Any other relevant documents including copy of contracts, publications, etc.

*Other explanations:*

**Name and signature of the individual**

**Name:**

**Signature:**

**Date:**

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

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### **Annex IV Financial Proposal**

The offeror is asked to provide a Financial Proposal with indicating the daily fee for the required duration to accomplish the deliverables defined in the Terms of Reference.

#### **Breakdown of Cost by Deliverables:**

<b>Description of Output/Deliverables</b>	<b>No. of working days</b>	<b>Unit Cost (IRR)</b>	<b>Amount (IRR)</b>
Detailed work plan describing the activities and timelines (result of national survey report)			
Progress report 1			
Progress report 2			
Draft report (English and Farsi)			
Final report (English and Farsi)			
<b>Sub-Total of Deliverables Costs - IRR</b>			
<b>Travel Costs</b>	<b>Duration of Stay</b>		
Living Allowances to maximum 30 provinces	90 days 3 nights per province		
Terminal Expenses (Home-Airport-Hotel-Airport-Home)	120 trips 4 trips per province		
Miscellaneous cost (if any, please specify the type of cost you are referring to)			
<b>Sub-Total of Travel Costs - IRR</b>			
<b>Total Offered Amount - IRR</b>			

Signature:

Name:

Title:

Date:

#### **Important Notes:**

- The requested expected no. of days for each deliverable is purely for procurement justification purposes and will not affect the payment terms of the contract which is lump sum (deliverable based).
- The offered and agreed amount of each deliverable will not be subject to change during the lifetime of the contract.
- The payments will be made based on the completion of each deliverable upon certification by UNDP that the deliverables have been satisfactorily received.
- Based on UNDP rules and regulations, the national consultants should quote their financial proposal in local currency (IRR) and accordingly, the contract and the payments will be in IRR.
- The number of travel days is maximum of the expected travel. The payment for travels will be paid based on the actual number of days of travel based on UNDP travel rules.

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

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**Annex V**

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

Date \_\_\_\_\_

Youssef Landolsi  
United Nations Development Programme  
No.8, Shahrzad Blvd., Darrou, Tehran, 1948773911, Iran

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) 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;
- D) 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 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
- ☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
- ☐ 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.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- G) 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;
- H) This offer shall remain valid for a total period of \_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;

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

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I) 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];*

J) 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:

\_\_\_\_\_

K) 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	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

L) 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.

M) **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.

N) 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.

O) 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:

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

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Name	Relationship	Name of International Organization

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

YES ☐ NO ☐

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

YES ☐ NO ☐ If answer is "yes", WHEN?

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

Full Name	Full Address	Business or Occupation

S) 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.

FULL NAME: \_\_\_\_\_

ADDRESS:

\_\_\_\_\_

HOME TEL NO.: \_\_\_\_\_

CELL PHONE: , \_\_\_\_\_

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.