REQUEST FOR PROPOSAL (RFP)

Date: 24 June 2020

Dear Sir/Madam,

We kindly request you to submit your Proposal to undertake support implementation arrangement for emergency response in local communities.

Please be guided by the form attached hereto as Annex II, in preparing your Proposal. Your Proposal must be expressed in English, and valid for a minimum period of 90 days.

Proposals may be submitted on or before COB Wednesday, July 08, 2020 (proposals cannot be received after 16:30 local time) and via below email address:

registry.ir@undp.org

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP’s re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five 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 III.
Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP’s vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

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

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link:

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Nazli Alavi
Procurement Analyst
Head of Procurement

Enclosed Documents:
- Annex I, Description of Requirements
- Annex II, Annex III, Form for Submitting Service Provider’s Proposal
- Annex IV, General Terms and Conditions for Services
- Annex V, Terms of Reference
Annex I

Description of Requirements

| Context of the Requirement | Based on the previous experience of UNDP with early recovery and disaster risk management projects and according to the request made by the local Government, UNDP intends to engage a consulting entity to support the Government of Iran in their efforts in post-disaster recovery as follow:
• Provision of technical support to National Disaster Management Organization (NDMO) to develop and apply tools and systems for response monitoring and coordination; recovery planning;
• Provision of technical and logistical support to NDMO to ensure optimal multi-stakeholder coordination and capacity development for recovery.
The engaged institution should make arrangement for emergency response in local communities through desk review and primary analysis; needs assessment, organizing workshops, review best practices from other counties and provide comprehensive guideline.
(for more details please see attached Annex V) |
| Implementing Partner of UNDP | National Disaster Management Organization (NDMO) and Ministry of Labour Cooperative and Social welfare. |
| Brief Description of the Required Services | - Desk review, primary analysis, collecting information and lesson learned on coordination and cooperation among local NGOs, non-governmental organizations, local communities, and governmental authorities in rapid/emergency response to natural disaster in the past 15 years in Iran;
- Primary analysis, capture best practice and lesson learned on coordination and cooperation among local NGOs, non-governmental organizations, local communities, and governmental authorities in rapid/emergency response to natural disaster at international level. (at least review 20 cases from 15 countries)
- Preparing and proposing national guideline/instruction/methodology for how to coordinate the cooperation/collaboration among local NGOs, non-governmental organizations, local communities, and governmental authorities in rapid/emergency response to natural disaster through participation of key stakeholders in consultation with NDMO.
(for more details please see attached Annex V) |
| List and Description of Expected Outputs to be Delivered | - Development of Action plan and Road map;
- Analysis report on coordination of the role and participation of local NGOs and other non-governmental organizations; and local communities for emergency response to natural disaster in Iran (in the last 15 years); Organizing 2-day workshop in Golestan, Hamedan and Kerman; |
Report on best practice, lesson learned and innovative ideas in other countries on coordinating emergency response participatory among local communities, local NGOs and non-governmental organizations;
- Preparation of Final Digital version of bilingual book ready for publishing; Organizing 1-day national workshop in Tehran
(for more details please see attached Annex V)

<table>
<thead>
<tr>
<th>Person to Supervise the Work/Performance of the Service Provider</th>
<th>National Disaster Management Organization (NDMO) and Ministry of Labour Cooperative and Social welfare and UNDP Iran.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequency of Reporting</td>
<td>Please see Annex V, Terms of Reference</td>
</tr>
<tr>
<td>Progress Reporting Requirements</td>
<td>Updates on the progress of the activities</td>
</tr>
<tr>
<td>Location of work</td>
<td>Please see Annex V, Terms of Reference</td>
</tr>
<tr>
<td>Expected duration of work</td>
<td>Five months</td>
</tr>
<tr>
<td>Target start date of Contract</td>
<td>late July 2020</td>
</tr>
<tr>
<td>Latest completion date of Contract</td>
<td>early- December 2020</td>
</tr>
<tr>
<td>Travels Expected</td>
<td>Required</td>
</tr>
<tr>
<td>Special Security Requirements</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Implementation Schedule indicating breakdown and timing of activities/sub-activities</td>
<td>Required</td>
</tr>
<tr>
<td>Names and curriculum vitae of individuals who will be involved in completing the services</td>
<td>Required</td>
</tr>
<tr>
<td>Currency of Proposal</td>
<td>Local Currency- Iranian Rial</td>
</tr>
<tr>
<td>Value Added Tax on Price Proposal</td>
<td>Must be inclusive of VAT and other applicable indirect taxes</td>
</tr>
<tr>
<td>Validity Period of Proposals (Counting for the last day of submission of quotes)</td>
<td>90 days</td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Partial Quotes</td>
<td>Not permitted</td>
</tr>
<tr>
<td>Payment Terms</td>
<td>Instalments as per TOR</td>
</tr>
<tr>
<td><strong>Person(s) to review/inspect/approve outputs/completed services and authorize the disbursement of payment</strong></td>
<td>The reports shall be verified/endorsed by NDMO and UNDP</td>
</tr>
<tr>
<td>---</td>
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</tr>
<tr>
<td><strong>Type of Contract to be Signed</strong></td>
<td>Contract for Professional Services</td>
</tr>
</tbody>
</table>
| **Criteria for Contract Award** | • Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)  
• Full acceptance of the UNDP Contract General Terms and Conditions (GTC) |
| **Criteria for the Assessment of Proposal** | **Technical Proposal (70%)**  
• Expertise of the Firm - 40%  
• Methodology and Action Plan – 30%  
• Qualification of Key Personnel – 30%  
**Financial Proposal (30%)**  
Financial offer will be considered for evaluation only if the technical score of proposal obtains 70% of total technical score |
| **UNDP will award the contract to:** | One and only one Service Provider |
| **Annexes to this RFP** | Form for Submission of Proposal (Annex II)  
Form for Submission of Financial Proposal (Annex III)  
General Terms and Conditions / Special Conditions (Annex IV)  
Detailed Terms of Reference (Annex V) |
| **Contact Person for Inquiries (Written inquiries only)** | Focal Person in UNDP:  
Mr. Gagik Gevorkian  
Address:  
No. 8 Shahrzad Blvd, Darrous, Tehran – Iran  
Fax No.: +98 21 - 22 86 95 47  
E-mail address dedicated for this purpose: gagik.gevorkian@undp.org  
Any delay in UNDP’s response shall not be 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]** | Your offer comprising of complete technical and financial proposals should be sent in two separate sealed envelopes put in one sealed envelope. |

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*Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.*

*This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.*
Annex II

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

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

[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 24 June 2020 and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

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

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

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

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

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

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

Profile of the Firm/Organization

- Full name of organization (in Farsi):
- Full name of organization (in English):
- Central office address:
- Tel No:
- Fax No:
- E-mail:
- Website:
- Name of General Manager:
- Name of Chair of Board of Directors/Trustees:
- Summary of Goals and Mission of Organization:

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

Item A-b

Legal and Registration Information:
Please attach the registration certificates of firm/organization.

- Organization’s year of establishment (سال شروع فعالیت):
- Organization’s official registration date (سال ثبت رسمی):

Please specify under which of the following modalities/organizations the entity is registered:

○ Ministry of Interior Office as a Non-governmental/non-profit organization (ثبت در وزارت کشور)
○ Youth national organization (ثبت در سازمان ملی جوانان)
○ Office of registration of companies and industrial ownership (اداره کل ثبت شرکت‌ها و مالکیت صنعتی)

Others: ..........................................................

- Registered under name of: ..........................................................

- Number and date of registration on permission of activity (شماره و تاریخ ثبت مجوز فعالیت):
• Please explain if your firm/organization has any history or experience of disagreement leading to taking any contractual case to law court. If yes, please describe the case.

Item A-c

• Please explain your organization’s previous experience in disaster risk management, disaster risk reduction, sustainable development and assessment study;

• Please explain your organization’s background in running primary analysis, desk review, natural disaster assessment;

• Please explain your organization’s previous experience of working/collaboration with National Disaster Management Organization (NDMO) and other related governmental authorities;
• Please explain your organization’s previous experience in working with UN agencies, if any:

Item A-d

**Track Record and Experiences:** Provide the following information regarding corporate experience within the last five (5) years which are related or relevant to those required for this contract.

<table>
<thead>
<tr>
<th>Name of project</th>
<th>Client</th>
<th>Contract Value</th>
<th>Start Date</th>
<th>End Date</th>
<th>Contract’s scope</th>
<th>References Contact Details (Name, Phone, Email)</th>
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</table>

Item A-e

**Written Self-Declaration**

Hereby I declare that my company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

*(Please note that by completing and signing this proposal you declare and confirm that your company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.)*

B. Proposed Methodology for the Completion of Services

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work. (please fill Item B)*
**Proposed Methodology for the Completion of Services**

Please explain your understanding of the objectives of this work, expected outputs and how your firm/organization could contribute to achievement of the outputs:

Please explain your approach and methodology for implementing the services described in the TOR and meeting the requirements of the Terms of Reference:
Please explain your understanding of the expected challenges and problems in implementation of this work and explain your approach to address and resolve them.

Please develop an action plan with steps and timeframe for activities to be conducted by your organization including coordination with other organizations required for implementation of the work.

Example:

<table>
<thead>
<tr>
<th>Steps</th>
<th>Involved entities (if applicable)</th>
<th>Timeframe</th>
<th>Responsible entity/individual (if applicable)</th>
</tr>
</thead>
<tbody>
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C. Qualifications of Key Personnel

Please provide:

a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;

b) CVs of the key personnel that will perform the services which demonstrates qualifications; and

c) Written confirmation from each personnel that they are available for the entire duration of the contract. Please include the following sentence at the end of each individual’s CV to be signed by the nominated member.

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

CV of individual(s) to be assigned as Team Leader for the work of this contract (for minimum requirements please see TOR) - please use similar template for all introduced staff, if applicable.

1. Name of Firm/Organization:
2. Full Name of individual:
3. Date of Birth: 4. Nationality:
5. Education:

6. Explain about your experiences in relevant field fitting you in this activity

7. Countries of Work Experience:

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

9. Employment Record [Starting with present position, list in reverse order every employment held by individual since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

<table>
<thead>
<tr>
<th>From year</th>
<th>To year</th>
<th>Employer</th>
<th>Position</th>
<th>Activities performed in conducting training sessions</th>
<th>Activities performed in HIV/AIDS, infectious diseases, HSTAF</th>
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</tbody>
</table>

10. Other relevant information:

11. Ability to work with office machineries such as computer (MS office, Internet and email) fax, printer and scanner [Please indicate proficiency: good, fair, or poor]
CV of individual(s) to be assigned as Team Member (1) for the work of this contract (for minimum requirements please see TOR) - please use similar template for all introduced staff, if applicable.

1. Name of Firm/Organization:
2. Full Name of individual:
3. Date of Birth:  
4. Nationality:
5. Education:

6. Explain about your experiences in relevant field fitting you in this activity

7. Countries of Work Experience:

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

9. Employment Record [Starting with present position, list in reverse order every employment held by individual since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

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<tr>
<th>From year</th>
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</tbody>
</table>

10. Other relevant information: 

11. Ability to work with office machineries such as computer (MS office, Internet and email) fax, printer and scanner [Please indicate proficiency: good, fair, or poor]
CV of individual(s) to be assigned as Team Member (2) for the work of this contract (for minimum requirements please see TOR) - please use similar template for all introduced staff, if applicable.

1. Name of Firm/Organization:
2. Full Name of individual:
3. Date of Birth:  
4. Nationality:
5. Education:

6. Explain about your experiences in relevant field fitting you in this activity

7. Countries of Work Experience:

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

9. Employment Record [Starting with present position, list in reverse order every employment held by individual since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

<table>
<thead>
<tr>
<th>From year</th>
<th>To year</th>
<th>Employer</th>
<th>Position</th>
<th>Activities performed in conducting training sessions</th>
<th>Activities performed in HIV/AIDS, infectious diseases, HSTAF</th>
</tr>
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</tr>
</tbody>
</table>

10. Other relevant information:

11. Ability to work with office machineries such as computer (MS office, Internet and email) fax, printer and scanner [Please indicate proficiency: good, fair, or poor]
CV of individual(s) to be assigned as Team Member (3) for the work of this contract (for minimum requirements please see TOR) - please use similar template for all introduced staff, if applicable.

<table>
<thead>
<tr>
<th>1. Name of Firm/Organization:</th>
<th>4. Nationality:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Full Name of Individual:</td>
<td></td>
</tr>
<tr>
<td>3. Date of Birth:</td>
<td></td>
</tr>
<tr>
<td>5. Education:</td>
<td></td>
</tr>
</tbody>
</table>

6. Explain about your experiences in relevant field fitting you in this activity

7. Countries of Work Experience:

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

9. **Employment Record** [Starting with present position, list in reverse order every employment held by individual since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

<table>
<thead>
<tr>
<th>From year</th>
<th>To year</th>
<th>Employer</th>
<th>Position</th>
<th>Activities performed in conducting training sessions</th>
<th>Activities performed in HIV/AIDS, infectious diseases, HSTAF</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

10. Other relevant information:

11. **Ability to work with office machineries such as computer (MS office, Internet and email) fax, printer and scanner** [Please indicate proficiency: good, fair, or poor]
CV of individual(s) to be assigned as Team Member (4) for the work of this contract (for minimum requirements please see TOR) - please use similar template for all introduced staff, if applicable.

1. Name of Firm/Organization:
2. Full Name of individual:
3. Date of Birth:  
4. Nationality:  
5. Education:  
6. Explain about your experiences in relevant field fitting you in this activity

7. Countries of Work Experience:

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

9. Employment Record [Starting with present position, list in reverse order every employment held by individual since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

<table>
<thead>
<tr>
<th>From year</th>
<th>To year</th>
<th>Employer</th>
<th>Position</th>
<th>Activities performed in conducting training sessions</th>
<th>Activities performed in HIV/AIDS, infectious diseases, HSTAF</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

10. Other relevant information:

11. Ability to work with office machineries such as computer (MS office, Internet and email) fax, printer and scanner [Please indicate proficiency: good, fair, or poor]
Annex III
Financial proposal
Support implementation arrangement for emergency response in local communities

TABLE A: Breakdown of Cost by Deliverables:

<table>
<thead>
<tr>
<th>No</th>
<th>Description of Activity</th>
<th>Unit cost (A) - IRR</th>
<th>Quantity/working days (B)</th>
<th>Total Rate (A x B) IRR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deliverables 1</td>
<td>Submission of Action plan and Road map</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deliverables 2</td>
<td>Submission of analysis report on coordination of the role and participation of local NGOs and other non-governmental organizations and local communities for emergency response to natural disaster in Iran (in the last 15 years)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Organizing 2-day workshop in Golestan, Hamedan and Kerman (in total three 2-day workshops)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>[to be read from Table B, C &amp; D i.e. total of Table B + Total of Table C + Total of Table D]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deliverables 3</td>
<td>Submission of report on best practice, lesson learned and innovative ideas in other countries on coordinating emergency response participatory among local communities, local NGOs and non-governmental organizations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Submission final digital version of bilingual book ready for publishing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Submission of one printed hard copy of the book as per specifications provided in TOR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deliverables 4</td>
<td>Submission of final national guideline</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Organizing 1-day national workshop in Tehran to present results and introduce the proposed guideline and methodologies</td>
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<tr>
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<td>[to be read from Table E]</td>
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<tr>
<td>Total All-Inclusive Offered Amount – IRR</td>
<td></td>
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</tbody>
</table>
### Table B: All-inclusive cost of One 2-day Workshop in Golestan

<table>
<thead>
<tr>
<th>No</th>
<th>Description of Activity</th>
<th>Unit cost (A) - IRR</th>
<th>Quantity/working days (B)</th>
<th>Total Rate (A x B) IRR</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Accommodation for participant should be in a 3-star hotel or equivalent</td>
<td></td>
<td>1 nights for 20 participants (10 rooms)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Note: rooms with maximum of two separated beds, furnished with A/C, free high-speed internet (Wi-Fi).</td>
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</tr>
<tr>
<td>8</td>
<td>Lunch shall contain two different main courses and side dishes (soup, salad &amp; drink) for 50 people. The food for lunch of each day shouldn’t be same as other day in one workshop</td>
<td></td>
<td>2 lunches for 50 persons</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Serving two refreshments per day for 50 participants including Coffee, Tea, Fruit (two types) and Cake.</td>
<td></td>
<td>4 refreshments (2 times a day for 2 days)</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Dinner shall contain two different main courses and side dishes (soup, salad &amp; drink) for 20 people.</td>
<td></td>
<td>1 dinner for 20 people</td>
<td></td>
</tr>
</tbody>
</table>

**Offered Amount for One 2-day Workshop in Golestan Province – IRR**

### Table C: All-inclusive cost of One 2-day Workshop in Hamedan

<table>
<thead>
<tr>
<th>No</th>
<th>Description of Activity</th>
<th>Unit cost (A) - IRR</th>
<th>Quantity/working days (B)</th>
<th>Total Rate (A x B) IRR</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Accommodation for participant should be in a 3-star hotel or equivalent</td>
<td></td>
<td>1 nights for 20 participants (10 rooms)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Note: rooms with maximum of two separated beds, furnished with A/C, free high-speed internet (Wi-Fi).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Lunch shall contain two different main courses and side dishes (soup, salad &amp; drink) for 50 people. The food for lunch of each day shouldn’t be same as other day in one workshop</td>
<td></td>
<td>2 lunches for 50 persons</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Serving two refreshments per day for 50 participants including Coffee, Tea, Fruit (two types) and Cake.</td>
<td></td>
<td>4 refreshments (2 times a day for 2 days)</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Dinner shall contain two different main courses and side dishes (soup, salad &amp; drink) for 20 people.</td>
<td></td>
<td>1 dinner for 20 people</td>
<td></td>
</tr>
</tbody>
</table>

**Offered Amount for One 2-day Workshop in Hamedan – IRR**
### Table D: All-inclusive cost of One 2-day Workshop in Kerman

<table>
<thead>
<tr>
<th>No</th>
<th>Description of Activity</th>
<th>Unit cost (A) - IRR</th>
<th>Quantity/working days (B)</th>
<th>Total Rate (A x B) IRR</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Accommodation for participant should be in a 3-star hotel or equivalent Note: rooms with maximum of two separated beds, furnished with A/C, free high-speed internet (Wi-Fi).</td>
<td></td>
<td>1 nights for 20 participants (10 rooms)</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Lunch shall contain two different main courses and side dishes (soup, salad &amp; drink) for 50 people. The food for lunch of each day shouldn’t be same as other day in one workshop</td>
<td></td>
<td>2 lunches for 50 persons</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Serving two refreshments per day for 50 participants including Coffee, Tea, Fruit (two types) and Cake.</td>
<td></td>
<td>4 refreshments (2 times a day for 2 days)</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Dinner shall contain two different main courses and side dishes (soup, salad &amp; drink) for 20 people.</td>
<td></td>
<td>1 dinner for 20 people</td>
<td></td>
</tr>
</tbody>
</table>

#### Offered Amount for One 2-day Workshop in Kerman – IRR

### Table E: All-inclusive cost of One 1-day Workshop in Tehran

<table>
<thead>
<tr>
<th>No</th>
<th>Description of Activity</th>
<th>Unit cost (A) - IRR</th>
<th>Quantity/working days (B)</th>
<th>Total Rate (A x B) IRR</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Lunch shall contain two different main courses and side dishes (soup, salad &amp; drink) for 100 people.</td>
<td></td>
<td>1 lunch for 100 persons</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Serving two refreshments for 100 participants including Coffee, Tea, Fruit (two types) and Cake.</td>
<td></td>
<td>2 refreshments</td>
<td></td>
</tr>
</tbody>
</table>

#### Offered Amount for One 1-day Workshop in Tehran – IRR

[Date]
[Name and Signature of the Service Provider’s Authorized Person]
[Designation]
1.0  **LEGAL STATUS:**
The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor’s personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

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

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

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

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

6.0  **OFFICIALS NOT TO BENEFIT:**
The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

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

8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

8.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

8.4 Except for the workmen's compensation insurance, the insurance policies under this Article shall:

8.4.1 Name UNDP as additional insured;
8.4.2 Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;
8.4.3 Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

8.5 The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

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

10.0 TITLE TO EQUIPMENT:
Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

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

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

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

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

12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:
The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:
Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party (“Discloser”) to the other Party (“Recipient”) during the course of performance of the Contract, and that is designated as confidential (“Information”), shall be held in confidence by that Party and shall be handled as follows:

13.1 The recipient (“Recipient”) of such information shall:

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

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

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

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

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

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

13.2.2.2 any entity over which the Party exercises effective managerial control; or,
13.2.2.3 for the UNDP, an affiliated Fund such as UNCDF, UNFEM and UNV.

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

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

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

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

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

14.1 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

14.2 If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

14.3 Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.

14.4 The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract.
15.0 TERMINATION

15.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 (“Arbitration”), below, shall not be deemed a termination of this Contract.

15.2 UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

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

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

16.0 SETTLEMENT OF DISPUTES

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

16.2 Arbitration: Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party’s written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 (“Interim Measures of Protection”) and Article 32 (“Form and Effect of the Award”) of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate (“LIBOR”) then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.
17.0 PRIVILEGES AND IMMUNITIES:
Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

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

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

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

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

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

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

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

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

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

23.0 AUTHORITY TO MODIFY:

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

Support implementation arrangement for emergency response in local communities
Sub-recipient: National Disaster Management Organization (NDMO)

GENERAL INFORMATION
Services/Work Description: Support implementation arrangement for emergency response in local communities through desk review and primary analysis; needs assessment, organizing workshops, review best practices from other counties and provide comprehensive guideline
Duration: late-July 2020 to early-December 2020

I. BACKGROUND / PROJECT DESCRIPTION

Iran has a high level of exposure to multiple disaster risks. Situated in one of the arid regions of the world, it suffers from frequent droughts, desertification, wildland fires, heat waves, sand or dust storms. Moreover, floods, earthquake, debris and mud flows; thunderstorms, hailstorms, wind storms, blizzards, snow avalanches, and other severe storms, forest fires and sand and dust storms increasingly affect different parts of the country. Iran has faced multiple disasters in the past, including severe earthquakes such as the 2003 Bam earthquake and the 2017 Kermanshah earthquake. Also, the heavy rains that started in mid-March 2019 and continued till April 2019 caused massive floods in various parts of Iran. The extent of the impact of the flood increased over time to affect 25 of the 31 provinces. Given the widespread nature of this crisis from central north provinces to western to the south covering large geographic areas, and the scale of the population affected, the complexity has increased over time. Unfortunately followed by another rainfall, which began on January 2020, has caused extensive damage to infrastructure and people's houses in different cities in Sistan and Baluchistan province; it has also affected the neighboring provinces of Kerman and Hormozgan. According to the latest update, 719 villages and 14 cities affected by flooding and at least 20,000 residential units have been partially or completely destroyed. 15,000 families in Sistan and Baluchistan were affected.

A review of the past disasters would allow the local authorities to identify the vulnerable locations and communities; role of NGOs and Non-governmental organizations and the communities itself in emergency response. The analysis of the impact of past disasters on various communities and social groups will help to coordinate the emergency response effectively among the non-governmental organization and governmental authorities. and the kind of impact they can have upon various at-risk-elements. Through this analysis the local authorities can also identify the high impact hazards; e.g. The population in a district, municipality, commune or village may be comprised upon multiple social groups. The vulnerability of each group to disasters would be different. It is important the local authorities have knowledge about various social groups and their vulnerabilities. It will also be useful to analyze the resources and capacities which people used to cope with and recover from the previous disasters. As it is the community, which is going to face the disaster, it is important that community be part of the disaster management process in all three phases- pre, during, post. Many times, senior citizens are aware of incidences that have happened in the past, which others may not be aware of. also in case of any disaster, community itself acts as a first responder before the external help reaches to victims. Therefore, the capacity of community is important, as community will be ready to face disaster.

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Tel: (98 21) 2286 0691-4, 286 0925-8, Fax: (98 21) 22869547, Email: registry.ir@undp.org, website: www.ir.undp.org
Planning and coordinating is an important avenue to community emergency preparedness. The practice of emergency response planning is best thought of as a process - a continuing sequence of analyses, plan development, and the acquisition by individuals and teams of performance skills achieved through training, drills, exercises and critiques. The process varies considerably among communities. In some communities, planning is formalized by a specific assignment of responsibility to an office having an identifiable budget. In other communities, planning is informal: Responsibility is poorly defined. Similarly, response plans and procedures may be mostly written or mostly unwritten. Such variability exists despite provinces and state requirements for community emergency planning because local governments vary in their capacity (especially funding) and their commitment to emergency management. It is important to define the target plan for how to coordinate the emergency response among NGOs, Local community, non-governmental organization and governmental authorities.

Irrespective of the specific option adopted for the coordination and monitoring of the implementation of emergency plan projects, it is critical for the response process to be owned and led by the Government. To ensure this, development of the Recovery Plan should be led by the Government – PBO in conjunction with the Ministries with support from the NDMO, and other partners, where the coordination at the national level is complemented by similar structures at the provincial and local levels. Necessary technical and financial support should be provided to these sub-national entities to perform their recovery-related responsibilities effectively and thereby build their capacities to manage emergency response in the future.

**UNDP’s offer of services:**

UNDP has drawn from its previous experience in Iran with early recovery and Disaster Risk Management project with the Government. Based on this experience and request made by the Government, UNDP proposes the following interventions to support the Government of Iran in their efforts in post-disaster recovery:

- Provision of technical support to NDMO to develop and apply tools and systems for response monitoring and coordination; recovery planning
- Provision of technical and logistical support to NDMO to ensure optimal multi-stakeholder coordination and capacity development for recovery

The project will be in collaboration with National Disaster Management Organization (NDMO)

### II. Scope of the Consultancy work

**Geography: Across Iran- analysis of the emergency response to natural disaster in the past 15 years in Iran.**

**Expected tasks for “Support implementation arrangement for emergency response in local communities” will be as follows:**

**Activity 1: desk review, primary analysis, collecting information and lesson learned on coordination and cooperation among local NGOs, non-governmental organizations, local communities, and governmental authorities in rapid/emergency response to natural disaster in the past 15 years in Iran.**

- Stakeholder analysis in consultation with NDMO office in Terhan and NDMO provincial offices
- Desk review on coordination of emergency response to natural disaster in the past 15 years
• Primary analysis on participant of the Identified target group including local communities, local NGOs, and non-governmental organization in emergency respond to natural disaster
• Holding three regional workshops for non-governmental organizations and related governmental organizations who are active in emergency response in order to discuss, review, analyze and document the previous experiences of collaboration and coordination in emergency response
  o 2 days- regional workshop in Golestan, Hamedan and Kerman
  (total: three regional workshops)
• capture lesson learned

**Activity 2:** Primary analysis, capture best practice and lesson learned on coordination and cooperation among local NGOs, non-governmental organizations, local communities, and governmental authorities in rapid/emergency response to natural disaster at international level. (at least review 20 cases from 15 countries)

• Desk review and analysis on the best practice of the other countries on how to coordinate and clarify the roles and participating of local NGOs, non-governmental organizations, local communities, and governmental authorities in rapid/emergency response to natural disaster
• Capture lesson learned, best practice and innovate ideas
• Analysis on how the best practices could adopt and tailor to Iranian context
• Preparing and publishing a bilingual book based on national and international best practice and lessons learned (publishing 100 book (English version) + 500 Farsi Version)

**Activity 3:** Preparing and proposing national guideline/instruction/methodology for how to coordinate the cooperation/collaboration among local NGOs, non-governmental organizations, local communities, and governmental authorities in rapid/emergency response to natural disaster through participation of key stakeholders in consultation with NDMO.

• Develop the guideline on emergency response participatory scheme/model in consultation with NDMO, governmental authorities, and non-governmental organizations based on the regional workshops in activity 1.
• Holding national workshop (1-day workshop) in Tehran to present the result and introduce the proposed guideline to the target groups, provincial authorities, NDMO provincial offices, NGOs, other active non-governmental organizations.
• Follow up with NDMO and related authorities for final approval and submission.

### III. Expected Outputs and Deliverables

Based on the scope of work outlined above, the Consulting Institute will be expected to deliver the following outputs and will be responsible for the delivery of the outputs within the suggested times;

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverables / Outputs</th>
<th>Estimated Duration to Complete</th>
<th>Review and Approvals Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>• Action plan</td>
<td>10 days after signing contract</td>
<td>Yes (UNDP)</td>
</tr>
<tr>
<td></td>
<td>• Road map</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Action plan and road map needs to be confirmed by UNDP</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 2 | • Analysis report on coordination of the role and participation of local NGOs and other non-governmental organizations; and local communities for emergency response to natural disaster in Iran (in the last 15 years)  
   • Documented the lessons learned  
   • Organizing 2-day workshop in Golestan, Hamedan and Kerman (in total three 2-day workshops)  
   Workshop specifications:  
   Venue will be provided by government  
   Refreshment for 2 days, each day 50 participants  
   2 lunch for 50 participants, 1 dinner for 20 participants  
   Accommodation for 20 participants – 3-stars hotel 1 night  
   Room Type: 1 room for 2 persons (Total: 10 rooms) | 2 months after signing contract | Yes (UNDP) |
|---|---|---|---|
| 3 | • Report on best practice, lesson learned and innovative ideas in other countries on coordinating emergency response participatory among local communities, local NGOs and non-governmental organizations  
   • Final Digital version of bilingual book ready for publishing  
   • One hard copy of the book | 3 months after signing contract | Yes (UNDP) |
| 4 | • Final National guideline  
   • Organizing 1-day national workshop in Tehran to present results and introduce the proposed guideline and methodologies  
   Workshop specification:  
   Lunch for 100 participants + refreshment for 100 participants  
   • 600 books (100 English version + 500 Farsi Version)  
   Print specification:  
   • Size: 21 x 29 (رحلی)  
   • Inside pages: 4-colour printing offset on 80 gr paper (تحریر)  
   • Cover: 4-colour printing on 250 gr Matt paper with cover (گلاسه) | 5 months after signing contract | Yes (UNDP) |
IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS
The consultancy entity/contractor will work with the Ministry of Labor Cooperative and Social welfare on under direct supervision of the UNDP Iran’s Programme analyst. The Contract will work closely with government officials, the private sector and other relevant stakeholders in order to support implementation arrangement for emergency response in local communities. The consultant is expected to submit the periodic reports (in English/ Farsi) as indicated in the deliverables to UNDP Iran office.

V. DURATION OF THE WORK
The Contractor is expected to finalize the tasks within 5 months starting from late July 2020 to early-December 2020

VI. QUALIFICATIONS REQUIRED
Organizational:
The consultancy entity shall possess the following qualifications:
- Officially registered with relevant governmental organization(s) as required by national regulations;
- Relevance of mission and vision of the entity to the objectives of this assignment;
- A well-established management system and staffing;
- At least 5 years of professional experience in disaster risk management, disaster risk reduction, sustainable development and assessment study
- Working background in running primary analysis, desk review, natural disaster assessment,
- Previous experience of working/collaboration with national Disaster Management organization and other related governmental authorities
- Previous experience of working/collaboration with UN agencies particularly UNDP and knowing their exigencies would be considered as an advantage.
- Assigning definite and fixed team leader at the beginning to end of the work for developing project.

Technical Team:
The Contractor should assign a technical team to undertake this activity. The minimum number of team members should be 5 members including a team leader and 4 technical members.

The team leader should have the following qualifications and background:
- Advanced degree in social science, sustainable development, Regional planning, management, disaster risk management, emergency response and any other relevant fields
- Experienced in participatory approaches, Disaster risk management, response to natural disaster, working with NGOs and CBOs, primary analysis and desk review study
- Skilled in quantitative assessment, management, statistical analysis and reporting
- A very good command of written and verbal English and Persian

The other team members (consisting of minimum four members with below requirements and qualifications):
• Advanced University Degree in disaster risk management, strategic planning, sustainable development, response to natural disaster, and other relevant fields
• Previous working experience on desk review and primary analysis, disaster risk management, strategy planning, and field missions
• Familiar with natural disaster response, people behavior study, NGOs and CBOs
• Skilled in data management and analysis
• Good knowledge of written and spoken in English and Persian

Language Requirements:
At least for three of the team members, fluency in oral and written English is required.

VII. PAYMENT MILESTONES AND AUTHORITY
In full consideration for the services performed by the Contractor under the terms of this agreement the United Nations Development Programme shall pay the contractor the total offered and approved amount upon verification by the relevant authorities that the services have been satisfactorily performed and according to the instalments stipulated in table below:

<table>
<thead>
<tr>
<th>Installment of Payment/Period</th>
<th>Deliverables or Documents to be Delivered</th>
<th>Approval should be obtained</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Instalment</td>
<td>Deliverables 1</td>
<td>Yes</td>
<td>25%</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Instalment</td>
<td>Deliverables 2</td>
<td>Yes</td>
<td>30%</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Instalment</td>
<td>Deliverables 3</td>
<td>Yes</td>
<td>30%</td>
</tr>
<tr>
<td></td>
<td>Plus, the invoices of the organized workshops</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt; Instalment</td>
<td>Deliverables 4</td>
<td>Yes</td>
<td>15%</td>
</tr>
<tr>
<td></td>
<td>Plus, the invoices of the organized workshops and printings</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

a) The contract’s total payment is expected to cover communication costs, costs of typing and preparing the soft and hard copies of documents and any other relevant administration and logistic – preparation costs regarding this activity.

b) The Contractor shall not do any work, provide any equipment, materials and supplies or perform any other services which may result in any costs in excess of the total contract amount.

c) Upon receiving and verification of deliverables, payments will be transferred by UNDP to the account number of the contractor introduced through an official letter indicating SHEBA (شبا) identification number.

d) Each payment will be made within 30 days from receiving verification and request by UNDP.

e) Payments will be made according to UNDP regulations as explained in the contract documents.

f) NPD’s final approval is a pre-requisite for UNDP’s verification for releasing the payment.

VIII. CONFIDENTIALITY AND PROPRIETARY INTERESTS
The Consulting Institute shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consulting institute under the assignment shall become and remain properties of UNDP.