



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

United Nations Development Program 50 <sup>th</sup> Anniversary str,3 Baku, Azerbaijan	DATE: 17.03.2016
	REFERENCE: Company/institution to assist with the implementation of a visibility campaigns in both target rayons (Ismayilli/Shamakhi) within the "Sustainable Land and Forest Management in Greater Caucasus Landscape" and EC Clima East Pilot Project on "Ecosystem based approaches to climate change" project.  № 2016/1 SLFM/Clima East Azerbaijan

Dear Sir / Madam:

Due to insufficient number of bids received in the tender we kindly request you to submit a Proposal for implementing a visibility campaigns in both target rayons (Ismayilli/Shamakhi), as part of the GEF-funded "Sustainable Land and Forest Management in Greater Caucasus Landscape" and EC funded Clima East Pilot Project on "Ecosystem based approaches to climate change" project being implemented by UNDP in Azerbaijan. Pre received bids will not be opened till the new deadline for the announcement and can be taken back, in case if you want to submit the new proposal.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

The proposal must be submitted on or before **18:00 (by local time) on the 29<sup>th</sup> of March, 2016**, and via sealed and signed envelopes, to the following address:

<p>United Nations Development Program Country Office 3, UN 50th Anniversary Street, Baku, Azerbaijan</p> <p>Subject on envelope: <i>implementation of a visibility campaigns in both target rayons (Ismayilli/Shamakhi) within the "Sustainable Land and Forest Management in Greater Caucasus Landscape" and EC Clima East Pilot Project on "Ecosystem based approaches to climate change" project.</i></p> <p>№ 2016/1 SLFM/Clima East Azerbaijan</p> <p><b><u>(The name of the tender should be indicated on the envelope)</u></b></p>
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Your Proposal must be submitted in **English** and must be valid for a minimum period of **120 days**.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the above address 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. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.



Sincerely yours,

*Nato Alhazishvili*

DRR

17.03.2016

## Description of Requirements

Context of the Requirement	<p><b>The objective of the GEF-funded project ‘Sustainable Land and Forest Management in the Greater Caucasus Landscape’</b> is that the sustainable land and forest management in the Greater Caucasus Landscape secures the flow of multiple ecosystem services, including carbon storage and sequestration and water provisioning services, while ensuring ecosystem resilience to climate change.</p> <p>The project will engineer a paradigm shift from the current unsustainable practices to sustainable land and forest management practice. The project will address barriers to sustainable pasture and forest management. In doing so it will support measures to mitigate CC such as managing natural forests to emphasize natural regeneration through improved grazing and wood collecting in forests. It will avoid GHG emissions caused by degradation, increase sequestration through enhanced biomass and improve the productivity of forests and pasturelands. This would result in short and long-term global benefits.</p> <p><b>The purpose of the EU funded EC Clima East Pilot Project</b> on “Ecosystem based approach to climate change” is to support the design and application of sustainable pasture management practices in the country with the overall objective of improving pasture/soil condition in the selected target zones (Ismayilli region) that would ultimately result in improved soil condition and land management practices which leads to enhanced CO2 sequestration and absorption by the grasslands. The project has three inter-related major outputs: a) conducting inventory of the pasture areas in Ismayilli to obtain a clear picture on soil/vegetation/carbon conditions; b) preparation and application of sustainable land management models across 3,000 ha of selected pasture land (including rehabilitation and restoration works); c) design and application of carbon flow monitoring mechanism to assess changes in carbon sequestration/absorption and avoided CO2 emissions overtime. All components have built-in capacity building elements targeting local government representatives responsible for land management and agricultural policy, farmers and communities, as well as civil servants in the field of environment.</p>
Brief Description of the Required Services	<p><b>Visibility campaigns in targeted regions</b></p> <p>(i) Develop a study/practice programme for the local community</p>

representatives (women/gender equality and women involvement/empowerment to be covered within the PUA and FUA in the regions). This should include inter alia:

*Business school for women where trainings will be held (practical part is meant):*

- Collecting and storage of medicinal herbs, berries;
- Packing and storage;
- Marketing and sale
- Introduction to international standards for sustainable collection of medicinal and aromatic plants or any others.

The whole programme/module is to be 4 days long – two days for theoretical and two days for practical part; approximate number of participants to be covered is within 20 persons; venue of the programme is Shamakhi and Ismayilli.

(ii) Develop a study/practice programme for the local community representatives within the PUA and FUA members (kids of different age). This should include inter alia:

*Educational module (along with the trainings) which will include topics (practical part is meant):*

- Forest wealth (forest herbs, berries)
- Safety in the wood (fire safety, orientation methods);
- Forest restoration methods;
- Forest functions (biodiversity).

The whole programme/module is to be 4 days long – two days for theoretical and two days for practical part; approximate number of participants to be covered is within 20 persons; venue of the programme is Shamakhi and Ismayilli.

(iii) Develop an awareness programme for local communities in Ismayilli and Shamakhi regions within the PUA and FUA members. This should include inter alia:

	<p><i>Sustainable use of forest and pasture resources, best international practices, project based activities</i></p> <ul style="list-style-type: none"> <li>- Sustainable pasture grazing methods, electrical fences and international approaches</li> <li>- Local and traditional sheep breeds</li> <li>- PES – payment to ecosystem services trainings to clarify the economic benefits derived through wise management of land and pasture</li> <li>- Organize Rogaining: a sport of long distance navigation, involving both route planning and navigation between checkpoints using a variety of map types. In a rogaine, teams of 2-5 people choose which checkpoints to visit within a time limit with the intent of maximizing their score. Teamwork, endurance, competition and an appreciation for the natural environment are features of the sport. Championship rogaines are 24 hours long; however, rogaines can be as short as 3 hours.</li> </ul> <p>The whole programme/module is to be 4 days long – two days for theoretical and two days for practical part; approximate number of participants to be covered is within 20 persons; venue of the programme is Shamakhi and Ismayilli.</p> <p>(iii) Interactive games for the mobile phones:</p> <p><i>Games and/or games software for PC platforms/mobile phones (Windows, iOS, Android) and introduction to the games related to forest and natural resource use.</i></p> <p><i>Games should be online, Windows, iOS and Android compatible, genre – quest, thematic topics – healthy forest, ecosystem protection, forest replanting etc.</i></p> <p>(iiii) Organization of a fair in Baku with the products prepared during the practical parts of business school and educational module in the regions.</p> <p>Fair venue – Baku, approximate number of participants – 30/40 persons, duration – 1 day.</p>
List and Description of Expected Outputs to be	<ul style="list-style-type: none"> <li>- Practical parts of 1<sup>st</sup> and 2<sup>nd</sup> deliverables;</li> </ul>

Delivered	<ul style="list-style-type: none"> <li>- Training on sustainable use of forest and pasture;</li> <li>- Successful launching of the Rogaining game;</li> <li>- Launch of the online games for kids during the practical part of the 2<sup>nd</sup> deliverable;</li> <li>- Organization of a fair as a conclusion of all the work done.</li> </ul>
Person to Supervise the Work/Performance of the Service Provider	Project Manager and Programme Supervisor
Frequency of Reporting	Based upon deliverables (Company/institution will submit final report as a last deliverables, separate report per each lot, if one vendor is selected)
Progress Reporting Requirements	Electronic version of the survey materials and final report shall be submitted and approved by the Project Manager
Location of work	✓ Azerbaijan, Baku and Shamakha/Ismayilli regions
Expected duration of work	April – November 30, 2016
Target start date	April, 2016
Latest completion date	30 <sup>th</sup> of November, 2016
Travels Expected	Travel to Ismayilli and Shamakhi rayons of Azerbaijan Republic.
Special Security Requirements	None
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<b>UNDP will provide :</b> <ol style="list-style-type: none"> <li>1) Providing with the materials of work done on sustainable forest and pasture management within the projects</li> <li>2) Making the announcement of the fair to reach more audience</li> </ol>
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	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Local Currency (AZN)																				
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> <b>must be exclusive of VAT and other applicable indirect taxes</b>																				
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> <b>120 days</b>  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	<input checked="" type="checkbox"/> Permitted																				
Payment Terms	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Advance payment, upon signing of contract</td> <td>20 %</td> <td>April 20, 2016</td> <td rowspan="4"> Within fifteen (15) days from the date of meeting the following conditions:   a) UNDP's written acceptance (i.e., not mere receipt) of the </td> </tr> <tr> <td>Develop a study/practice programme for the local community representatives (women/gender equality and women involvement/empowerment to be covered).</td> <td>20 %</td> <td>Latest by May 15 , 2016</td> </tr> <tr> <td>Develop a study/practice programme for the local community representatives (kids of different age).</td> <td>20%</td> <td>Latest by June 31, 2016</td> </tr> <tr> <td>Develop an awareness programme for local</td> <td>20 %</td> <td>Latest by August 31,</td> </tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	Advance payment, upon signing of contract	20 %	April 20, 2016	Within fifteen (15) days from the date of meeting the following conditions:  a) UNDP's written acceptance (i.e., not mere receipt) of the	Develop a study/practice programme for the local community representatives (women/gender equality and women involvement/empowerment to be covered).	20 %	Latest by May 15 , 2016	Develop a study/practice programme for the local community representatives (kids of different age).	20%	Latest by June 31, 2016	Develop an awareness programme for local	20 %	Latest by August 31,
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	<p>communities in Ismayilli and Shamakhi regions. Interactive game for the mobile phones related to protection of forest and pasture resources.</p>		2016	<p>quality of the outputs ; and</p> <p>b) Receipt of invoice from the Service Provider.</p>
	<p>Organization of a fair in Baku with the products prepared during the practical parts of business school and educational module in the regions</p>	20 %	Latest by November 30, 2016	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Project Manager			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract			
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution, for details see ToR attached as an annex 4) <input type="checkbox"/> 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.			
Criteria for the Assessment of Proposal	Please see the TOR			
UNDP will award the contract to:	<input type="checkbox"/> One and only one Service Provider <input checked="" type="checkbox"/> One or more Service Providers, depending on the following factors :			

	Technically and financially responsive offers
Annexes to this RFP	<ul style="list-style-type: none"> <li>✓ Form for Submission of Proposal (Annex 2)</li> <li>✓ General Terms and Conditions / Special Conditions (Annex 3)</li> <li>✓ Detailed TOR (Annex 4)</li> </ul>
Contact Person for Inquiries (Written inquiries only)	<p><i>Eltekin Omarov</i>  <i>Project Manager</i>  +99412 498 98 88 (135)</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information <i>[pls. specify]</i>	

## 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 [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) 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.*
- e) Two reference letters from business partners, if available*

### 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 for each lot separately.*

### C. Qualifications of Key Personnel

*If required by the RFP, the Service Provider must 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 demonstrating qualifications must be submitted if required by the RFP; and

**D. Cost Breakdown per Deliverable\***

Outputs	Percentage	Timing	Condition for Payment Release
Advance payment, upon signing of contract	20 %	April 20, 2016	Within fifteen (15) days from the date of meeting the following conditions:  a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and  b) Receipt of invoice from the Service Provider.
Develop a study/practice programme for the local community representatives (women/gender equality and women involvement/empowerment to be covered).	20 %	Latest by May 15, 2016	
Develop a study/practice programme for the local community representatives (kids of different age).	20%	Latest by June 31, 2016	
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Organization of a fair in Baku with the products prepared during the practical parts of business school and educational module in the regions	20 %	Latest by November 30, 2016	

**E. Cost Breakdown by Cost Component [This is only an Example]:**

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
<b>I. Personnel Services</b>				
1. Consultancy services				
a. Expertise 1				
b. Expertise 2				
<b>II. Out of Pocket Expenses</b>				

1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

*[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 controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

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

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

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

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

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

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

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

#### **14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS**

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

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

- 14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.
- 14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

## **15.0 TERMINATION**

- 15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.
- 15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

## **16.0 SETTLEMENT OF DISPUTES**

- 16.1 Amicable Settlement:** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.
- 16.2 Arbitration:** Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as

appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

**17.0 PRIVILEGES AND IMMUNITIES:**

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

**18.0 TAX EXEMPTION**

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

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

**19.0 CHILD LABOUR**

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

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

**20.0 MINES:**

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

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

**21.0 OBSERVANCE OF THE LAW:**

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

**22.0 SEXUAL EXPLOITATION:**

**22.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual 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.

## Terms of Reference

Company/institution to assist with the implementation of a visibility campaigns in both target rayons (Ismayilli/Shamakhi) within the “Sustainable Land and Forest Management in Greater Caucasus Landscape” and EC Clima East Pilot project on “Ecosystem-based approaches to climate change” project.

<b>Position:</b>	Company/institution to organize below listed activities within the project
<b>Project title:</b>	“Sustainable Land and Forest Management in Greater Caucasus Landscape” project EC Clima East Pilot project on “Ecosystem-based approaches to climate change”
<b>Expected duration:</b>	April 2016 – November 2016
<b>Duty station:</b>	Baku-Ismayilli-Shamakhi, Azerbaijan
<b>Office:</b>	UNDP Azerbaijan

### 1. Background:

The objective of the GEF-funded project ‘Sustainable Land and Forest Management in the Greater Caucasus Landscape’ is that the sustainable land and forest management in the Greater Caucasus Landscape secures the flow of multiple ecosystem services, including carbon storage and sequestration and water provisioning services, while ensuring ecosystem resilience to climate change.

The project will engineer a paradigm shift from the current unsustainable practices to sustainable land and forest management practice. The project will address barriers to sustainable pasture and forest management. In doing so it will support measures to mitigate CC such as managing natural forests to emphasize natural regeneration through improved grazing and wood collecting in forests. It will avoid GHG emissions caused by degradation, increase sequestration through enhanced biomass and improve the productivity of forests and pasturelands. This would result in short and long-term global benefits.

The purpose of the EU funded EC Clima East Pilot Project on “Eco-system based approach to climate change” is to support the design and application of sustainable pasture management practices in the country with the overall objective of improving pasture/soil condition in the selected target zones (Ismayilli region) that would ultimately result in improved soil condition and land management practices which leads to enhanced CO<sub>2</sub> sequestration and absorption by the grasslands. The project has three inter-related major outputs: a) conducting inventory of the pasture areas in Ismayilli to obtain a clear picture on soil/vegetation/carbon conditions; b) preparation and application of sustainable land management models across 3,000 ha of selected pasture land (including rehabilitation and restoration works); c) design and application of carbon flow monitoring mechanism to assess changes in carbon sequestration/absorption and avoided CO<sub>2</sub> emissions overtime. All components have built-in capacity

building elements targeting local government representatives responsible for land management and agricultural policy, farmers and communities, as well as civil servants in the field of environment.

## **2. Scope of assignment**

**Company/institution to assist with the implementation of a visibility programme and trainings of targeted regions**

(i) Develop a study/practice programme for the local community representatives (women/gender equality and women involvement/empowerment to be covered within the PUA and FUA in the regions). This should include inter alia:

*Business school for women where trainings will be held (practical part is meant):*

- Collecting and storage of medicinal herbs, berries;
- Packing and storage;
- Marketing and sale
- Introduction to international standards for sustainable collection of medicinal and aromatic plants or any others.

The whole programme/module is to be 4 days long – two days for theoretical and two days for practical part; approximate number of participants to be covered is within 20 persons; venue of the programme is Shamakhi and Ismayilli.

(ii) Develop a study/practice programme for the local community representatives within the PUA and FUA members (kids of different age). This should include inter alia:

*Educational module (along with the trainings) which will include topics (practical part is meant):*

- Forest wealth (forest herbs, berries)
- Safety in the wood (fire safety, orientation methods);
- Forest restoration methods;
- Forest functions (biodiversity).

The whole programme/module is to be 4 days long – two days for theoretical and two days for practical part; approximate number of participants to be covered is within 20 persons; venue of the programme is Shamakhi and Ismayilli.

(iii) Develop an awareness programme for local communities in Ismayilli and Shamakhi regions within the PUA and FUA members. This should include inter alia:

*Sustainable use of forest and pasture resources, best international practices, project based activities*

- Sustainable pasture grazing methods, electrical fences and international approaches
- Local and traditional sheep breeds
- PES – payment to ecosystem services trainings to clarify the economic benefits derived through wise management of land and pasture
- Organize Rogaining: a sport of long distance navigation, involving both route planning and navigation between checkpoints using a variety of map types. In a

rogaine, teams of 2-5 people choose which checkpoints to visit within a time limit with the intent of maximizing their score. Teamwork, endurance, competition and an appreciation for the natural environment are features of the sport. Championship rogaines are 24 hours long; however, rogaines can be as short as 3 hours.

The whole programme/module is to be 4 days long – two days for theoretical and two days for practical part; approximate number of participants to be covered is within 20 persons; venue of the programme is Shamakhi and Ismayilli.

(liii) Interactive games for the PC platforms/mobile phones for kids:

*Games and/or games software for PC platforms/mobile phones (Windows, iOS, Android) and introduction to the games related to forest and natural resource use.*

*Games should be online, Windows, iOS and Android compatible, genre – quest, thematic topics – healthy forest, ecosystem protection, forest replanting etc.*

(liiii) Organization of a fair in Baku with the products prepared during the practical parts of business school and educational module in the regions.

Fair venue – Baku, approximate number of participants – 30/40 persons, duration – 1 day.

The selected company will be responsible for all expenses within the assignment including travels, publishing of training materials, video shootings and others.

The selected company also will submit photos, raw materials of publications (Photoshop or Corel versions) and the final video with all trainings and campaigns in a 8 minutes film format with high HD quality.

### 3. Particular Deliverables

Particular deliverable outputs	Minimum requirements on consultants to be engaged	UNDP Input
<p>1) Develop a study/practice programme for the local community representatives (women/gender equality and women involvement/empowerment to be covered).</p> <p>2) Develop a study/practice programme for the local community representatives (kids of different age).</p> <p>3) Develop an awareness programme for local communities in Ismayilli and Shamakhi regions.</p>	<p>Team Leader:</p> <ul style="list-style-type: none"> <li>- University degree in environmental management, environmental policy or project management. Team leader will manage all campaigns within the assignment;</li> <li>- At least 7 years' experience in the field of small and medium size projects management;</li> <li>- Fluent in written and oral communication in English and Azerbaijani, knowledge of Russian will be an asset</li> </ul> <p>Professional training coordinator:</p> <ul style="list-style-type: none"> <li>- Have good, existing capacity or good potential capacity to organize training events. Training coordinator will assist during all the trainings;</li> </ul>	<p>UNDP shall provide access to the all reports prepared by the experts within the project in the past</p>

<p>4) Interactive games for the mobile phones</p> <p>5) Organization of a fair in Baku with the products prepared during the practical parts of business school and educational module in the regions</p>	<ul style="list-style-type: none"> <li>- Have good interpersonal and collaborative skills;</li> <li>- Fluent in Azerbaijani</li> </ul> <p><b>For this particular deliverable 1:</b></p> <p><b>Botanist:</b></p> <ul style="list-style-type: none"> <li>- University degree in botany;</li> <li>- At least 3 years working experience in the botanical sphere;</li> <li>- Fluent in Azerbaijani</li> </ul> <p><b>Marketing specialist:</b></p> <ul style="list-style-type: none"> <li>- University degree in marketing and advertisement;</li> <li>- At least 3 years of working experience in the field of marketing and advertisement;</li> <li>- Fluent in Azerbaijani</li> </ul> <p><b>Deliverable 2</b></p> <p><b>Forester:</b></p> <ul style="list-style-type: none"> <li>- University degree in forestry, environmental management or other related field;</li> <li>- At least 5 years working experience in the forest management and forestry;</li> <li>- Fluent in Azerbaijani</li> </ul> <p><b>Expert on natural resource management:</b></p> <ul style="list-style-type: none"> <li>- University degree in natural resource and environmental policy or other related;</li> <li>- At least 3 years of working experience in related field;</li> <li>- Fluent in Azerbaijani</li> </ul> <p><b>Deliverable 3</b></p> <p><b>Pasture expert:</b></p> <ul style="list-style-type: none"> <li>- University degree in agriculture or environmental sciences;</li> <li>- At least 3 years of working experience in land-use, pasture management or other related;</li> <li>- Fluent in Azerbaijani</li> </ul> <p><b>PES specialist:</b></p> <ul style="list-style-type: none"> <li>- University degree in environmental economics or closely related fields;</li> <li>- At least 5 years of working experience in the field of environmental economics, payment for ecosystem mechanism development;</li> <li>- Fluent in Azerbaijani</li> </ul>	
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	<b>Deliverable 4</b> IT specialist: <ul style="list-style-type: none"> <li>- University degree in computer science or information technology;</li> <li>- At least 7 years of experience in software development, programming</li> <li>- Fluent in Azerbaijani</li> </ul>	
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#### 4. General qualification Requirements

The company/organization should provide for each lot separately:

- a) Business license or registration form;
- b) At least 7 years of previous experience in related sector;
- c) Acceptance of General Terms Conditions;
- d) Profile of the company/institution
- e) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration;
- f) CVs of experts to be involved within the assignment
- g) 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
- h) At least two reference letters from business partners (if available)
- i) Any other certificates (if applicable)

#### 5. Payment Terms

Outputs	Percentage	Timing	Condition for Payment Release
Advance payment, upon signing of contract	20 %	April 20, 2016	Within fifteen (15) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Develop a study/practice programme for the local community representatives (women/gender equality and women involvement/empowerment to be covered).	20 %	Latest by May 15 , 2016	
Develop a study/practice programme for the local community representatives (kids of different age).	20%	Latest by June 31, 2016	
Develop an awareness programme for local communities in Ismayilli and	20 %	Latest by August	

Shamakhi regions. Interactive game for the mobile phones related to protection of forest and pasture resources.		31, 2016	
Organization of a fair in Baku with the products prepared during the practical parts of business school and educational module in the regions	20 %	Latest by November 30, 2016	

## 6. Criteria for the Assessment of Proposal

- Proven track of experience in organizing of similar events in the past (30 points);
- Proposed approach/methodology to the work (30 points)
- Experience with cooperation with other international organizations, institutions, NGOs and etc.(20points);
- Suitability of the proposed consultants (20 points)

**Note 1:** offers that are rated 70% and above will participate in the next stage of evaluation

**Note 2:** The Contractor will be responsible for all issues connected to the implementation of tasks, including payment of lump sum for local field workers.

Offer should include lump sum with taking into consideration all visits of experts to pilot zone (field trips/works, professional fees, interviews, transportation etc.).