REQUEST FOR PROPOSAL (RFP)

Date: November 30, 2021

Dear Sir/Madam,

We kindly request you to submit your proposal on “Implementation of Energy Efficiency measures in the UN Common Premises in Iran, under Moonshot project”.

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 Tuesday, December 14, 2021 (proposals cannot be received after 16:30 Tehran local time) and to UNDP Bidding email address at:

bid.ir@undp.org

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

IRNUNDP21117

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

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

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

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

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

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five percent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies
that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex III.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP’s vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated; you can find detailed information about vendor protest procedures in the following link: https://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html

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

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/cond uct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Nazli Alavi
Head of Procurement

Enclosed Documents:

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

**Description of Requirements**

| Context of the Requirement | UNDP is committed to minimizing the environmental impact of its operations and to organization-wide climate neutrality. By demonstrating that operations are run in a resource-efficient, sustainable and accountable way, UNDP strengthens its global position as a strong and reliable partner. From green building renovations and bicycling programs to use of photovoltaic electricity and policy changes staff throughout the organization are developing creative and resilient solutions to reducing reliance on fossil fuels and minimizing UNDP’s environmental footprint. Today UNDP has established itself as a leading organization in the UN-wide Greening the Blue initiative, driving the development of new approaches and standards and often establishing best practices within and beyond the UN system. In 2019 UNDP has adopted very ambitious targets committing to reduce GHG emissions from global operations by 25% by 2025 and 50% by 2030. Progress towards these goals is overseen by the Moonshot Task Force, chaired by BPPS and BMS Deputy Directors. To further initiate the transformation needed to achieve these targets, UNDP Administrator Achim Steiner set up the Greening UNDP Moonshot Facility to incentivize the achievement of UNDP’s Moonshot targets by unleashing funding, innovation and the creative energy of the staff. The Facility works in cooperation with Regional Greening Funds to provide complementary seed funding to test, seed and leverage special efforts. Following approval of business case for UNDP Iran, UNDP will lead the process for increasing Energy Efficiency measures in the United Nations Common Premises in Iran, which will include smart lighting systems, retrofitting central heating system, optimizing air conditioning systems and installation of Solar Panels, etc. These green solutions will be implemented in the UN Common Premises in Iran in the last quarter of 2021 which is a common 5-store building in use by 8 separate UN Agencies including UNFPA, UNDSS, UNDP, OCHA, IMO, UNAIDS, UNIC and RC in Iran. |
| Implementing Partner of UNDP | N/A |
| Brief Description of the Required Services | The objective of this assignment is to contribute to minimizing the environmental impact of UN and UNDP operations, under the “Moonshot” project, by implementation of Energy Efficiency measures in the United Nations Common Premises in Iran |
| List and Description of Expected Outputs to be Delivered | 1. Report on component A - described in the above section “Scope of Services and Works”  
2. Report on component B - described in the above section “Scope of Services and Works” |
3. Report on component C- described in the above section “Scope of Services and Works”
4. Documentation and report on component D- described in the above section “Scope of Services and Works”

<p>| Person to Supervise the Work/Performance of the Service Provider | The Consulting Institute will work under the direct supervision of UNDP Moonshot team in Iran CO |
| Frequency of Reporting | Please see Annex IV, Terms of Reference |
| Progress Reporting Requirements | Updates on the progress of the activities |
| Location of work | Contractor’s own location with visit to UNCP building |
| Expected duration of work | Five months |
| Target start date of Contract | End – December 2021 |
| Latest completion date of Contract | End – May 2022 |
| Travels Expected | Applicable |
| Special Security Requirements | Not Applicable |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal) | UNDP will provide a space for the contractor to store their equipment before installation |
| 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 | Local Currency- Iranian Rial |
| Value Added Tax on Price Proposal | Must be inclusive of VAT and other applicable indirect taxes |
| Validity Period of Proposals (Counting for the last day of submission of quotes) | 30 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal. |
| Partial Quotes | Not permitted |
| Payment Terms | Instalments as per Annex IV, TOR |
| Person(s) to review/inspect/approve outputs/completed services and authorize the disbursement of payment | UNDP-Iran Programme unit &amp; the Vice presidency of Family and Woman affair and Ministry of Agriculture Jihad |
| Type of Contract to be Signed | Professional Service Contract |
| Criteria for Contract Award | • Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively |</p>
<table>
<thead>
<tr>
<th>Criteria for the Assessment of Proposal</th>
<th>Technical Proposal (100%)</th>
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</thead>
</table>
| • Full acceptance of the UNDP Contract General Terms and Conditions (GTC). | • Expertise of the Firm - 35%  
• Action Plan – 35%  
• Qualification of Key Personnel – 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)  
General Terms and Conditions / Special Conditions (Annex III)¹  
Detailed Terms of Reference (Annex IV) |

Site visit:
For preparation and submission of your offer, you shall engage your local partner or defined representative to conduct a Site Survey (without cost to UNDP). The data collected on the site assessment visit, together with the data included in this document is what shall be considered for the offer preparation and submission.

Site Assessment Visit is scheduled on the 8 December 2021 at 15:00 (Tehran local time). The Assessment can be conducted either by the vendor’s own staff, by the local partner or by a third representative. Conducting a site visit is compulsory for the offer to be valid.

Please confirm your intention to undertake Site Assessment Visit(s) (without cost to UNDP) by 6 December 2021 COB (Tehran local time) by sending an email to: mahsa_ghahremanzadeh@undp.org

Kindly provide in the email the following information for UNDP Iran CO to make the necessary arrangements for assessment:

- Confirmation of site visit in the specified day and time  
- Name of company/local partner undertaking site visit  
- Name of visitor, ID and contact details

¹Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.
| Contact Person for Inquiries (Written inquiries only)² | Focal Person in UNDP:  
Ms. Mahsa Hajighahremanzadeh  
Address:  
No. 8 Shahrzad Blvd, Darrous, Tehran – Iran  
Fax No.: +98 21 - 22 86 95 47  
E-mail address dedicated for this purpose:  
mahsa.gahremanzadeh@undp.org  
Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. |
| Other Information [pls. specify] | Your offer comprising of complete and signed technical and financial proposals should be sent to UNDP bidding email address: bid.ir@undp.org  
Please note that the subject of your submission email should be ONLY:  
IRNUNDP21117  
Using any other subject for your email will result in disqualification of your bid by UNDP automated emailing system. |

²This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.
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 November 30, 2021, 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:

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

4 Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes.
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:
  - O Ministry of Interior Office as a Non-governmental/non-profit organization (ثبت در وزارت کشور):
  - O Youth national organization (ثبت در سازمان ملی جوانان):
  - O 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 مجالس 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**

**Latest Financial Statement:** Please list the required documents you have attached to indicate your financial stability, standing and market reputation, etc.

- Please explain your professional experience in energy efficiency or energy services (engineering, design and procurement) related field in building sector

- Please explain your experience in implementation and installation of energy efficiency measures related to the assignment

- Please explain your previous experience of working/collaboration with UN agencies and knowing their exigencies would be an advantage

**Item A-d**

**Track Record and Experiences:** Provide the following information regarding corporate experience within the last ten (10) 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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No. 8, Shahrzad Blvd, Darrous, 1948773911 Tehran, I.R. Iran (P.O. Box 15875-4557)
Tel: (98 21) 2286 0691-4, 286 0925-8, Fax: (98 21) 22869547, Email: registry@undp.org, website: www.ir.undp.org
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.)*

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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)*

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Item B

**Proposed Methodology for the Completion of Services**

Please explain your methodology and approach for carrying out the activities and obtaining the expected outputs.

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>
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<tbody>
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</table>

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 and three team members for the work of this contract (for minimum requirements please see TOR) - please use similar templates for all introduced staff, if applicable.

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

6. Countries of Work Experience:

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

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

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder’s Technical Proposal.

Table 1: Summary of Overall Prices

<table>
<thead>
<tr>
<th></th>
<th>Amount(s)</th>
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<tbody>
<tr>
<td><strong>Professional Fees</strong></td>
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<td>(from Table 2)</td>
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<tr>
<td><strong>Other Costs</strong></td>
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<td>(Table 3a+3b)</td>
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<tr>
<td><strong>Total Amount of Financial Proposal</strong></td>
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</tbody>
</table>

Table 2: Breakdown of Professional Fees

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Fee Rate/day IRR</th>
<th>No. of Days</th>
<th>Total Amount IRR</th>
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<tbody>
<tr>
<td>Technical Team</td>
<td>Team leader</td>
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<tr>
<td></td>
<td>Team member 1</td>
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<td></td>
<td>Team member 2</td>
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<td>Team member 3</td>
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<tr>
<td>Subtotal Professional Fees:</td>
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</table>

Table 3: Breakdown of Equipment costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price (IRR)</th>
<th>Total Amount (IRR)</th>
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</thead>
<tbody>
<tr>
<td>To be advised by offeror</td>
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<td>To be advised by offeror</td>
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<tr>
<td>Subtotal of equipment costs (IRR)</td>
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</table>
Table 3b: Breakdown of Other Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price (IRR)</th>
<th>Total Amount (IRR)</th>
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</thead>
<tbody>
<tr>
<td>Reporting</td>
<td></td>
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<tr>
<td>One file/Zoonkan + 1 DVD for each report</td>
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<tr>
<td>Out-of-Pocket Expenses</td>
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<td>Communication</td>
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<tr>
<td>Value added tax (VAT)</td>
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<tr>
<td>Other Costs: (please specify)</td>
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</tbody>
</table>

Subtotal Other Costs:

Table 4: Breakdown of Price per Deliverable/Activity

<table>
<thead>
<tr>
<th>Deliverable/Activity description</th>
<th>Professional Fees IRR</th>
<th>Other Costs IRR</th>
<th>Total IRR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deliverable 1</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Deliverable 2</td>
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<td>Deliverable 3</td>
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<td>Deliverable 4</td>
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</table>

[Name and Signature of the Service Provider’s Authorized Person]
[Designation]
[Date]
Annex III
General Terms and Conditions for Services

1.0 LEGAL STATUS:

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

2.0 SOURCE OF INSTRUCTIONS:

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall 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...
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 majeur, 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 to 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 IV
Terms of Reference (ToR)
Implementation of Energy Efficiency measures in the UN Common Premises in Iran, under Moonshot project

Introduction
UNDP is committed to minimizing the environmental impact of its operations and to organization-wide climate neutrality. By demonstrating that operations are run in a resource-efficient, sustainable and accountable way, UNDP strengthens its global position as a strong and reliable partner. From green building renovations and bicycling programs to use of photovoltaic electricity and policy changes staff throughout the organization are developing creative and resilient solutions to reducing reliance on fossil fuels and minimizing UNDP’s environmental footprint. Today UNDP has established itself as a leading organization in the UN-wide Greening the Blue initiative, driving the development of new approaches and standards and often establishing best practices within and beyond the UN system.

In 2019 UNDP has adopted very ambitious targets committing to reduce GHG emissions from global operations by 25% by 2025 and 50% by 2030. Progress towards these goals is overseen by the Moonshot Task Force, chaired by BPPS and BMS Deputy Directors. To further initiate the transformation needed to achieve these targets, UNDP Administrator Achim Steiner set up the Greening UNDP Moonshot Facility to incentivize the achievement of UNDP’s Moonshot targets by unleashing funding, innovation and the creative energy of the staff. The Facility works in cooperation with Regional Greening Funds to provide complementary seed funding to test, seed and leverage special efforts.

Following approval of business case for UNDP Iran, UNDP will lead the process for increasing Energy Efficiency measures and implementation of renewable and sustainable energy systems in the UN Common Premises in Iran, which will include smart lighting systems, retrofitting central heating system, optimizing air conditioning systems and installation of Solar Panels, etc. These green solutions will be implemented in the UN Common Premises in Iran in the last quarter of 2021 which is a common 5-store building in use by 8 separate UN Agencies including UNFPA, UNDSS, UNDP, OCHA, IMO, UNAIDS, UNIC and RC in Iran.

Objective
The objective of this assignment is to contribute to minimizing the environmental impact of UN and UNDP operations, under the “Moonshot” project, by implementation of Energy Efficiency measures in the United Nations Common Premises in Iran.

Scope of Services and Works
This assignment includes four main components:
A. Preparation component
B. Engineering and procurement component
C. Implementation and installation component
D. Documentation and reporting component

The list of EE measures is provided as follows. The services required for each of the four components are detailed below.

About the building:
The building is a 5-store building located in No 8, Shahrzad Boulevard, Tehran, Iran, built more than 2 decades ago, faced towards north. Area of each store is around 568 m² and there is a lobby with 470 m² and parking with 444 m².

GPS Coordinates: 35°46'55.0"N 51°27'02.3"E

Floors to be covered: Parking, Ground Floor, Common Areas and 3rd, 4th and parts of 5th Floor.

<table>
<thead>
<tr>
<th>#</th>
<th>Title of the EE measures</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Retrofitting and insulation of central heating system</td>
<td>• Retrofitting storage tanks</td>
<td>Temperature range: K-FLEX EC: +110°C</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Insolation of piping and tanks</td>
<td>Thermal conductivity ( \lambda ) W/(m*K):</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Thickness ( \leq 25 ) mm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-20°C=0,031</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0°C=0,033</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>+20°C=0,035</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>+40°C=0,037</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Corrosion problems: pH neutral (7±0,5)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Permeability ( \mu ): ( \geq 7000 )</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fire: Euroclass B - s3, d0</td>
</tr>
<tr>
<td>2</td>
<td>Smart control system for central heating</td>
<td>• Feedback system from distribution</td>
<td>Control Unit (PLC, HMI and etc.): The equipment must be existing in the local market and from reputable brands.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Active ambient temperature sensor</td>
<td>Sensors:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Smart temperature control system</td>
<td>• Ambient temperature</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Programming</td>
<td>• Hot water temperature from boiler</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Return water temperature to boiler</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Water temperature to domestic hot water storage</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Return water temperature from the user side</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Accessories:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Wiring</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Junction box</td>
</tr>
</tbody>
</table>
| 3 | Lighting system | • Total consumption for lighting is 7.8 Kwh working almost 12/7 including:  
  • 100 of 40w- Conventional lamps  
  • 100 of 20w- Conventional lamps  
  • 50 of 36w- FPL lamps  
  • All conventional lamps will be replaced by LED and SMD models  
  • Due to security concerns, 50% of above-mentioned items will be controlled with movement sensors based on zone definition | 18W SMD LED Tube Single Side G13 with LED Stater - THD < 20 | 120 * 26 cm;  
 9W SMD LED Tube Single Side G13 with LED Stater - THD < 20 | 60 * 26 cm;  
22W SMD FPL LED | 54 *44 cm;  
**Photo relay:**  
Output Amper: 10A  
Voltages: 160-260 V  
Frequency: 50-60 Hz  
**Motion Sensor:**  
Sensing angle: 360°  
Voltages: 230V  
Motion range: 0.6-1.5 m/s  
Max total power of lamps: 2000W |
<p>| 4 | Cooling System (1) | • Air circulation through implementation of open spaces (Removing 3 ACs totally 72,000 BTU/h) – working 3 hours | N/A |</p>
<table>
<thead>
<tr>
<th></th>
<th>per day maximum in summertime</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td><strong>Cooling System for Server Room (a)</strong></td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>• Replacement of Server room (currently located in a 5x5 m² area prone to sunlight) to a shadowed and insulated area of 3.27x3.22 m² section. The new room must be insulated with PU Sandwich Panel (8cm Thickness), without any intervention on the roof area.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Replacement of window with double-glazed window frame. (re-location of Servers will be carried out by UNDP)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td><strong>Cooling System (3)</strong></td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>• Using efficient cooling system (current water-cooling systems on the rooftop). The water coolers (normally used in Tehran) on rooftops are exposed to sunlight which leads to evaporation and low efficiency. The current coolers must be assessed and solutions provided for more efficiency.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td><strong>Energy Audit and Implementation</strong></td>
<td>N/A</td>
</tr>
</tbody>
</table>
|   | • 5Pre and Post Energy audit6  
  – Site visit;  
  – Review of the applicability of the energy measures;  
  – Conduct required measurements and analysis;  
  – Prepare a report on the expected energy saving and carbon dioxide |   |

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5 All bidders will have a pre-bid visit prior to proposal  
6 An independent M&V will be done by a third-party company
emission reduction by installation of energy efficiency measures;
− Present a report to the UNDP representatives.
− Conduct required measurements and analysis;
− Calculate the amount of energy saving and carbon dioxide emission reduction for each EE measures;
− Prepare a report on the achieved energy saving and carbon dioxide emission reduction by installation of energy efficiency measures;

Present a report to the UNDP Project manager

• The total amount of annual equivalent CO₂ emission reduction through implementation of the above EE measures must be at least 29.8 ton CO₂/yr) based on the primary energy calculations.
• The above mentioned amount of annual energy saving is considered as the performance criteria for the company and must be in compliance with this criterion.
• The Company who has the willingness to attend this tender must provide a technical proposal and a financial proposal including below documents
  o Proposed methodology
  o Resume of the service provider and team;
  o Catalogues and technical specifications of the equipment and systems for the EE measures;
  o Expected amount of energy saving and carbon dioxide emission reduction for this project based on the contractor previous experience;
  o Detailed execution work plan (weekly based) for the project considering the five month timeline of the project

A. Preparation component

In order to plan for preparation, below steps have to be followed:
• Conducting the detailed energy audit based on the previous preliminary audit carried out by
UNDP Country Office in Iran.

- Matchmaking between the available EE measures list (refer to the table for scope of service and works) and the identified EE measures for implementation in the building
- Preparing the implementation plan
- Preparing the report on the outcomes

B. Engineering and procurement component
Before implementation of the EE measures in the UN Common Premises building, the company must do the engineering activities and procure the required equipment and systems. To this end, the below steps have to be followed:

- Engineering design of the EE measures in consultation with the Moonshot Team in Iran CO
- Procuring the required equipment and systems from the qualified providers including relevant knowledge based and start-up companies in the field of energy efficiency for implementation
- Preparing the executing plan for the implementation and installation component
- Preparing the report on the outcomes

C. Implementation and installation component
The Company must implement and install the executing activities for the building. To this end, the below steps have to be followed:

- Implementing the EE measures in consultation with the Moonshot Team in Iran CO
- Installing the required equipment and systems in line with the proposal and design criteria
- Preparing the technical manual for operation and maintenance of the EE measures in pilot buildings
- Training of the users for operation and maintenance of the EE measures in the building
- Preparing the report on the outcomes

D. Documentation and reporting component
During implementation of the project from the beginning to the end, the below documents and reporting have to be prepared and delivered in the documentation and reporting component:

- Preparing the reports in the outcomes of the components A, B, C
- Preparing the data bank for the energy consumption and CO₂ emission of the building for baseline and reporting periods
- Preparing the calculation sheet for the energy saving and CO₂ emission reduction of the building
- Preparing the technical manual for operation and maintenance

Direct supervision & Verification
The tasks will be performed under direct supervision of UNDP Moonshot team in Iran CO and conformity of the contract implementation process and results as per the Terms of Reference defined here will be verified.

Implementation plan
The Company must prepare an implementation plan keeping in mind the provisional schedule is of activities given below. To meet the project objectives, the Company must deliver the results of each component in accordance to these deadlines. It should be noted; however, that the planned dates might
change according to the project requirements and unforeseen circumstances.

<table>
<thead>
<tr>
<th>Component</th>
<th>Jan 2022</th>
<th>Feb 2022</th>
<th>Mar 2022</th>
<th>Apr 2022</th>
<th>May 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Preparation component</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Engineering and procurement component</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>C. Implementation and installation component</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>E. Documentation and reporting component</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Deliverables**

The main expected outputs to be achieved as the result of this assignment for each component of the project are based on the following table.

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Description of the most important deliverable</th>
<th>Target date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Report on component A - described in the above section “Scope of Services and Works”</td>
<td>End Jan 2022</td>
</tr>
<tr>
<td>2</td>
<td>Report on component B - described in the above section “Scope of Services and Works”</td>
<td>End Feb 2022</td>
</tr>
<tr>
<td>3</td>
<td>Report on component C - described in the above section “Scope of Services and Works”</td>
<td>April 2022</td>
</tr>
<tr>
<td>4</td>
<td>Documentation and report on component D - described in the above section “Scope of Services and Works”</td>
<td>May 2022</td>
</tr>
</tbody>
</table>

**Qualifications of the company/consortium**

1. To undertake the services and works detailed above, the Company is expected to have the following qualifications/experiences:
   - Must be legally registered as an energy efficiency private company or energy services company or be part of a consortium of the engineering private companies with at least one member legally registered as an energy efficiency private company or energy services company;
   - Having a well-established financial and management system;
   - Have 5 years of relevant experience, in energy efficiency or energy services (engineering, design and procurement) related field in building sector;
   - Have a minimum 3 years of relevant experience, in implementation and installation of energy efficiency measures related to the assignment;
   - Have a well-structured organization for implementation of energy efficiency measures in building sector to undertake the assignment;
• Previous experience of working/collaboration with UN agencies and knowing their exigencies would be an advantage.

2. The Company is required to mobilise a team of four members including team leader with below qualifications:

- **One Team Leader:**
  - The head of the team must possess a MSc degree in engineering fields relevant to energy efficiency;
  - 7 years of experience in energy efficiency in building;
  - Working experience in design, implementation and installation of EE monitoring and control systems in building;
  - Experience in preparing the requested progress reports in timely manner;
  - Working experience with UN agencies is an asset;
  - Good command of English for reporting and communication.

- **One Energy Expert:**
  - A minimum of 5 years of experience in design, implementation, and installation of EE solutions measures, monitoring and control systems in mechanical room;
  - Experience in controlling the energy consumption of the building;
  - Working experience with UN agencies is an asset.

- **Two Other Experts and Staffs:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Minimum number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical expert of mechanical engineering with BSc in the related fields and 5 years of relevant field experience in installation and implementation of the EE in building</td>
<td>1</td>
</tr>
<tr>
<td>Technical expert of electrical engineering with BSc in the related fields and 5 years of relevant field experience in installation and implementation of the EE in building</td>
<td>1</td>
</tr>
</tbody>
</table>

In case necessary, the Company must be able to mobilise additional staff required to undertake the services and deliver the deliverables according to the time and period specified below.

**Terms & Remuneration**

In full consideration for the complete and satisfactory performance of the services and works under the contract for this assignment, UNDP shall pay the Company the total offered and approved amount, subject to the following conditions:

1) All payments will be made by UNDP directly to the contractor in Iranian Rials for the service and work provided;
2) The total contract amount is expected to cover total amount of financial support plus all of the other expected costs including the cost of technical and engineering services, transportation, communication, costs of translation, typing and preparing the soft and hard copies of required
documents, overhead, tax, insurance, value added tax (VAT), miscellaneous and any other relevant costs regarding this activity;
3) Payments will be made according to UNDP regulations as explained in the contract documents;
4) Each payment will be made by UNDP within 30 days acceptance of the reports;
5) The Company 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;
6) The payments will be made upon certification that the services have been satisfactorily performed and according to the payment instalments of the table below:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Description of the most important deliverable</th>
<th>Target date</th>
<th>% of total contracted amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Report on component A- described in the above section “Scope of Services and Works”</td>
<td>End Jan 2022</td>
<td>20%</td>
</tr>
<tr>
<td>2</td>
<td>Report on component B- described in the above section “Scope of Services and Works”</td>
<td>End Feb 2022</td>
<td>35%</td>
</tr>
<tr>
<td>3</td>
<td>Report on component C- described in the above section “Scope of Services and Works”</td>
<td>April 2022</td>
<td>35%</td>
</tr>
<tr>
<td>4</td>
<td>Documentation and report on component D- described in the above section “Scope of Services and Works”</td>
<td>May 2022</td>
<td>10%</td>
</tr>
</tbody>
</table>