



**REQUEST FOR PROPOSAL (RFP)
(For Low-Valued Services)**

UNDP Azerbaijan 3, UN 50th Anniversary str. Baku, Azerbaijan, AZ 1001	DATE: 27 March, 2019
	REFERENCE: Selection of a local company for Socio-economic and environmental baseline study under UNDP "Conservation and sustainable use of globally important agro-biodiversity" Project RFP/ABD/02/19

Dear Sir / Madam:

We kindly request you to submit your Proposal for providing below mentioned services under the UNDP Conservation and sustainable use of globally important agro-biodiversity Project.

Proposals may be submitted on or before **Wednesday, April 10, 2019** and via email to the address below:

To: procurement.aze@undp.org

The Proposer is required to prepare the Financial Proposal in a password protected files separate from the rest of the RFP.

Your Proposal must be expressed in the English language, and valid for a minimum period of 120 days.

Email submission shall be governed as follows:

- a) The Technical Proposal and the Financial Proposal files **MUST BE COMPLETELY SEPARATE**. The financial proposal shall be encrypted with a passwords and clearly labelled. The files must be sent to the dedicated email address. The companies that do not make financial proposal password protected will be disqualified automatically.
- b) The password for opening the Financial Proposal should be provided only upon request of UNDP at the last stage. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.

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 per cent (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 3.

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: <http://www.undp.org/procurement/protest.shtml>.

UNDP encourages every prospective Service Provider 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 : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,


Mr. Subhan Ahmadov
OM, UNDP Azerbaijan

Annex 1

Description of Requirements

Context of the Requirement	Conservation and sustainable use of globally important agro-biodiversity
Implementing Partner of UNDP	Global Environmental Facility, Ministry of Agriculture of AR
Brief Description of the Required Services ¹	Socio-economic and environmental Baseline study
List and Description of Expected Outputs to be Delivered	Please see TOR
Person to Supervise the Work/Performance of the Service Provider	Project Coordinator
Frequency of Reporting	<i>Monthly brief report, Final report upon finalization of all services mentioned in the TOR</i>
Progress Reporting Requirements	Please see TOR
Location of work	Sheki, Goranboy, Goychay, and Tartar
Expected duration of work	3 months
Target start date	25 April, 2019
Latest completion date	25 July, 2019
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Office space and facilities
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	USD, United States Dollars
Value Added Tax on Price Proposal ²	must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	120 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 ³	<p>the first payment - 15% upon signing a contract</p> <p>the second payment – 25% upon submitting the first report on delivered service</p> <p>the third payment - 30% upon submitting the second report on delivered service</p> <p>the fourth payment - 30% upon compilation of all requested services and submitting of the final report</p>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Project Coordinator
Type of Contract to be Signed	Purchase Order
Criteria for Contract Award	<p>Lowest Price Quote among technically responsive offers</p> <p>Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.</p>
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <p>Expertise of the Firm 10%</p> <p>Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40%</p> <p>Management Structure and Qualification of Key Personnel 20%</p> <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	One and only one Service Provider
Annexes to this RFP ⁴	<p>Form for Submission of Proposal (Annex 2)</p> <p>General Terms and Conditions / Special Conditions (Annex 3)⁵</p> <p>Detailed TOR</p>

Contact Person for Inquiries (Written inquiries only) ⁶	For general questions please contact: procurement.aze@undp.org For technical questions please contact: Mr. Farid Abbasov, Project Coordinator, CO/AZ farid.abbasov@undp.org Phone: +994124983931/32 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.
Other Information [pls. specify]	

Terms of Reference

1. Background

Azerbaijan is considered to be part of Vavilov's Asia Minor center of origin of cultivated plants.

In general, the wild relatives of cultivated crops in Azerbaijan are genetically diverse, locally adapted and represent a potential source of genes and alleles for adapting crops to the ever-changing environmental conditions and human needs of the country.

The project seeks to: (i) improve the protection of viable populations of indigenous wild relatives of crops and local landraces in their natural habitats; (ii) augment the conservation of indigenous wild relatives of crops and local landraces in plant gene banks to ensure an adequate source of genetic resources for plant breeding; and (iii) increase the production, and extent of use, of local landraces in agricultural small holdings and commercial farms.

The proposed baseline survey will be conducted in three project regions - Sheki, Goranboy, Goychay and Tartar district. Within these four districts, the project will further focus on selected crop wild relatives, cultivated native species and cultivated landraces of wheat, vegetable and forage crops.

The project has been structured into three complementary components.

The **first component** will seek to expand the state of knowledge of agro-biodiversity, enhance the conservation of this agro-biodiversity and increase the intensity and extent of use native crops in the agricultural sector in the three project regions;

The **second component** will seek to build the capacities of, and improve the collaboration and cooperation between, agricultural institutions and small farmers in order to improve agricultural productivity and reduce land degradation using native crops (i.e. the targeted crop species) in the three project regions;

The **third component** will seek to strengthen incentives that encourage the planting of, and improve access to commercial markets for agricultural products derived from, the targeted native crop species across the three regions.

2. Specific Objectives

The Company will conduct socio-economic profiles for target districts of project. Such profiles will be to gather socio-economic and environmental baseline data before interventions which will serve as benchmark for monitoring project impact at the end of the project as well as provide information to "Conservation and sustainable use of globally important agro-biodiversity" for better planning and successful implementation of its interventions.

3. Scope of Terms of Reference

The socio-economic part shall particularly focus on information about different relevant income sources such as from agriculture and the importance of individual economic activities of residents involved in agriculture and the organizational setting in the community. Recommendations shall include i.e. product development, local economic potentials, markets, dependency on natural resources and potential incentives for inhabitants. The Socio Economic part shall also assess the willingness and particular interests of villagers to participate in project measures. Potential incentives derived from the analysis, to be developed in a further step, should be able to meet the individual context of the potential villages of selected district and its inhabitants.

Broadly, the baseline will cover socio-economic and demographic conditions, ownership, and value chain indicators including production, margins, value addition, (primary) processing, and market arrangements inter alia.

The report must be prepared in English and Azerbaijani languages. All maps and datasets produced or used must be submitted in PDF format and ArcView GIS format.

Scope of work/ major responsibilities

The Company will be responsible to study and analyze the following context in selected districts:

Main expectation from consultant is to access the all (four) target districts including 40 villages (ten villages in each target district) and 500 households (min.1000 people) those engaged and participate in cultivation of and current value chain of target crops through the applying following context:

a) Social context:

- Number of effected people within the project boundaries (male, female);
- Awareness level of selected district population on agro-diversity and land degradation through the random selection methodology and data analysis programmes

b) Economic context:

- Main economic activities of target districts' people;
- Average annual household income of population involved cultivation of landraces within the project boundary (average annual household income from cultivation of target crops and livestock production);
- Current value chains of target crops in selected districts (including external and internal processes of value chain);
- Main problems of local landrace growers and traders related to production, post-harvesting and marketing activities;

c) Environmental context:

- List of cultivated landraces of wheat, vegetable and forage crops in selected districts including the GPS coordinates of found species;
- Land use and land cover issues of selected districts;

➤ Main land, water, drought, salinity and erosion related problems of producers;

d) In more detail:

- Gather information and review relevant documents and literature about household, socio-economic, cultural profile in three target district (the household survey will only be conducted in involved villages for cultivation of landraces to be selected based on company's or consultant's methodology and in consultation with project) based on previous studies conducted;
- Draft the socio-economic profile outline, and key questions for interviews and survey including an identification of key respondents and contributors to the baseline study;
- Conduct interviews, meetings and survey on socio-economic-environmental situation as well as level of the communities' awareness on agro-biodiversity management and traditional knowledge and communities' understanding the importance and use of agro biodiversity;
- The interviews will be conducted mainly with selected communities, local and provincial authorities, NGOs, and other stakeholders.

Note 1: Draft survey questions should be reviewed and confirmed by UNDP Azerbaijan in advance.

Note 2: Please note that provided report will be property of UNDP. The report cannot be shared with third parties or used for any purposes without permission of UNDP.

Study Team¹

The proposed team should comprise of reasonable number of experts having proven track record in designing and implementing socio-economic research, baseline studies and/or evaluation studies and having good depth of understanding of selected crops and in target districts (value chains) and social inclusion. It is advised that following experts be made available for the study.

Team Leader (Socio-economist and/or value chain expert-1): The team leader is responsible for ensuring that the study is rightly designed, implemented, and reported. She/he is expected to have a minimum Master's Degree in relevant discipline with proven track record in designing and implementing socio-economic research, baseline studies and/or project evaluation. It is the responsibility of the team leader to ensure that.

Team member (Technical expert-1): Minimum Bachelor Degree in agriculture (preferably horticulture or agribusiness) or related fields with proven experience in market led agriculture development. A substantial experience in baseline studies, feasibility assessment, and/or impact studies is required.

Team member (Data Analyst-1): Minimum Bachelor Degree in Statistics, MBA or relevant field with demonstrated experience in socio-economic data analysis using credible tools, techniques and software.

Team members (Enumerators): Preferably local inhabitants having experience in Participatory Rural Appraisal tools and household survey enumerations. Fluency in local language and dialects is required.

4. Deliverables and Schedules/Expected Outputs

#	Milestone Description	Schedules	Expected Outputs
1	Completion of service 1	May	Inception Report along with indicated survey instruments, study methodology (including data analysis design), and report structure. Developing questionnaire.

2	Completion of service 2	June	Draft baseline study report.
3	Completion of services 3	July	Final report (digital and hard copies) along with Clean Data.

5. General requirements

- 5.1. The company should be well organized to plan and conduct services and have experience in developing and conducting relevant services in similar locations and conditions.
- 5.2. The company's proposed specialists should be well educated with a minimum of 5 years' experience in designing and implementing socio-economic research, baseline studies and possess adequate knowledge of the situation in Azerbaijan. Experience in similar projects would be an advantage. The proposed specialist should have a strong background in their respective areas of expertise e.g.
- 5.3. The company shall closely liaise with and follow any instructions by UNDP's Project Coordinator.

6. Monitoring

The Project Coordinator will directly supervise the contractor, and contractor will be responsible fortnightly reporting to him. The contractor will work with the UNDP, the Ministry of Agriculture, as well as with its substructures.

7. Facilities to be provided by UNDP

The project can only provide experts with office space and facilities if required.

8. Expected duration of the contract/assignment

The total duration of the contract is 3 months.

9. Duty Station

Services will be conducted in Sheki, Goranboy, Goychay, and Tartar.

10. Response Requirements

All of the following documents must be submitted as part of the response to the RFP.

10.1. Technical requirements

- Latest Business Registration Certificate
- Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List
- Company Profile
 - The bidder(s) must include a company profile detailing:
 - Company profile with list of clients and cooperation partners
 - Information about similar activities done in the past
 - Expertise of the Firm
 - Management Structure
- Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan

- CVs of Key Personnel

10.2. Price schedule exclusive of VAT

The price proposal should include the followings:

- Honorarium for team leader
- Honorarium for specialists
- Transportation and accommodation cost for staff
- If required, please specify other relevant expenses

11. Deliverables, Payment Terms and Timing

Milestone Description	Payment in %	Latest delivery date
The first payment will be done upon signing of a contract	15%	April, 2019
The second payment will be done upon completion of the delivery 1	25%	May, 2019
The third payment will be done upon completion delivery 2	30%	June, 2019
The fourth payment will be done upon submitting final report	30%	July, 2019

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

[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 [specify date], 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:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations.*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references.*
- d) The company should have experience in conducting social-economic surveys.*
- e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*
- f) The company should have at least 3 years of experience.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

CVs demonstrating qualifications key personnel that will perform the services indicating who is Team Leader, who are supporting must be submitted

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Latest delivery date	Price <i>(Lump Sum, All Inclusive)</i>
1	The first Payment	15%	April, 2019	
2	The second Payment	25%	May, 2019	
3	The third Payment	30%	June, 2019	
4	The fourth Payment	30%	July, 2019	

**This shall be the basis of the payment tranches*

E. Cost Breakdown by Cost Component:

Services in order to improve the knowledge base of crop wild relatives (CWR) and local crop landraces:

Item No:	Description of services	Quantity	Price per person/item	Total price
1.	Honorarium for team leader			
2.	Honorarium for specialists			
3.	Transportation and accommodation cost for staff			
4.	If required, please specify other relevant expenses			
Total final and all-inclusive price quotation (VAT 0%)				

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

[Designation]

[Date]

Annex 3

General Terms and Conditions for Services

1.0 LEGAL STATUS:

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

2.0 SOURCE OF INSTRUCTIONS:

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

3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

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

4.0 ASSIGNMENT:

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

5.0 SUB-CONTRACTING:

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

6.0 OFFICIALS NOT TO BENEFIT:

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

7.0 INDEMNIFICATION:

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

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

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

9.0 ENCUMBRANCES/LIENS:

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

10.0 TITLE TO EQUIPMENT:

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no

longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

11.1 Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

11.2 To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

11.3 At the request of the UNDP, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.

11.4 Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

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

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

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of

performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

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

13.1.1 use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,

13.1.2 use the Discloser's Information solely for the purpose for which it was disclosed.

13.2 Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

13.2.1 any other party with the Discloser's prior written consent; and,

13.2.2 the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees, officials, representatives and agents of any legal entity that it controls, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

13.2.2.1 a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

13.2.2.2 any entity over which the Party exercises effective managerial control; or,

13.2.2.3 for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

13.3 The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

13.4 The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.

13.5 The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.

- 13.6 These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

- 14.1 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 14.2 If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.
- 14.3 Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.
- 14.4 The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract.

15.0 TERMINATION

- 15.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2 UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

15.3 In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.

15.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

16.0 SETTLEMENT OF DISPUTES

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

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

17.0 PRIVILEGES AND IMMUNITIES:

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

18.0 TAX EXEMPTION

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

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

19.0 CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20.0 MINES:

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21.0 OBSERVANCE OF THE LAW:

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

22.0 SEXUAL EXPLOITATION:

22.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

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

23.0 AUTHORITY TO MODIFY:

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

¹ Study team may be different. These are minimum requirements.